Guru Gobind Singh Indraprastha University

Kashmere Gate, Delhi-110403   Website: http://ipu.ac.in

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Dated: 11/1/10

ORDER

Sub : Faculty Appraisal and Development System (FADS) for the Faculty members of Guru Gobind Singh Indraprastha University, Delhi

The Academic Council in its 27th meeting held on 15.06.2009 approved the norms for Faculty Appraisal and Development System (FADS), in order to facilitate the Faculty members to make their own academic plans in advance and to remove qualitative aspects from the Annual Confidential Reports. This was also placed before the Board of Management in its 41st meeting held on 29.06.2009, which was approved and Vice Chancellor was authorized to incorporate, if any changes required, for its implementation. Accordingly, some minor changes were incorporated in the said norms which has been approved by the Academic Council in its 28th meeting held on 25.11.2009.

A copy of the said norms for FADS is enclosed herewith, which will be implemented with effect from 2009-10

(B. P. Joshi)
Registrar

Encl. : As stated above.

Faculty Appraisal and Development System (FADS) for the Faculty Members of Guru Gobind Singh Indraprastha University, Delhi

1. **Preamble**

The Universities are committed to move on the path of excellence with a clear vision for quality of education and research. Image of any academic institution is determined by the quality of its faculty, their research and academic achievements. The University must provide full freedom to the faculty members in performing academic work of their choice within a framework. So, it is necessary to periodically review the faculty performance (David Shepherd et all 2009) to ensure the following.

1. The work done by faculty is in tune with the university's national and international requirements.

2. The teachers continuously benchmark against the best in the world and set high standards of teaching and research.

3. University rewards high performers and motivates under performers.

Faculty Appraisal and Development System (FADS) should focus on the delivery by quality faculty in different activities they undertake. Faculty at any University is expected:

a) To teach in the Academic Programmes including MDP / FDP / Training Programmes of similar type.

b) To teach and guide students in the Undergraduate, Postgraduate and Doctoral Programmes.

c) To carry out research, publish papers in scholarly journals and to bring different research grants from national and international agencies.

d) To organize national / international workshops / seminars / conferences / conventions / conclaves / summit.

e) To undertake consultancy assignments.

f) To undertake institution building activities.

It is in relation to each of these activities that a faculty member's contribution needs to be measured and a suitable mechanism needs to be evolved.

2. Work Norms (Expected Minimum Work Output)

Minimum performance expected from a University faculty in an academic year is 8 courses (of 3 credits teaching) or equivalent units. It is expected that faculty member require devoting 180 hours to teach a course of 3 credits which include teaching, preparations, assignments / quizzes / projects / question paper setting and evaluation etc. Hence, they would be required to devote 1440 working hours in any academic year.

Therefore, minimum unit point i.e. 8 units to be earned by the faculty in an academic year is as per the norms of "Expected minimum work output" as delineated in the output based faculty work norms based on 1 course of 3 credit equal to one unit. If the University follows the semester system it turns out to be 12 hours teaching load in a week which is lower than the University Grants commission norms.

For other academic activities (practical, research, training, publication, academic administration etc.) faculty members' contribution needs to be measured with appropriate "teaching unit" equivalence. These equivalence needs to be work out based on output rather than input and a suitable mechanism needs to be evolved.

To facilitate the process, the academic calendar should begin from Aug 1 of an academic year to June 30 of the next year.

3. Quality Assurance

For emphasizing quality in all endeavors, the following broad criteria should be used for different activities.

1. Academic Programmes
   a) Innovation in Pedagogy
   b) Development of new courses / new material
   c) Students' feedback

2. MDP or Any Other Training Programme
   a) Innovation in pedagogy
   b) Management Level for which the Programme is conducted (middle management, senior management, and top management)
   c) Participants' feedback
   d) New Programmes floated according to clientele needs

3. Research Publications
   a) National / International (in Referred Journals)
   b) Case Studies
   c) Books / Book Chapters in reputed Publishing house

4. Doctoral Programme
   a) Supervisor
   b) Conduction of advanced doctoral level course

5. Workshops / Seminars / Conferences
   a) Coordinator of the Programme
   b) Members of the Programme

6. Institution building activities
   a) Chairmanship of Various Committees of the University
   b) Membership of Various Committees of the University
   c) Membership of other Statutory Bodies of the University

4. **Faculty Performance Review**

The process of appraisal will consider, in addition to quantitative evaluation on the basis of faculty work norms, evaluation on qualitative performance which is reflected through the positive contribution of an individual faculty in overall development of the University and the subject area of specialization, feedback of the academic activities like teaching in academic programme, MDP or training programmes of similar type. Hence, the feedback for teaching, training and research shall be an integral part of the faculty performance appraisal (Course Evaluation Feedback Performa Attached at Appendix I).

