



Key Indicator: 6.3 Faculty Empowerment Strategies.

6.3.5 Institutional Performance Appraisal System for teaching and non-teaching staff.

Sr. No.	Particulars	Page No.
1	Faculty Appraisal Process	1-2
2	Faculty Appraisal Policy	3-4
3	Faculty Appraisal Blank Form	5-12
4	Faculty Appraisal Filled Form	13 -20
5	Additional information	21





Zeal Education Society's

Zeal Institute of Business Administration, Computer Application & Research (ZIBACAR)

Sr. No. 39, Narhe, Pune -411041, Phone No.:67206031, Website: zibacar.in

(Approved by A.I.C.T.E., Recognized by DTE (Govt. of Maharashtra) and Affiliated to Savitribai Phule Pune University)

FACULTY APPRAISAL POLICY

INTRODUCTION

Zeal Institute of Business Administration, Computer application & Research (ZIBACAR), Pune, India is committed to appraise those faculty who demonstrates academic rigor, research inclination, leadership skills and act as role model for students, staff, colleagues. The faculty appraisal system is transparent and provides clear direction towards professional, organizational and personal objectives attainment. The purpose of the performance appraisal is to provide an assessment of performance that allows recognition of a faculty member's strengths and achievements, and to identify potential areas for professional development.

METHOD OF SELECTION:

1. Faculty appraisal committee comprises
 - a. Director
 - b. Programme Coordinator-MBA
 - c. Programme Coordinator-MBA
2. Committee will review and validate the submitted documents as per the given evaluation parameters.
3. Committee will appraise the faculty members in accordance with Local Managing Committee and Governing Body.

PARAMETERS

Faculty shall be assessed on following parameters :

Parameter 1: Teaching Skills

A Faculty member is evaluated based on the Students-Faculty-Feedback analysis students.

Parameter 2: Self-Appraisal form

A Faculty member is evaluated based on the basis of Self appraisal form submitted by him/her.

Parameter 3: Peer review

A Faculty member is evaluated based on the Peer review and the Director of the institute.

Parameter 4: Qualification Upgradation

A Faculty member is evaluated based on the

- 1) Qualification Improvement and Certification.





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2) Research Work and Book Publications.

Parameter 5: Awards and Incentives

A Faculty member is evaluated based on the various awards and incentives received.

Parameter 6: Job Performance

A Faculty member who has taken meticulous efforts with a great sense of sincerity towards successful completion of the assigned responsibilities allotted by the institute apart from the regular teaching load.

Major areas to be considered for evaluation:

- 1) Ensuring the smooth functioning of the Academics in the Institute.
- 2) Extra efforts put in to take placements to great heights.
- 3) Extra efforts towards the preparation of the compliance report for AICTE, DTE, UoP.
- 4) Major role played at the time of visit by various committees (AICTE, DTE, LIC, Selection Committee for staff approval).
- 5) Shouldering the responsibility in organizing various events at the Institute.
- 6) Team Player, Inter-Personal Relation, Sincerity, Discipline.

Note: This policy will be in effect from Academic year 2013-14.





Faculty Performance Appraisal & Development Form (A.Y. 2022-23)

SELF APPRAISAL REPORT

(TO BE FILLED IN BY CANDIDATE FOR THE PERIOD 1ST JULY 2022 TO 30TH JUNE 2023)

PART- 1

GENERAL INFORMATION

1. Name in Full (in Block letters) :
2. Designation :
3. Department :
4. Date of appointment :
5. Date of obtaining Ph.D. degree :
6. Employment Record in ZES :

(Place of work)	Designation / Post held	Scale of Pay	Period		Total Period	Nature of duties (Regular/ Adhoc/ Visiting)
			From	To		



PART- 2

(To be filled by the Teachers and assessed by Reporting Officer as well as Reviewing Officer)

a. Teaching Learning Process (maximum Points 25)

Teacher should furnish details in the table below, about his/her teaching activity during the period 1st July to 30th June. A self-attested photocopy of student's Cumulative attendance summary / Attendance Record for the concerned semester/s should be attached with this format as proof for actual conduct of the claimed Lecturers /Practical's/ Tutorials.

