Ref. ICEM/Admin./2024

Date: 19/06/2024

FACULTY SELF APPRAISAL
(AY 2023-24)

NOTICE

All teaching faculty members who have completed minimum one year at ICEM, Pune till 31st May, 2024; are informed to submit Self Appraisal Form and documentary proof in hard copy to concern HoD by 25th June, 2024.

HoD's are informed to submit all forms with document proof in one file to Dean Academics office by 28th June, 2024.

Dr Poornashankar
I/c Principal

Principal
Indira College of Engineering
& Management, Parandwadi, Pune

Enclosed:
Faculty Appraisal Form

E-copy to:

Dean-Academics – for information
All HoDs
Registrar
HR

The HOD uses the appraisal performance checklist to prepare for an appraisal meeting by considering what criteria to use to measure employee performance this will set the measure for performance over the next year.

The one to one meeting

The appraisal one-to-one meeting will be carried out in private so as to provide for confidentiality. Sufficient time is allocated so that the meeting is unhurried and any discussion is properly considered. The HOD should complete this form at, or immediately following the meeting, ensuring that it is signed by both themselves and the employee.

The Appraisal Record

When an appraisal is completed, it should be recorded using the appraisal form. This form should be completed by the appraiser and countersigned by the employee and the appraiser's manager so the employee is aware of the competencies that are critical for effective performance of that role.
Employees may use as a last resort grievance procedure to resolve problems as to the accuracy or the fairness of the appraisal.

Non Compliance

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.
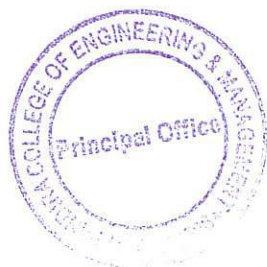Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with ICEM's Disciplinary Policy up to and including dismissal.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organizational changes.

Additional Information
If you require any additional information or clarification regarding this policy, please contact your HOD and/or Principal. In the unlikely event where you are unhappy with any decision made, you should use ICEM's formal Grievance Procedure.

Principal
Indira College of Engineering
& Management, Parandwadi, Pune.

1. **Name of Policy : SELF APPRAISAL POLICY**
2. **Name of members who have drafted policy** : Dr. Vinayak Kale
3. **Content of Drafted policy (Pointwise)**

Policy Statement

A self-appraisal gives individual employees an opportunity to review performance, work content, loads and volume, and to look back on what has been achieved during the past year.

The appraisal system is designed to:

- Be a positive process.
- Raise the quality of services provided.
- Increase job satisfaction.
- Identify appropriate training and development requirements.

Roles and Responsibilities

Principal:

- Setting sustainable standards.
- Providing advice and guidance to HODs on implementing the policy.
- Holding an appraisal meeting and an appraisal review each year.
- Following up actions arising from appraisals.
- Ensuring that a written record of the appraisal meetings is completed.
- Informing employees how the appraisal scheme works and how it will affect them.

HODs:

- Ensuring each member of staff in their team is clear about what is expected of them.
- Ensuring that new employees have work targets and objectives set as part of induction.

Employees:

- Taking an active role in reviewing their self-appraisal and target setting.
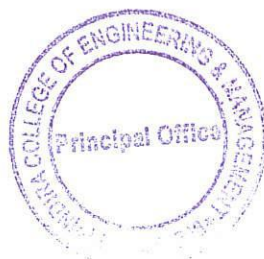
Appraisal Process
Self-assessment

Employees are informed of the appraisal at least 2 weeks before the appraisal one-to-one meeting. A copy of the appraisal self-assessment form is given to the employee so the employee has an opportunity to contribute.

A copy of the completed self-assessment form should be returned to the HOD.

Appraisal Performance

FACULTY SELF APPRAISAL FORMAT
Academic Year 2023-24
(1st June, 2023-31st May, 2024)

Department	
Name of Faculty	
Designation	
No. of years in the Institution	
Contact No. & Email ID	
Portfolio Handled (Institute/Department Level)	

A) Academic Appraisal
1. Teaching & Learning

	Odd Sem	Even Sem	Average
Theory Load			
Practical Load			
Project Load			
Average (%) Result (Theory)			
Average Internal Marks (Theory)			
Average % Class Engagement			
Average % Student Attendance			
Average % Syllabus Completion			
Average % Feedback Score			
Average % Result (Practical)			
Average Internal Marks (Practical)			

