

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING, PUNE

Permanently Affiliated to SPPU | Accredited with "A++" Grade by NAAC
Recipient of 'Best college' award by SPPU | Accredited by NBA (Electrical and Mechanical Engineering)



Vision

**To aspire for the Welfare of Society
through excellence in Science and Technology.**

Mission

Our Mission is to

- ❖ **Mould young talent for higher endeavours.**
- ❖ **Meet the challenges of globalization.**
- ❖ **Commit for social progress with values and ethics.**
- ❖ **Orient faculty and students for research and development.**
- ❖ **Emphasize excellence in all disciplines.**

Faculty Appraisal Policy



Marathwada Mitra Mandal's College of Engineering, Pune

Title: Faculty Appraisal Policy

REV No. 01 REVISED ON: 01/12/2021

DOC NO: MMCOE-PHRD02/01

w.e.f.: 12/04/2022

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Faculty Appraisal Policy

(Reference: Faculty appraisal policy dt.19/04/2020, Revised 360° feedback system of AICTE dated 1st March, 2019)

MMCOE has appraisal system for the faculty members wherein the Faculty appraisal is carried out with a vision

1. To identify competency gaps of faculties in academics and suggest areas of improvement
2. To assess the efforts made by faculties for the accomplishment of Institution's goals

Standard Operating Procedure and Roles:

i. Role of Functional Head, Staff Appraisal Committee:

1. To conduct awareness session for HODs regarding appraisal system, at the beginning of academic year (First week of June)
2. To provide the appraisal schedule
3. To ensure timely completion of the process


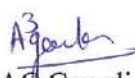

ii. Role of Department member appointed by the HOD:

1. To collect Students' feedback as per the guidance by HOD
2. To coordinate with faculty members of the department for completion of self appraisal form before the set deadline

iii. Role of HOD:

The HOD will monitor the overall process of appraisal and will be responsible for completion of the assessment process. Role of HOD in the entire appraisal process is as given below:

1. To make the faculty members aware of PBAS at MMCOE and its requirements
2. To discuss students' feedback with respective faculty
3. To ensure timely assessment of self appraisal forms submitted by the faculty members
4. To get the ACR verified from the Principal before finalizing the appraisal
5. To submit the required information in prescribed format to the Staff Appraisal Incharge

 Faculty / Staff Appraisal Coordinator	 IQAC Coordinator	 Principal
Prepared by	Reviewed by	Recommended by



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Table 1: The components of PBAS

Sr. No.	Component	Weightage	Reference
1	Teaching Learning process**	25	Table 5
2	Students' Feedback	25	Table 6
3	Departmental activities	20	Table 7
4	Institute level activities	10	Table 8
5	Professional Development	5	Table 9
6	Contribution to society	5	Table 10
7	ACR (Annual Confidential Report)	10	Table 11
Total		100	


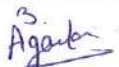

*The score in Institute level activities of Assistant Professor cadre will be based on department level activities and Institute level activities. However, in case of non-allotment or partial allotment of Institute level activities/work by college to that faculty, the score in departmental activities will be appropriately scaled with an upper capping of 30 in both these activities.

** Academic audit phase I and II should be completed before this assessment.

Details of assessment of various components are given in Table 5 to 11.

Points related to submission of Self Appraisal form:

- The faculty will be made aware of the above mentioned points before appraisal.
- At the end of the year, the faculty will submit a self-appraisal form as per the schedule.
- The self appraisal form is to be submitted by all faculties who have completed a minimum one semester at MMCOE.
- Assessment will be done by respective Heads with further verification by Principal as mentioned above.
- The faculty members will be categorized depending on their total score after assessment. The details of these categories are given below as the outcome of assessment:

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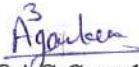

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Table 2: Outcome of Assessment

Total points upto →	90 and above - 100	75 and above -less than 90	60 and above - less than 75	Less than 60
Category →	A	B	C	D

