
	<p>ZEAL EDUCATION SOCIETY'S</p> <p><b>ZEAL INSTITUTE OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND RESEARCH (ZIBACAR)</b></p> <p>NARHE   PUNE -41   INDIA</p> <p><b>Programme – MBA &amp; MCA</b></p>	
Doc No:- ZEAL/ZB/	Revision: 00	Date:01/09/2023

## 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



# 21. 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

- Director
- Programme Coordinator-MBA
- 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.

## **PARAMETERS**

### **Parameter 4: Qualification Upgradation**

A Faculty member is evaluated based on the

- 1) Qualification Improvement and Certification
- 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:**

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

**Note: This policy will be in effect from Academic year 2018-19**

	ZEAL EDUCATION SOCIETY'S <b>ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,            COMPUTER APPLICATION AND RESEARCH (ZIBACAR)</b> NARHE   PUNE -41   INDIA <b>Programme – MBA &amp; MCA</b>	
	Doc No:-	

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

### SELF APPRAISAL REPORT UNDER REVIEW

(TO BE FILLED IN BY CANDIDATE FOR THE PERIOD 1<sup>ST</sup> JULY 2023 TO 31<sup>ST</sup> 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:

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

#### 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				=((Y/X)*25) to be rounded to 2 digits	
2						
3	II, IV					
4						
Grand Total (Total of S. No. 1 to 04)			X=	Y=		



**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					= (Average of student's feedback score) to be rounded to 2 digits.	
2							
3	II, IV						
4							
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 1<sup>st</sup> July 2023 to 31<sup>st</sup> 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				
2				
3				
4				
5				
Grand Total (Total of S. No 1 to 05)				

**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)				

Date - \_\_\_\_/\_\_\_\_/\_\_\_\_

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	
b	Student feedback	Max. Points 10	
c	Department/ Institute Activities	Max. Points 30	
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)			
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 - \_\_\_\_\_**

**Date - \_\_\_\_/\_\_\_\_/\_\_\_\_**



**Observations:**

- 1.
- 2.
- 3.

**Director**

**Head Management Program**



	<p style="font-size: small;">ZEAL EDUCATION SOCIETY'S</p> <p><b>ZEAL INSTITUTE OF BUSINESS ADMINISTRATION, COMPUTER APPLICATION AND RESEARCH (ZIBACAR)</b></p> <p style="font-size: x-small;">NARHE   PUNE -41   INDIA</p> <p><b>Programme – MBA &amp; MCA</b></p>	
Doc No:-	Revision: 00	Date: 01/09/2023

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

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

**PART- 1**

**GENERAL INFORMATION**

- |  |                                    |
|--|------------------------------------|
| 1. Name in Full (in Block letters): Kirti Samrit | 4. Date of appointment: 01/07/2020 |
| 2. Designation: Assistant Professor              | 5. Date of obtaining Ph.D. degree  |
| 3. Department: MCA                               |                                    |
| 6. Employment Record in ZES:                     |                                    |

Designation / Post held	Scale of Pay	Period		Total Period	Nature of duties (Regular/ Adhoc/ Visiting)
		From	To		
Assistant Professor	6 <sup>th</sup> Pay	01/07/2024	Till date	14 years 3 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	Soft Skills (Theory)	15	15	25	23
2		Knowledge Representation and Artificial Intelligence – ML, DL (Theory)	45	45		
3		KRAI Lab (Practical)	45	45		
3	II, IV	Software Project Management (Theory)	45	45		
4		Soft Skills (Theory)	15	15		
Grand Total (Total of S. No. 1 to 04)			X= 165	Y= 165		





**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 1<sup>st</sup> July to 30<sup>th</sup> 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	Soft Skills (Theory)	92.12	9	100	9	9
		Knowledge Representation and Artificial Intelligence – ML, DL (Theory)	97.8	10	97.06		
2		KRAI Lab (Practical)	95.88	10	100		
3	II, IV	Software Project Management (Theory)	90.59	9	94.03		
4		Soft Skills (Theory)	87.87	9	100		
Grand Total			(Total of S. No. 1 to 04)		47		

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

Teacher should furnish information of different departmental/Institute responsibilities handled by him/her during the period 1<sup>st</sup> July 2023 to 31<sup>st</sup> 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	19/12/23 – 31/07/24	Academic Head – MBA ( ZIBACAR, ZIMCA, ZCOER) and MCA Department	4	
2	01/07/23- 18/12/23	Programme Coordinator – MCA Department	4	
3	01/07/23 – 30/6/24	NAAC Criteria 2 Head	4	
4	01/07/23 – 30/6/24	Contribution in NAAC Criteria 1, AICTE, AQAR, ISO work	4	
5	01/07/23 – 30/6/24	Reader's Delight Club Coordinator	4	
6	01/04/23 – 31/08/24	Admission Counsellor	4	

		academic year 2024-25		
6	30-09-23 to 31-06-24	Guided to MCA I and MCA II students regarding Mini Project and Major Project	04	
7	30-09-23 to 31-06-24	Mentor Mentee Activity of Allocated students	04	
8	30-09-23 to 31-06-24	Took responsibility of preparing infrastructure at the time of AICTE online Visit at G Building	04	
Grand Total (Total of S. No 1 to 05)			32	19

**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.

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 Head of Institute
1	30-09-2023 TO 31-06-2024	Attended 5 days FDP on TensorFlow for Machine Learning (Online FDP) conducted by ICT Academy on 27 Nov 2023 to 01 Dec 2023	05	
Grand Total ( Total of S.No.1 to 3)			05	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.

