CRITERION 6 – Governance, Leadership and Management

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

Documents uploaded

Sr.no	Particulars
1	Performance Appraisal Policy
2	Performance Appraisal Blank form
3	Sample filled Form of Performance Appraisal

Zeal Education Society's
Zeal Institute Of Management And Computer Application, Pune

Performance Appraisal

Introduction

"Evaluate what you want – because what gets measured gets produced" –
James A. Belasco

Zeal Performance Appraisal System is a blend of Key Result Area (KRA), Key Performance Indicator (KPI) based that known as management by objective and 360degree feedback. Performance appraisal method. Zeal performance appraisal System is more development-focused than appraisal alone and supports competency enhancement of the staff in a better way.

Zeal Institute of Management and Computer Application (ZIMCA) constantly aligning employees' personal goal with that of the organization to enhance productivity. So to achieve goal and objective, employees are provided with open clan culture which enhances transparency and builds a sense of trust and confidence among the employees about the organisation, therefore, a 360-degree appraisal system is deployed. The major reason for selecting the 360-degree appraisal process, because it describes a human resource methodology that is frequently used for both employee appraisal and employee development.

At the beginning of each performance cycle, the employee and reviewer will review the Key Results Area (from the roles and responsibilities). The reviewer and employee document specific responsibilities, with outcomes that describe how successful performance will be measured. Employee and reviewer then assign a priority to each activity. Besides, employee and reviewer should discuss the Performance Factors and agree on how they apply to the employee's work. Ongoing communication regarding performance is expected, both in informal and formal settings throughout the year. Either the reviewer or employee should feel free to initiate discussion of performance progress,

expectations, priorities or obstacles. Meanwhile, feedback about the employee comes from all the sources that come into contact with the employee on his/her job or people with whom he/she interacts on daily basis especially, subordinates team members, students etc. The 360-degree appraisal has four components that include self-appraisal, superior's appraisal, subordinate's appraisal student's appraisal (Students Feedback) and management appraisal.

At the end of each performance cycle, a formal review of achievements concerning the performance standards is documented. This includes a summary of employee performance during the performance cycle concerning individual responsibilities and outcomes for complete one academic year.

The Component of Performance Appraisal are as follows:

- **Key Result Area(KRA) With Key Performance Indicator(KPI):** The key job responsibility of every individual is monitored periodically and @ the end of the academic year on various aspects like Student Results, Academic and Administrative capabilities, Research Publications, Projects, Research Guidance, Training courses & Conference/Seminars/Workshops attended and Papers presented, Industrial Relationship etc. Any additional responsibility that the employee undertakes over and above his/her key result area considered with due weightage.

- **360 Degree Peer feedback:** 360-degree feedback is a highly effective development tool especially for coordination and teamwork. Feedback recipients gain insight into how others perceive them and have an opportunity to adjust behaviours and develop skills that will enable them to excel at their jobs.360 feedbacks focus on behaviours and competencies more than on basic skills, job requirements, and performance objectives. This includes the defined behavioural skills which contribute towards achieving the KRAs. Statutory obligations.

Policy statement:

To strengthen the aim of achieving the vision and objectives of the organisation, Zeal Institute of Management & Computer Application (ZIMCA) believes that it is only possible with the contribution of a well-

motivated and competent workforce. So, therefore, ZIMCA supports all its employees to get apprehend their potential, to achieve their professional goals and their role relevancy towards achieving the organization's vision. ZIMCA has developed this policy to ascertain the behaviour of an employee anchored to performance and integrate with the organizational performance and on the other side, the policy helps employee of ZIMCA to outline the processes that will help to identify gaps between current and future levels of performance.

