



Marathwada Mitra Mandal's Polytechnic

Sr. No. 4/17, Thergaon, Pimpri-Chinchwad, Pune- 411 033.

Automobile Engineering | Computer Engineering | Electrical Engineering | Mechanical Engineering | Mechatronics | AIML |
Automation & Robotics | Electronics Engineering

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Faculty Performance Appraisal and Development System (FPADS)

STANDARD OPERATING PROCEDURE (SOP)

The Polytechnic follows a Faculty Performance Appraisal and Development System (FPADS) to assess faculty performance, encourage professional growth, improve the quality of technical education, and promote academic excellence.

The system aims to evaluate faculty contributions in teaching, learning, institutional activities, research, innovation, and professional development.

Objectives of the Performance Appraisal and Development System

- 1. Effective Teaching–Learning Mechanism:** Ensure effective teaching and learning in each course, including theory and practical sessions, through systematic planning, implementation, assessment, and continuous improvement.
- 2. Regular Academic and Institutional Activities:** Ensure regular conduct of teaching, co-curricular, and extracurricular activities for the holistic development of students.
- 3. Faculty Involvement in Co-curricular Activities:** Encourage faculty participation in organizing and conducting guest lectures, quizzes, technical paper presentations, project competitions, seminars, workshops, and other co-curricular activities.
- 4. Industrial Training and Exposure:** Promote industrial training, internships, and industry interactions for faculty members to enhance technical knowledge, practical skills, and industry relevance in teaching.
- 5. Presentation of Technical and Research Papers in National and International conference:** Encourage faculty members to present technical and research papers at national and international conferences, seminars, and symposiums.

6. **Publication in Technical Journals:** Motivate faculty members to undertake research and publish quality technical and research papers in reputed national and international journals.

7. **Guidance for Innovative and Application-based Projects:** Encourage faculty members to guide students in developing innovative, application-oriented, and industry-relevant projects that address practical problems.

8. **Book Publication:** Encourage faculty members to write and publish textbooks, reference books, laboratory manuals, and technical books relevant to their respective disciplines.

9. **Membership in Professional Bodies:** Promote membership and active participation in recognized professional bodies, technical associations, and academic organizations to support continuous professional development.

10. **Recognition of Individual Achievements:** Recognize and encourage specific individual achievements of faculty members in academic, technical, research, administrative, and professional fields.

Overall Objective is to establish a systematic and transparent performance appraisal and development mechanism that enhances faculty effectiveness, promotes professional growth, and contributes to the overall development of the Polytechnic and its students.

Expected Outcomes

The implementation of FPADS is expected to:

- Improve the quality and effectiveness of teaching and learning.
- Enhance student academic performance and practical competencies.
- Strengthen faculty participation in institutional development.
- Promote research, innovation, and industry-oriented education.
- Encourage continuous professional development of faculty members.
- Recognize individual contributions and achievements.
- Establish a culture of quality, accountability, and academic excellence.

Implementation and Effectiveness-

1. **Distribution of Self-Appraisal Forms:** At the end of every even semester, a self-appraisal form is provided to all faculty members. The form includes key performance indicators (KPIs) related to teaching, learning, co-curricular activities, research, innovation, and professional development.
2. **Submission of Self-Appraisal Forms:** Faculty members assess their performance against the specified KPIs, complete the self-appraisal form, and submit it to the respective Coordinator/HOD.
3. **Evaluation and Authentication:** The Coordinator/HOD evaluates the submitted forms, verifies the information provided, authenticates the appraisal, and records appropriate remarks.
4. **Finalization of Performance Appraisal Reports:** The Coordinator/HOD evaluates the performance of all faculty members by considering the key performance indicators specified in the self-appraisal form. Marks are awarded based on the prescribed appraisal criteria, and the final performance appraisal report is prepared.
5. **Grading of Faculty Members:** The performance appraisal report includes the name of each faculty member, marks obtained, and the corresponding grade awarded by the Coordinator/HOD. The grades are calculated using the cumulative assessment process based on the marks obtained.
6. **Submission to the Principal:** The finalized performance appraisal report is submitted by the Coordinator/HOD to the Principal for scrutiny and further action.
7. **Communication of Feedback:** The Principal scrutinizes the appraisal report and communicates appropriate feedback to the respective faculty members regarding their performance, achievements, and areas requiring improvement.
8. **Submission of Compliance Report:** Based on the feedback received, faculty members prepare and submit a compliance report indicating the actions taken or proposed to address the identified areas for improvement.
9. **Monitoring of Compliance:** The Coordinator/HOD monitors the performance and progress of faculty members based on the submitted compliance reports to ensure that the suggested improvements are implemented effectively.
10. **Recognition of Outstanding Performance:** Faculty members identified as high performers and awarded an 'A' grade are appreciated with an appreciation letter issued by the Head of the Institute in recognition of their contributions and achievements.

Key Performance Indicators (KPI) in the Self-Appraisal of teaching staff-

1. Teaching Learning process
2. Performance of Result
3. Self-Development
 - a. Higher Education
 - b. Certification

- c. Undergone Short term/ Long term training/FDP/ AICTE ATAL (5 days training)
- d. Publications- Conference/Books/ Chapter/Paper/Patent
- e. Proposal (MSBTE, DTE)
- 4. Participation of faculty in other activity
- 5. Students Feedback
- 6. Head of the Department Feedback
- 7. Principal Feedback
- 8. Punctuality in work
- 9. Peer group
- 10. Admission
- 11. MoU/Revenue generation

The Appraisals are evaluated on a 100 point scale and observations are conveyed to the respective staff members.

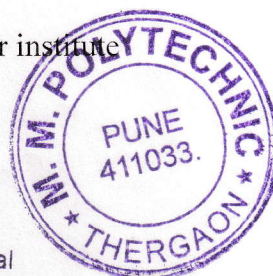
Key Performance Indicators (KPI) in the Self-Appraisal of non-teaching staff-

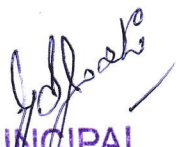
- 1. Involvement in lab development
- 2. Lab Maintenance work
- 3. Participation in college activities
- 4. Students Feedback
- 5. Peer group
- 6. H.O.D. Feedback
- 7. Principal Feedback
- 8. Punctuality in work
- 9. Interdepartmental relation & work (By other department HOD)
- 10. Self-Development
- 11. Admission

Key Performance Indicators (KPI) in the Self-Appraisal of library and office staff-

- 1. Students Feedback
- 2. Working style
- 3. Behavior
- 4. Punctuality in work
- 5. Quality of work
- 6. Interpersonal Relation
- 7. H.O.D. Feedback
- 8. Principal Feedback
- 9. Innovative/out of box thinking helpful for institute
- 10. Self-development


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