



**ZEAL
INSTITUTES**

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NARHE | PUNE | INDIA



JUNIOR COLLEGE | ITI | POLYTECHNIC | ENGINEERING | MBA | MCA | Ph.D

POLICY DOCUMENT

FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM POLICY

ZEAL EDUCATION SOCIETY'S

ZEAL COLLEGE OF ENGINEERING & RESEARCH

Approved by AICTE, New Delhic, Recognised by Govt. of Maharashtra and Affiliated to Savitribai Phule Pune University, Pune

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**ZEAL EDUCATION SOCIETY'S
ZEAL COLLEGE OF ENGINEERING AND RESEARCH
NARHE | PUNE -41 | INDIA**



POLICY DOCUMENT

FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM (FPADS)

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Institute Vision:

To be a premier institute in technical education by imparting academic excellence, research, social and entrepreneurial attitude.

Institute Mission:

- M1: To achieve academic excellence through innovative teaching and learning process.
- M2: To imbibe the research culture for addressing industry and societal needs.
- M3: To inculcate social attitude through community engagement initiatives.
- M4: To provide conducive environment for building the entrepreneurial skills.



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The institute recognizes the significant contributions of faculty members in academics, administration, and various development activities.

Faculty Performance Appraisal and Development System (FPADS) has been implemented to evaluate and acknowledge faculty members based on their performance and achievements. It is noteworthy that the appraisal scheme covers all mandatory points specified in the AICTE 360 Degree Faculty Feedback guideline.

A) Objectives of Faculty Performance Appraisal System:

1. To improve performance of the faculty members within current environment and available resources.
2. To develop the capacity & capability of faculty members to implement the institutional plans to achieve vision, mission, goals and objectives.
3. To give rewards & opportunities for the faculty members to develop themselves to their full potential.
4. To foster commitment to teaching, student engagement, and continuous improvement.
5. Evaluate faculty performance in teaching-learning and assessment, emphasizing technology, project involvement, and innovative methodologies.
6. Assess faculty's role as mentors and guardians, covering career counselling, personal and academic support and holistic student development.
7. Identification of faculty's strength and achievements.
8. Identification of the developmental areas and an action plan for attainment.
9. Agreement to future performance objectives and action plan for the upcoming years.

B) Process of Faculty Performance Appraisal and Development System:

The faculty performance appraisal and development form has been developed on the basis of following parameters. The self-appraisal form is circulated to the faculty and made aware them about the performance appraisal parameters and corresponding maximum marks.

A. General Information

B. Teaching learning Process- (25 Marks)

The teacher submits self-assessment on the following point

1) Course File Preparation (5 Marks)

After load distribution prepare the course file as per the ISO 21001:2018 (EOMS) academic process manual for the allotted subjects well before the commencement of each semester. The course file includes vision, mission of institute and department, Institute and department academic calendar, time tables, teaching and lesson plan, course notes, real life examples, university question papers and its solution, class test question papers with marking scheme, content beyond syllabus, assignments, unit wise question bank.

The course file is verified by Program Assessment and Quality Improvement committee (PAQIC) before the commencement of the new semester. The improvement and suggestion are given by the PAQIC to the respective course teacher for the further improvement.

2) Load Conduction (Theory & Practical) (1 Mark)



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Plan and conduct the lectures and practical according to the number of hours prescribed by the university curriculum.

3) Attendance filling in ERP (1 Mark)

After conducting the lecture and practical, filling the attendance in ERP system regularly.

4) Average attendance of students (above 75 %) (1 Mark)

Maintaining the average attendance of students in the lectures and practical at least 75 %.

5) Lab Manual (2 Marks)

Availability of lab manuals of the respective subject for the conduction of practicals and equipments readiness before the commencement of semester.

6) Practical plan prepared and updated (1 Mark)

Practical plan prepares and update time to time in ERP system.

7) Laboratory continuous assessment (1 Mark)

After conduction of every experiment, the assess all students as per the continuous assessment sheet on the basis of student regularity and his/her performance during the practical session.

8) CO-PO mapping and its justification (1 Mark)

As per the allotted subjects, CO-PO and CO-PSO mapping matrix along with its justifications.

9) CO-PO-PSO attainment (1 Mark)

After declaration of university of result, prepare CO-PO-PSO attainment of the respective subjects as per the ISO 21001:2018 (EOMS).

10) Course exit survey (1 Mark)

Course exit survey at the end of each semester from the students.

11) Result of subject (5 Marks)

Faculty assess respective course results as follows:

1. If the result is 10 % more than average of last three-year result – 5 marks
2. If the result is equal to average of last three-year result – 4 marks
3. If the result is 5 % less than average of last three-year result – 3 marks
4. If the result is 8 % less than average of last three-year result – 2 marks
5. If the result is 10 % less than average of last three-year result – 1 mark
6. If the result is 11 % and more less than average of last three-year result – 0 mark

Faculty members having excellent result in their respective courses are felicitated with appreciation letters at the department level.

12) Innovative Teaching pedagogies (5 Marks)

Innovative teaching methodology in delivering the lectures and practical. Special efforts to improve the performance of slow learners and advanced learners.

