



TEACHING & NON-TEACHING STAFF PERFORMANCE APPRAISAL POLICY

In an effort to recognize and reward the performance of employees, it is the organization's philosophy that the principal Component to enhance compensation shall be through annual increment based on performance evaluations.

Application of the Policy

- a. The policy applies to all teachers, including the Head of the Departments, employed by the Institution except those on probation of less than one year as on 31st July of the assessment year.
- b. All regular employees are eligible for yearly increment based on the results of their Performance Appraisal conducted annually.
- c. All employees will be informed in writing about their annual increments after the Performance Appraisal.
- d. All employees will be asked to submit performance appraisal form (Annexure-III) through proper channel in the month of August and submit to Dean-Admin for scrutinize and further process.

General Principles Underlying this Policy

The performance of staff assessed through 3 criteria's for the purpose of annual increment.

Criteria-1	:	Academic Results & Feedback	4 Marks
Criteria-2	:	Research & Development	3 Marks
Criteria-3	:	Supplementary Activities	3 Marks

The detailed evaluation procedure of each criterion is given below.

A. Criteria-1 : Academic Results & Feedback (Max: 4 Marks)

- a. This criterion is mainly focused on the academic performance of an employee which covers the semester results and students' feedback in an academic year
- b. The Max. Score shall be awarded in 4 Including 3 Marks for academic results and 1 Mark for student's feedback.
- c. Best of two subjects will be considered if the faculty deals more than 2 subjects in a semester.
- d. The computation of overall score is based on the average of the semester 1 and 2 in an academic year.

e. The allocation of scores is varies from engineering stream subjects to non-engineering stream subjects.

f. All core branches i.e. ECE, EEE, CSE, IT & MECH comes under engineering stream and BS&H, MBA comes under non engineering stream.

I. Score Allocation for Engineering Stream (Including MEFA & MS subjects) (Common for Professor*, Associate Professor#, Assistant Professor with > 5 Years Experience & Assistant Professor with <5 Years Experience@)

Results	
>=95%	3 Marks
<95% & >=90%	2.5 Marks
<90% & >=85%	2 Marks
<85% & >=80%	1.5 Marks
<80%	0 Mark

Feedback	
>=9	1 Mark
<9 & >=8	0.75 Marks
<8 & >=7	0.5 Marks
<7 & >=6	0.25 Mark
<6	0 Mark

II. Score Allocation for Non-Engineering Stream (Common for Professor, Associate Professor. Assistant Professor with > 5 Years Experience & Assistant Professor with < 5 Years Experience)

(i) **BS&H**-Mathematics and MBA-ME, AFM. BE. QABD. FM, POM, BRM, LAB, SAPM, AMA, SFM, GHRM. GFM, RM, TM Subjects

Results	
>=95%	3 Marks
<95% & >=90%	2.5 Marks
<90% & >=85%	2 Marks
<85% & >=80%	1.5 Marks
<80%	0 Mark

Feedback	
>=9	1 Mark
<9 & >=8	0.75 Marks
<8 & >=7	0.5 Marks
<7 & >=6	0.25 Mark
<6	0 Mark

* Those who are getting salary as per VI" Pay of Professor Scale.

All doctorates those who are getting salary as per VI Pay of Associate Professor Scale.

(@ Overall experience after acquiring Post Graduation Degree will be considered.

(ii) **BS&H**-Physics, Chemistry and MBA-PM, MCSS. HRM, MM. OB. SM, BECG, L&SCM, ED, LM, CRM, PM, SHRM, B&I1. ODCM. LW&L, MIR, FM&S

Results	
>=97%	3 Marks
<97% & >=93%	2.5 Mrks
<93% & >=89%	2 Marks
<89% & >=85%	1.5 Marks
<85%	0

Feedback	
>=9	1 Marks
<9 & >=8	0.75Marks
<8 & >=7	0.5 Marks
<7 & >=6	0.25 Mark
<6	0

(iii) BS&H- English, Environmental Science and MBA-ITL

Results	
100%	3 Marks
<100% & >=97%	2.5 Marks
<97% & >=94%	2 Marks
<94% & >=91%	1.5 Mark
<91%	0

Feedback	
>=9	1 Mark
<9 & >=8	0.75 Marks
<8 & >=7	0.5 Marks
<7 & >=6	0.25 Mark
<6	0

B. Criterin-2: Research & Development**(Max: 3 Marks)**

a. This criterion is mainly considering the faculty output in Research and Development in an academic year.

b. Based on cadre of faculty; the expected output of R&D shall be categorized.

c. R & D Includes Research articles published in National and International Journals, Articles published in International Conference proceedings. Articles presented in National and International conferences/seminars. Workshops and FDPs organized or attended by the faculty, Book publication of faculty etc.,

d. Allocation of marks based on cadre of faculty-is-summarized below.

	Professor	Max Mark	Associate Professor	Max Mark	Asst. Prof with >=5 Years Exp.	Max Mark	Asst. Prof with <5 Years Exp	Max Mark
GROUP-A								
SCI Journals	One Journal =0.75	1.5	One Journal =1	1	One Journal =1.5	1.5	One journal=1.5	1.5
Unpaid Scopus Journal	One Journal = 0.25	0.75	One Journal=05	0.5	One Journal=0.75	1.5	One Journal=1	1
Paid Scopus Journal	Not Applicable	0	Not Applicable	0	Not Applicable	0	One Journal = 0.75	1.5
Max. Cut off: 1.5 Marks								
GROUP-B								
Int. Proceedings	One Proc.= 0.15	0.50	One Proc.= 0.20	0.50	One Proc.= 0.50	0.50	One Conf. Pro.=0.50	0.5
Conf./WS/FDP organized	One Conf./WS=0.30	0.50	One Conf./WS=0.30	0.50	One Conf./WS=0.50	0.5	One Conf./WS=0.50	0.5
Conf. attended & Submitted Paper	Not Applicable	0	Not Applicable	0	Not Applicable	0	One Conf. =05	0.5
Max. Cut off: 0.5 Marks								
GROUP-C								
Books	One Book = 0.5	0.5	One Book=1	1	One Book=1	1	One Book=1	1
R&D Project (Sanctioned /	One R&D =1	1	One R&D =1	1	One R&D =1	1	One Book=1	1

