



Faculty performance Appraisal Policy

Universal Engineering College

June 2020





1. Purpose

The Faculty Performance Appraisal Policy of Universal Engineering College is aimed at providing a structured, formal mechanism to evaluate the job performance and contributions of faculty members annually. This appraisal process offers a scheduled opportunity for faculty and their supervisors to meet, review performance, and discuss accomplishments in alignment with the institution's mission of academic and professional excellence.

2. Scope

This policy applies to all faculty members of Universal Engineering College. The performance evaluation period spans from July to June each year, with the appraisal submitted in June. This ensures consistency and uniformity in faculty assessments across the institution.

3. Objectives

The objectives of the performance appraisal are:

To evaluate faculty performance based on objective criteria related to academic, professional, and institutional goals.

To offer constructive feedback to faculty members, supporting professional development and aligning individual goals with the college's vision.

To recognize and reward faculty contributions while identifying areas requiring improvement.

4. Key Performance Evaluation Factors

The following criteria form the basis of the performance evaluation:

a) Academic Performance

Academic performance is a central factor in the appraisal process, assessed through the following metrics:

Domain Knowledge: The faculty's depth of knowledge in their subject matter and their ability to effectively communicate complex concepts to students.

Student Control and Engagement: The ability to manage and maintain a productive classroom environment, ensuring active student participation and discipline.

Quality of Teaching: The effectiveness of teaching methods, clarity in lecture delivery, use of teaching aids, and alignment with course outcomes.

Project Support: Mentoring and guiding students through project work, including capstone and research projects.

Punctuality and Regularity: Adherence to class schedules, prompt attendance, and timely submission of academic work.





b) Involvement in CoCurricular Activities

Cocurricular activities are essential for the holistic development of students and faculty participation in:

Mentoring: Providing consistent and effective academic and personal guidance to students, maintaining open communication with parents.

AddOn Courses: Designing and delivering valueadded courses to enhance student employability and skills.

Other Activities: Involvement in college events, student clubs, and participation in workshops, seminars, or studentfocused activities.

c) Contribution to Department and Institution

This section evaluates the faculty's engagement in broader institutional responsibilities, such as:

Departmental Contributions: Participation in department meetings, curriculum development, and administrative duties.

Institutional Contributions: Efforts in supporting collegewide initiatives like admissions, outreach, and institutional branding.

d) Research and Development Activities

The faculty's contribution to the research landscape of the college is evaluated based on:

Research Publications: Number and quality of research papers published in peerreviewed journals.

Conferences and Workshops: Participation and presentations at national and international conferences.

Research Projects: Engagement in funded research projects and collaboration with external agencies.

e) Professional/Extension Activities

This section combines professional development and extension activities, assessed based on:

Professional Body Membership: Active membership in professional organizations, associations, or societies.

Student Chapters: Initiating and maintaining professional student chapters within the college.





Event Organization: Leading or coordinating events, seminars, and workshops that enhance the academic and professional reputation of the institution.

Honors and Awards: Recognition for achievements such as receiving awards, grants, or fellowships.

5. Appraisal Procedure

The performance appraisal will follow these steps:

1. SelfAppraisal: Faculty members are required to submit a selfappraisal form, detailing their contributions and accomplishments for the year, by the first week of June.

2. Supervisor Evaluation: The respective HoD or supervisor will evaluate the selfappraisal, meet with the faculty member to discuss their performance, and provide feedback. This discussion must be completed by midJune.

3. Final Review: The completed appraisal, along with supervisor comments, will be submitted to the Principal. Principal will produce the appraisal in P&M committee for further actions.

4. Feedback and Documentation: The faculty member will receive documented feedback, with clear action points for improvement or commendation. Any relevant decisions such as promotions, memos, or recognition will be communicated in writing.

6. Appraisal Rating System

Each faculty member will be rated on a scale (e.g., Excellent, Very Good, Good, Satisfactory, Needs Improvement) across the key performance areas, contributing to an overall assessment of their performance.

7. Submission and Timeline

Self-appraisal submission: First week of June or after publishing the re-evaluation results.

Supervisor evaluation: Mid June.

Committee Review: End of June.

Final feedback: July.





