INDEX

Criterion no: 6.3.5

Criterion Details: Institutions Performance Appraisal System for teaching and non-teaching staff

S. No.	Particulars	Annexure. No
1	Faculty Appraisal Policy	Annexure 1
2	Faculty Self Appraisal Form	Annexure 2
3	Faculty Appraisal Calculation Policy	Annexure 3
4	Performance Evaluation Form (Non-Teaching Staff)	Annexure 4

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Faculty Appraisal Policy

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Tula's Institute

Faculty Appraisal Policy

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Date effective from	
Purpose	The Performance appraisal provides an annual written review of individual performance, in the context of the ongoing performance appraisal process. It is designed to facilitate constructive discussion between the employee and supervisor in order to clarify performance objectives, provide feedback about the employee's performance with respect to skills and behavior, provide a framework for identifying employee career advancement and opportunities and to serve as a basis for arriving at decisions objectively. Supervisors are responsible for completing the annual performance self-appraisal of the employees under them, as part of the performance appraisal process.
Scope	This system helps to identify the skill gaps and talent too. The self-appraisal, as well as supervisor's appraisal system brings the co-relation of the departmental output and transparency of the actual situation, and provide an opportunity for the developmental programs. i) UGC has introduced a system of performance appraisal of teachers in Universities and Colleges stating that the record of performance evaluation made by teachers and duly verified by the institution would be a document which should be the basis for recognition of excellence in performance as well as further improving the overall efficiency of the system which should be open, participatory and data based.

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	ii) For Non-teaching staff, there is a performance self-appraisal system in place. It covers all the Administrative staff of the Institution, which is further appraised by their respective superiors. The performance appraisal is open and objective based and forms the basis for promotion, sanction of annual increments etc.,
Process	The performance of staff is reflected through a single index called Staff Performance Index based on feedback from head of Department, Dean and recommendation from the Director for faculty members and feedback from Registrar for the non-teaching staff. This is measured and monitored separately for teaching and non-teaching staff of institution to evaluate each faculty and based on the results, promotion and increments are awarded to the faculty. **Faculty Performance Appraisal is based on the following Process:** Annual performance Appraisal System is done for teaching and non-teaching staff of institution and is conducted every year after completion of respective academic year around the month of July-August. The institution has categorized teaching staff performance as per norms received from the regulatory bodies into four main components such as Academic activity, Research activity, Extension activity and Administrative activity.

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STAFF PERFORMANCE INDEX SCORING SYSTEM FOR THE FACULTIES OF TULA'S INSTITUTE

Faculty will fill the appraisal form and send it through respective head of Department / Deans / Principals and who in turn send it to the Director for further recommendation.

Head and Dean / Principal discuss with the faculty member about their Performance with respect to the Staff Performance index(SPI) and future plans for the expansion of department and institution.

Based on the discussion with the faculty members and SPI score, the appraisal committee members decide the Promotion and Increments for the faculty and also give suggestions for the betterment of their future.

The institution has categorized teaching staff performance as per norms given by regulatory bodies into four main components such as Academic activity, Research activity, Extension activity and Administrative activity.

(i)	Category I (A): Teaching, Learning and Evaluation related activities Maximum SPI score available:	50
(ii)	Category I (B): Feedback Score Maximum SPI score available:	10
(iii)	Category II: Co-curricular, Extension & Professional development related additional activities: Maximum SPI score available:	20
	Category III(A): Research Activities, Patents and Publications Maximum SPI score available:	20

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	Category III(B): Details of Books/Chapters Published
	Maximum SPI score available: 05
	Category III(C): Details of workshops/ STC Attended and Organized
	Maximum SPI score available: 10
	Category III(D): Any Grant/ Fund received from any agency
	Maximum SPI score available: 05
	Category IV: Administrative activity
	Maximum SPI score available: 20
	Category V: HoD Recommendation with appraisal score
	Maximum SPI score available: 10

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The Performance Appraisal Methodology for SPI Scoring.

Methodology of Finalization of yearly SPI Score of Individual Faculty – member.

(i) Individual Faculty-member would submit the Performance Based Appraisal System (PBAS) proforma duly filled by themselves enclosing all evidences and the calculated API score of the three categories.