Table 3: Schedule of Appraisal process

Sr. No.	Action	Responsibility	Due date
1	Awareness session for HODs and respective Staff Appraisal Committee members	Faculty / Staff Appraisal coordinator	3rd week of June
2	Collection of Students' Feedback Oral and online	HOD	Oral feedback within a month of commencement of semester, Online feedback 6-7 weeks after commencement of semester
3	Centralized report collection of feedback completion status	Faculty / Staff Appraisal coordinator	Eight weeks after commencement of semester
4	Release of Appraisal form for submission by faculty (hard copy and shared Google sheet)	Faculty / Staff Appraisal coordinator	2nd week of April
5	Submission of Self appraisal form by faculty to HOD	All faculty members who have completed a minimum one semester before 30th April at MMCOE	April 25
6	Assessment of self appraisal forms by HOD	HOD	First week of May
7	Assessment of self appraisal forms by Principal	Principal	Second week of May
8	Submission of Faculty Appraisal in prescribed format to the Faculty/Staff Appraisal Coordinator	HOD	Third week of May
9	Declaration of completion of appraisal process	Faculty/ Staff Appraisal coordinator	First week of June

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Table 4 : Faculty Appraisal submission format #




Sr. No.	Name of faculty	Designation	Points earned out of 100	Category (A/B/C/D)
1	...			
2	...			
3	...			

Table 5: Teaching Learning process

Teaching and learning activities - Assessment by HOD with inputs from AMC (Out of 25)

This assessment will be based on the timely completion of the course file as per the contents specified and making the course file available for audit to the Academic Monitoring Committee. The component of the result is also to be considered as a part of the outcome.

Assessment head	Marks
1. Course Plan	1
2. % of lectures conducted against planned	1
3. Updated theory attendance sheets	1
4. Average attendance of students (More than 75%)	1
5. Lab manual prepared	1
6. Practical Plan prepared and updated	1
7. Practical Continuous Assessment complete	1
8. Course Outcomes with PO/PSO mapping and justification	1
9. Course attainment calculation sheet updated as on date	1
10. Course end survey	1
11. Actions taken in case of non-attainment (proof)	1
12. Subjective / Objective Question bank	3

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13. Creation of teaching material using Google Classroom (6 units) Notes - 3 points PPTs - 3 points	6
14. Result of subject 90 % and above - 5 80 % to less than 90 % - 4 70 % to less than 80 % - 3 60 % to less than 50 % - 2 50 % to less than 60 % - 1 Less than 50 % - No marks	5
Total points earned	25

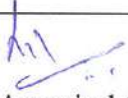
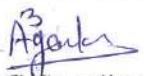

Students Feedback- By Students (Maximum - 25)

- I. Feedback will be collected on a five point scale from students once in each semester - After six weeks
- II. Feedback will then be communicated to the faculty to take corrective measures in case required.
- III. Total score of 10 questions with weightage 1 point each will then be scaled to find the score out of 25 points.

The following questions to be used for feedback collection are based on the 360° feedback system of AICTE dated 1st March, 2019.

Table 6 : Students' Feedback

Sr. No	Question
1	Covering the entire course syllabus as prescribed by SPPU?
2	Covering relevant topics with explanation even beyond the syllabus wherever required?
3	Effective delivery of subject matter in theory using proper pronunciation, good english and use of innovative teaching aids like videos, quiz, puzzles, question paper solving, ppt, models / common day-to-day examples/easy techniques as applicable
4	Regularity and Punctuality : Covering entire syllabus with all subtopics as per the course plan
5	Thorough preparation of the subject and planning

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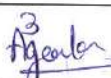

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6	Motivation and inspiration for students to learn; Support and concern for the overall development of the student
7	Involve students in teaching -learning process-Quick revision of previous lecture and summarizing at the end by involving students, ask questions to students during the lecture
8	Clarity of expectations of students - Discussion on the importance of course (subject) for the programme and expected outcomes
9	Feedback provided on Students' progress - With respect to attendance, performance in internal tests, assignments and discussion on corrective measures
10	Willingness to offer help and advice to students, Fairness with student

Table 7 : Departmental Activities -Assessment by HOD (20)