Sr. 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	15-03-2024 To 16-03-2024	Attended International conference "on ongoing research in Management & IT" INCON XVII Pune	5	
2	15-03-2024 To 16-03-2024	Published research paper in International Conference Proceeding "Unveiling the Digital Frontier: A Comprehensive Analysis of the Role of Big Data in Revolutionizing Digital Marketing Strategies"	5	
Grand Total (Total of S.No.1 to 05) (Limited to maximum 20 points)			10	8

Date - 04/10/2024

Ashok DEOKAR ASHOK SHRIPATI  
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.

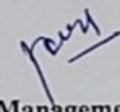
Place - Pune

Date - 04/10/2024



Observations:

- 1.
- 2.
- 3.

  
Director

  
Head Management Program



	ZEAL EDUCATION SOCIETY'S <b>ZEAL INSTITUTE OF BUSINESS ADMINISTRATION,          COMPUTER APPLICATION AND RESEARCH (ZIBACAR)</b> NARHE [PUNE -41] INDIA <b>Programme – MBA &amp; MCA</b>	
Doc No:-	Revision: 00	Date: 01/09/2023

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

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

**PART- 1**

**GENERAL INFORMATION**

1. Name in Full (in Block letters): Kirti Samrit
2. Designation: Assistant Professor
3. Department: MCA
4. Date of appointment: 01/07/2020
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		
Assistant Professor	6 <sup>th</sup> Pay	01/07/2024	Till date	14 years 3 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.

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2		Knowledge Representation and Artificial Intelligence – ML, DL (Theory)	45	45		
3		KRAI Lab (Practical)	45	45		
3	II, IV	Software Project Management (Theory)	45	45		
4		Soft Skills (Theory)	15	15		
<b>Grand Total (Total of S. No. 1 to 04)</b>			<b>X= 165</b>	<b>Y= 165</b>		



**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.

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1	I, III	Soft Skills (Theory)	92.12	9	100	9	9		
		Knowledge Representation and Artificial Intelligence – ML, DL (Theory)	97.8	10	97.06				
2		KRAI Lab (Practical)	95.88	10	100				
3	II, IV	Software Project Management (Theory)	90.59	9	94.03				
4		Soft Skills (Theory)	87.87	9	100				
Grand Total			(Total of S. No. 1 to 04)	47					

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

Teacher should furnish information of different departmental/Institute responsibilities handled by him/her during the period 1<sup>st</sup> July 2023 to 31<sup>st</sup> 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	19/12/23 – 31/07/24	Academic Head – MBA ( ZIBACAR, ZIMCA, ZCOER) and MCA Department	4	
2	01/07/23- 18/12/23	Programme Coordinator – MCA Department	4	
3	01/07/23 – 30/6/24	NAAC Criteria 2 Head	4	
4	01/07/23 – 30/6/24	Contribution in NAAC Criteria 1, AICTE, AQAR, ISO work	4	
5	01/07/23 – 30/6/24	Reader's Delight Club Coordinator	4	
6	01/04/23 – 31/08/24	Admission Counsellor	4	

7	02/03/2024	Organised and conducted CO-PO Mapping and attainment session	4	
Grand Total (Total of S. No 1 to 05)			28	23

**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	13 - 17/06/24	Participated in designing of MCA curriculum (2024 pattern) by SPPU	5	
2	20 - 28/5/24	NEP 2020 Orientation and Sensitization by UGC-Malaviya Mission Teacher Training Centre, SPPU	5	
3	05/04/24	Participated in one day workshop on Incorporating Universal values in Education by Modern Institute of Management studies	5	
4	26/04/24	Participated in one day workshop on Intellectual Property Rights and Innovation Management by DBATU	5	
5	17/05/24	Appointment as a SPPU External Examiner for MCA Project and Practical Exam	5	
6	18/03/24	Appointment as a paper setter Examiner for MCA Project and Practical Exam KRAI-ML,DL	5	
7	04 - 09/09/24	Attended FDP on full stack application development with MS Azure cloud	5	
8	06-11/05/24	FDP on Tensor flow for Machine Learning conducted by ICT Academy	5	
Grand Total ( Total of S.No.1 to 8)			40	6

**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 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)				

Date - 4 / 10 / 2024

K Samr  
 Kirati Samr (Assistant Professor,  
 Signature, Name and Designation of Teacher HOD, MCA)

**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	23
b	Student feedback	Max. Points 10	9
c	Department/ Institute Activities	Max. Points 30	23
d	Contribution to FDP/ STTP/Workshop/ Webinar	Max. Points 10	6
e	Research Contribution	Max. Points 20	11

f	ACR	Max. Points 05	3
Total of S. No. a to f (Max. Points 100)			
Total on 10 point scale (To be rounded to 2 digits)			

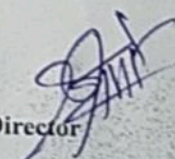
Overall ACR gradation of the teacher for the period is DD/MM/YYYY to DD/MM/YYYY ( ) out of 05.

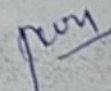
Place - Pune

Date - 4 11 0 1 2024

**Observations:**

- 1.
- 2.
- 3.

  
Director

  
Head Management Program