S. No	Semester	Class and subject taught (Please write clearly the Class Name of subject and whether taught Theory or Practical)	No. of Theory/ Practical /Tutorial Hours Scheduled	No. of Theory/ Practical /Tutorial Hours Conducted	Points claimed by teacher	Points assessed by Director
1	I,III				= ((Y/X) / 25) to be rounded to 2 digits	
2						
3						
4						
5						
6						
7	II,IV					
8						
9						
10						
11						
12						
Grand Total (Total of S. No. 1 to 12)			X=	Y=		



b. Student's feedback (maximum Points 20)

Teacher should furnish details of student's feedback about him/her, in the table below, for the period 1st July to 30th June. The student feedback form designed at Institute level is to be used. A self-attested photocopy of communication from Head of Institute to the teacher about the student's feedback score should be attached with this format to substitute the points claimed by the teacher.

S. No	Semester	Class and subject taught (Please write the Class and Name of subject taught)	Whether Mid semester or End Semester feedback	Student's feedback score on a scale of 20	Points claimed by teacher	Points assessed by Director
1	I, III				= (Average of student's feedback score) to be rounded to 2 digits.	
2						
3						
4						
5						
6						
7	II, IV					
8						
9						
10						
11						
12						
Grand Total			(Total of S. No. 1 to 12)			



c. Departmental Activities (Maximum points 20)

Teacher should furnish information of different departmental responsibilities and / or departmental activities handled by him/her during the period 1st July to 30th June in the table below. This may include information such as consultancy, time table incharge, NBA/NAAC/ ISO/ NIRF/CII Survey Coordinator, Research Publications, Grants received, Patents, Academic Qualification Improvement, PhD guide, Assembly coordinator, Club coordinator, Research Scholar, Hands on Sessions & Training programs for students, class coordinator, student registration incharge , Project guide, guest lecture organization, industrial visit organisation, Industrial Training, MoU, Project / Seminar Coordinator, Student Association/ Chapter coordinator, cleanliness incharge, Practical / Examination time table incharge, Academic monitoring coordinator, CSR activities coordinator, student feedback incharge, student counseling, Initiative for FDP/CEP/ STTP/ Testing/ Consultancy, organization of MOOCS/ NPTEL/ Spoken Tutorials/ IUCEE webinars etc. **and/ or any other departmental activity.** A self-attested photocopy of HOD's Office Order / Departmental Order for handling the responsibility / activity should be attached with this format to substantiate points claimed by teacher.

S.No.	Period of handling the responsibility /activity	Details of responsibility / activity Handled	Points claimed by teacher (Min. 0 and Max. 4 points per activity)	Points assessed by Director
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Grand Total (Total of S.No 1 to 12) (Limited to maximum 20 Points)				



d. Institute Activities (Maximum Points 10)

Teacher should furnish information of different institute level responsibilities and /or institutes level activities handled by him/her during the period 1st July to 30th June in the table below. This may include information such as CEO, Internal/ External Senior /Junior Supervisor, Learning Management System Coordinator, internship incharge, institutes website management incharge institute level networking and maintenance incharge, building / electrical maintenance incharge EPBX incharge, Hardware and Software installation and maintenance incharge institute MIS incharge, DTE MIS incharge organization, FDP/Conference/ Training/ Workshop, Examination duty/activity/incharge, AICTE/DTE/RO/University assigned duty, Sports in charge and coordinator, incharge /Member of AICTE/state Govt./University statutory committee NBA coordinator, garden maintenance / tree plantation at institute level AICTE/University/ DTE/AISHE /NIRF/ARIIA /CII/RUSA/TEQIP/PC/COA etc. Activity incharge PRO/ Gymkhana/ Gathering/ Publicity/ student club activity incharge, RANANGAN/UDDAN, Avishkar Project Competition coordinator, Cultural coordinator, Sports coordinator, Science Exhibition, HOD/Dean/Associate Dean /Library Incharge Hostel rector /warden, canteen incharge, Scholarship incharge, AQAR incharge Innovation/ Incubation/Invention cell incharge etc. **and / or any other institute/ Society level activity.** A Self-attested photocopy of institute level Office Order issued by Head of institute for handling the responsibility/activity should be attached with this format to substantiate points claimed by the teacher.

Sr. No.	Period of handling responsibility activity	Details of responsibility/ activity handled	Points claimed by teacher (Min.0 and Max.5 points per activity)	Points assessed by Director
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Grand Total (Total of S.No.1 to 12) (Limited to maximum 10 points)				



e. Contribution to FDP/ STTP/ Workshop/ Webinar (Maximum Points 10)

Teacher should furnish information of any contribution by him/her, as a participant or resource person in FDP/ STTP/ Workshop/ Webinar or **any other such activity** during the period 1st July to 30th June in the table below. A self-attested photocopy of participation/ conduction or any other relevant document issued by organizer should be attached with this format to substantiate points claimed by the teacher.