(ii) Each of the filled up PBAS proforma will be authenticated and forwarded to the Dean of Faculties by the respective Head of the Department.

(iii) (Dean/Principal) will further forward it to Director for his final recommendation.

For the score claimed, each faculty member needs to provide evidences/justification documents along with the SPI Score form/Performance Based Appraisal System (PBAS) proforma.
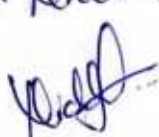
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Non Teaching staff Performance Appraisal is based on the following Process:

The performance appraisal cycle is based on Academic / Financial year.

- ➤ The performance appraisal for all employees under probation shall be done on completion of one year from their date of joining upon which their employment will be confirmed or terminated or probation may be extended, based on their performance evaluation.
- ➤ The performance appraisal of non-teaching staff shall be done every year.
- ➤ Annual Increments & promotions for all staff shall be granted based purely on performance of the individual.
- ➤ All employees in the Tula's Institute shall be appraised by the immediate superior / Reviewing Authority followed by the recommendation from Registrar.
- ➤ The appraisal parameters depend on the category and their performance attributes.

  - Administrative staff
  - Lab Technicians
  - Supportive Services Staff

- ➤ The performance appraisal copy filled by the employee.
- ➤ The following dimensions would broadly describe all jobs:
  - Staff Regularity in attendance.
  - Sincerity to his/her work
  - Courteousness and helpful to the student.
  - Knowledge of staff member in his/her job
  - Innovation of staff in his/her work
  - Initiative in the assigned work
  - Initiative to upgrade his/her qualification in his/her

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domain area.

- Inter-personal relationships with his/her Superiors, Colleagues & Subordinates
- Loyalty for Institute
- Cleanliness & Organization of work place

Performance Review:

➢ Self-assessment shall be done against each KRA which is agreed upon at the beginning of the academic year.

➢ Self-assessment provides data to the immediate superior for the performance appraisal discussion and improvement action plan.

Prepared by	Verified by	Approved by
Dr. Nidhi Goyal.	(Dr. Nishant Saxena)	(Dr. Sandip Vijay)

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Faculty Self Appraisal Form

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Faculty Self-Appraisal Form

A. Result Calculations (50)

Subject-1

Subject Code:		Semester/Branch:		Total no. of Students(N) =
S.No.	Score of Students	Number of Students	Multiplier	CGPA(5)
1.	90% & Above	N_5	5	
2.	80-90%	N_4	4	
3.	70%-80%	N_3	3	
4.	60%-70%	N_2	2	
5.	50%-60%	N_1	1	

Subject-2

Subject Code:		Semester/Branch:		Total no. of Students(N) =
S.No.	Score of Students	Number of Students	Multiplier	CGPA(5)
1.	90% & Above	N_5	5	
2.	80-90%	N_4	4	
3.	70%-80%	N_3	3	
4.	60%-70%	N_2	2	
5.	50%-60%	N_1	1	

Subject-3

Subject Code:		Semester/Branch:		Total no. of Students(N) =
S.No.	Score of Students	Number of Students	Multiplier	CGPA(5)
6.	90% & Above	N_5	5	
7.	80-90%	N_4	4	
8.	70%-80%	N_3	3	
9.	60%-70%	N_2	2	
10.	50%-60%	N_1	1	

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Subject-4

Subject Code:		Semester/Branch:		Total no. of Students(N) =
S.No.	Score of Students	Number of Students	Multiplier	CGPA(5)
6.	90% & Above	N_5	5	
7.	80-90%	N_4	4	
8.	70%-80%	N_3	3	
9.	60%-70%	N_2	2	
10.	50%-60%	N_1	1	

Subject-5

Subject Code:		Semester/Branch:		Total no. of Students(N) =
S.No.	Score of Students	Number of Students	Multiplier	CGPA(5)
1.	90% & Above	N_5	5	
2.	80-90%	N_4	4	
3.	70%-80%	N_3	3	
4.	60%-70%	N_2	2	
5.	50%-60%	N_1	1	

$$CGPA = \frac{5N5 + 4N4 + 3N3 + 2N2 + N1}{N}$$

Overall Result Calculations:

