



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



POLICY DOCUMENT

FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM (FPADS)

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Record No. :	Revision:	Date:
<p>This is to state that the following expert team has formed, reviewed and recommended the Faculty Performance Appraisal and Development System (FPADS)</p> <p>for Zeal Polytechnic, Narhe, Pune.</p> <p>The Policy is published and implemented after approval from Governing Body (GB).</p>		
Member 1	Member 2	Chairman

Institute Vision:

To become a premier institute in technical education by imparting vibrant knowledge and skill-based quality education with ethical values to cater the industrial and societal needs.

Institute Mission:

- ✓ To provide comprehensive technical education through academic excellence.
- ✓ To give industrial exposure to the students by industry- institute interaction.
- ✓ To inculcate technical competence, spirit of inquiry, teamwork and entrepreneurship.
- ✓ To enhance ethical, societal, industrial concerns and lifelong learning skills.



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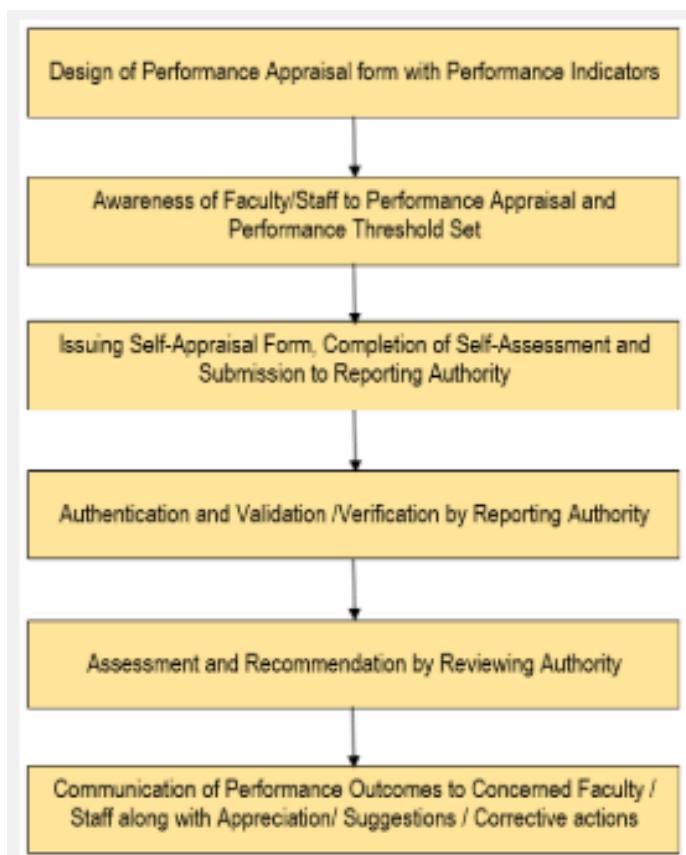


The Zeal Polytechnic recognizes the significant contributions of faculty members in academics, administration, and various development activities. In alignment with accreditation guidelines, the Faculty Performance Appraisal and Development System (FPADS) has been implemented to evaluate and acknowledge faculty members based on their performance and achievements. It is noteworthy that the appraisal scheme covers all mandatory points specified in the MSBTE/DTE/AICTE guidelines and 360 Degree Feedback Form. The system outlines performance parameters and corresponding weightages, facilitating faculty members to self-assess. This structured approach ensures a comprehensive and equitable evaluation of faculty contributions across diverse domains.

Objectives of Faculty Performance Appraisal System:

1. To enhance effectiveness and efficiency 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 counseling, 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.
10. Performance Appraisal System Activities

Sr. No.	Activity
1	Design of Performance Appraisal form with Performance Indicators
2	Awareness of Faculty/Staff to Performance Appraisal and Performance Threshold Set
3	Issuing Self-Appraisal Form, Completion of Self-Assessment and Submission to Reporting Authority
4	Authentication and Validation /Verification by Reporting Authority
6	Assessment and Recommendation by Reviewing Authority
7	Communication of Performance Outcomes to Concerned Faculty /Staff along with Appreciation/ Suggestions / Corrective actions



Authorities & Accountability of different position holders:

Employee/ Officer	Reporting Authority	Reviewing Authority
Non-Teaching/Supporting Staff/ Admin Staff	Office Superintendent	Principal
Lab/Technical/ Teaching Assistant	Head of Department	Principal
Lecturer	Head of Department	Principal
Head of Department	Principal	Director (Admin), ZES Pune



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Key parameter indicators of FPADS are as follows.