8. Annexure

Appraisal Form: Detailed in Annexure A.

Appraisal Guidelines: Provided in Annexure B.





Proforma for

SELF APPRAISAL OF TEACHING FACULTY 2021 – 2022**SECTION – A: PERSONAL DETAILS**

1. Name of Faculty							
2. Department & Designation							
3. Age & Date of Birth							
4. Address							
5. Contact details							
6. Qualifications Acquired							
Area of Specialization –							
Degree/ Diploma	University/ Board	Year of Passing	Class / Division	Percentage of Marks	Awards/ Distinctions/ Citations		
7. Experience in Chronological Order:							
Sl. No.	Period		No: of years of service	Name of Institution	Designation	Nature of Duties	Remarks
	From	To					

Add rows as required

Faculty name





SECTION – B: ACADEMIC PERFORMANCE (60 marks)

Sl. No:	Activity	Odd Semester	Even Semester	Remarks by HOD	Marks Awarded	Max. Marks				
1.	Theory Classes									
a.	Number of Subjects taught till date in this institution					8				
b.	Years of experience in this institution									
2.	Performance of Students at Institution Level	Class Average of Sessional Marks	Class Average of Marks in Series Exams			Pass Percentage in Series Exams			Marks Awarded	Max. Marks
			Test I	Test II	Test III	Test I	Test II	Test III		
a.	Odd Semester 1. Name of Subject :							NA	NA	
b.	Even Semester 1. Name of Subject :									
3.	Performance of Students at University Level	Pass Percentage State Average Pass Percentage			Remarks by HOD			Marks Awarded	Max. Marks	
a.	Odd Semester Name of Subject :								10	
b.	Even Semester Name of Subject :								10	
4.	Self-Assessment in Specific Areas of Teaching	Excellent/ Very Good/ Good/ Fair/ Satisfactory <input checked="" type="checkbox"/> wherever applicable			Remarks by HOD			Marks Awarded	Max. Marks	
a.	Domain knowledge	E/ VG/ G/ F/ S							5	
b.	Ability to control class	E/ VG/ G/ F/ S								
c.	Commitment to class and students	E/ VG/ G/ F/ S								
d.	Systematic planning of the courses	E/ VG/ G/ F/ S								

Faculty name





e.	Punctuality and regularity	E/ VG/ G/ F/ S				
f.	Willingness to engage extra hour on short notice	E/ VG/ G/ F/ S				
5.	B.Tech/M.Tech Project Guidance				Marks Awarded	Max. Marks
a.	No: of B.Tech/M.Tech Projects Handled					7
b.	Quality of Project	E/ VG/ G/ F/ S				5
		Odd Semester	Even Semester	Remarks by HOD	Marks Awarded	Max. Marks
6.	Preparation of course materials and Innovative practices in teaching learning process					10
7.	Involvement as a tutor to improve the results	Pass percentage of the class:	Pass percentage of the class:			5

SECTION – C: CO – CURRICULAR ACTIVITIES (45 marks)

Sl No:	Activity	Odd Semester	Even Semester	Remarks by HOD	Marks Awarded	Max. Marks
1.	Field visits/ practical training arranged for students					4
2.	Arranging talks by external experts (academicians/industrialists/field engineers)					10
3.	Mentorship given to the students					10
4.	No: and details of FDP/STTP/workshop etc. attended					10
5.	Encouraging co-curricular activities of students.					5
6.	Analyze skill gaps and introduce add-on courses					6



**SECTION – D: CONTRIBUTION TO THE DEPARTMENT & INSTITUTION (30 marks)**

Sl No:	Activity	Details	Remarks by HOD	Marks Awarded	Max. Marks
1.	Department				
a.	Involvement/performance in the assignments given by the department				10
2.	Institution				
a.	Involvement/performance in the assignments given by the institution				20

SECTION – E: RESEARCH AND DEVELOPMENT ACTIVITIES (45 marks)

Sl No:	Activity	Regional	National	International	Remarks by HOD	Marks Awarded	Max. Marks
1.	No: of research papers published in						
	• UGC approved Journals (details must be attached as appendix)						10
	• Seminars /conferences (details must be attached as appendix)						10
2.	No: of conferences/FDP/webinars/Workshops/STTPs organized						10
3.	Assignments as invited speaker/chair/co-chair for conferences or resource persons for FDP/STTP/Workshops etc.						5
4.	Innovative projects obtained during the year						10

