# Babu Banarasi Das Institute of Technology and Management

Sector-1, Dr. Akhilesh Das Nagar, Faizabad Road, Lucknow

# Faculty Performance Appraisal and Development Policy

| | | |
|---|---|---|
| Managed By | : | Babu Banarasi Das Institute of Technology & Mgmt., Lucknow |
| Approved By | : | All India Council for Technical Education, New Delhi |
| Affiliated To | : | Dr. A. P. J. Abdul Kalam Technical University, Lucknow |

# Faculty Performance Appraisal and Development Policy

Faculty members of Higher Educational Institutions today have to perform a variety of tasks pertaining to diverse roles. In addition to instruction, Faculty members need to innovate and conduct research for their self-renewal, keep abreast with changes in technology, and develop expertise for effective implementation of curricula. They are also expected to provide services to the industry and community for understanding and contributing to the solution of real-life problems in industry. Another role relates to the shouldering of administrative responsibilities and co-operation with other Faculty, Heads-of-Departments and the Head of Institute. An effective performance appraisal system for Faculty is vital for optimizing the contribution of individual Faculty to institutional performance.

The assessment is based on:

• A well-defined system for faculty appraisal for all the assessment years (10)
• Its implementation and effectiveness (20)

The Department has a mechanism to assess the performance of a faculty member in an academic year. A self-appraisal form is filled in each academic year by every faculty member of the department. This appraisal form has many parameters to measure the performance of faculty member. Some of the key parameters are listed below.

- Short term course or Faculty Development Program attended.
- Training programs FDPs/ MDP/seminar /workshops organized for faculty member
- Number of Workshop/ seminars/SDP/Workshops organized for students
- Awards, Honours & any outstanding achievements
- Funded research proposal submitted to University/DST/UGC/ AICTE/etc.
- Ongoing funded research projects (As Principal investigator / Co-investigator)
- Visit Abroad/ Interaction with outside state/Overseas University and organizations
- Any other data you wish to add as special achievement which is equivalent to above
- Instructions: classroom teaching and laboratory classes taken against allotted
- Coverage of Prescribed Syllabus
- Student Appraisal (Average if more than one subject)
- Teaching Beyond the Syllabus in the Concerned Course & Use of Information Communication Technology
- End Semester Examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted.
- Additional work such as coordination, invigilation, flying squad and such allied duties assigned by Exam Cell / HoDs
- Participation in FDPs / MDPs / Refresher Courses
- Participation in Conferences, Seminars
- Organizing of Conferences etc. for faculty
- Organizing of training programme, guest lectures, Field, or Industrial Visits for students
- Membership of Department Level Committees.
- Institutional governance responsibilities like HoD/Cell, Dean, Center Supdt., Chief Proctor etc.
- Membership of Academic bodies of other Institutions like Governing Board, Advisory Board, Academic Council, Board of Studies, Editorial Board of Journals & Institutional Publications/ Resource Person
- Membership of Professional bodies/ Technical Societies like IEEE, ISTE, SAE, CSI, ICEIT, LMA, IMA, ACM etc.

- Compliance of Notice / Circulars issued by the competent authorities at Department level
- Compliance of Notice / Circulars issued by the competent authorities at Institute Level
- Research Publications (paper published in National, International Journals/Conference Proceedings) only consider SCI/Scopus/UGC Journals.

Faculty self-appraisal form is available on website (https://bbdnitm.ac.in/wp-content/uploads/2022/11/appraisal-bbditm-october-2022.pdf (also given in ANNEXURE I) and guidelines of filling API in self-appraisal form is given in ANNEXURE II.

Based on the self-appraisal form received from the faculty, their performance in an academic year is evaluated at the department level by the head of the department. Following measures are adopted to enhance the performance of a faculty.

1. If student feedback is less than 50% (i.e. less than 2.5 out of 5.0 scale), then faculty counseling is done at the department level and have a detailed discussion with the HOD on how to improve the teaching and suggested to do MOOC or NPTEL courses in order to increase the subject knowledge.
2. In case of poor student feedback, faculty is suggested to attend some Faculty Development Program to polish their teaching skills.
3. Faculty members are constantly motivated to indulge in academic research. They are also encouraged to participate in conferences to remain updated with the latest innovations in engineering and technology.

If any faculty has performed well in an academic year, then his/ her diligence is acknowledged.

1. Every year on teacher's day i.e., 5th September, deserving faculty members are honored for their exemplary performance in an academic year. Best Faculty award is given at the institute level to the deserving faculty.
2. Appreciation certificates would be given to faculty members who are securing more than 85% in self-appraisal form.

