

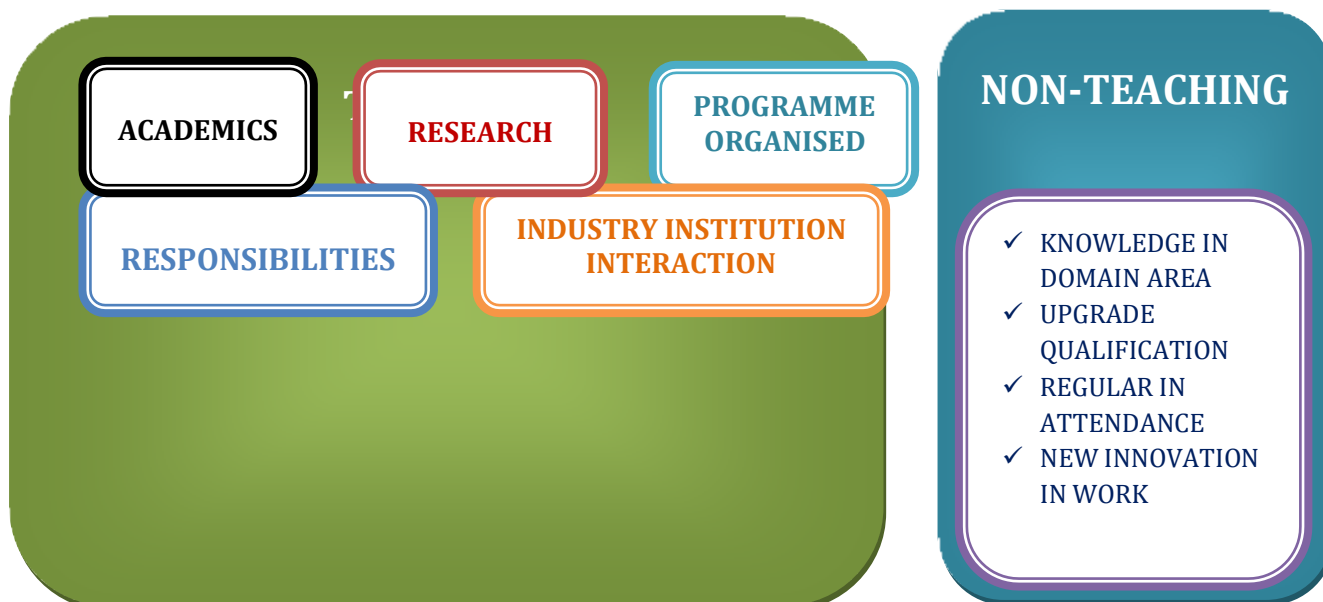
PERFORMANCE APPRAISAL POLICY

PERFORMANCE APPRAISAL POLICY

1. PERFORMANCE EVALUATION POLICY

Performance Appraisal/Evaluation is a benefit given to the employees in order to form a proper job matrix in the institution. It helps the employees for self development, student enrichment and contributes more towards the growth of the institution. The following factors are taken into consideration for Faculty Performance Evaluation.

PERFORMANCE APPRAISAL POLICY



A) ACADEMICS:

The Faculty performance in Academics is evaluated during every semester. The academic performance is evaluated using the following parameters,

- i. Course File & Lecture Notes
- ii. Students Feedback
- iii. University Exam Result (Pass %)
- iv. University Exam Results Subject Average
- v. University Ranks

PERFORMANCE APPRAISAL POLICY

B) FACULTY MENTORING & COUNSELLING:

Every Faculty is a Mentor and for every Mentor maximum of 10 students are assigned as their Mentees. The Mentor is responsible for their Mentees development in Academics, Extra- curricular / Co-curricular activities, sports, placement training and personal counselling. The performance of the Mentees reflects the performance of the Mentor (Faculty).

C) SERVICE TO THE DEPARTMENT / INSTITUTION:

The Faculty performance is also evaluated by taking into account the amount of work done in their respective department for its development and their contribution towards institution growth. The following factors are taken into account for the evaluation of the Faculty.

Department Activities such as Project Coordinator, R&D Coordinator, Time Table Coordinator, Mentorship, Placement & Training In-charge, EDC Cell Coordinator, TRIC coordinator, Seminar Coordinator, Alumni Coordinator, Internal Test Coordinator, Lab Development In-charge, Dept Brochure Preparation and News Letter In-charge, etc.

Extension Activities such as Association In-charge, IV-IPT coordinator, Value Added Courses coordinator, Arrangement of Industrial Visits, Arranging IPT, Arranging Guest Lectures, Signing MOU with Industry, Consultancy & Industry relation, Arranging Placement, etc

Institution Development & Documentation such as AICTE & AU Affiliation, ISO, NAAC, NBA Program Coordinator, Student Project Proposals Seminar Proposals submission, Research Proposals submitted, Research Proposals sanctioned, Patents, Organizing Symposium, Workshops, Seminars, Organizing National and International Conferences, Committee Member of Programs / Events, etc.

D) FACULTY PROFESSIONAL/PERSONAL DEVELOPMENT:

The institute concentrates more on Faculty Development in their personal & Professional life. The institute encourages its entire Faculty crew to undergo Quality Improvement Programs, Conferences, Seminars and other Training Programs. The Faculty's performance is evaluated under the following parameters,

- i. Publishing Books (International, National and Local)
- ii. Publishing Journals (International and National)
- iii. Publishing in Conference(International and National)
- iv. Special Lectures Delivered
- v. NPTEL, similar online course certification.
- vi. PhD Completion
- vii. PhD Guidance (Completed)
- viii. Reviewer of International Journal

PERFORMANCE APPRAISAL POLICY

- ix. Attending Seminars, Workshops, FDP etc.,
- x. Membership in Professional Bodies
- xi. Achievements
- xii. Professional Society Coordinator.

