



Audyogik Tantra Shikshan Sanstha's  
**Institute of Industrial and Computer Management and Research (IICMR)**  
Approved by AICTE, Permanently Affiliated to SP Pune University,  
Recognized by DTE, Government of Maharashtra, NAAC Re-accredited



## **Criterion 6 – Governance, Leadership and Management**

### **Key Indicator - 6.3 Faculty Empowerment Strategies**

#### **Metric 6.3.1**

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression

## *Metric 6.3.1*

### **List of Supporting Documents**

<b>Sr. No</b>	<b>Particulars</b>
1	Appraisal Policy
2	Appraisal Forms for Teachers and non-teaching staff



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## Metric 6.3.1

	Appraisal Policy
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**Salary Disbursement**

1. The salary will be paid by seventh of every month. This requires timely submission of all the documents to the accounts department by 30<sup>th</sup> of every month.
2. The information includes number of days present, leave with pay, and leave without pay and unauthorized absent.
3. After making calculation of earning portions and deductions, the accounts department will deposit the amount in the bank
4. It is the policy to transfer the fixed amount of remuneration directly on a bank account maintained on the zero balance basis in bank

**B] Performance Appraisal System**

The appraisal of the staff is done annually in most unbiased manner. To ensure that the staff is involved in his/ her own appraisal, Institute implements participative appraisal system as follows. The Director of the Institute conducts individual meeting with all faculty members to convey the information about appraisal. An formal letter about increment / promotion is given to the faculty member by the Institute and their acceptance is received.

**Performance Management System**

<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To provide feedback to the faculty members and staff</li> <li>• To identify and make assessment of training needs</li> <li>• To take compensation decisions</li> <li>• To establish benchmark for promotions</li> <li>• To ensure personal development of faculty members and staff</li> </ul>
<b>Method</b>	<ol style="list-style-type: none"> <li>1. Self Appraisal- To understand individuals strength, weaknesses, and achievements of individual.</li> <li>2. Peer Appraisal- To understand group dynamics, team work within and between faculties.</li> <li>3. Students Appraisal- To understand students understanding, views and perception about faculty.</li> <li>4. Appraisal by the head- To understand prosperity, growth opportunities and scope for improvement.</li> </ol>



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*Beltani*

**DIRECTOR**  
**Institute of Industrial & Computer**  
**Management & Research [I.I.C.M.R.]**  
**Nigdi, Pune - 411 044**



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## Metric 6.3.1

<b>Appraisal Forms for Teachers and non-teaching staff</b>
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**ATSS'S**  
**Institute of Industrial and Computer Management and Research**  
**Criterion VI- Governance, Leadership and Management**

**6.3.1 Appraisal Forms for Teachers and Non Teaching Staff**

**Faculty Appraisal Form (MBA)**  
**Academic Year-2022-2023**

Name of the Faculty			
Joining date			
Reporting to			
Area of specialization			
Cross skills			
Education			
Education in pursuit	-		
Training planned			
Training taken			
Total Experience (Yrs)			
Past experience Yrs& details			
IICMR experience Yrs& details			
<b>Targets 2022-2023</b>			
	<b>Target</b>	<b>Completed</b>	<b>Self-appraisal on scale the of 10</b>
Lessons			
Courseware designed			
Online Course Developed			



*(Signature)*  
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**Institute of Industrial & Computer**  
**Management & Research [I.I.C.M.R.]**  
**Nigdi, Pune - 411 044.**

Student satisfaction Index			
Events coordinated			
Events supported			
No. of case studies, case papers & articles written/published			
No. of book reviews	-		
No. of innovative ideas or suggestions implemented			
Areas where you have supported Peers			
Any innovative method adopted for teaching			
Industrial Consultancy			
Awards/Certificates			
Extra-curricular activities			
Any other you want to mention			
Contribution in Committees			

(MBA@ IICMR Faculty Practices - Competencies (on the scale of 10))

Competency	Self-appraisal	Appraisal by HOD
Punctual		
Integrity		
Basic knowledge		
Innovativeness		



*Heerai*  
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Control on the class		
Holding student's attention		
Gaining student's participation		
Proper use of aids and appliances in teaching		
Inspires good qualities in the students		
Acts as a guide to the students		
Communication skills		
Presentation		
Technical skills		
Managerial skills		
Interpersonal skills		
Leadership skills		

**Your Role as a Mentor:-**

Number of Interaction with students			
Number of one to one Session			
Impact created during Mentoring (Specify in Words)			
Major Transformation in students (Before after Impact)	Before Mentoring	After Mentoring	

**Training and Development needs identified to bridge gap in competency**

	Training and Development needs	By when
Self		
HOD		



*Shantanu*  
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Creativity you implemented in last semester

[Empty rectangular box for student response]

Your Vision

[Empty rectangular box for student response]

Your Action Plan for Next Semester

[Empty rectangular box for student response]

Areas Where you want to contribute for next Semester

[Empty rectangular box for student response]



*[Signature]*  
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Any suggestions for improvement of MBA department

Self Remarks

HOD Remarks

Observer's Remarks

Director's Remarks



  
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Training taken			
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IICMR experience Yrs& details			
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	<b>Target</b>	<b>Completed</b>	<b>Self-appraisal on scale the of 10</b>
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HOD		



*Sheelkam*

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Creativity you implemented in last semester

Your Vision

Your Action Plan for Next Semester

Areas Where you want to contribute for next Semester



*Sheelkam*

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Any suggestions for improvement of MBA department

Self Remarks

HOD Remarks

Observer's Remarks

Director's Remarks



  
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MBA @ IICMR

ANNUAL PERFORMANCE APPRAISAL FORM-

Assessment Year 2018-2019

Basic Data

Date:

Name of Faculty	
IICMR Joining date	
Reporting to	
Assessment period	
Area of specialization	
Cross skills	
Education	
Education in pursuit	
Training planned	
Training taken	
Total Experience (Yrs)	
Past experience Yrs /Months details mention Industrial( if any)	
IICMR experience Yrs & details	

Section I

(Compiled by the individual faculty member & to be reviewed with H.O.D./Director)

	Self-Review / Rating (1-5)	Reporting Sr. / H.O.D. (1-5)
Clarity of duties and responsibilities		
Self-rating for the academic year for evaluating self: Not good/Average/Satisfactory/ Good / Excellent		
Difficulty in handling top three key issues Your action on that		
On your own which issues, you handled effectively		
What weak points have you identified to work on		
What strengths have you developed in this year		

Section II



Director / H.O.D / self to rate the member's performance on a scale of 1 to 5, 5 being Excellent Performance

No.	Agreed Growth Objectives/Targets set	Self Review		Reporting H.O.D.	
		Remarks	Rating	Remarks	Rating
	1. Qualitative Improvement in TLE 2. Newsletter Publication 3. Paper presentations in International Conferences & Paper publications 4. Value Addition 5. Innovative Idea	-			
	Action taken by self to improve individual's performance in current position (to improve your weaknesses mentioned in section I)	-			
	Other achievements (if any)				
	Future planning – Important objectives set for next year	1. To install a complete Entrepreneurship Development Cell. 2. To achieve NAAC Grade A+			
	Areas for Improvements Area of training required	-			

### Section III

Score your Capability/Skills in the following terms of your current role requirements (1-5, 5 indicating Excellent and 1 Need Improvement)

Skills Review	Self Review	Reporting sr. / H.O.D.
Time & Diary management (Meeting promised deadlines)		
Work and Event Planning		
Class and Students' handling		
Reporting & Collaboration with Administration/Finance		
Communication Within and Between		
Delegation skills		
Creativity in work		
Problem Solving & Decision-making		
Team Working & Developing others		
Documentation – Lesson Plan and Event Report		
Relation with colleagues		
Relation with higher authority		

Signature of Faculty

Signature of H.O.D.

Signature of Director



**ATSS's**  
**Institute of Industrial & Computer Management & Research, Nigdi**  
**Department - MCA**  
**Teacher's Self Appraisal (Confidential)**

Date:

Name of the Faculty: \_\_\_\_\_

Classes and subjects Taught: \_\_\_\_\_

Classed and Practical conducted : \_\_\_\_\_

A) Mention additional responsibilities of committee, coordinator ship handled by you other than a teaching responsibilities in the current academic year


B) Mention workshop/seminars attended by you


C) Mention the achievements other than the daily duties


D) My goal for Self improvement for the coming year


Signature of Faculty



## GENERAL COMPETENCIES OF A FACULTY

To be filled by the faculty first and then the respective coordinator separately marks should be given (5: Maximum and 1: Minimum)

Sr	Description	Self	I/II/III year Coordinator	Event coordinator	Exam coordinator	Mentoring coordinator	SME if reqd.
1	Well qualified with a professional degree and skills						
2	Knowledge of the subject						
3	Students general feedback						
4	Command over English language						
5	Ability to modify the teaching methodology taking into account the varying needs of the student						
6	Implement innovative teaching methods						
7	Prepare and use various teaching aids/ technology while teaching						
8	Do timely planning of the units/ co-curricular activities/ projects throughout the year						
9	Draft question paper as per syllabus weightage						
10	Motivate, encourage and guide students for competitions, extra activities/projects and so on						
11	Punctuality and Regularity- timely reporting in college, submissions, following deadlines						
12	Quality of correction of Assignments, Answer sheets						
13	Ability to give and accept new ideas, open mindedness, maintain good working relationships						
14	Rapport building ability with the students						
15	Update the current knowledge by referring to books, attending workshops, training sessions and seminars						
16	Take interest in helping weaker students through remedial teaching						
17	Take interest in better operation flow and committee work assigned						
Overall total out of 85							

Signature and Name of Faculty: \_\_\_\_\_

Signature and Name of MCA I/II/III coordinator: \_\_\_\_\_

Signature and Comment from Director (MCA): \_\_\_\_\_



  
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**Institute of Industrial & Computer Management & Research Nigdi, Pune 44**  
**Nigadi -44**  
**Criterion VI- Governance, Leadership & Management**

**6.3.5- Performance Appraisal form for Non teaching staff**

Period of the report- From \_\_\_\_\_ to \_\_\_\_\_

**A) Personal Information-**

- a. Name of the staff member- \_\_\_\_\_
- b. Date of birth- \_\_\_\_\_
- c. Educational Qualification- \_\_\_\_\_
- d. Technical/ Professional Qualification- \_\_\_\_\_
- e. Official Designation- \_\_\_\_\_
- f. Joining date – \_\_\_\_\_
- g. Experience (Total + IICMR)- \_\_\_\_\_

**h. Nature of the duties performed-**

Sr. No.	Assigned work	Duties performed	Any other additional duties performed
1			
2			
3			

**B) Director's remarks-**

Please tick the right column

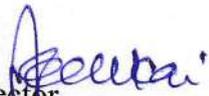
S. No	Particulars	Needs improvement	Average	Satisfactory	Good	Excellent
1	Quality of work					



*[Signature]*  
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2	Timely Completion					
3	Initiative in the work					
4	Upward & downward Communication					
5	Dependability in the work					

Signature of the Staff member

Director 

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