Academic Contribution and Student Support: Course file quality, Innovative teaching skills, Use of Modern teaching tools, Role as GFM, FDPs attended/conducted, Career Guidance, Personal Guidance and Grooming, Alumni Interaction

Personal skills: Punctuality, Disciplined, Leadership, Team work, Hard working

Administration: Efforts for Admissions work, Contributions to institute and Department level work

Industry Networking: Student Internships, Student Training & Placement, Industry Sponsorship for any event, MOUs with Industry

A. Academic Contribution and Student Support:

The evaluation of faculty members academic skills within the Faculty Performance Appraisal and Development System (FPADS) comprises various critical parameters:

- ✓ Course File Quality: Evaluation of the quality and organization of course materials prepared by faculty members, ensuring they are comprehensive, up-to-date, and effectively support student learning objectives.
- ✓ Innovative Teaching Skills: Recognition of faculty members who employ innovative and creative teaching methods to engage students and enhance their understanding of course material.
- ✓ Use of Modern Teaching Tools: Assessment of faculty members utilization of modern teaching technologies and tools, such as multimedia presentations, online resources, and interactive platforms, to facilitate effective learning experiences for students.
- ✓ Role as Group Faculty Mentor (GFM): Evaluation of faculty members role as mentors for groups of students, providing academic guidance, counseling, and support to ensure their overall development and success.
- ✓ Faculty Development Programs (FDPs) Attended/Conducted: Recognition of faculty members participation in and contribution to faculty development programs aimed at enhancing their teaching skills, subject knowledge, and pedagogical techniques.
- ✓ Career Guidance: Assessment of faculty members efforts in providing career guidance and counseling to students, helping them make informed decisions about their academic and professional pursuits.
- ✓ Personal Guidance and Grooming: Evaluation of faculty members role in providing personal guidance and grooming to students, fostering their personal growth, self-confidence, and interpersonal skills.
- ✓ Alumni Interaction: Recognition of faculty members engagement with alumni networks, organizing alumni interactions, and leveraging alumni experiences and insights to benefit current students.



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B. Assessment of Personal Skills:

The evaluation of faculty members personal skills within the Faculty Performance Appraisal and Development System (FPADS) involves a comprehensive assessment of various essential qualities:

- ✓ Punctuality: This criterion evaluates the faculty's adherence to punctuality in their professional responsibilities. It assesses their ability to manage time efficiently, ensuring timely commencement of classes, meetings, and other academic or administrative commitments.
- ✓ Discipline: The appraisal includes an assessment of the faculty's discipline in both personal and professional conduct. It examines their adherence to institutional rules and ethical standards, contributing to a positive and respectful work environment.
- ✓ Leadership: Recognizing the faculty's leadership qualities, this parameter evaluates their ability to inspire and guide students and colleagues. It considers their involvement in leadership roles within the academic community, contributing to the overall growth and development of the institution.
- ✓ Teamwork: This element assesses the faculty's ability to collaborate effectively with colleagues, administrators, and students. It considers their contributions to team projects, committees, and initiatives, fostering a cooperative and inclusive working environment.
- ✓ Hardworking Attitude: The appraisal acknowledges the faculty's work ethic and commitment to their responsibilities. It considers their dedication to teaching, research, and other academic duties, reflecting a proactive and industrious approach to their professional role.

C. Promotion of Institute Assessment:

The evaluation of faculty members contributions to the promotion of the institute within the Faculty Performance Appraisal and Development System (FPADS) encompasses two key aspects:

C1. Efforts for Admissions Work:

C1.1- Admissions Process Management: Administration oversees the entire admissions process, ensuring it runs smoothly and efficiently. This includes coordinating admission events, handling application reviews, and managing communication with prospective students.

C1.2- Outreach and Marketing: Efforts are made to promote the institution and attract potential students through various marketing channels. This may involve organizing recruitment drives, attending education fairs, and leveraging digital marketing strategies.

C1. 3- Student counseling and Support: Administrators provide guidance and support to prospective students throughout the admissions process. This includes addressing inquiries, assisting with application procedures, and offering advice on program selection.

C1.4- Streamlining Administrative Procedures: Continuous efforts are made to streamline administrative procedures related to admissions, making the process more user-friendly for both applicants and staff.

1. Contributions to Institute and Department Level Work:

- ✓ Institute-Level Initiatives: Administration actively participates in and contributes to institute-wide initiatives aimed at



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enhancing overall institutional effectiveness. This may include strategic planning, accreditation processes, and quality improvement initiatives.

