

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institute has a well-defined effective Performance Appraisal System For teaching and non-teaching staff.

At the end of each academic year, Self-Appraisal Report from each teaching/nonteaching staff is invited. It includes the details of academic excellence, research publications, contribution in administrative and other activities etc. Performance Appraisal System for teaching staff.

1. Objective: The objective of this analysis is to motivate faculty members to perform better in delivering quality education and research . The appraisal is used for the following purpose:
Award of special increments in the pay scale. Award of career advancement/promotion
Monitoring the overall growth of each staff member and their contribution towards the development of the institute.

2. Period of Assessment and Process: Assessment is carried out after the completion of each Academic Session. Performance Appraisal form has been designed. It consists of two parts.

Part A is “Self-Appraisal” to be filled by faculty member and Part B is “Forwarding Appraisal & Follow up” to be filled by the respective HOD/ Dean and then Appraisal Committee recommends it to Director. Components of Performance Appraisal System and Weightage are based on Assessment Criteria on the “The 360 Degree Score is determined on the basis of following parameters”.

- a. Teaching Process (Maximum Point 25)
- b. Students’ Feedback (Maximum Point 25)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 10)
- f. Contribution to Society (Maximum Point 10)

The candidate submits calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

- a. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 25 point scale.

- b. Students’ Feedback (Maximum Points 25)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summarizes all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

f. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by AICTE. The candidate will earn 5 points per semester for each activity. The claim should be supported by an office order/ official communication from Head of Institute. The grand total of points for all academic years shall be converted to a 10 points scale.

Note:

1. *The activities mentioned in above criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute. Weightage of 10 Marks may be given for ACRs maintained at institute level out of 20 Marks as per following grading.*

2. *Reference AICTE New Delhi, the 1st March, 2019 Annexure - IV of AICTE REGULATIONS ON PAY SCALES, SERVICE CONDITIONS AND MINIMUM QUALIFICATIONS FOR THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF SUCH AS LIBRARY, PHYSICAL EDUCATION AND TRAINING & PLACEMENT PERSONNEL IN TECHNICAL INSTITUTIONS AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN TECHNICAL EDUCATION – (DEGREE) REGULATION, 2019.*

Similar appraisal system is adopted for non-teaching staff with different assessment criteria suitable for different job profiles. The performance of the non-teaching staff appraise by the respective immediate superiors. Also, student satisfaction survey use for the appraisal of non-teaching staff members. The performance of those teaching and non-teaching staff members who have not fared well in the students' feedback is closely monitored. An improvement in the subsequent performance of the said staff members has usually been noticed. The findings of the student satisfaction surveys are then summarized and graphically presented through bar graphs and published on the institutional website in keeping with transparency norms. Assessment is carried out every academic year.