The process for the performance appraisal system would be as follows.

(i)   Maximum workload
(ii)   MDP (or any other training programme of similar type) Load + Quality
(iii)   Academic programs Load + Quality
(iv)   Research and publications (Quantity + Quality)
(v)   Doctoral Programme supervised
(vi)   Workshops / seminars / conferences
(vii)   Institution building activities

Deans/Heads will administer the feedback questionnaire to students for academic programmes and also for MDPs and any other training programme of similar type. This information will be shared by the concerned Deans with the Vice-Chancellor. Consolidated feedback will be shared with the individual faculty members. No individual faculty will take feedback on their own cases from Students / Trainees.

Faculty members shall receive the soft copy of the Performa for the academic plan and work performed from the Dean's office (Annexure A & B by May 15 every year). They shall submit the same completed in every respect by May 30 or June 30 as the case may be to their respective Deans.

However, the course allocation meeting in the respective faculty area should also take place by first week of April every year. Dean along with faculty member should discuss the research and training agenda of the year.

Dean's office shall compile these data along with the feedback for teaching, training and research. This will be followed by a meeting of the individual faculty member with the Dean to complete the process of appraisal. The Appraisal Report of the faculty members will be the basis for writing their **Annual confidential report**.

Faculty Appraisal and Development System Committee (FADS-C) will be constituted periodically to undertake a comprehensive evaluation of the faculty members. The period could be 3 years and shall also include past performances data. In addition to the students feedback / MDP or any other training programme of similar type, participants feedback would be taken. Comprehensive evaluation would involve obtaining assessment of research outputs from internal / external experts. The committee will recommend for appropriate action for the high performing and poor performing faculty members. Recommendation of the committee may be input to the selection committee at the time of selection of the faculty to higher positions or academic incentives.

5.   **Incentives for the Faculty Members**

The following are the suggested incentives/ rewards.

1. Longer duration placements in institutions of excellence through faculty exchange programme

2. Flexible norms for attending national and international seminars / conferences may be introduced (faculty members may be permitted to attend two national conferences every year and one international conference once in 3 years). This may be made more flexible in case of high performers as proposed

    a) Professors/Associate Professors scoring more than 14 unit points and Assistant Professors scoring more than 13 points, the reward would be attending one additional international conference in 3 years in addition to the existing norms of international travel grant / or payment of Rs. 20,000 cash.

    b) Professors/Associate Professors scoring more than 16 unit points and Assistant Professors scoring more than 15 points, the reward would be attending one additional international conference in 2 years in addition to the existing norms of international travel grant or payment of Rs. 30,000 cash.

    c) Professors/Associate Professors scoring 18 units and above and Assistant Professors scoring 17 points and above, the reward would be attending one additional international conference in 1 year in addition to the existing norms of international travel grant or payment of Rs. 50,000 cash.

3. Grants for procurement of books, journals, memberships of professional society, procurement of software and hardware etc., would be Rs 5000 on reimbursable basis.

4. Best Researcher and Trainer award be constituted annually. Modalities of such award should be worked out.

Above measures will promote a "performance centric academic culture at any University" and shall provide academic freedom to the faculty members to plan their teaching, research and training agendas as per their specialization.

Faculty Appraisal and Development System (FADS) can be reviewed from time to time to make it effective and relevant to the context.

6. Process for the development of work norms

Faculty members being the centrifugal force of any academic institution require performing many academic and other academic related administrative activities. Measurement of these activities, mostly intangible in nature, requires dynamic approach. The most suitable approach for such type of situation is to develop work norms rather than job quantifications. These norms act as guidelines to the faculty members to select basket of academic activities by themselves keeping in mind the Universitie's requirements.