Sr. No	Assessment head	Maximum Points
1	Participation in the functional committee regarding any aspect of Departmental management, Participation/Documentation for Department from Institute level activities	6
2	Guidance to students and Counseling: Providing timely feedback to students about shortcomings, Record keeping of students profile, (Effective working as TG - if applicable)	4
3	NBA / NAAC Departmental work Portfolio and documentation If Incharge - Max 5 points, Committee member - Max 3 points	4
4	Design and development of skill development programme, Creation of Industry exposure opportunities for students, Coordination of extracurricular activities	4
5	Capacity to complete the work in given time limit	2
	Total Points earned	20

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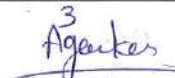
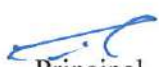
Rubrics for evaluation of Departmental work / Institute level work:

Depending on the nature of work /Committee, Objectives of the committee, appropriate rubrics are to be considered for assessment. General breakup of assessment weightage may be as given below.

Meeting attendance	20 %
Initiative in taking responsibility	10 %
Completing the task in time (Including arrangement of guest lecture)	20 %
Activities arranged/ Outcome	30 %
Collection /Filing of Documentary evidences	20 %

Table 8 : Institute Level Activities - Assessment by HOD (Out of 10)

Sr. No	Assessment Head	
A	Participation in the functional committee regarding any aspect of institutional management / Students Welfare, SPPU CAP, Conduction of Competitive exams, College admissions, Coordinator appointed by the Head of the Institute, College Exam Officer, etc. (Max 5 points per activity)	Assessment on 1 to 5 scale
1	Activity 1	1/ 2/ 3/ 4/ 5
2	Activity 2	1/ 2/ 3/ 4/ 5
3	Activity 3	1/ 2/ 3/ 4/ 5
4	Activity 4	1/ 2/ 3/ 4/ 5
5	Activity 5	1/ 2/ 3/ 4/ 5
6	Activity 6	1/ 2/ 3/ 4/ 5
	Sum of score (Max - 10)	

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Table 9 : Professional development :Assessment by HOD (Out of 5)


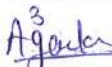

B	Professional Development	Marks
1	Certifications completed	1
2	Training programme attended	1
3	Organizing a conference/ Participation in conference	1
4	Publications - Conference / Books / Chapter / Paper / Patent	1
5	Interaction with outside world, Revenue Generation, Sponsored / Funded Projects, Research Guidance	1
	Total (out of 5)	

Table 10 : Contribution to Society

Contribution to society - By Concerned faculty to be verified by HOD (Maximum 5)

The faculty is involved in different initiatives by AICTE / SPPU / Institution - Blood donation, Induction Programme, Yoga classes, Association with NGO etc. The faculty will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication /Report of activity/ Proof of the activity.

Sr. No	Contribution to Society (5 points per activity)	Points
1		
2		
3		
4		
	Total Points (Maximum 5)	

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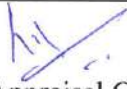
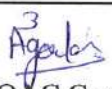

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Table 11 : ACR (Annual Confidential Report) - Assessment by HOD further verified by the Head of Institution (Maximum points 10)

Sr. No	Assessment Criterion	Points	Assessment on a five point scale Low - 0.2, High - 1	Remark
1	Punctuality (Daily reporting time)	1		
2	Employee's State of health (comment on Extra medical leaves taken, leave without pay etc. that resulted in hampering of work)	1		
3	Integrity towards work	1		
4	Accomplishment of planned work with quality output	1		
5	Communication skills	1		
6	Ability to motivate and develop subordinates to work in a team	1		
7	Attitude of work with a sense of responsibility	1		
8	Planning ability and Coordination ability	1		
9	Leadership qualities	1		
10	Decision making ability	1		
	Total points (Maximum 10)			

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Action Taken Report of 360° Self Appraisal

A.Y. <<Academic Year>>

Department: <<Department Name >>

Faculty Name: _____

Summary of Total Score:

Section -->	Teaching learning process	Students' feedback	Department level activities	Institute level activities	Professional Development	Annual Confidential Report	Total
Max. Marks	25	25	20	10	10	10	100
Actual Marks							

Outcome of Assessment

Total marks up to →	90 and above	75 and above - less than 90	60 and above - less than 75	Less than 60	Final Score ⇒	Category
Category →	A	B	C	D		

HoD's Remark: _____

Action to be Taken: _____


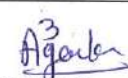

Date:

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Faculty Name

Head of the Department

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