**ANNEXURE I**



# Babu Banarasi Das

**Institute of Technology and Management, Lucknow**

**Self-Appraisal Report**          **(w.e.f: 16.07.2022)**

| SECTION- A |
| --- |
| (To be filled in by the teacher and verified by the respective Head of Department) |

| | |
| --- | --- |
| Month of Appraisal<br><br>(Enter month of annual salary Increment) | Eg: Aug………. |
| Period of Appraisal<br><br>(One year previous to the month of appraisal) | Eg: Aug………. to July……………… |
| Name (in Block letters) | |
| Current Designation: | |
| Department | |

| | | | |
| --- | --- | --- | --- |
| Date of Joining | | **Date of Birth:** | |
| Qualification: | | | |

| Degree/ Diploma | University / Board | Specialization | Passing |
| --- | --- | --- | --- |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| Sr. No. | Subject with code | Sem. | No. Appeared | No. Passed | Pass %age | Attendance % | | No. of Sheet Given | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | | | | | | Subject | Class | Assignment | Tutorial |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |

**Subjects taught during previous two completed semesters with students' performance**

| S. No. | Particulars | Corresponding to one year previous to Period of Appraisal | Period of Appraisal (Eg.: Aug. _____ to July ____) |
|---|---|---|---|
| | **Data corresponding to the period of appraisal and one year previous to the period of appraisal** | | |
| 1 | Number of short-term courses/FDPs attended | | |
| 2 | Number of training Programmes FDPs/MDP/seminars/workshops organized for faculty members | | |
| 3 | Number of Workshop/ seminars/SDP/Workshops organized for students | | |
| 4 | Awards, Honours & any outstanding achievements | | |
| 5 | Funded research proposal submitted to University/DST/UGC/ AICTE/etc. | | |
| 6 | Ongoing funded research projects (As Principal investigator / Co-investigator) | | |
| 7 | Visit Abroad/ Interaction with outside state/Overseas University and organizations | | |
| 9 | Any other data you wish to add as special achievement which is equivalent to above | | |

| | **Academic Performance Indicator (API) Scores** | | | | | | |
|---|---|---|---|---|---|---|---|
| | **CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES** | | | | | | |
| | To be computed semester wise for a maximum API score of 60 per semester. API scores computed for previous two completed semesters to be summed up. | | | | | | |

| | **Nature of Activity** | | **Score** | | | | |
|---|---|---|---|---|---|---|---|
| **Sr. No.** | **Teaching, learning and evaluation related activities** | **Max API Score Allotted** | **Self- Appraisal API** | | **API Score Awarded by the HOD** | | |
| | | | **Odd Sem.** | **Even. Sem.** | **Odd Sem.** | **Even Sem.** | **Total** |
| 1 | Instructions: classroom teaching and laboratory classes taken against allotted | 10 | | | | | |
| 2 | Coverage of Prescribed Syllabus | 10 | | | | | |
| 3 | Student Appraisal (Average if more than one subject) | 10 | | | | | |
| 4 | Teaching Beyond the Syllabus in the Concerned Course & Use of Information Communication Technology | 10 | | | | | |
| 5 | End Semester Examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted. | 10 | | | | | |
| 6 | Additional work such as coordination, invigilation, flying squad and such allied duties assigned by Exam Cell / HoDs | 10 | | | | | |
| | **Semester wise Total** | **60** | | | | | |
| | **Annual Total (Period of Appraisal)** | **120** | | | | | |

## CATEGORY II: CO-CURRICULAR AND PROFESSION RELATED ACTIVITIES INCLUDING ADMINISTRATION

To be computed at the end of the period of appraisal for a maximum API score of 35 (**not to be computed by faculty members)