BROAD GOALS FOR FACULTY WORK NORMS

1. Optimum utilization of faculty resources

2. Creating the right blend of academic activities based on ability and challenges in the field.

3. Balancing the work between activities which are non-remunerative and those for which faculty receives additional compensation.

4. It can be used as a mechanism for faculty development.

5. It can be used as faculty performance measurement by incorporating the qualitative performance of the faculty members.

ACTIVITY LIST

Faculty members require performing different types of academic activities. The lists of activities are:

1. Academic Programmes teaching

2. Open / sponsored / in-company MDP (or any other training programme of similar type) / On campus MDP or Training (fee which no honorarium is paid)

3. Ph.D guidance

4.   Academic Administrative Service (Deanship, Chairmanships, Committee memberships, etc.)

5.   Professional Service (Organizing conferences / seminars / editing journal / membership of board / other external committee etc.)

6.   Funded Projects (Research, Infrastructure Development)

7.   Publications (and presentations at National / International conferences)

8.   Consultancy (Honorary or with Compensation)

BASIC CREDIT UNIT

For the purpose of developing such a broad guidelines "Academic Courses" is taken as the basic unit. The following is recommended for quantification.

1. Courses with 1 Credit	=0.33 Unit
2. Courses with 2 Credit	=0.66 Unit
3. Courses with 3 Credit	=1.00 Unit
4. Courses with 4 Credit	=1.33 Units
	and likewise…
5. Practical courses with 1 credit	= 0.20
6. Practical courses with 2 credit	= 0.40
7. Practical courses with 3 credit	= 0.60
8. Practical courses with 4 credit	= 0.80
	and likewise…

EQUIVALENCES

Work equivalence of other activities based on the expected time faculty members are required to devote.

Academic Activities Other Than Class Room Courses

1. Major Project Guidance (per student)	0.025*No of Credits	All combined up to maximum of 2 Units
2. Dissertation guiding work (per student)	0.025*No of Credits	
3. Minor Project Guidance/Summer Internship Project Guidance (per student)	0.025*No of Credits	

Ph.D Guidance/Post Doctoral fellow guidance Activity

1. Guiding one Ph.D Scholar (per year)   =   1.00 Unit
   (To be counted each year for maximum upto 4 years after registration)
   (Units get shared with co-supervisor)

2. Guiding one Post Doctoral fellow (per year)   =   0.25 Unit

MDP /FDP/EDP Or Any Other Training Programme

		Sponsored	Fee Based (Open)
1. Coordinating four-weeks of MDP / Training Programme of Similar Type	=	0.50 Unit	1.0 Unit
2. Coordinating three-weeks of MDP / Training Programme of Similar Type	=	0.40 Unit	0.80 Unit
3. Coordinating two-weeks of MDP / Training Programme of Similar Type	=	0.30 Unit	0.60 Unit

4. Shorter duration of MDP /
   Training Programme of Similar Type between 1 and 5 days

	Sponsored	Fee Based (Open)
1 Day = 0.10 Unit		0.20 Unit
2 -3 Days = 0.15 Unit		0.30 Unit
4- 5 Days = 0.20 Unit		0.40 Unit

For every thirty hours of MDP teaching, 0.66 unit of work would be granted. Credit on pro-rata basis would be available for actual number of sessions taken.

Research / Publications

1. Patents procured in the academic year   =2.00 Unit

2. One refereed publication in International journal   = 2.00 to 4.00 Unit
   (The credit will be granted on final Acceptance of the paper depending upon the impact factor)

[a) The Journal with 0-1.99 impact factor would fetch 2.00 Unit points; b) The Journal with 2 - 5 impact factor would fetch 3.00 Unit points; c) The Journal of more than 5 impact factor would fetch 4.00 Unit points]

3. One refereed publication in National Journal / One Publication =   1.00 Unit
   In refereed international proceedings.
   (The credit will be granted on final acceptance of the paper)

4. Publication in refereed National proceedings   =   0.20 Unit

Note: *An international journal is one, which has international Editorial board, international authors, international readership, and international subscription and is included in the standard abstracting/ indexing services.*

Equal shared weightage for all authors would be given for joint publications. However, in case of joint publications first author and corresponding authors will get 50% more weightage of the equal shared weightage. A list of journals / proceedings to be classified as referred International / National reputed publishing houses to be worked out by a faculty committee, preferably by the SRC of the Schools from time to time and shall be circulated to all the faculty members.