S.No.	Result Calculations	CGPA*Score	Net Score
1.	Theoretical Subject	CGPA*7.5	
2.	Semi Numerical Subject	CGPA*8.5	
3.	Numerical Subject	CGPA*10	
		Average Score(50)	

B. Feedback Calculations (10)

Feedback Calculations	More than 90%	80-90	70-80	60-70	Less than 60	Net Score
Subject-1	10	9	8	7	0	
Subject-2	10	9	8	7	0	
Subject-2	10	9	8	7	0	
Subject-2	10	9	8	7	0	
Subject-2	10	9	8	7	0	
Average(10)						

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C. Additional Responsibilities (30)

S.No.	Nature of Responsibility	Duties Performed	Marks	Verified by HoD
1.	Proctor/ICC		02	
2.	Warden		02	
3.	PERC Member		02	
4.	Committee Head		04	
5.	MOOCs Developed/Qualified		10/02 per qualified course	
6.	Developed Innovative Study Material/Video Lectures		02	
7.	Extension Activities Organized		02 Marks each activity (Maximum 10 Marks)	
8.	Participation in competitive exam preparation of students		04	
9.	No. of Hours spent in Library		04	
10.	Faculty Awards/Recognition from External Agency		02	
11.	Contribution in Induction Program of Students/Training of Non-Teaching Staff		02	
12.	Conduction of Industrial Tours/Industrial Collaboration		02	
13.	Project /Seminar Incharge		02	
14.	Innovation in Teaching Methodology		02	
15.	Any Committee Member		02	
16.	Chief Proctor		10	
17.	Admission Cell Duties		10	
18.	Any Additional responsibility		02 each	
		Maximum Score (30)		

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D. Publications, Book Chapters & Patents (Session : 2021-22) (60)

	Number of papers	Marks For each paper (1st/2nd /3rd /4th Author)	Total Marks
National Conferences/ International Conferences(Scopus/IEEE/Springer/Elseevier /Taylor-Francis)		4/3/2/1	
SCI/Nature Journal		15/10/7.5/5	
Scopus/ABDC/NAAS(Above 5 rating)		8/6/4/2	
UGC Care		6/4/2/1	
Patents		10/8/6/4	
		Total (60)	

E. Details of Books/Chapters Published (10)

	Title	Publication	Year	Marks (1st/2nd /3rd Author)	Total Marks
No. of books published				10/7/5	
No. of Book Chapter Published				2/1	

F. Details of Workshops/STC Attended and Organised (10)

	Workshops	STC	Marks for each	Total Marks
Organized			10	
Attended			02	
Total				

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G. Research Project/Consultancy received from any agency: please specify the details of the project (20)

S.No.	Project/Consultancy Title	Funding Agency	Amount Sanctioned	Marks for each(20)
1.				
2.				

H. HoD Recommendation with appraisal score (10)

S.No.	Parameters	Score
1.	Punctuality	
2.	Initiatives for departmental Duties	
3.	Teaching Methods & Innovations	
4.	Execution of Responsibilities	
5.	Role as a Mentor	
	Total	

S.No.	A (50)	B (10)	C (30)	D (60)	E (10)	F (10)	G (20)	H (10)	Total (200)
Score									

Recommendations of Dean Academics/Dean (M&A):

Director's Recommendations:

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Faculty Appraisal Calculation Policy

Director
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Name:- Roy Singh (Agri/For)   **Faculty Self-Appraisal Form**

A. Result Calculations (50)

Subject-1 Soil Taxonomy, Survey and Remote Sensing

Subject Code: BSAG-706		Semester/Branch: 7th / Agriculture		Total no. of Students(N) = 20
S.No.	Score of Students	Number of Students	Multiplier	CGPA(5)
1.	90% & Above	N_5	5	
2.	80-90%	N_4 (06)	4	
3.	70%-80%	N_3 (12)	3	3.2
4.	60%-70%	N_2 (02)	2	
5.	50%-60%	N_1	1	

Subject-2 Environmental Science

Subject Code: BSAG-604	Semester/Branch: 6th / Agri.		Total no. of Students(N) = 90
S.No.	Score of Students	Number of Students	Multiplier	CGPA(5)
1.	90% & Above	N_5 (1)	5	
2.	80-90%	N_4 (14)	4	
3.	70%-80%	N_3 (45)	3	2.84
4.	60%-70%	N_2 (30)	2	
5.	50%-60%	N_1	1	