2. Publication (Current Academic Year)

Published In Journals					
Cat A: Web of Science & Scopus					
Name of Journal	ISSN/ISBN/ Scopus No	Whether Peer Reviewed, Impact Factor (If any)	No of Co Authors	Whether you are the first author	Sponsoring Agency & Expenditure
Cat B: Other Journals					
Presented & Published in Conferences					

3. Knowledge Enhancement Programs Attended

Category A/Category B/Category C			
	No of days/week	Date	Host Institution/Organization
Group A:STTP/FDP/SDP			
Group B: Workshop/Seminar/Conferences			
A : Institutes of National Importance (IIT/IIM/NIT etc) B : Deemed University, NBA/NAAC Accredited Colleges, Professional Societies C: Other Institutes			

4. Sponsored Research

Scheme	Agency	Status (Awarded/Submitted)	Date of (Award/Submission)	Grant Received

5. Consultancy/Internal Revenue Generation

Nature of Work	Agency	Duration of Work	Amount

6. AWL Plan Implementation (Interaction outside the world)

Sr. No.	Target	Achieved/Not Achieved	Reasons (If Not Achieved)
1	International Conference -01		
2	International Journal-01		
3	STTP-01		
4	Workshop-01		

7. Understanding of Outcome Based Education

	Mapping Done (Yes/No)	Attainment Done (Yes/No)	
Subjects for which CO's ready	CO's with PO's /PSO's	CO's	PO's /PSO's

8. NPTEL Exam

Sem	Subject	Registered & Qualified	Qualified with Elite/Gold/Silver/ Topper

9. Interactions – Students & Faculty

Student	Time Table Slot Details	
	No of hours/week	
	Whether log is maintained (Y/N)	
Faculty	Frequency of Dept Meeting	
	No of Meetings held	
	No of Meetings attended	

10. Best Practices, IPR & Content beyond Syllabus

Best Practices used for Curriculum Delivery	1	
	2	
IPR related efforts	1	
	2	
Topics taken as Contents Beyond Syllabus	1	
	2	

11. Any other Significant Achievements

Sr No	Achievement

(Attach all documentary evidences wherever applicable)

B. Subjective Appraisal

Sr No	Parameter	Yes/No
1	Punctuality	
2	Timely completion of responsibility	
3	Any innovative idea/Best practice implanted	
4	Communication skill	
5	Usefulness to the department	
6	Understanding of OBE & NEP2020	

C. Over & above weightage (Documentary evidence to be attached)

Sr No	Parameter	Yes/No
1	Honorary Consultancy	
2	Publication in Indexed Journals	
3	Books/Chapters	
4	Patents granted	
5	PhD Pursuing	
6	Member Board of Studies or other Portfolio at University/Institute level	
7	HOD	
8	Incharge-Admissions, Exam, NSS, Sports, AICTE, UGC, DTE work	
9	Membership of professional societies	

D. Appraisal Evaluation Summary

Sr No	Appraisal Parameters							Max Marks	Marks Secured
A.	1. Academic Appraisal (Teaching & Learning)							30	
	UG	6	5	4	3	2	1	6	
	I	90-100	80-89	70-79	60-69	55-59	50-54		
	II	90-100	80-89	70-79	60-69	55-59	50-54		
	III	90-100	80-89	70-79	60-69	55-59	50-54		
	IV	96-100	90-95	85-89	80-84	75-79	70-74		
	PG	6	5	4	3	2	1		
	I	90-100	80-89	70-79	60-69	55-59	50-54		
	II	96-100	90-95	85-89	80-84	75-79	70-74		
	Average % Class Engagement								
		6	5	4	3	2	1	6	
		96-100	90-95	85-89	80-84	75-79	70-74		
	Average % Student Attendance								
		6	5	4	3	2	1	6	
		96-100	90-95	85-89	80-84	75-79	70-74		
	Average % Syllabus Completion								
		6	5	4	3	2	1	6	
		96-100	90-95	85-89	80-84	75-79	70-74		
	Average % Feedback Score								
		6	5	4	3	2	1	6	
		96-100	90-95	85-89	80-84	75-79	70-74		
2	Publications							35	
	Journals								
	A				B				
	20				10			20	
	Conferences Organized by								
	A			B		C			
	15			8		5		15	