Objectives:

- To maximize the performance efficiency and contribution of the employees.
- To foster a culture that encourages excellence of performance
- To ensure staff are well versed with their key roles and relations with vision, and mission of ZIMCA along with management expectations and performance measures.
- Promoting transparency and openness i.e. OCTAPAC (Openness – Confrontation – Trust – Autonomy – Pro-action– Authenticity – Collaboration) culture to identify job-related strengths, weaknesses, acknowledge accomplishments and improve work performance
- To motivate the employee to stay relevant to the organisation.
- To design the career path of the employee as per his/her competencies.
- To arbitrate employees behaviour (employee internal relations) with their peer's by 360-degree review.
- Promoting a results-oriented work outlook that will identify poor, satisfactory and outstanding performance and initiate appropriate action including rewards and sanctions.
- To ensure job description is properly matched with KRA (Key Result Area)
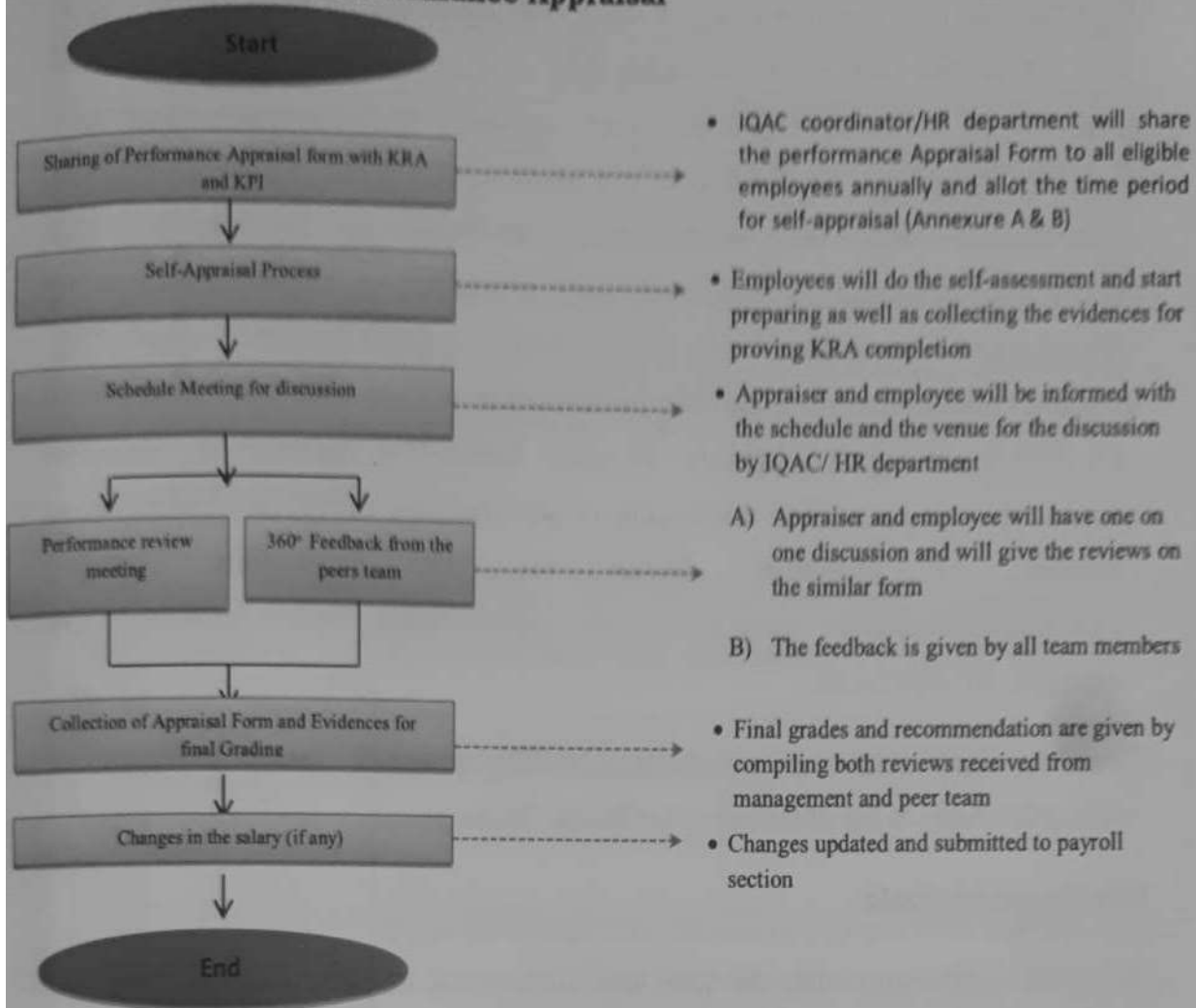- To develop proper corrective actions to improve the performance of employees.

