

Performance Appraisal Policy



Netaji Subhas Institute of Technology

Amhara, Bihta, Patna

Affiliated to Bihar Engineering University, Patna

CONTENTS

- Objective
- Scope
- Period of assessment and performance index
- Performance appraisal scoring system report
- Components of assessment
- Computation of academic performance indicator
- Implementation of the system
- Conclusion

I. OBJECTIVE:

It is proposed to introduce a transparent Faculty Performance Appraisal and Development System (FPADS) for members of faculty against established Institute criteria and in accordance with the mission and goals of the department and college, starting from the academic year 2008-09. The objective of this scheme is to motivate each member of faculty to perform better and better in delivering quality education and research. The results of this assessment shall be used for the following purposes:

- (i) Award of annual increment in the pay scale.
- (ii) Rewards in recognition of superior performance.
- (iii) Monitoring and recording the regular growth of each member of faculty for ready reference.
- (iv) Identifying training, development and career needs and ensuring that individual contribution is valued and recognized.

II. Scope:

The appraisal process will apply to all Faculties who have successfully completed their probationary period.

III. PERIOD OF ASSESSMENT AND PERFORMANCE INDEX

Assessment shall be carried out every academic year preferably in the month of December. The overall performance of a Faculty during an academic year is reflected through a single index termed as “**Academic Performance Indicator (API)**” which is based on the following ratings:

Outstanding: If the score is >80

Good: If the score is between 71 to 80

Satisfactory: If the score is between 61 to 70

Needs Improvement: If the score is < 60

IV. PERFORMANCE APPRAISAL SCORING SYSTEM REPORT

To facilitate performance assessment, a well-structured Performance and Potential Assessment Form is provided to every faculty Member for self-evaluation (copy enclosed). The report comprises three parts.

Part A: Academic Performance Assessment

Part B: Research / Publication / Academic contributions.

Part C: Assessment by HOD for Staff / Assessment by Director for HOD

V. COMPONENTS OF ASSESSMENT

The job responsibilities of a faculty member can be broadly categorized into three components, where the components 1 and 3 are under **category A** and component 2 is under **category B** in the Faculty Performance Appraisal form and the components are given below.

S.No.	Components
1	Academic Activities
2	Research Activities
3	Administrative Activities

The API introduced in Section III is nothing but the summation of the weights above components and appraisal from HOD/Director. The details of these components and their sub components are given below.

1 Academic Activities (I 1.0)

Teaching (I 1.1)

Internal Assessment Test (IAT) results of Theory Courses taught:**Max.10 points**

Semester results of Theory Courses taught: **Max 25 points**

Student Feedback in the courses taught: **Max. 5 points**

Examination duties assigned and performed: **Max.5 points**

Related Development Activities (I 1.2)**Max.15 points**

Refresher Courses/International Conferences / FDPs / Other Training Courses organized by AICTE.	5
Refresher Courses/International Conferences/ FDPs / Other Training Courses attended (AICTE / UGC / IITs / NITs / IIITs) Minimum of one week)	5
Online Courses (MOOC Courses such as NPTEL, Coursera, Udemy, TataSteels, DataCamp, edX, etc (2.5 Points Per Course)	5
Awards/ Honours/ Recognitions received/ International Conference Chair/ Membership in Panels of University/ Govt. bodies	3
Books Published (Book Publications in reputed publishers like McGraw-Hill, , Oxford etc	5
Books Chapters Authored	3
Innovations in Classroom Teaching for better Learning or Preparation of Innovative Video Lectures Uploaded in YouTube / TEDx, etc.(5 Points) (2.5 Points per Video Lecture / Innovation)	5

2. Administrative Activities (I 1.3)**Max.15 points**

<ul style="list-style-type: none"> • Head of the Department/Directors • Examination cell coordinator for the Institution • Placement officer/Placement Training cell Head • Entrepreneurship/EDC Convener for the Institution • Admission cell Convener 	5
<ul style="list-style-type: none"> • Year In charge • Department NBA coordinators • Deputy Placement officer • Admission Team Head • BPTPIA Head • Discipline committee floor in charges • Linways Faculty in charge • UBA coordinator for the Institution • Hostel Floor in charges/Deputy warden • Grievances committee convener 	3
<ul style="list-style-type: none"> • Class Advisor • Website Coordinator for the Institution • NIRF Coordinator for the Institution • Alumni Coordinator for the Institution • NPTEL/Online Courses Coordinator for the Institution • On line Exams convener • Professional Society Coordinator for the Institution 	2