3	Knowledge Enhancement Program Attended					
	Group A : STTP/SDP/FDP (Minimum 1 week)				30	
	A		B	C		
	20		15	5	20	
	Group B : Workshop/Seminar/Conferences					
	A		B	C	15	
	15		10	7		
4	Sponsored Research					
	Inhouse		External Agency		30	
	Awarded	Submitted	Awarded	Submitted		
	10	5	20	10		
5	Consultancy/IRC Amount					
	2+ lacs	1+ lac	50k+	25k+	10	
	10	5	3	2		
6	AWL Plan					
	All	Any 3	Any 2	Any 1	20	
	20	15	10	5		
7	Understanding OBE					
	Subjects for which CO's ready	CO's with PO's /PSO's Mapping	CO's Attainment	PO's /PSO's Attainment	20	
	5	5	5	5		
8	NPTEL Exam					
	Qualified		Elite/Gold/Silver/Topper		10	
	5		5			
9	Interactions – Students & Faculty					
	Log is maintained properly				5	
	Meetings Attended					
	100%		75%	<75%	10	
	10		5	0		
10	Best Practices/IPR & Content beyond syllabus					
	Best Practices		IPR	Content beyond syllabus		
	5		5	5	15	
B	Subjective Appraisal				20	
1	Punctuality and Timely completion of responsibility				4	
2	Any innovative idea/Best practices implemented				4	
3	Communication skill				4	
4	Usefulness to department				4	
5	Understanding of OBE				4	
	Total A+B				250	

C	Over & Above Weightage	40	
1	Honorary Consultancy	4	
2	Publications in Indexed Journal (WoS & Scopus)	5	
3	Books/Chapters	5	
4	Patents Granted	5	
5	PhD Pursuing	4	
6	Member Board of Studies or other Portfolio at University/Institute level	4	
7	HOD	5	
8	Incharge-Admissions, Exam, NSS, Sports, AICTE, UGC, DTE work	5	
9	Membership of professional societies	3	
	Total A+B+C	290	

Signature & Name of Faculty Member :_____

Department: _____

Overall Grading Marks	%	Out of 250	Marks & Grade secured
Outstanding	≥ 90%	225	
Excellent	≥ 80%	200	
Very Good	≥ 70%	175	
Satisfactory	≥ 60%	150	
Average	<60%	<150	

Signature & Name of HoD

1)   2)   3)

Signature & Names of Committee Members

Remarks of the Principal

Signature & Seal of Principal

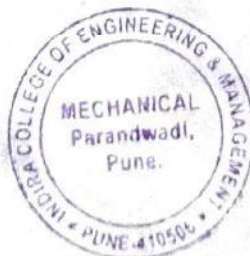Ref. No. ICEM/ MECH / ACR / 2024-25 / 01   Date:29/06/2024

ACR 2023-24 Submission

Dear Sir/Madam,

Providing here with, the ACR for AY 2023-24 for following faculties

Sr. No.	Designation	Staff ID	Name
1.	Prof.	1883	Dr. Kiran devade
2.	Asso. Prof. & Head & Dy. Director (I -40)	215	Dr. Mahesh Bhong
3.	Asst. Prof. & Dy. Director (I -40)	594	Prof. Sushil Chopade
4.	Asst. Prof. & Dy. Director (I -40)	643	Prof. Siddheshwar Shirbhate
5.	Asst. Prof.	422	Prof. Hemant Darokar
6.	Asst. Prof.	624	Prof. Shubhangi Manvatkar
7.	Asst. Prof.	739	Prof. Vishal Meshram
8.	Asst. Prof.	964	Prof. Ashwini Admane
9.	Asst. Prof.	1288	Prof. Pranali Khatake
10.	Asst. Prof.	1456	Prof. Ashwini Gaikwad
11.	Asst. Prof.	1520	Prof. Sagar Chirade
12.	Asst. Prof.	1519	Prof. Amit Narwade

Anil Hendole
peon

MECHANICAL
Parandwadi,
Pune.
INDIRA COLLEGE OF ENGINEERING & MANAGEMENT • PUNE 410506

29/06/24

HOD
Head of Department
(Mechanical Engg.)
Indira College of Engineering and Management
Parandwadi, Pune 410 506

Department of Artificial Intelligence and Data Science

Date: 1 July 2024

To

Dr. Sourabh Gupta
Dean Academics, ICEM, Pune

Subject: Appraisal file submission for Academic Year 2023-24

Dear Sir

As per office communication submitting you Self-Appraisal Form along with relevant proof for AI and DS department for academic year 23-24. Below are the details of faculties whose SAR is submitted in person.

1. Dr. Manjusha Tatiya (HOD)
2. Prof. Deepa Padwal (Assist. Prof)
3. Prof. Pallavi Chavan (Assit.Prof)

Received

Submitted by
Dr. Manjusha Tatiya
HOD

Submitted to
Dr. Sourabh Gupta
Dean Academics