Applicability:

This policy will apply to all employees (who have completed their probationary period) of Zeal Institute of Management & Computer Application for yearly performance evaluation.

Performance Appraisal Policy Principles:

1) Zeal Institute of Management & Computer application believes in the evaluation and assessment tool to identify the real potential of the employees and not on any prejudices or preconceptions.

2) All staff must have an appraisal discussion at least once every 12 months.

3) The Institute provides the opportunity for its employees to do his or her self-appraisal at the initial stage.

4) The next level of performance evaluation is authorized to the direct reporting, who is the Head of the Institute.

5) Along with the superior authority evaluation, the feedback from the peer is also collected based on the defined parameter which establishes the collaborative approach to lead and develop people to improve performance.

6) An appraisal is an ongoing process with an annual formal meeting to review progress

7) The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual and the organisation are being met, and will be met in the next year.

8) The appraisal discussion will review the previous year's achievement and will set an agreed Personal Development Plan for the coming year for each member of staff.

9) Individual staff members are responsible for fulfilling the requirements defined in their staff performance framework (Key Result Area) including teaching and counselling plan, guest lecture, unit tests/examinations/ assignments for progressive assessment report which outlines tasks, objectives and Key performance index

10) The appraisal process will provide management with valuable data to assist with succession planning.

11) The appraisal process at ZIMCA will be fair enough and equitable process in line with our Equality Policy.

Process of Performance Appraisal

Start

Sharing of Performance Appraisal form with KRA and KPI
- IQAC coordinator/HR department will share the performance Appraisal Form to all eligible employees annually and allot the time period for self-appraisal (Annexure A & B)

Self-Appraisal Process
- Employees will do the self-assessment and start preparing as well as collecting the evidences for proving KRA completion

Schedule Meeting for discussion
- Appraiser and employee will be informed with the schedule and the venue for the discussion by IQAC/ HR department

Performance review meeting | **360° Feedback from the peers team**
- A) Appraiser and employee will have one on one discussion and will give the reviews on the similar form
- B) The feedback is given by all team members

Collection of Appraisal Form and Evidences for final Grading
- Final grades and recommendation are given by compiling both reviews received from management and peer team

Changes in the salary (if any)
- Changes updated and submitted to payroll section

End

Defined and Stated Key Result Areas (KRA) with their respective Key Performance Indicator for the Staff clearly and explicitly communicated to all Zeal Staff, before performance cycle begins. Working relationships for each area with departments and with other staff vertically and horizontally across committees will be explicitly defined. The organogram of the institute is also expected to provide the required escalation matrix. It would also be important to set these in a time frame. There should be an overall acceptance of the rating system with each of the KRAs. . It should then be signed by the employee and a copy given to him/her and another filed in respective personal file. The staff should revisit their approved performance plans at least once in a quarter along with the direct reporting authority to ensure that result achievements are progressing satisfactorily.

Performance evaluation planning:

Performance plan for the year for each employee will be prepared in April. June timeframe each year specifying KRA and KPI against which respective results to be achieved. Opportunity to appraisee for self-evaluation is also given due weightage. At the end of the performance cycle, a formal review of achievements with the performance standards is documented. The performance evaluation is evidenced based procedure so respective measuring aspects should be produced and documented in a given format by appraising. Ongoing communication regarding performance is expected, both in informal and formal settings throughout the year. Either the appraiser or appraise should feel free to initiate discussion of performance progress, expectations, priorities or obstacles. Based on the Evaluation Results, Appraisal/development goals for further improvement /Non-suitability of the employee are discussed.