S.No	Period of handling responsibility / activity	Details of responsibility / activity handled	Points claimed by teacher (Min. 0 and Max .5 Points per activity)	Points assessed by Director
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Grand Total (Total of S.No.1 to 6) (Limited to maximum 10 points)				



g. Research Contribution and Awards (Maximum Points 10)

Teacher should furnish information of any Grants received from Government and non-governmental agencies for research projects / endowments in the institution, Research projects funded by government and non-government agencies, papers published per teacher in the Journals notified on UGC website, books and chapters in edited volumes/books published and papers published in national/ international conference proceedings, awards and recognitions received for extension activities from government / government recognized bodies etc. and any other such activity. Documentary evidence should be attached with this format to substantiate points claimed by the teacher.

S.No	Date(s)/ Period	Details of achievements	Points claimed by teacher (Min. 0 and Max 5 Point per achievement)	Points assessed by Director
1				
2				
3				
4				
5				
Grand Total (Total of S.No.1 to 05) (Limited to maximum 05 points)				

Date - ___/___/___

Signature, Name and Designation of Teacher

Observations/ Recommendations:

I hereby declare that I have satisfied myself about correctness of the points claimed by the teacher and corrected them wherever required.

Date - ___/___/___

Signature, Name and Designation of HoD



PART- 3

(To be filled by Confidential Section of institute & then summarized as well as endorsed by Head of the Institute)

h. ACR (Annual Confidential Report) (Maximum Points 05)

The ACR maintained at institute level shall have maximum 05 point based in grading. At present, the ACR format prescribed for teachers under **Zeal Institute of Business Administration Computer Application & Research, Pune** uses an overall gradation of Minimum 0 points to Maximum 1 points. Therefore, the same gradation is to be directly used as the ACR points earned by the concerned teacher out of 05.

To be filled by confidential section of the institute:

Overall ACR gradation of the teacher for the period is DD/MM/YYYY to DD/MM/YYYY (___) out of 05.

Summary and Endorsement by Head of Institute

S.No	Parameter	Points assessed by the Reviewing Officer
a	Teaching process (Max. Points 25)	
b	Student feedback (Max. Points 20)	
c	Department Activities (Max. Points 20)	
d	Institute activities (Max. Points 10)	
e	Contribution to FDP/ STTP/ Workshop/ Webinar (Max. Points 10)	
f	Research Contribution (Max. Points 10)	
g	ACR (Max. Points 05)	
Total of S. No. a to h (Max. Points 100)		
Total on 10 point scale (To be rounded to 2 digits)		

Place - _____

Date - ____/____/____

Signature, Name and Designation of Head of Institute





Faculty Performance Appraisal & Development Form (A.Y. 2022-23)

SELF APPRAISAL REPORT UNDER REVIEW

(TO BE FILLED IN BY CANDIDATE FOR THE PERIOD 1ST JULY 2022 TO 30TH JUNE 2023)

PART- 1

GENERAL INFORMATION

1. Name in Full (in Block letters) : DR. MOHITE BABASAHEB JOTIRAM
2. Designation : ASSOCIATE PROFESSOR
3. Department : MCA
4. Date of appointment : 01/01/2017
5. Date of obtaining Ph.D. degree : 31/12/2012
6. Employment Record in ZES :

(Place of work)	Designation / Post held	Scale of Pay	Period		Total Period	Nature of duties (Regular/ Adhoc/ Visiting)
			From	To		
ZIBACAR	ASSOCIATE PROFESSOR	6 Pay	02/01/2017	TILL DATE	6 Years 10 Months	Regular



PART- 2

(To be filled by the Teachers and assessed by Reporting Officer as well as Reviewing Officer)

a. Teaching Learning Process (maximum Points 25)

Teacher should furnish details in the table below, about his/her teaching activity during the period 1st July to 30th June. A self-attested photocopy of student's Cumulative attendance summary / Attendance Record for the concerned semester/s should be attached with this format as proof for actual conduct of the claimed Lecturers /Practical's/ Tutorials.

