

JB Institute of Technology

Faculty Appraisal Policy

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Faculty Appraisal policy

Purpose:

The performance appraisal of an individual in service of an organization provides an annual written review of his/her performance during the ongoing year regarding his/ her work and conduct. The faculty appraisal process is designed in a constructive manner between the employee and the authorities in order to clarify performance objectives, provide feedback about his/her performance in respect of skills and behavior, career advancement and available opportunities decisions making capability and response about assigned work. The authorities are responsible for completing the annual performance self appraisal of all the employees, as part of the performance appraisal process.

Scope:

This system of faculty appraisal in an Institute helps to identify the skill and talent of an individual in addition to his/her routine working of teaching- learning and other academic activities. The self appraisal submitted by an individual followed by the remarks of the authorities, brings the co-relation of the departmental output and transparency of the actual situation may lead to provide an opportunity for the developmental programs.

- System of performance appraisal of faculties in educational institutions, as introduced by UGC is an open, participatory and data based record of performance of an individual and its evaluation duly verified by authorities of 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.

- For non-teaching staff covering all the administrative staff of the institution, there exists performance self-appraisal system, further appraised by immediate authorities. This performance appraisal is open and objective based and forms the basis for promotion, sanction of annual increments etc.

Process:

Staff performance is separately conducted for teaching and non-teaching staff based upon their performance in teaching-learning, results, work and conduct. It is reflected through a single index called staff performance index based upon feedback from HODs and concerned Dean and finally recommendation from Director for faculty members and for the non teaching staff upon feedback from immediate superior and finally recommendation of Registrar.

This performance appraisal system is conducted annually after completion of academic year usually in the month of July-August, as per norms of regulatory bodies, in four main kinds of activities related to academics, research, extension and administrative activities. However for nonteaching staff it is mainly based upon their performance as observed by the authority.

STAFF PERFORMANCE INDEX SCORING SYSTEM AND METHODOLOGY OF PERFORMANCE APPRAISAL:

All faculty members are required to fill the prescribed appraisal form and send it through proper channel to Director of the

institute, first being forwarded and recommended by head of the department and the concerned dean. During this process of recommendation the HOD and Dean will discuss that faculty with respect to the staff performance index (SPI) and future plans for the expansion of department and institution. Then Director of the institute will mark and calculate the SPI score of that faculty with HR team of the institute and the matter is forwarded to the appraisal committee to finalize and decide the promotion and increments for the faculty and/ or may give suggestions for the betterment of their future.

Details of finalization of yearly SPI score of an individual faculty-Member is as below:

Category I (A): Teaching, learning and evaluation related activities

Maximum SPI score available: 50

Category I (B): Feedback Score

Maximum SPI score available: 10

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

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

AFTER calculation of API score the teaching staff member will perform the following procedure/methodology:

- An Individual faculty member would submit his/her duly filled performance based appraisal system (PBAS) pro-forma enclosing all evidences and the calculated API score
- He / she will submit this PBAS pro-forma duly authenticated and forwarded to the dean of faculties by the respective HOD.
- Dean or Faculties will further forward it to the Director for final recommendation.

Non teaching staff performance appraisal is based on the following process:

The annual performance appraisal for non teaching staff is as:

- Such employee who has completed his / her at least one year of service in the institute may be on probation but have been confirmed or probation may be extended, based upon his/her performance evaluation.
- Annual increments & promotions for all non teaching staff shall be granted based purely upon performance of the individual.
- All such employees shall be appraised by the immediate superior/reviewing authority followed by the recommendation of Registrar.
- The appraisal parameters depend on the category and their performance attributes.
 - Administrative staff
 - Lab technicians
 - Supportive services staff
- The prescribed pro-forma of the appraisal shall be filled by the employee.

The following dimensions would broadly describe all non teaching jobs:

- Staff regularity in attendance and Sincerity to his /her work.
- Courteousness and helpful to the students & faculty
- Knowledge of staff member in his/her job
- Innovation of staff his/her work
- Initiative in his/her assigned work
- Initiative to upgrade his/her qualification in his/her career