The Appraisal form is in two sets:- (A) KRA and KPI based performance evaluation form & (B) 360-degree feedback form.

Development Goals

Employee and Appraiser discuss and document development goals to be achieved during the next performance cycle. These may include formal training or education courses, hands-on training, temporary project assignments or mentoring programs. This should include an assessment of how much a priority the development goal is: (C) = Critical; (M) = Moderate; and (VA) = Value Added. Target dates for the achievement of these development goals are outlined, along with an explanation of how they will help the employee's personal or professional development. To identify these goals, employee and supervisor review development needs to be identified in the previous performance cycle. (Annexure C)

Performance Rating

Enter the Total Ratings for KRA and KPI based performance and 360 degrees Peer feedback form. Add the Total Ratings and divide the sum by 2 to calculate the Overall Rating.

Total Rating	A) KRA and KPI Based Performance + B) 360° Degree Peer Feedback		
Gradings			
Grade A⁺	>= 91 %		
Grade A	81 – 91%		
Grade B+	61 - 80%		
Grade B	40 – 60%		
Grade C	< 40%		

Mechanism

BEFORE THE APPRAISAL	Keep good records	Both praise and criticism are most meaningful when supported by factual examples
	Review previous goals	Use previous years (last years KRA) goals to evaluate progress
	Get input from others	Seek feedback from others who work with the appraisee in areas they will have objective knowledge of and get examples where available
	Prepare carefully	Prepare in advance so that you can deliver the message that you intend to
	Prepare administrativ e details	• to agree on a time - set aside at least one hour. Avoid postponing the appointment, and give the employee full attention. • select a location - conference room if available for peaceful discussion. • ask the employee to prepare - ask the employee to review his/her goals, and come prepared with questions.

DURING THE APPRAISAL	Explain the meeting agenda	Outline what is about to happen for the session
	Encourage communication	• listen • encourage two-way communication • ask for ideas on how they can improve their performance • ask for how they feel you can help them • ask for feedback on the appraisal section
	Stay focused	Keep the session focussed on past and future performance, summarise discussion issues often to ensure agreement
	Communicating shortcomings	The employee expects and should know what he/she needs to improve
	Be open	Be versatile and open-minded if you hear things that cause you to change your opinion
DURING THE APPRAISAL	Evaluation process	• Begin with the positive things that were well done • Follow this with areas that need improvement and a plan on how to address them • Conclude with a reinforcement of your desire to help the person grow and improve
	Making promises	Don't make promises you do not have control over (e.g. salary increments, promotions, transfers etc)
	Review goals	Concentrate on a few areas- things that make a difference. Try to encourage continuation and growth in the areas of strength. Set up "smart" goals that will build strength in areas needing attention

AFTER THE APPRAISAL	**Administration**	• Complete the paperwork required for the results of the appraisal • Make sure the appraisee signs on the bottom line • Mark the calendar on when your next appraisal session with the person will be
	Follow-up	Follow-up on agreements made during the appraisal
	Learning	Review what you have learnt about the employee, your records and systems, yourself, the appraisal process and your management style

Duties and Responsibilities:

- *Responsibilities of the employee (the appraisee)* - To participate fully in the appraisal process. Refusal to participate in an appraisal will be considered to be a disciplinary matter and should be dealt with through the management.

- *Responsibilities of HOD/Director(the appraiser)* –

  ➢ Appraiser ensures that each member of staff has an up to date job description/person specification.

  ➢ The appraiser must understand the responsibilities concerning the appraisal process. The appraiser must ensure that the discussion during the meeting should be very peaceful and relevant.

