

Performance Appraisal Policy for Member of Faculty



NETAJI SUBHAS INSTITUTE OF TECHNOLOGY, BIHTA

Approved by AICTE & SBTE: Affiliated to Bihar Engineering University

Director

Netaji Subhas Institute of Technology
Amhara, Bihta, Patna, Bihar

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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 2018-22. 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 |


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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 Principal 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 we above components and appraisal from HOD/Principal. The details of components and their sub components are given below.

1 Academic Activities (I 1.0)


1.1 Teaching (1 1.1)

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

1.1.2 Semester results of Theory Courses taught: Max. 25 points

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

1.1.4 Examination duties assigned and performed: Max. 5 points


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1.2 Related Development Activities (I 1.2)


Max. 15 points

| | |
|---|---|
| Refresher Courses/International Conferences / FDPs / Other Training Courses organized (AICTE / BEU / ISTE Sponsored FDPs Minimum of one week) | 5 |
| Refresher Courses/International Conferences/ FDPs/ Other Training Courses attended (AICTE/UGC/IITs/NITS/ITs / BEU/ ISTE Sponsored FDPs 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• TARCET Head• Discipline committee floor in charges• UBA coordinator for the Institution• Hostel Floor in or in charges/Deputy warden• Grievances committee convener | 3 |
| <ul style="list-style-type: none">• Class Advisor• Website Coordinator for for institution• NIRF Coordinator for the institution• Alumni Coordinator for the Institution• NETEL/Online Courses Coordinator for the Institution• On line Exams convener | |
| <ul style="list-style-type: none">• Professional Society Coordinator for the Institution• Members in Admission team• Women Empowerment Cell Coordinator for the Institution• Placement Coordinator for the Department | 2 |


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| | |
|--|---|
| <ul style="list-style-type: none"> • Media Relations Coordinator for the Department • Institution Timetable Coordinator for the Department • Discipline Committee members | |
| <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 • Anti ragging squad Committee members • Grievances Committee members Course Coordinators for the Department • Class committee convene for the Department • Research 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 • 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 (SCT/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 |


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VI COMPUTATION OF ACADEMIC PERFORMANCE INDICATOR


The API is computed using the three components and appraisal by HOD/Principal 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/Principal.


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VII. IMPLEMENTATION OF THE SYSTEM

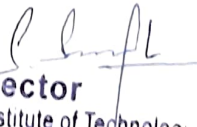
The Performance Appraisal Scoring System is processed every year when all the required information is available. Every member of faculty will have to fill up the Faculty Performance Appraisal Form and submit to the Head of the Department on or before the last day announced. While filling up the form, 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 Principal and he shall review the FPADS Reports received and finalize 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. 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 counseled by the HOD and the Principal 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 Principal.

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.


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