2. PROMOTION POLICY

All the promotions purely depend on the satisfaction of the management based on the performance and laid principles followed by the individual.

- i. A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills.
- ii. Promotions are based on the merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the competitive authority of the Management reserves the right to do so.
- iii. Promotions during probation period are subject to an administrative approval for the same, by Principal.
- iv. Employees are encouraged to apply for any position for which they are qualified and should contact the Principal for specific information.
- v. When an employee is promoted either on applying for an advertised position or via there classification process, the employee may receive appropriate pay/remuneration based on an employee's exceptional experience and/or educational qualification, dedication and job responsibility.
- vi. A faculty desiring of promotion to a higher post need to appear for presentation with necessary proof for claim in front of the Appraisal Committee appointed by the Management (Principal / Head of the Department) and only on the recommendations of the appraisal committee he /she is granted promotion.
- vii. Promotions are approved only when the faculty satisfies the eligibility criteria prescribed by Anna University and after successful presentation before the Appraisal Committee.

PERFORMANCE APPRAISAL POLICY

PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

FACULTY SELF EVALUATION FORM FOR THE ACADEMIC YEAR 2022-2023

Name of the Faculty:					Department					
S.No	PARAMETERS	ACTIVITIES				CRITERIA	MAX MARKS	SELF EVALUATION	HOD EVALUATION	
1	ACADEMICS (100 MARKS)	Pass Percentage				AVERAGE (ODDSEM PASS PERCENTAGE + EVENSEM PASS PERCENTAGE)/2	50			
		S.No	ODD SEM 22-23		EVEN SEM 22-23					
			SUBJECT CODE	PASS %	SUBJECT CODE					PASS %
		1								
		2								
		3								
		4								
		Average								
		Average Pass Percentage								
		Modern teaching tool used (PPT, Animation, NPTEL Videos)								5 / Tool
Academic Qualifications					PhD= 10, Pursuing = 8, ME.=6, M.Phil =6	10				
Contact Hours / Week					Prof > 8 hrs = 10, Prof < 8 hrs = 8, ASP > 12hrs	10				

PERFORMANCE APPRAISAL POLICY

			= 10, ASP <12hrs = 8, AP>15hrs=1 0, AP<15hrs=8			
		Short term Courses/FDP attended (Provide necessary proofs) No. of Programs=	5 days & above = 10 2-3 days = 5, 1day = 2	5		
		NPTEL /Self learning courses No. of the course:	1 Course = 5	5		
		TOTAL MARKS OUT OF 100				
2	RESPONSIBILITIES (40 MARKS)	Institutional Responsibilities (List the responsibilities)	5 per responsibility	20		
		Departmental Responsibilities (List the responsibilities)	5 per responsibility	20		
		TOTAL MARKS OUT OF 40				
3	RESEARCH (20 MARKS)	Paper Publication	Indexed journal = 5, General Papers = 4, Conference =3	5		
		Patents	Applied=5, Received=10	5		
		Seminar-Grants	Applied=5, Received=10	5		
		Funded Projects	Applied=5, Received=10	5		
		TOTAL MARKS OUT OF 20				
4	INDUSTRY INSTITUTION INTERACTION (20 MARKS)	Industry Projects/Consultancy	5 per Activity	5		
		Industry Programmes Organised	5 per Activity	5		
		Industry Programmes Attended	5 per Activity	5		
		Professional body member - Life Time	5 per Membership	5		
		TOTAL MARKS OUT OF 20				

PERFORMANCE APPRAISAL POLICY

5	PROGRAMME ORGANISED (20MARKS)	Seminars, Guest Lectures, Conferences/Workshop (List down the programs organised)	5 per programme	10		
		Events (List down the events organised)	5 per programme	10		
		TOTAL MARKS OUT OF 20				
TOTAL MARKS OUT OF 200						

Staff Signature

HOD

Principal

PERFORMANCE APPRAISAL POLICY

PERFORMANCE APPRAISAL FORM FOR NON-TEACHING STAFF

Note: The reporting authority should indicate the performance in a five point scale viz (a) Poor (b) Satisfactory (c) Good (d) Very good (e) Excellent with a brief justification in phrases for awarding the scale.

1	Name of the Staff:	
2	Designation:	
3	Department of the Staff:	
4	Period of reporting:	
5	Whether the staff member is regular in attendance:	
6	Does the staff sincere to his/her work:	
7	Is he/she courteous and helpful to the students:	
8	Knowledge of staff member in his/her job:	
9	Do the staffs start new innovation in his/her work?	
10	Does the staff member take(s) initiative in the job assigned?	
11	Aptitude of the staff member in upgrading his/her knowledge in his/her domain area:	
12	Whether the staff member has taken initiative to upgrade his/her qualification:	
13	Do the staffs attend any programme during the period to enhance his/her technical competence?	
14	If yes, how the performance of the staff member improved after the training undergone	
15	Performance level of staff member in the job assigned:	
16	How is the staff member's inter-personal relationship with his/her i) Superiors: ii) Colleagues: iii) Subordinates:	
17	Any other qualitative narrative report: (Any contribution worthy of mentioning)	

Staff Signature

HOD

Principal