  ➢ Appraiser ensures that an appraisal takes place before an employee's incremental date and insufficient time that any payroll changes necessary can be put in place before the incremental date. Failure to do so will mean that the individual will not progress through the incremental pay scale.

  ➢ Fair, unbiased and unprejudiced assessment should be done on the reviewed performance.

- *Responsibilities of IQAC/HR Department)* – IQAC/ HR is responsible to conduct the complete process very smoothly by

overcoming all barriers and also ensure that there will be no inconvenience to the appraiser or appraise.

- *Responsibilities of Peer Team Members* – To ensure Fair, unbiased and unprejudiced assessment should be done on the reviewed performance.

- **List of Annexures**

Sr. No.	Annexure No.	Name
1.	A	Performance Appraisal Policy for Teaching Staff
2.	B	Performance Appraisal Policy for Non-Teaching Staff
3.	C	Development Goals for next years

Faculty Performance Appraisal & Development Form (A.Y. 2023-24)

SELF APPRAISAL REPORT
(TO BE FILLED IN BY CANDIDATE FOR THE PERIOD 1ST JULY 2023 TO 30TH JUNE 2024)

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		

(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					
2						
3						
4						
5						
6					$=((Y/X)*25)$ to be rounded to 2 digits	
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 in charge , 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 in charge, 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 ta 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/PCI/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**)**				

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**

(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. 2023-24)

SELF APPRAISAL REPORT UNDER REVIEW
(TO BE FILLED IN BY CANDIDATE FOR THE PERIOD 1ST JULY 2023 TO 31ST JUNE 2024)

PART- 1

GENERAL INFORMATION

1. Name in Full (in Block letters): JAYAMALA NITIN KATKAR
2. Designation: Asst. Professor
3. Department: MBA
4. Date of appointment: 1/07/2023
5. Date of obtaining Ph.D. degree
6. Employment Record in ZES:

Designation / Post held	Scale of Pay	Period		Total Period	Nature of duties (Regular/ Adhoc/ Visiting)
		From	To		
Asst.Professor	Consolidated	1/07/2023	31/07/2024	12 months	Regular

PART- 2 (Add rows wherever necessary)

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. Reviewing Officer shall verify the details provided by the faculty member.

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 Head of Institute
1	I, III	MBA SEM I: Legal Aspects of Business	25	25	20	
2		MBA II SEM III: Advance Financial Management	35	20		
3	II, IV	MBA I SEM II: Futures and Options	25	25		
4		MBA II SEM IV: Financial Laws	35	21		
	Grand Total (Total of S. No. 1 to 04)		X= 120	Y= 91		

b. **Student's feedback (maximum Points 10)**

Teacher should furnish details of student's feedback about him/her, in the table below, for the period July to 30th June. Reviewing Officer shall verify the details provided by the faculty member.
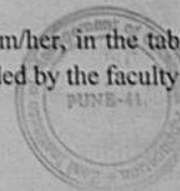
S. No	Semester	Class and subject taught (Please write the Class and Name of subject taught)	Average feedback	Student's feedback score on a scale of 10	Result (%)	Average Points claimed by teacher	Points assessed by Head of Institute
1	I, III	Legal Aspects of Business	82.43	8.3	92%		
2		Advance Financial Management	72	7.2	82%	4.2	
3	II, IV	Not Available					
4		Not Available					
Grand Total		(Total of S. No. 1 to 04)					

c. Departmental/Institute Activities (Maximum points 30)

Teacher should furnish information of different departmental/Institute responsibilities handled by him/her during the period 1st July 2023 to 31st June 2024 in the table below. Reviewing Officer shall verify the details provided by the faculty member.