Faculty name



SECTION – F: PROFESSIONAL/EXTENSIONAL ACTIVITIES (20 marks)

Sl No:	Activity	Details	Remarks by HOD	Marks Awarded	Max. Marks
1.	Membership in any professional bodies				5
2.	Office holdings in institution chapters of professional bodies				5
3.	Events organized in association with professional bodies				5
4.	Honours/ awards/distinctions received during the year				5

Add rows as required

Appendix

Attach the relevant/supporting documents.

Signature of faculty with date of filing



Faculty name

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Proforma for

SELF APPRAISAL OF TEACHING FACULTY 2021 – 2022**SECTION – B: ACADEMIC PERFORMANCE (60 marks)**

Sl. No:	Activity		Max. Marks
1.	Theory Classes		
a.	Number of Subjects taught till date in this institution	$A = \frac{\text{Total number of subjects taught}}{\text{Years of experience in this institute}}$ <p>2 points If, $0 < A \leq 1$ 4 points If, $1 < A \leq 2$ 6 points If, $2 < A \leq 3$ 8 points If, $3 < A$</p> <p>HoD should verify the details entered</p> <p>Note: Special considerations can be provided at principal's discretion, for faculties who are specialists for handling a particular subject.</p>	8
b.	Years of experience in this institution		
3.	Performance of Students at University Level		Max. Marks
a.	Odd Semester Name of Subject :	$A = \frac{\text{Pass percentage of the course} \times \text{Subject Toughness Index}}{10}$ <p>Value obtained for A will be the mark awarded</p> <p>If taken more than one subject in a semester, average of all marks should be awarded. HoD should verify the details entered.</p>	10
b.	Even Semester Name of Subject :	$A = \frac{\text{Pass percentage of the course} \times \text{Subject Toughness Index}}{10}$ <p>Value obtained for A will be the mark awarded</p> <p>If taken more than one subject in a semester, average of all marks should be awarded. HoD should verify the details entered.</p>	10
4.	Self-Assessment in Specific Areas of Teaching		Max. Marks
a.	Domain knowledge	5 points for E 4 points for VG 3 points for G 2 points for F 1 points for S	5
b.	Ability to control class		
c.	Commitment to class and students		

Faculty name



d.	Systematic planning of the courses	Average of all should be the marks awarded HoD also should do an evaluation about the faculty	
e.	Punctuality and regularity		
f.	Willingness to engage extra hour on short notice		
5.	B.Tech/M.Tech Project Guidance		Max. Marks
a.	No: of B.Tech/M.Tech Projects Handled	3.5 marks for each project guide and maximum up to 7 HoD should verify the details entered.	7
b.	Quality of Project	5 points for E 4 points for VG 3 points for G 2 points for F 1 points for S If more than one project guided, best of all should be the marks awarded HoD should do the evaluation	5
			Max. Marks
6.	Preparation of course materials and Innovative practices in teaching learning process	<ul style="list-style-type: none"> Preparation of course materials (2 marks) Use of various instructional methods and pedagogical initiatives such as real life examples, collaborative learning, ICT supported learning, interactive class rooms etc. (2 marks) Methodologies to support weak students and encourage bright students (1 marks) Question paper validation to ensure desired standard from outcome attainment perspective as well as learning levels perspective(2 marks) Mapping of questions with the Course Outcomes (1 marks) Assignments to promote self-learning, survey of contents from multiple sources, assignment evaluation and feedback to the students, mapping with the COs (2 marks) <p>HoD should do the evaluation</p>	10
7.	Involvement as a tutor to improve the results	$A = \frac{\text{Pass percentage of class in the current semester}}{\text{Pass percentage of class in the previous semester}}$ <p>Evaluation should be done for both the semesters. Except for first semester.</p> <p>Average of both the semesters should be taken.</p> <p>0 points If, $0 < A \leq 0.7$ 2 points If, $0.7 < A \leq 1$ 5 points If, $A > 1$</p> <p>HoD should verify the details furnished.</p>	5