<ul style="list-style-type: none"> • Nsit Beats /Newsletter Coordinator for the Institution • Members in Admission team • BPTPIA Department coordinators • Fine arts Club Coordinator for the Institution • NSS Programming officers for the Institution • YRC Coordinator for the Institution • RRC Coordinator for the Institution • Rotaract Club Coordinator for the Institution • Leo Club Coordinator for the Institution • Women Empowerment Cell Coordinator for the Institution • Literary committee Coordinator for the Institution • Eco club coordinator for the Institution • Exam Cell Coordinator for the Department • Placement Coordinator for the Department • Media Relations Coordinator for the Institution • Timetable Coordinator for the Department • Discipline Committee members • Department Professional body coordinator 	
<ul style="list-style-type: none"> • Industrial Visit Coordinator for the Department • Library committee member /Department Library in charge • Remedial class Coordinator for the Department • Faculty in charge for students Association • Fine arts Coordinator for the Department • Anti ragging squad /Committee members • Grievances Committee members • Course Coordinators for the Department • Class committee convener for the Department • Research Coordinator for the Department • ISO Coordinator for the Department • Entrepreneurship/EDC Coordinator for the Department • Alumni Coordinator for the Department • NPTEL/Online Courses Coordinator for the Department • Web site Coordinator for the Department • Anna University Web Portal Coordinator for the Department • AICTE Web Portal Coordinator for the Department 	1

3 Research Activities (I 2.0)**Max.25 points**

(i)Research Publication	
(a)Publication of Research Papers in Web of Sciences(SCI / SCIE) / SCOPUS	10
(b)Patents Obtained	3
(ii)Sponsored Research	
(a)Funded Research Projects	4
(b)Consultancy Projects	3
(iii)Academic Research	
(a) Research Guidance/ Ph.D. Completed / Ph.D. Pursuing	5

VI COMPUTATION OF ACADEMIC PERFORMANCE INDICATOR

The API is computed using the three components and appraisal by HOD/Director and their weights. The weights to be used for different category of faculties are given below.

Activity	Performance Index	Weights	Cadre		
			Prof.	Assoc. Prof	Asst. Prof.
Academic	I 1.0	W1.0	0.6	0.7	0.8
Teaching	I 1.1				
Related Development Activities	I 1.2				
Administrative	I 1.3				
Research	I 2.0	W2.0	0.4	0.3	0.2

The API is computed using the following formulae in which the weights corresponding to the designation of the Faculty should be used.

$$X = [(W1.0 * I1.0) + (W2.0 * I2.0)]$$

API = 0.85 X + 0.15Y, where **Y** is the appraisal by HOD/Director.

VII. IMPLEMENTATION OF THE SYSTEM

The Performance Appraisal Scoring System is processed every year when all the required information is available. Every member of faculty will have to fill up the Faculty Performance Appraisal Form and submit to the Head of the Department on or before the last day announced. While filling up the form, the faculty member shall give all the details pertaining to the activities and achievements and enclose copies of document in support of the claim. The faculty members shall also compute and present the Academic Performance Indicator (API) which quantifies the overall performance of the member during the period.

The Head of the Department shall verify all the statements made by the faculty member, by checking the enclosed documents and the API computed by the member. The FPADS Report shall be forwarded by the HOD to the Director and he shall review the FPADS Reports received and finalise the API's of the various members of faculty.

If the performance of the faculty meets the target fixed by institute, they are recommended for awards/rewards. Further, the head of the institution recommends for special increment to the management. They will be Motivated for their new initiatives. Teaching faculty, who has scored less than 75% (Professor), 70% (Associate Professor), and 65% (Assistant Professor) in the faculty appraisal evaluation form, will be counselled by the HOD and the Director for their improvement in performance in the next Academic year. They will be given suggestions for their improvement. Their performance will be monitored periodically by the HOD and the Director.

VII. CONCLUSION

This Performance and Potential Assessment system gives an opportunity to every faculty Member to know their strength and weakness. The triumph of this evaluation process is the development of the institution along with self-growth of every faculty member. The proposed Performance Appraisal system may be reviewed periodically for possible improvement.

Encl: A copy of “Faculty Performance Appraisal Form”.