Subject-3 Soil Survey, Remote Sensing & Wasteland Development

Subject Code: BSF-304		Semester/Branch: 3rd / Forestry		Total no. of Students(N) = 4
S.No.	Score of Students	Number of Students	Multiplier	CGPA(5)
6.	90% & Above	N_5	5	
7.	80-90%	N_4 (4)	4	
8.	70%-80%	N_3	3	4
9.	60%-70%	N_2	2	
10.	50%-60%	N_1	1	

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Subject-4 Tree Pysiology

Subject Code: BSF - 307		Semester/Branch: 3rd	Forestry	Total no. of Students(N) = 4
S.No.	Score of Students	Number of Students	Multiplier	CGPA(5)
6.	90% & Above	N5	5	
7.	80-90%	N4 (3)	4	
8.	70%-80%	N3 (1)	3	3.75
9.	60%-70%	N2	2	
10.	50%-60%	N1	1	

Subject-5 Soil Survey, Taxonomy and Remote Sensing

Subject Code:		Semester/Branch:		Total no. of Students(N) = 55
S.No.	Score of Students	Number of Students	Multiplier	CGPA(5)
1.	90% & Above	N5 (2)	5	
2.	80-90%	N4 (10)	4	
3.	70%-80%	N3 (15)	3	2.49
4.	60%-70%	N2 (16)	2	
5.	50%-60%	N1 (10)	1	

$$CGPA = \frac{5N5 + 4N4 + 3N3 + 2N2 + N1}{N}$$

Overall Result Calculations:

S.No.	Result Calculations	CGPA*Score	Net Score
1.	Theoretical Subject	CGPA*7.5	24.42
2.	Semi Numerical Subject	CGPA*8.5	
3.	Numerical Subject	CGPA*10	
		Average Score(50)	24.42

B. Feedback Calculations (10)

Feedback Calculations	More than 90%	80-90	70-80	60-70	Less than 60	Net Score
Subject-1	10	9	8	7	0	9
Subject-2	10	9	8	7	0	9
Subject-2	10	9	8	7	0	9
Subject-2	10	9	8	7	0	9
Subject-2	10	9	8	7	0	9
Average(10)						9

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C. Additional Responsibilities (30)

S.No.	Nature of Responsibility	Duties Performed	Marks	Verified by HoD
1.	Proctor/ICC	Member (Anti Ragging)	02	2
2.	Warden	—	02	
3.	PERC Member	Yes (All related work)	02	2
4.	Committee Head	Environment Audit	04	4
5.	MOOCs Developed/Qualified	1 Course-qualified	10/02 per qualified course	05
6.	Developed Innovative Study Material/Video Lectures	5 video lectures.	02	02
7.	Extension Activities Organized	2 times G. B. Pant visit and 4 field visit	02 Marks each activity (Maximum 10 Marks)	04
8.	Participation in competitive exam preparation of students	Forestry (2017-21) IIFM Exam Prepa.	04	00
9.	No. of Hours spent in Library	About 1 hour in a week / monthly	04	00
10.	Faculty Awards/Recognition from External Agency	—	02	—
11.	Contribution in Induction Program of Students/Training of Non-Teaching Staff	Yes (Batch, 2020-21 and 2021-22)	02	02
12.	Conduction of Industrial Tours/Industrial Collaboration	Ucost Exhibition (2021-22)	02	02
13.	Project /Seminar Incharge	22 Completed / 14 runing	02	02
14.	Innovation in Teaching Methodology	Alway taking lectu via. PPT	02	02
15.	Any Committee Member	Examination (College)	02	02
16.	Chief Proctor	(working Under)	10	—
17.	Admission Cell Duties	—	10	—
18.	Any Additional responsibility	NAAC Representative Dept Exam Comitti Research Commit. SDSUV result quavi Mentor Fee Colling Mentor. Coordinator Department	02 each	04
		Maximum Score (30)		30

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D. Publications, Book Chapters & Patents (Session : 2021-22) (60)