5. Course material development in the form of booklet / Tech. No. =   0.10 Unit
   (Copy of which must be made available to the Dean's Office)

6. A paper presented in Seminar / Conference, not published   =   0.10 Unit
   in the proceedings

7. One paper in non-refereed journals   =   0.10 Unit

8. One book (published by reputed publishing house)   =   2.00 Unit

9. One book (publish in other publishing house)   =   0.50 Unit

10. Conference proceedings (edited)   =   1.00 Unit

11. One conference proceedings (published by the University)
    Editor   =   0.50 Unit
    Members   =   0.20 Unit

12. Popular article published in University publications   =   0.10 Unit
    (such as University Magazine, Newsletters)

13. Editor, University Newsletter
    Editor, University Magazine   =   0.50 Unit
    Member, Editorial Board, Newsletter and Magazine   =   0.20 Unit

14. Editor, University School's Journal   =   0.50 unit
    Members of the Editorial Board   =   0.10 unit

15. Coordinator, National Conference organized by the University =   0.50 Unit
    Additional Coordinators   =   0.20 Unit

16. Coordinator for an International Conference Organized by the =   1.00 Unit
    University
    Additional Coordinators   =   0.25 Unit

17. Writing a book review	=	0.10 Unit

18. Writing one book chapter	=	0.25 Unit

19. Coordinating a workshop	=	0.25 Unit
20. News paper / News letter articles (in the area of specialization)	=	0.10 Unit

21. Director, Moot Court	=	0.25 Unit
Convener	=	0.10 Unit
Member	=	0.10 Unit

22. Chairman of Statutory Committees (per committee)	=	0.25 Unit	Not more than 1 Unit
Members of Statutory Committees (per committee)	=	0.10 Unit	

23. Funded Research Project (Individual/Institutional/ School wise)
(Output is defined as a written research reports and release of funds)

National Projects

Rs. 50.0 Lakh and above per year	=	2.0 Unit
Rs. 25.0-<50.0 Lakh per year	=	1.50 Unit
Rs. 10.0-<25.0 Lakh per year	=	1.00 Unit
Rs. 5.0-<10.0 Lakh per year	=	0.75 Unit
Rs. Below 5 lakh per year	=	0.5 Unit

(For international research projects, credits would be more than 20% than that of national research projects. Information related to research / publication / project reports be made available to the respective Deans).
(The credit for unit in Projects will be given only in the first year).

NOTE: For all joint work except research publications, the credit shall get shared in proportion. If a 3 credit course is taught jointly with equal number of sessions by two persons each one will get a credit of 0.50 unit. Likewise if it is taught by more than two persons the credit will be proportionately shared by all the participating members. For all activities this approach will be followed.

Task Chairmanship/Coordinatorship/ Inchargeship (Academic Administration)

Since task chairmanships are very demanding, the following norms regarding workload are to be followed for different position holders, as indicated below.

1. Deans	=	2.50 Unit
2. Director/ Proctor/ Chief Warden	=	2.00 Unit
3. Wardens	=	0.50 Unit
4. Chairperson of other academic committees constituted by the Vice-Chancellor	=	0.25 Unit

5.	Members	=	0.10 Unit
6.	Coordinator, Training & Placements in Schools	=	1.0 Unit
	Members	=	0.25 Unit
7.	Faculty members posted in Administration	=	1.00 Unit
	such as Incharge Examination Cell, UCITIM etc.		

(As far as possible, the tasks headship should be assigned to the senior faculty members and whose academic contribution are well-established and junior faculty members or faculty members whose academic contribution is not well established should be encouraged to devote more time for academic activities rather than on academic administrative activities for their growth).

School/ University level Committees

Committees on
Cultural /Sports/ Discipline/ Attendance/Timetable/ Grievance /Technical Purchase/Library/ Organising Seminar, Conference , Workshop/ Lab Management/ Repair Maintenance / Curriculum Development/ Journal Publication/ Industrial/ RTI/Court/ Field etc.