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 Head of Institute
1	1/09/2023 to 30/03/2024	MBA I Class Coordinator: (Attendance Monitoring/ Discipline/ Academic issues) with an average attendance of class above 70%	4	
2	1/08/2023 to 31/12/2024	SIP Guide: Get project completed withing required period with maximum quality and accuracy	4	
3	1/09/2023 to 31/07/2024	To meet mentors regularly	4	
		To solve their issues if any	4	
		To help them in overall development	4	
4	31/03/2024 to 31/07/2024	Institute Academic calendar	4	
		Workload Distribution to faculties	4	
		Students Timetable	4	
		Floorplan	4	
		Coordination with class coordinators for smooth running of Academics	4	
			4	

S.No	Period	Details	Points	Assessed
		Course File Distribution and verification	4	
		Review on syllabus completion	4	
		Review on concurrent evaluation	4	
		Review on SIP project completion	4	
		Review on maximum attendance	4	
		Faculty Feedback	4	
		Remedial sessions for students	4	
		Result Improvement plans	4	
		Extra club activities follow up		
5	1/10/2023 to 24/02/2024	Part of Criteria 2 of NAAC	4	
		Successfully completed within required time		
		With accuracy and quality		
6	7/04/2024 to 31/07/2024	Counselled More than 1000 students	4	
		Students Visited: 20		
		Admitted: 5		
	Grand Total (Total of S. No 1 to 05)		84	

d. 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. Reviewing Officer shall verify the details provided by the faculty member.

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 Head of Institute
1	FDP 9-14 FEB 24	Participant: Innovative Teaching and Learning Pedogogy	5	
2	FDP 10-16 JAN 24	Participant: Investment Planning and Tax Management in Digital Era	5	
3	Virtual Conference 5-6 July 24	Participant: Two days Annual Regional conference of company secretaries	5	
4				
5				
	Grand Total (Total of S.No.1 to 3)		15	

e. Research Contribution and Awards (Maximum Points 20)

Teacher should furnish information of any Grants received from Government and non-government 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. Reviewing Officer shall verify the details provided by the faculty member.

S.No	Date(s)/ Period	Details of achievements	Points claimed by teacher (Min. 0 and Max 5 Point per achievement)	Points assessed by Head of Institute
1	No	No	No	
2				
3				
4				
5				
	Grand Total (Total of S.No.1 to 05) (Limited to maximum 20 points)			

Date - 7 /10/ 2024

Jayamala Nitin tatter.
Headedt / Asst. Professes.
Signature, Name and Designation of Teacher

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 100 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:

Summary and Endorsement by Head of Institute

S.No	Parameter	Max. points	Points assessed by Head of Institute
a	Teaching process	Max. Points 25	20
b	Student feedback	Max. Points 10	8
c	Department/ Institute Activities	Max. Points 30	19
d	Contribution to FDP/ STTP/Workshop/ Webinar	Max. Points 10	4
e	Research Contribution	Max. Points 20	4
f	ACR	Max. Points 05	3
Total of S. No. a to f (Max. Points 100)			58
Total on 10 point scale (To be rounded to 2 digits)			
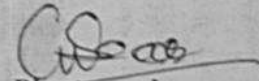
Overall ACR gradation of the teacher for the period is DD/MM/YYYY to DD/MM/YYYY (_____) out of 05.
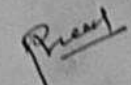
Place - _Pune_   Date - _7_ / _10_ / _2024_

Observations:
1.

2.

3.

Director

Head Management Program

ZEAL EDUCATION SOCIETY'S

ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION (ZIMCA)

NARHE | PUNE | INDIA

PUN CODE: IMMP015570   DTE CODE: MB6195   AISHE CODE: C-50909

Faculty Performance Appraisal & Development Form (A.Y. 2023-24)

SELF APPRAISAL REPORT UNDER REVIEW
(TO BE FILLED IN BY CANDIDATE FOR THE PERIOD 1ST JULY 2023 TO 31ST JUNE 2024)