Submitted)								
FDP Attended	Not Applicable	0	Not Applicable	0	Not Applicable	0	One FDP =0.5	1
Max. Cutoff: 1 Mark								
Total Max. Marks (Group A+B+C)		3		3		3		3

C. Criteria-3: Supplementary Activities

(Max: 3 Marks)

Faculty Supplementary activities mainly consider the following four core areas carries the maximum marks specified below.

(i) Awards/Certifications - 0.5 Marks

(ii) Counselling of Students - 1 Mark

(iii) Roles and contributions in Institutional

Governance and administration - 1 Mark

(iv) Review of Principal & HoD - 0.5 Marks

(i) Awards/Certifications:

The faculty who possess the qualification of NET/SLET/M.Phil/Ph.D (or) acquire the certificate of [IUCEE/NPTEL (or) honor with a National Awards during the academic year 2018-19 shall carry the maximum mark (0.5).

(ii) Counselling of Students

a. 15-20 students assigned to every faculty which includes 2-3 backlog students to normalize each batch.

b. If all the assigned students cleared all the subjects of current year 2 semesters with efforts of faculty (100% achievement), the faculty will be awarded the maximum marks (1 Mark)

c. $<100\%$ & $\geq 90\%$ of all the assigned students cleared all the subjects of current year 2 semesters the faculty will be awarded 0.75 Marks

d. $<90\%$ & $\geq 80\%$ of all the assigned students cleared all the subjects of current year 2 semesters the faculty will be awarded 0.5 Marks

e. No marks will be awarded to the faculty who achieved less than 80% results in current year 2 semesters from the assigned students.

f. A onetime special incentive will be given to the faculty who undertake to counsel & teach the subject wise backloggers and clear 90% of assigned students during the current academic year.

g. Head of the Department will be given 1Mark if the overall result of the branch comprising II, III & IV Years is $\geq 75\%$ on an average in AY 2017-18.

h. In case of BS&H Department the HoD will be given 1 mark if the overall results of all Branches of I Year is $\geq 75\%$ on an average in AY 2017-18.

i. In case MBA Department the HoD will be given 1 mark if the overall results of I & II year is $\geq 90\%$ on an average in AY 2017-18.

J- However the decision of Principal is final while awarding marks to Head of the Departments.

(iii) Roles and contributions in Institutional Governance and administration

a. It covers the role of teaching faculty as Head of the Department/Department T&P Coordinator/NSS Coordinator/Women Grievance Cell Coordinator/ Assistant Head of the Department/ Website Coordinator/ Institutional Criteria Coordinator of NBA & NAAC / College level admissions/Time-Table Coordinator/IQAC Coordinator/ Alumni Association Coordinator/CoE/Exam Cell Staff/Any other Institutional Level Coordinator role assigned by Principal)

Role as Head of the Department - **1 Mark**

Other role - 0.5 Mark each to the maximum extent of 1 Mark

b. The faculty should render at-least 6 months (1 semester) service in the above role to claim the roles and contributions in Institutional Governance and administration.

c. The faculty who are not involving in the roles and contribution in Institutional Governance and administration they need to do course attainments of 2 subjects for 2013-14 admitted batch to claim 1 Mark. However, faculty who are involved in one role they need to do course attainments of at-least 1 subject for 2013-14 admitted batch to claim other 0.5 Mark.

d. Audit committee will scrutinize the course attainments of the entire faculty and based on the recommendation of committee the above marks will be awarded. Note: It is mandatory to give presentation on course attainments by the entire faculty on their course attainments as scheduled by the Principal time to time.

(iv) Review of Principal & HoD

The Principal and HoD will review the overall performance of faculty at the end of the academic year to award the maximum **marks of 0.5** under this category.

Annual Increment Norms

Increments shall be sanctioned by the Management as recommended by the Principal, if the faculty meets the performance indicators specified in above three criteria's. The number of increment s is based on the score secured by the faculty out of the total score of 10 Marks.

When secured Score is ≥ 7.5	3 Increments
When secured Score is $<7.5 \text{ \& } \geq 6.5$	2 Increments
When secured Score is $<6.5 \text{ \& } \geq 5$	1Increments
When secured Score is <5	No Increment

Special Allowance:

a. Teaching Staff with a cadre of Assistant Professor secured $<6.5 \text{ \& } \geq 5$ marks (1 increment) and secured full marks in results as per Criteria-1 (3 out of 3), the faculty will be given a onetime special allowance of Rs.5,000/-

Termination/Serving Notice to Teaching Staff:

- a. If a teaching staff securing $<6.5 \Rightarrow 5$ marks (1 increment) in 2 continuous years, the Management/Principal have right to terminate or service one month notice to staff for termination due to lack of improvement in performance.
- b. If a teaching staff securing <5 marks, the Management/Principal have right to terminate the faculty immediately or service one month notice to staff for termination. In special cases, the principal shall allow an opportunity to improve the performance with in one academic year.

Non-Teaching Staff Appraisal Policy

All non-teaching staff members are assessed by the annual confidential reports and annual performance appraisal given by the respective departments.

On satisfactory performance, all employees are granted promotions and increments. The Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.