	Number of papers	Marks For each paper (1st/2nd /3rd /4th Author)	Total Marks
National Conferences/ International Conferences(Scopus/IEEE/Springer/Elseevier /Taylor-Francis)	2	✓ 4/3/2/1	8
SCI/Nature Journal	2 SCI	15/10/7.5/5	22.5
Scopus/ABDC/NAAS(Above 5 rating)		8/6/4/2	
UGC Care		6/4/2/1	
Patents		10/8/6/4	
		Total (60)	30.5

E. Details of Books/Chapters Published (10)

	Title	Publication	Year	Marks (1st/2nd /3rd Author)	Total Marks
No. of books published				10/7/5	
No. of Book Chapter Published				2/1	

F. Details of Workshops/STC Attended and Organised (10)

	Workshops	STC	Marks for each	Total Marks
Organized	2		10	20
Attended	2		02	4
Total	4			10

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G. Research Project/Consultancy received from any agency: please specify the details of the project (20)

S.No.	Project/Consultancy Title	Funding Agency	Amount Sanctioned	Marks for each(20)
1.	—			
2.	—			

H. HoD Recommendation with appraisal score (10)

S.No.	Parameters	Score
1.	Punctuality	00
2.	Initiatives for departmental Duties	0 0
3.	Teaching Methods & Innovations	0 2
4.	Execution of Responsibilities	00
5.	Role as a Mentor	0 2
	Total	04

S.No.	A (50)	B (10)	C (30)	D (60)	E (10)	F (10)	G (20)	H (10)	Total (200)
Score	28.44	9	30	50	00	10	00	04	131.44

Recommendations of Dean Academics/Dean (M&A):

Senior most faculty of dept has lot of research potential but very Careless attitude. Student feedback is good. Good research potential. Recommending for average to above average increment. 24/5/22

Director's Recommendations:

Recommended to increse Rs 3000/-

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An Assessment of In-situ Water Quality Parameters and its variation with Landsat 8 Level 1 Surface Reflectance datasets

6 authors, including:

Arun Pratap Mishra
Botanical Survey of India
12 PUBLICATIONS   16 CITATIONS

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Dr. Chaitanya Pande
Primus Partners Private Limited
116 PUBLICATIONS   943 CITATIONS

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Harish Khali
Graphic Era University
6 PUBLICATIONS   4 CITATIONS

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Raj Singh
Tula's Institute: The Engineering and Managment College
4 PUBLICATIONS   7 CITATIONS

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Some of the authors of this publication are also working on these related projects:

Call for paper (Springer-Nature Book Chapter): Groundwater Resources Development and Planning in the Semi-Arid Region View project

Biopulping View project

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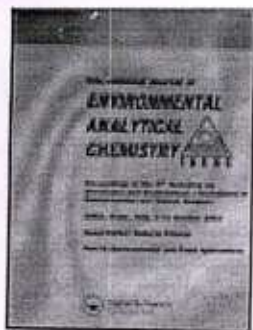
An Assessment of In-situ Water Quality Parameters and its variation with Landsat 8 Level 1 Surface Reflectance datasets

Arun Pratap Mishra, Harish Khali, Sachchidanand Singh, Chaitanya B. Pande, Raj Singh & Shardesh K. Chaurasia

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2Tula's Institute, Dehradun, India
3Botanical Survey of India, 192 Kaulagarh Road, Dehradun, India (ORCID: 0000-0003-4836-5263)
4GIS Centre, Forest Research Institute (FRI), PO: New Forest, Dehradun, 248006, India
5CAAST-CSAWM, MPKV, Rahuri, and Sant Gadge Baba Amravati University, India)]
(the "**Author**")

whereas, in the event that the Author is more than one person, [Arun Pratap Mishra] serves as corresponding author
(the "**Corresponding Author**")

on the one part and

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Monitoring of Delhi NCR Wetland using Temporal Satellite Data, India

Raj Singh* and Vara Saritha'