Chair person/ Convenor /Coordinator for each committee = 0.25 units; Members for each committee = 0.10 units (**With maximum of 0.5 units)**

Other Activities

1. General

Institutional Development Activities for all the following combined activities**:**
= 0.1 Unit for each activity (**with maximum of 0.5 Units)**

1. Admission Counseling
2. Examination Superintendent
3. Deputy Superintendent
4. Observers
5. University Representatives
6. Invigilators
7. Visits of the Affiliation Committees etc.

Consultancy Activities

This activity is supposed to be over and above the normal workload of the faculty member. It is in addition to the salary of the faculty members since it fetches consulting fees so much higher than their daily salary, no unit is assigned to such consulting work. However, this activity shall be encouraged to the faculty members as it will bring lots of field experience to them.

Any activity, which is remunerative, shall not fetch any unit.

GENERAL OBSERVATIONS

The above norms are means to facilitate individual faculty members to plan and regulate their own activities and also assess their performance in quantitative terms. The intent of these norms is not to control any faculty members but to help and guide activities of individuals as well as those of the University in a manner so that work goes on smoothly through a balanced and coordinated participation of every member. The units have been assigned on the basis of expected time required to be devoted for the performance of the academic activities and also to avoid double accounting for the same / similar academic activities. It is expected that every care must be taken in operationalizing the guidelines contained in this document so as to achieve the synergy.

EXPECTED MINIMUM WORK OUTPUT

The minimum unit point to be earned by the University faculty in an academic year is fixed at 8 units. Out of this total of 8 units in a year, ideally 3 unit points should come form course teaching from Professors/Associate Professors and ideally 4 unit points should come from course teaching for an Assistant Professor. However, this will depend on the requirements of the schools and therefore certain amount of adjustment may be an inevitable necessity.

Moreover, if number of course units assigned by a school to a teacher is less than prescribed limit, faculty members may be given leverage for this short comings. In such special circumstances, faculty member should devote more time for research and earn units through research publications and other academic activities.

Note:

(1)   *Academic activities for which unit equivalence has not been worked out, in such cases units shall be finalized by a duly constituted Dean's Committee and shall be approved by the Vice-Chancellor whenever such need arises.*

(2)   *The appraisal of faculty members who are designated as Controller of Examinations, Registrar, Dy. Registrar, Assistant Registrar, Officer on Special Duty (OSD), Director (Colleges) etc. will not come under this system of evaluation as these are full time academic administrative activities.*

(3)   *Notwithstanding anything stated in this document, for any unforeseen issues arising, not covered by this document, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining necessary opinion/advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.*

(4)   *The Faculty Appraisal and Development System (FADS) document may be subject to review after every three years.*

ACADEMIC ACTIVITY PLAN
FOR THE PRESENT ACADEMIC YEAR
(To be submitted by May 30)
(Proposed)

NAME OF THE FACULTY_____

NAME OF THE SCHOOL OF STUDIES _____

SESSION_____

DATE OF SUBMISSION_____

A.   **TEACHING**

S No.	Name of the Course	Semester	Credits	Unit

TOTAL NO. OF EQUIVALENT UNIT (A): _____

B.   **RESEARCH**

S No.	Name of Research Project	External Funding	Duration	Project Cost	Unit

TOTAL NO. OF EQUIVALENT UNIT (B): _____

C.   **PUBLICATIONS (including Case Development, Course Material Development and Book Writing**

S No.	Publications details	Unit

TOTAL NO. OF EQUIVALENT UNIT (C.):_____

D.   **MDPs/FDPs/or Any Other Training Programme**

S No.	Name of Training Programme	In-company / Open	Course Coordinator and or Teaching Faculty	Duration From To	No. of Sessions	Units