- ✓ **Department-Level Support:** Administrators collaborate with department heads and faculty members to support department-specific initiatives and activities. This may involve resource allocation, budget management, and logistical support for academic and research endeavors.
- ✓ **Student Services and Welfare:** Administrators play a key role in ensuring the overall well-being and satisfaction of students. This includes overseeing student support services, addressing student concerns, and implementing programs to promote student success and engagement.
- ✓ **Faculty and Staff Development:** Efforts are made to support the professional development of faculty and staff members through training programs, workshops, and other learning opportunities. This helps enhance the skills and capabilities of the workforce, contributing to overall institutional effectiveness.

2. Student Internships:

- ✓ **Facilitating Internship Opportunities:** Zeal Polytechnic establishes partnerships with industries to provide students with internship opportunities. This involves identifying companies willing to offer internships relevant to students' fields of study.
- ✓ **Internship Placement Assistance:** The institution assists students in securing internships by organizing recruitment drives, networking events, and providing guidance on resume writing and interview preparation.
- ✓ **Monitoring and Evaluation:** Zeal Polytechnic monitors students' internship experiences and evaluates their performance to ensure they gain valuable industry exposure and practical skills.

3. Student Training & Placement:

- ✓ **Training Programs:** The institution collaborates with industry partners to develop training programs that align with industry requirements. These programs may focus on technical skills, soft skills, and industry-specific knowledge.
- ✓ **Placement Assistance:** Zeal Polytechnic facilitates the placement of students in job roles by leveraging its industry connections. This involves organizing campus recruitment drives, job fairs, and networking events with prospective employers.
- ✓ **Alumni Networking:** The institution engages alumni who are working in various industries to provide mentorship, career guidance, and networking opportunities for current students.

4. Industry Sponsorship for Events:

Collaborative Events: Zeal Polytechnic organizes various events, such as conferences, workshops, seminars, and competitions, with industry sponsorship. This sponsorship may include financial support, provision of resources, and participation of industry experts as speakers or judges.

Industry-Driven Projects: The institution encourages industry-sponsored projects that provide students with real-world challenges to solve. These projects foster collaboration between students, faculty, and industry professionals.

5. Memorandums of Understanding (MOUs) with Industry:

Establishing Partnerships: Zeal Polytechnic signs MOUs with industry partners to formalize collaborations and outline mutual goals and commitments. These MOUs may cover areas such as research collaborations, student internships, faculty exchange programs, and joint projects.

Long-Term Relationships: MOUs facilitate long-term relationships between the institution and industry partners, promoting ongoing collaboration and knowledge exchange.



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Faculty Performance Appraisal & Development System (FPADS) Form

Preamble

At Zeal Polytechnic, Pune, the Faculty Performance Appraisal & Development System (FPADS) serves as a vital instrument for nurturing academic excellence, promoting professional growth, and aligning individual contributions with institutional goals. This system embodies the institution's commitment to fostering a culture of transparency, accountability, and continuous improvement.

Institution: Zeal Polytechnic, Pune

Section	Criteria	Details
Faculty Information	Name:	
	Employee ID:	
	Designation:	
	Department:	
	Date of Joining:	
	Period Under Review:	
Teaching Effectiveness	Course Preparation and Delivery (10 Marks)	
	Number of Courses Taught:	
	Use of Modern Teaching tools:	(Attach Supporting Data)
	Innovative Teaching Methods Used:	(e.g., Technology Integration, Flipped Classrooms)
	Student Engagement & Participation (10 Marks)	
	Initiatives to Enhance Engagement:	
	Interactive Teaching Methods:	
	Examination & Assessment Management (10 Marks)	
	Timeliness and Fairness in Assessment:	
	Feedback Mechanisms Implemented:	
	Peer & Student Feedback (05 Marks)	
	Summary of Feedback Received:	
	Actions Taken Based on Feedback:	



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RESEARCH & DEVELOPMENT	Research Publications (5 Marks)	
	Number of Publications:	(List with Citations)
	Conference Presentations:	(Specify National/International)
	Development Programs (03 Marks)	
	Workshops/Seminars Attended:	(Attach Certificates)
	Faculty Development Programs:	
	Research Projects (02 Marks)	
	Ongoing/Completed Projects:	
	Funding Received:	
ADMINISTRATIVE CONTRIBUTIONS	Departmental Responsibilities (10 Marks)	
	Assigned Roles:	(e.g., Timetable Coordinator, Exam In-charge)
	Tasks Accomplished:	
	Institutional Committees (05 Marks)	
	Committees Participated In:	
	Contributions Made:	
	Admission (05 Marks)	
	Communication with prospective students:	
	Guidance & support:	
Professional Development	Skill Development (05 Marks)	
	Certifications Achieved:	
	Higher Studies Undertaken:	
	Contributions to Institutional Development (05 Marks)	
	Initiatives Proposed:	
	Outcomes of Initiatives:	