S. No	Semester	Class and subject taught (Please write clearly the Class Name of subject and whether taught Theory or Practical)	No. of Theory/ Practical /Tutorial Hours Scheduled	No. of Theory/ Practical /Tutorial Hours Conducted	Points claimed by teacher	Points assessed by Director
1	I,III	Software Testing and Quality Assurance (Sem-III)	35	35	= ((Y/X) * 25) to be rounded to 2 digits	
2		Research Methodology (Sem-I)	15	15		
3		Data structure and Algorithm (Sem-I)	35	35		
4		Mini Project				
5						
6						
7	II,IV	Optimization Techniques (Sem-II)				
8		Major Project				
9						
10						
11						
12						
Grand Total (Total of S. No. 1 to 12)			X=	Y=		



b. Student's feedback (maximum Points 20)

Teacher should furnish details of student's feedback about him/her, in the table below, for the period 1st July to 30th June. The student feedback form designed at Institute level is to be used. A self-attested photocopy of communication from Head of Institute to the teacher about the student's feedback score should be attached with this format to substitute the points claimed by the teacher.

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Grand Total			(Total of S. No. 1 to 12)			



c. Departmental Activities (Maximum points 20)

Teacher should furnish information of different departmental responsibilities and / or departmental activities handled by him/her during the period 1st July to 30th June in the table below. This may include information such as consultancy, time table incharge, NBA/NAAC/ ISO/ NIRF/CII Survey Coordinator, Research Publications, Grants received, Patents, Academic Qualification Improvement, PhD guide, Assembly coordinator, Club coordinator, Research Scholar, Hands on Sessions & Training programs for students, class coordinator, student registration incharge , Project guide, guest lecture organization, industrial visit organisation, Industrial Training, MoU, Project / Seminar Coordinator, Student Association/ Chapter coordinator, cleanliness incharge, Practical / Examination time table incharge, Academic monitoring coordinator, CSR activities coordinator, student feedback incharge, student counseling, Initiative for FDP/CEP/ STTP/ Testing/ Consultancy, organization of MOOCS/ NPTEL/ Spoken Tutorials/ IUCEE webinars etc. **and/ or any other departmental activity.** A self-attested photocopy of HOD's Office Order / Departmental Order for handling the responsibility / activity should be attached with this format to substantiate points claimed by teacher.

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Grand Total (Total of S.No.1 to 6) (Limited to maximum 10 points)				



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5				
Grand Total (Total of S.No.1 to 05) (Limited to maximum 05 points)				

Date - ___/___/___

Signature, Name and Designation of Teacher

Observations/ Recommendations:

I hereby declare that I have satisfied myself about correctness of the points claimed by the teacher and corrected them wherever required.

Date - ___/___/___

Signature, Name and Designation of HoD



PART- 3

(To be filled by Confidential Section of institute & then summarized as well as endorsed by Head of the Institute)

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a	Teaching process (Max. Points 25)	
b	Student feedback (Max. Points 20)	
c	Department Activities (Max. Points 20)	
d	Institute activities (Max. Points 10)	
e	Contribution to FDP/ STTP/ Workshop/ Webinar (Max. Points 10)	
f	Research Contribution (Max. Points 10)	
g	ACR (Max. Points 05)	
Total of S. No. a to h (Max. Points 100)		
Total on 10 point scale (To be rounded to 2 digits)		

Place - _____

Date - ____/____/____

Signature, Name and Designation of Head of Institute





ZEAL
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www.zealeducation.com



ZEAL EDUCATION SOCIETY

📍 Sr. No - 39, Narhe Dhayari Road, Narhe, Pune - 411 041(MS) India.

☎ 020 - 2434 8071 Tele Fax : (020) 2434 5365

✉ zeal@zealeducation.com 🌐 www.zealeducation.com

FOUNDER DIRECTOR : S. M. KATKAR B.A. (Hons.) L.L.B

Ref: ZES/NC/OTA/2022-23/051

Date: 30/12/2022

Office Order

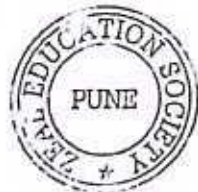
Mr. Pandurang A. Patil, Asst. Professor – Zeal Institute of Business Administration, Computer Application and Research, Pune you hereby given an additional charge of Director (Zeal Institute of Business Administration, Computer Application and Research) i.e. 1st January 2023 on administrative grounds, on the same terms and conditions mentioned in your appointment order.

To,

Mr. Pandurang A. Patil
Asst. Professor
ZIBACAR, Pune



For Zeal Education Society,



Mr. Uddhav S. Shid
Director
(Academics, Admission & Administration)
Zeal Education Society,
Narhe Campus, Pune.

Copy respectfully submitted to:

1. Hon. Secretary, Zeal Education Society, Pune -- For your information please.

Copy to:

1. Head, Zeal Group of Management Institutes.
2. Administrative Office (Establishment Section), ZIBACAR, Pune.