TOTAL NO. OF EQUIVALENT CREDITS (D):_____

E.   **Ph.D SUPERVISION**

S No.	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission	Units

TOTAL NO. OF EQUIVALENT UNIT (E):_____

F.   **PROJECT REPORTS/DISSERTATION/MINOR PROJECTS**

S No.	No. of the Students	Semester	Units

TOTAL NO. OF EQUIVALENT CREDITS (F):_____

G.   **ACADEMIC ADMINISTRATIVE RESPONSIBILITY**

S No.	Name of the Task	Chairperson / Members	Units

TOTAL NO. OF EQUIVALENT UNITS (G):_____

H.   **ANY OTHER ACTIVITIES**

S No.	Activity Details	Units

TOTAL NO. OF EQUIVALENT UNITS (H):_____

TOTAL NO. OF CREDITS PLANNED DURING PRESENT ACADEMIC YEAR

S No.	Responsibility	Units
A.	Teaching	
B.	Research	
C.	Publications	
D.	Training	
E.	Ph.D. Supervision	
F.	Dissertation/Project Work/Minor Project/Summer Internship Projects	
G.	Academic Administrative Responsibility	
H.	Any other activities	
	Total	

(Signature of the Faculty member)

ACADEMIC ACTIVITY PLAN (achieved)
(SELF APPRAISAL)
(To be submitted by June 30)

NAME OF THE FACULTY_____

NAME OF THE SCHOOL OF STUDIES _____

SESSION_____

DATE OF SUBMISSION_____

A. TEACHING

S No.	Name of the Course	Semester	Credits	Unit

TOTAL NO. OF EQUIVALENT UNIT(A): _____

B. RESEARCH

S No.	Name of Research Project	External Funding	Duration	Project Cost	Unit

TOTAL NO. OF EQUIVALENT UNIT (B): _____

C. PUBLICATIONS (including Case Development, Course Material Development and Book Writing

S No.	Publications details	Unit

TOTAL NO. OF EQUIVALENT UNIT (C) :_____

D.   MDPs/FDPs/or Any Other Training Programme

S No.	Name of Training Programme	In-company / Open	Course Coordinator and or Teaching Faculty	Duration From To	No. of Sessions	Units

TOTAL NO. OF EQUIVALENT CREDITS (D) :_____

E.   Ph.D SUPERVISION

S No.	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission	Units

TOTAL NO. OF EQUIVALENT UNIT (E):_____

F.   PROJECT REPORTS/DISSERTATION/MINOR PROJECTS

S No.	No. of the Students	Semester	Units

TOTAL NO. OF EQUIVALENT CREDITS (F):_____

G.   ACADEMIC ADMINISTRATIVE RESPONSIBILITY

S No.	Name of the Task	Chairperson / Members	Units

TOTAL NO. OF EQUIVALENT UNITS (G) :_____

H.   ANY OTHER ACTIVITIES

S No.	Activity Details	Units

TOTAL NO. OF EQUIVALENT UNITS (H) :_____

TOTAL NO. OF CREDITS PLANNED DURING PRESENT ACADEMIC YEAR

S No.	Responsibility	Units
A	Teaching	
B	Research	
C	Publications	
D	Training	
E	Ph.D. Supervision	
F	Dissertation/Project Work/Minor Project/Summer Internship Projects	
G	Academic Administrative Responsibility	
H	Any other activities	
	Total	

(Signature of the Faculty member)

COURSE EVALUATION PROFORMA
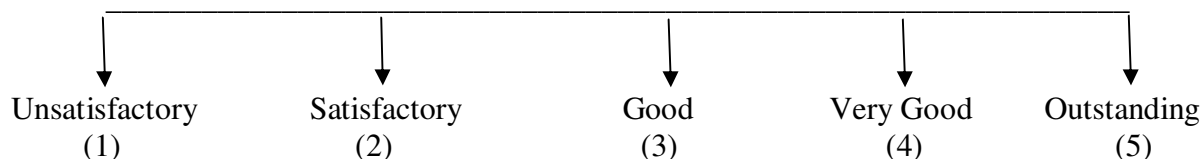## (To be filled in by the Students)

Teacher's Name_____

Subject Name with Code_____

Session_____

Date_____

Directions:

Please tick the (√) the rating

Unsatisfactory	Satisfactory	Good	Very Good	Outstanding
(1)	(2)	(3)	(4)	(5)