All above parameters for both semesters are assessed and total marks earned is out of 25.

C. Faculty Feedback by Students (20 Marks)

Student feedback is collected for all courses in each semester twice without disclosing Student's identity through ERP system. The feedback is collected on five-point scale (i.e. Excellent, Very good, Good, Average and Poor). The feedback marks (Maximum score 45) is calculated depending upon the number of responses and it is



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converted into percentage basis. The range of feedback is as follows:

Above 85% : Excellent, Between 75% to 85% : Good, Less than 75% : Poor

This feedback is communicated to the faculty for corrective action and improvement. Faculty members having excellent student feedback in their respective courses are felicitated with appreciation letters at the department level. Also for poor feedback, the faculty is counselled for the improvement.

Feedback marks is converted out of 20 marks.

D. Departmental Level Activities (20 Marks)

The faculty members are evaluated depending on their involvement in handling different department portfolios and responsibilities assigned to them. The faculty can claim max. 4 marks per activity.

All activities total marks are converted out of 20 marks.

E. Institute Level Activities (10 Marks)

The faculty members are evaluated depending on their involvement in handling different institute level portfolios and responsibilities assigned to them. The faculty can claim max. 5 marks per activity.

All activities total marks are converted out of 10 marks.

F. FDP/ STTP/ Workshop/ Webinar attended/conducted (10 Marks)

The institute encourage and promote the professional development of faculty to attend orientation courses, refresher courses, STTP, faculty development program (FDP) and workshops organized by the various reputed Institutions/universities/corporate.

Institute provides required funding for organizing national /international seminars/guest lecturers/ workshops/ conferences. Institute grants On-duty (OD) leaves for attending state/national seminars/workshops/FDPs etc.

The faculty members claim the marks max. up to 10.

G. Research Contribution and Awards (10 Marks)

To contribute in research activity, faculty members encourages to publish research papers, filing patents, researching proposals for funding from various Govt./Non govt. organizations etc. The institute provides financial supports as per institute's policy. Awards and recognition of the faculty is appreciated by the institute.

The faculty members claim the marks max. up to 10.

H. ACR (Annual Confidential Report) (5 Marks)

The institute head verifies all the points as per mentioned above and evaluate the marks claimed by the concern faculty members.

The evaluation mark is out of 5.

Following is the summary of faculty performance appraisal and development system.



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Sr. No	Parameter	Max. Marks	Points assessed by the Reviewing Officer
A	General Information	-	
B	Teaching Learning Process	25	
C	Faculty Feedback by Students	20	
D	Department Level Activities	20	
E	Institute Level Activities	10	
F	FDP/ STTP/ Workshop/ Webinar attended/conducted	10	
G	Research Contribution and Awards	10	
H	ACR	05	
Total of S. No. A to H		100	
Total on 10-point scale (To be rounded to 2 digits)			

Employee	Reporting Authority	Reviewing Authority
Faculty	Head of Department	Principal
Head of Department	Principal	Principal

C) Implementation and Effectiveness of Self-Appraisal System:

➤ **Implementation:**

The performance appraisal system is implemented effectively as follows:

1) Develop a Performance Appraisal Form:

Create a comprehensive form with clear performance indicators aligned with institutional vision and missions, covering areas like teaching, research, professional development and service contributions.

2) Communicate Performance Expectations:

Ensure faculty and staff are aware of the performance appraisal process, including set criteria and performance thresholds, to understand the standards against which they'll be evaluated.

3) Self-Assessment and Submission:

Faculty and staff complete self-appraisal forms, assessing their own performance based on predetermined indicators. They highlight achievements, areas for improvement, and professional goals before submitting the form to their reporting authority.

4) Review and Validation:

The reporting authority reviews and validates the self-appraisal, providing feedback and making necessary revisions or clarifications to ensure accuracy and completeness.



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5) Evaluation and Recommendation:

The self-appraisal, along with validation, is forwarded to a reviewing authority (e.g., higher-level administrator or committee) responsible for performance evaluation. They assess the appraisal and consider feedback from the reporting authority before making recommendations.

FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT FORM

Sr. No.	Performance Parameter	Marks
A	General Information	
B	Teaching Learning Process	25
	1. Course File Preparation	5
	2. Load Conduction (Theory & Practical)	1
	3. Attendance filling in ERP	1
	4. Average attendance of students (above 75 %)	1
	5. Lab Manual	2
	6. Practical plan prepared and updated	1
	7. Laboratory continuous assessment	1
	8. CO-PO mapping and its justification	1
	9. CO-PO-PSO attainment as on date	1
	10. Course exit survey	1
	11. Result of subject	5
12. Innovative Teaching pedagogies	5	
C	Faculty Feedback by Students	20
	Student's feedback score on a scale of 20	20
D	Departmental Level Activities	20
	Department level portfolios handled by the faculty	20
E	Institute Level Activities	10
	Institute level portfolios handled by the faculty	10
F	FDP/ STTP/ Workshop/ Webinar attended/conducted	10
G	Research Contribution and Awards	10
H	ACR (Annual Confidential Report)	05
TOTAL		100