PART- 1

GENERAL INFORMATION

1.
2. Name in Full (in Block letters)   : DEEPAK BALU SHIRKE
3. Designation: Assistant Professor   4.   Date of appointment: 7-07-2023
4. Department: ZIMCA   5.   Date of obtaining Ph.D. degree
6. Employment Record in ZES:

Designation / Post held	Scale of Pay	Period From	Period To	Total Period	Nature of duties (Regular/ Adhoc/ Visiting)
Assistant Professor	50000.00	7-07-2023	31-06-2024	1 Yr.	Adhoc
Assistant Professor	45000.00	7-07-2022	31-06-2023	1 Yr.	Adhoc

PART- 2 (Add rows wherever necessary)

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. Reviewing Officer shall verify the details provided by the faculty member.

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 Head of Institute
1	I, III	Basics of Marketing	35	35		
2		International Marketing	30	25		
3	II, IV	Consumer Behavior	35	35		
4		Retails Marketing	30	30		
Grand Total (Total of S. No. 1 to 04)			X=130	Y=125		21

b. **Student's feedback (maximum Points 10)**

Teacher should furnish details of student's feedback about him/her, in the table below, for the period 1st July to 30th June. Reviewing Officer shall verify the details provided by the faculty member.

S. No	Semester	Class and subject taught (Please write the Class and Name of subject taught)	Average feedback	Student's feedback score on a scale of 10	Result (%)	Average Points claimed by teacher	Points assessed by Head of Institute
1	I, III	Basics of Marketing		9	81.93		
2		International Marketing		9	95		
3	II, IV	Consumer Behavior		9	92.31		
4		Retails Marketing		9	95		8
Grand Total		(Total of S. No. 1 to 04)					

c. **Departmental/Institute Activities (Maximum points 30)**

Teacher should furnish information of different departmental/Institute responsibilities handled by him/her during the period 1ˢᵗ July 2023 to 31ˢᵗ June 2024 in the table below. Reviewing Officer shall verify the details provided by the faculty member.

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 Head of Institute
1	Exam CEO	Smooth conduction of Exam	4	
2	Iso-Zibacar	ISO Head (Zibacar Iso)	4	
3	Sur. Iso Audit-ZIMCA	ISO Head (Iso Surveillance Audit	4	
4	NAAC	Criteria- Zibacar-2,1, Zimca-1	4	
5	ED Cell	Club Head –(Udyaog Deep, Guest Lecture, Id)	4	
6	SIP	SIP Coordinator	4	
Grand Total (Total of S. No 1 to 05)				20

d. **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. Reviewing Officer shall verify the details provided by the faculty member.

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 Head of Institute

1				
2				
3				
4				
5				
	Grand Total (Total of S.No.1 to 3)			

e. Research Contribution and Awards (Maximum Points 20)

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. Reviewing Officer shall verify the details provided by the faculty member.

S.No	Date(s)/ Period	Details of achievements	Points claimed by teacher (Min. 0 and Max 5 Point per achievement)	Points assessed by Head of Institute
1				
2				
3				
4				
5				
	Grand Total (Total of S.No.1 to 05) (Limited to maximum 20 points)			

Deepak Shivlee
Signature, Name and Designation of Teacher

Date - 5 10 / 24

PART- 3

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 100 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:

Summary and Endorsement by Head of Institute

S.No	Parameter	Max. points	Points assessed by Head of Institute
a	Teaching process	Max. Points 25	22
b	Student feedback	Max. Points 10	8
c	Department/ Institute Activities	Max. Points 30	20
d	Contribution to FDP/ STTP/Workshop/ Webinar	Max. Points 10	
e	Research Contribution	Max. Points 20	
f	ACR	Max. Points 05	
Total of S. No. a to f (Max. Points 100)			50
Total on 10 point scale (To be rounded to 2 digits)			

Overall ACR gradation of the teacher for the period is _____ to _____ (____) out of 05.

Place - ___Pune___

Date - _5_ / _10_ / _2024_

Observations:

1.

2.

3.

Director

Head Management Program