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Student Interaction	Counselling and Mentoring (05 Marks)	
	Number of Students Counselling:	
	Mentoring Success Stories:	
	Student Support (03 Marks)	
	Measures Taken to Address Queries:	
	Student Feedback on Support:	
	Extracurricular Activities (02 Marks)	
	Events Organized or Supported:	
	Student Engagement:	
Industry Interaction	Student Internships (05 Marks)	
	Guidance and Support Provided:	
	Evaluation and Reporting:	
	Student Training & Placements (03 Marks)	
	Training and Skill Development:	
	Effectiveness in enhancing students' readiness for placements:	
	Industry Sponsorship (02 Marks)	
	Collaborative/ Industry driven events/ projects	
	Memorandum of Understanding with Industry	
Self-Appraisal & Goals	Achievements During Review Period: (03 Marks)	
	Key Challenges Faced:	
	Goals for Next Period: (02 Marks)	
	Teaching:	
	Research:	
	Administration:	



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FPADS Score Calculation Form

Section	Criteria	Weight age	Score Range	Weighted Score
Teaching Effectiveness	Course Preparation and Delivery (Includes course preparation, student feedback, and methods.)	10%	0-10	
	Student Engagement and Participation (Assess initiatives to enhance student participation.)	10%	0-10	
	Examination and Assessment Management (Timeliness, fairness, and feedback mechanisms are key.)	10%	0-10	
	Peer and Student Feedback (Actions based on feedback are evaluated.)	5%	0-5	
Research & Development	Research Publications (Number of Publications, Conference Presentations)	5%	0-5	
	Development Programs (Workshops/Seminars Attended, Faculty Development Programs,	3%	0-3	
	Research Projects (Ongoing/Completed Projects, Funding Received)	2%	0-2	
Administrative Contributions	Departmental Responsibilities (Roles like coordinator, in-charge, and task effectiveness.)	10%	0-10	
	Institutional Committees (Contributions to institutional committees are assessed.)	5%	0-5	
	Resource Management (Innovations and utilization of resources are key metrics.)	5%	0-5	
Professional Development	Skill Development (Certifications and higher studies are evaluated.)	5%	0-5	
	Contributions to Institutional Development (Initiatives proposed and their outcomes.)	5%	0-5	
Student Interaction	Counselling and Mentoring (Effectiveness and success stories in mentoring are noted.)	5%	0-5	
	Student Support (Includes addressing queries and feedback from students.)	3%	0-3	
	Extracurricular Activities (Participation in or organization of student activities.)	2%	0-2	
Industry Interaction	Student Internships: Guidance and Support Provided, Industry Sponsorship	5%	0-5	
	Student Training & Placements (Training and Skill Development, Effectiveness in enhancing students' readiness for placements)	3%	0-3	
	Industry Sponsorship (Collaborative/ Industry driven events/ projects, Memorandum of Understanding with Industry)	2%	0-2	
Self-Appraisal & Future Goals	Achievements and Challenges (Self-assessed achievements and challenges faced.)	3%	0-3	
	Goals for the Next Review Period (Realism and relevance of proposed goals.)	2%	0-2	
Weighted Score				
Name & Signature of Reporting Authority				



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Feedback by Reporting Authority	
Strengths Observed:	
Areas for Improvement:	
Recommendations for Development:	
Name of Reporting Authority:	
Designation:	
Signature:	
Final Evaluation & Approval by Reviewing Authority	
Overall Performance Rating:	Excellent / Very Good / Good / Satisfactory / Needs Improvement
Comments by Reviewing Authority:	
Name of Reviewing Authority:	
Signature:	

Final Evaluation and Scoring

Performance Rating	Score Range	Remarks
Excellent	80-100	Exceptional performance across all evaluated sections.
Very Good	70-79	Exceeds expectations in most criteria.
Good	60-69	Meets expectations with minor areas for improvement.
Satisfactory	50-59	Performance is acceptable but needs significant improvement.
Needs Improvement	Below 50	Below expectations in key areas; needs focused efforts.

Reporting & Reviewing Authority:

Employee/ Officer	Reporting Authority	Reviewing Authority
Non-Teaching/Supporting Staff/ Admin Staff	Office Superintendent	Principal
Lab/Technical/ Teaching Assistant	Head of Department	Principal
Lecturer	Head of Department	Principal
Head of Department	Principal	Director (Admin), ZES Pune