



# GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051)

Affiliated to SBTE, Bihar  
ISO Certified 9001:2015

S. Ashish Daniel  
Secretary & Director

C. Rama Gopal  
Principal

Ref. No.: GPC/IQAC/POLICY/25

Date: 20.06.2022

## Faculty Performance Appraisal and Development System (FPADS) Policy Document

### 1. Introduction:

GEMS Polytechnic College is dedicated to maintaining the highest standards of education and faculty performance. In alignment with this commitment, the Annual Faculty Performance Appraisal and Development System (FPADS) has been established to assess and enhance the performance of faculty members. This system aims to provide constructive feedback, foster professional growth, and support career advancement opportunities.

### 2. Operating Authorities:

The FPADS is overseen by the following authorities:

- Director
- Principal
- Dean of Academics
- Head of the Department (HoD)
- IQAC
- Human Resource Officer

### 3. Operating Procedure:

- **Eligibility:** All faculty members who have completed at least one year of employment at GEMS Polytechnic College are eligible to participate in the annual performance appraisal program.
- **Communication:** At the commencement of each academic year, a comprehensive circular outlining the objectives and procedures of the Performance Appraisal Program will be circulated to all faculty members.



NH - 2, Jogiya More, Ratanpura, Aurangabad, Bihar - 824121  
Website: [www.gemspolytechnic.edu.in](http://www.gemspolytechnic.edu.in) E-mail: [polytechnic@gemsbihar.org](mailto:polytechnic@gemsbihar.org)

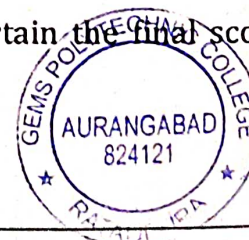
07070066877, 7366889683, 7366889684

- **Appraisal Form:** Faculty members are required to complete the Performance Appraisal Form, which encompasses various parameters such as job proficiency, interpersonal relationships, communication skills, and attitude.

### Summary of FPADS Points

Part	Parameters		Max. Points
A	Educational Qualification & Experience (Max 20 Points)		
	A.1	Educational Qualifications	10
	A.2	Experience	10
B	Teaching & Learning Process (Max 150 Points)		
	B.1	Teaching, Learning & Evaluation Process	50
	B.2	Students' feedback	50
	B.3	Result Analysis	50
C	Research & Development (Max 50 Points)		
	C.1	Awards / Honours & Membership in Professional Societies	10
	C.2	Online Certification Courses / Attended FDP, Workshop	10
	C.3	Research Paper /Books / Chapter Publications	10
	C.4	NITTT Trainings Certificate	10
	C.5	Consultancy	10
D	Department Development Activities		60
E	Institute Development Activities		50
F	Contribution to Society		50
G	Annual Confidential Report (ACR)		20
Total (Max Points 100)			400
Total Appraisal score on 10 Point scale			10

**Evaluation:** The submitted appraisal forms will be meticulously evaluated, with each criterion being weighted against a predetermined scorecard to ascertain the final score for each faculty member.



**Performance Appraisal Meeting:** An appraisal meeting will be scheduled with each faculty member. This meeting will be facilitated by a panel comprising the Management, including the HoD, Dean of Academics, Principal, and Director, who will oversee the appraisal process.

**Discussion Points:**

During the Appraisal Meeting, the following key areas will be discussed:

- Reviewing and confirming an understanding of the essential job functions, annual goals, and performance standards.
- Acknowledging strengths and accomplishments.
- Identifying areas necessitating improvement and establishing plans to address them.
- Identifying educational, training, or developmental needs and devising strategies for enhancement.
- Discussing and confirming the steps both the faculty member and the institution will take to achieve self-development goals.

**Outcome:** Based on the scores derived from individual performance assessments, the management will determine monetary increments and promotions. This system ensures fairness and transparency in recognizing and rewarding faculty members for their dedication and contributions to GEMS Polytechnic College.

**4. Conclusion:**

The Faculty Performance Appraisal and Development System (FPADS) at GEMS Polytechnic College underscores our commitment to academic excellence and professional growth. By providing a structured framework for assessing faculty performance and facilitating their development, we aim to ensure that our faculty members continually excel in their roles and avail themselves of opportunities for advancement within our institution.



### 5. Implementation and Effectiveness:

The successful implementation and effectiveness of the FPADS will be continually assessed and monitored by the Management team and the Human Resource Department. Regular feedback mechanisms will be established to solicit input from faculty members regarding the efficacy of the system, with necessary adjustments being made to enhance its effectiveness over time.

### Approval:

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

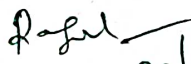
This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 20.06.2022

College Seal:



Reviewed by

  
Principal 20/06/2022  
PRINCIPAL  
GEMS Polytechnic College  
Ratanpura, Aurangabad  
Bihar-824121

Approved by

  
Director 20/06/2022