'GITAM, Visakhapatnam, India

'Tula's Institute, Dehradun, India

*Corresponding author email: rajsinghiirs1996@gmail.com

Abstract: Wetlands provide various goods and services. Wetlands have self-purification capability, groundwater recharge as well as providing habitat for various types of local birds, migratory birds and animals. Such properties of wetlands are sometimes referred to as "nature as supermarkets". Due to urbanization and continuous increasing of pollution level in Delhi NCR region, wetlands wealth and their distribution have been sharply decreased. The remote sensing and geographical information system (GIS) system technique is a recent trend in wetland management, analysis and conservation. The present work investigates the land use land cover (LULC) analysis of Okhla Bird Sanctuary (man-made wetland) using LISS III and Sentinel-2 satellite imagery for 2008 and 2021 respectively. For land use land cover change monitoring a comparative study has been done with three classes i.e. water, barren land and vegetation. The major finding of this study within the projected study area demonstrates a dramatic increase in barren land and a reduction in green cover area.

Keywords: Wetland; Remote Sensing; Land Use Land Cover

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Organised by Indian Institute of Technology Roorkee and National Institute of Hydrology, Roorkee during March 02-04, 2022

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Performance Evaluation Form
(Non-Teaching Staff)

Director
Tula's Institute, Dehradun

PERFORMANCE EVALUATION FORM
(For Non- Teaching Staff)

1. Name of the staff : Gaurav Singh Bhadai
2. Designation : Accountant
3. Department of the staff : ADMIN
4. Period of reporting : (22 -23)

(Signature of Staff)

S.No.	Particulars (10 marks for each point)	Reporting Officer	Reviewing Officer
1.	Staff regularity in attendance	08	08
2.	Sincerity to his/her work	09	08
3.	Courteousness and helpful to the student	08	08
4.	Knowledge of staff member in his/her job	08	09
5.	Innovation of staff in his/her work	09	09
6.	Initiative in the assigned job	07	10
7.	Initiative to upgrade his/her qualification in his/her domain area	09	09
8.	Inter-personal relationship With his/her Superiors, colleagues & subordinates	08	10
9.	Loyalty for Institute	09	09
10.	Cleanliness & Organization of Lab	09	08
	Total	84	88

Any Other Remark (Reporting Officer):

Any Other Remark (Reviewing Officer) :

Recommended for 3500/-

(Reporting Officer)　　　　　　　　　　　　　　　　　　　(Reviewing Officer)

Recommendation of Registrar:

· Director
Tula's Institute. Dehradun

(Registrar)

कार्यकरण मूल्याकंन प्रपत्र

(शिक्षणेत्तर कर्मचारियो के लिए)

1. कर्मचारी का नाम - राजेन्द्र सिंह राणा

2. पदनाम - ऐडमिन + स्टोर इन्चार्ज

3. विभाग का नाम - ऐडमिन

4. रिपोर्टिंग की अवधि - २०२२ से २०२३

(कर्मचारी के हस्ताक्षर)

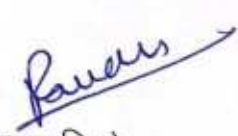| क.सं0	ब्यौरा (प्रत्येक बिन्दु के लिए 10 प्राप्तांक)	रिपोर्टिंग अधिकारी	समीक्षा अधिकारी
1	कर्मचारियो की उपस्थिति मे नियमितता	09	09
2	अपने कार्य के प्रति ईमानदारी	10	10
3	छात्र के प्रति विनम्रता एवं सहायक की भूमिका	09	09
4	अपने कार्य मे सहायक कर्मचारी का ज्ञान	08	08
5	अपने कार्य में कर्मचारियों का नवाचार	08	08
6	सोंपे गए कार्य मे पहल	08	09
7	अपने कार्य क्षेत्र मे अपनी योग्यता को उन्नत करने की पहल	09	09
8	अपने वरिष्ठो,सहकर्मियो और अधिनस्थो के साथ पारस्परिक सम्बन्ध	08	08
9	संस्थान के प्रति निष्ठा	09	09
10	कार्यक्षेत्र की स्वच्छता और संगठन	09	09
	कुल	87	88

कोई अन्य टिप्पणी (रिपोर्टिंग अधिकारी):-

कोई अन्य टिप्पणी (समीक्षा अधिकारी):-

(रिपोर्टिंग अधिकारी)

(समीक्षा अधिकारी)

अग्रत्तेर कार्यवाही हेतु प्रेषित,

Recommended for 4000/-

(कुलसचिव)

Director
Tula's Institute, Dehradun