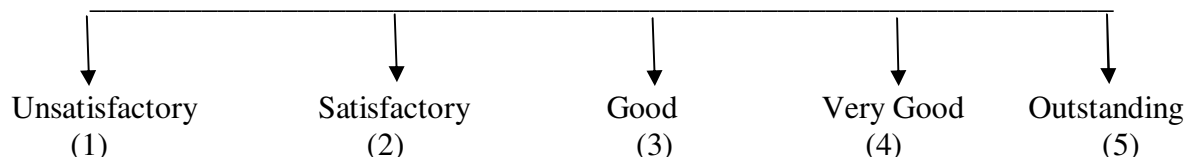| S.No.	Parameter	Rating				
1	The objectives of this course were made clear to me by this teacher	(1)	(2)	(3)	(4)	(5)
2	The teacher speaks and explains things clearly	(1)	(2)	(3)	(4)	(5)
3	The teacher adheres to schedules and enforces discipline	(1)	(2)	(3)	(4)	(5)
4	This teacher is stimulating and interesting to listen to	(1)	(2)	(3)	(4)	(5)
5	The lectures were well structured and focused on the topics	(1)	(2)	(3)	(4)	(5)
6	The teacher has enthusiasm and concern for students	(1)	(2)	(3)	(4)	(5)
7	The teacher has fair knowledge of the subject matter	(1)	(2)	(3)	(4)	(5)
8	The teacher's method of teaching was effective	(1)	(2)	(3)	(4)	(5)
9	Time spent on lecturing by the teacher for course coverage is	(1)	(2)	(3)	(4)	(5)
10	This teacher encourages students to raise pertinent questions and answers them.	(1)	(2)	(3)	(4)	(5)

(Signature of the student- optional)

For Office Use:

Total Score (words & figures):

Assessment of the Faculty by the Dean

Dean will indicate his/her evaluation of the faculty on each parameter by putting in the appropriate number in the column.

Unsatisfactory	Satisfactory	Good	Very Good	Outstanding
(1)	(2)	(3)	(4)	(5)

S.No.	Parameter	Rating				
1	Innovations/experiments introduced in the course	(1)	(2)	(3)	(4)	(5)
2	Contribution in Curriculum Development	(1)	(2)	(3)	(4)	(5)
3	Organizing and participation in seminars/workshops, special lectures, FDP's, summer institutes etc.	(1)	(2)	(3)	(4)	(5)
4	Contribution to the corporate life of the school/university	(1)	(2)	(3)	(4)	(5)
5	Communication skills (oral and written)	(1)	(2)	(3)	(4)	(5)
6	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	(1)	(2)	(3)	(4)	(5)
7	Ability to inspire and motivate	(1)	(2)	(3)	(4)	(5)
8	Interpersonal relations and team work	(1)	(2)	(3)	(4)	(5)
9	Integrity and trustworthiness	(1)	(2)	(3)	(4)	(5)
10	General conduct	(1)	(2)	(3)	(4)	(5)

For Office Use:

Total Score(words & figures):

(Signature of the Dean)

FINAL ASSESSMENT OF FACULTY

The final faculty appraisal shall be on the basis of following procedure:

The conversion table for unit earned in Academic Activity Plan (Self Appraisal) to marks shall be on the basis of 8 units equivalent to 60 marks and 16 and above equivalent to 100 marks. *(As per the work norms for the faculty members each member must earn minimum of 8 units.)*

1. The table for the conversion is as follows:

Units	Marks
8	60
9	65
10	70
11	75
12	80
13	85
14	90
15	95
16 and above	100

2. The feedback of the students, after taking the average of all the courses out of 50 should be converted to 100 marks.

3. Dean's Assessment shall be made out of 50 marks which will be converted to 100 marks.

   Overall appraisal of the faculty would be done on the following basis:

   (i)   60 % of Self Appraisal
         (moderated and evaluated by the Dean/Vice Chancellor in presence of the faculty members as the case may be)

   (ii) 25 % of the students' feedback

   (iii) 15 % of the Dean's/Vice Chancellor assessment

(Overall appraisal = 0.6 * Self appraisal + 0.25 * Students' feedback + 0.15 * Dean's/Vice Chancellor assessment)

These marks shall be further mapped using the following scale

(a)   80 and above = Outstanding

(b)   70 – 79 = Very Good

(c)   60 – 69 = Good

(d)   55 -59 = satisfactory

(e)   Less than 55 = Unsatisfactory

The overall Appraisal of the faculty member for the year (……….)   (Signed by the Dean/ Vice Chancellor)

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