SECTION – C: CO – CURRICULAR ACTIVITIES (45 marks)

Sl No:	Activity		Max. Marks
1.	Field visits/ practical training arranged for students	Full points for arranging one HoD should verify the details entered.	4
2.	Arranging talks by external experts (academicians/industrialists/field engineers)	5 points for each HoD should verify the details entered.	10
3.	Mentorship given to the students	Professional guidance/career advancement/course work specific/laboratory specific/all-round development – any of these given to all the students with proper documentation. $8 \times \text{percentage of students mentored}$ 2 marks for regularity HoD should verify and award marks	10
4.	No: and details of FDP/STTP/workshop etc. attended	5 points for each (Minimum it should be having 30 contact hours) HoD should verify the details entered.	10
5.	Encouraging co-curricular activities of students.	1 points each for encouraging a student or a group of students for participating in a particular co-curricular activities outside the institution. Documentation can be a letter of documentation to HoD forwarded by a concerned staff. HoD should verify the details entered.	5
6.	Analyze skill gaps and introduce add-on courses	Full points for introducing a new add-on course after identifying the skill gaps HoD should verify the details entered.	6



SECTION – D: CONTRIBUTION TO THE DEPARTMENT&INSTITUTION (30 marks)

Sl No:	Activity		Max. Marks
1.	Department		
a.	Involvement/performance in the assignments given by the department	Points can be awarded for each assignment completed or undergoing (if it's a continuous process) successfully. HoD should verify and award marks. 5 points for coordinator 3 points for co-coordinator 1 points for committee members	10
2.	Institution		
a.	Involvement/performance in the assignments given by the Institution	Points can be awarded for each assignment completed or undergoing (if it's a continuous process) successfully. Principal should verify and award marks. 5 points for coordinator 3 points for assistant co-coordinator 1 points for committee members (Marks can be varied for some assignments, under principals discretion – which will be intimated timely)	20
<p>For coordinating the activities for improving the pass percentage of the entire batch</p> <p>10 marks if the pass percentage is greater than 70%</p> <p>8 marks if greater than 60% and less than 70%</p> <p>6 marks if greater than 50% and less than 60%</p> <p>4 marks if greater than 40% and less than 50%</p> <p>0 marks if less than 40%</p> <p>This points can be claimed either under the activity 1 or 2 under section D, or by combining the unclaimed points of both the activities 1 and 2 under section D. HoD should verify</p>			

SECTION – E: RESEARCH AND DEVELOPMENT ACTIVITIES (45 marks)

Sl No:	Activity		Max. Marks
1.	No: of research papers published in		
	<ul style="list-style-type: none"> UGC approved Journals (details must be attached as appendix) 	5 marks for each paper, maximum upto 10. HoD should verify	10
	<ul style="list-style-type: none"> conferences (details must be attached as appendix) 	3 marks for each paper, maximum upto 10. HoD should verify	10
2.	No: of conferences/FDP/webinars/Workshops/STTPs	5 marks for each program organized and maximum upto 10. (Members in any committee can claim)	10

Faculty name

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	organized	HoD should verify	
3.	Assignments as invited speaker/chair/ co-chair for conferences or resource persons for FDP/STTP/Workshops etc.	Full marks for any HoD should verify	5
4.	Innovative projects obtained during the year	5 marks for each project and maximum upto 10 marks. Project should be innovative or should get fund from any bodies or it should be presentable for state level competitions benchmarked by the institution Hod Should verify	10

SECTION – F: PROFESSIONAL/EXTENSIONAL ACTIVITIES (20 marks)

Sl No:	Activity		Max. Marks
1.	Membership in any professional bodies	Full marks for membership in a professional body Hod Should verify	5
2.	Office holdings in institution chapters of professional bodies	Full marks for Office holdings in institution chapters of professional bodies Hod Should verify	5
3.	Events organized in association with professional bodies	Full marks for an event organized in association with any of the professional bodies Hod should verify	5
4.	Honours/ awards/distinctions received during the year	Full marks for any Honours/ awards/distinctions received from any recognized bodies Hod should verify	5

Add rows as required

Note:

Activity claimed at one place should not be used to claim at other places.

Appendix

Attach the relevant/supporting documents.

Faculty name