| S. No. | Nature of Activity | API Score | | |
|---|---|---|---|---|
| | | Max Score | Self-Assessment | Score Awarded by HoD |
| 1 | Participation in FDPs / MDPs / Refresher Courses | 3 | | |
| 2 | Participation in Conferences, Seminars | 3 | | |
| 3 | Organizing of Conferences etc. for faculty | 3 | | |
| 4 | Organizing of training programme, guest lectures, Field, or Industrial Visits for students | 3 | | |
| 5 | Membership of Department Level Committees. | 5 | ** (To be awarded by the HoD) | |
| 7 | Institutional governance responsibilities like HoD/Cell, Dean, Center Supdt., Chief Proctor etc. | 5 | ** (To be awarded by the HoD) | |
| 8 | Membership of Academic bodies of other Institutions like Governing Board, Advisory Board, Academic Council, Board of Studies, Editorial Board of Journals & Institutional Publications/ Resource Person | 5 | | |
| 9 | Membership of Professional bodies/ Technical Societies like IEEE, ISTE, SAE, CSI, ICEIT, LMA, IMA, ACM etc. | 4 | | |
| 10 | Compliance of Notice / Circulars issued by the competent authorities at Department level | 2 | ** (To be awarded by the HoD) | |
| 11 | Compliance of Notice / Circulars issued by the competent authorities at Institute Level | 2 | ** (To be awarded by the HoD) | |
| | **Total (II)** | **35** | | |

## CATEGORY III : RESEARCH AND ACADEMIC CONTRIBUTIONS

To be computed at the end of the period of appraisal for a maximum API score of 95

| S. No. | Nature of Activity | Score | | |
|---|---|---|---|---|
| | Research and Academic Contributions | Max API Score Allotted | Self-Appraisal API Score | API Score Awarded by HoD |
| 1 | Research Publications (paper published in National, International Journals/Conference Proceedings) **Only consider SCI/Scopus/UGC Journals.** | 15 | | |
| 2 | Books Publications | 8 | | |
| 3 | Sponsored Research Projects | 8 | | |
| 4 | Consultancy Projects | 8 | | |
| 5 | Academic Qualification up gradation | 5 | | |
| 6 | Patents (if Published 3 Marks each patent, if granted 6 Marks) | 6 | | |
| 7. | **Creation of ICT-Mediated Teaching Learning Pedagogy and Content** | 5 | | |
| 8. | Contributions in the Development of Innovative Pedagogy | 5 | | |
| 9. | Design of New Courses (Give Details) Department or Institute Level (Add on Courses) | 5 | | |
| 10. | Details of Magazine/Newsletter If Edited (Department/Institute) | 10 | | |
| 11. | YouTube Channel (Subject taught as per AKTU Syllabus) | 10 | | |

| 11. | Details of MOOCs Attended | 10 | | |
|---|---|---|---|---|
| | **Total (III)** | **95** | | |

_____          _____

**Signature of the Teacher with date**          **Signature of the HoD with date and seal**

**Note:**

1. Teacher are required to provide complete list of publications (in referred journals, recognized and reputable journals and periodicals mentioning names of all authors, ISBN/ISSN number of journals and year of publications), list of seminars/symposia/conferences/workshops/refresher courses/skill development programmes etc. organized and attended, list of completed/on-going research and consultancy projects with amount and funding agency, list of Patent/Technology transfer/ Product/ Process, list of M. Tech. and Ph.D. supervised, list of awards/ honours/ recognitions received.

2. Teachers are required to enclose documentary evidence items mentioned at Note-1 above.

3. Guidelines to compute API scores are provided (please refer Annexure-I).

4. All the supporting documents will be in the custody of HoDs. Only SAR filled with all details and duly signed by the faculty member with recommendations of HoD will be sent to the Director.

## CATEGORY IV: SUPERVISORY AND EFFECTIVENESS CREDENTIALS

To be computed at the end of the period of appraisal for a maximum API score of 100 (**not to be computed by faculty members)

| S. No. | Nature of Activity | Score | | |
|---|---|---|---|---|
| | FACULTY WITH SUPERVISORY RESPONSIBILITIES | Max API Score Allotted | Self-Appraisal API Score | API Score Awarded by HoD |
| 1 | Planning and Organising Ability | 6 | | |
| 2 | Motivation, Teamwork and Decision Making | 6 | | |
| 3 | Punctuality | 8 | ** (To be awarded by the HoD | |
| 4 | Frequency of Leave (as low as higher score) | 10 | | |
| 5 | Willingness to work harmoniously with others in getting a job done. | 10 | ** (To be awarded by the HoD | |
| 6 | Student Feedback | 10 | | |
| 7. | Results of Student (Higher the pass percentage better the score) | 10 | | |
| 8. | Member in an Institute Level Committees | 10 | ** (To be awarded by the HoD | |
| 9. | Innovative Teaching Style | 10 | | |
| 10. | Behavior and Overall Personality | 5 | ** (To be awarded by the HoD | |
| 11. | Industry liaising | 5 | | |
| 12. | Other Initiatives and creativity | 10 | | |
| | **Total (IV)** | **100** | | |

_____          _____

**Signature of the Teacher with date**          **Signature of the HoD with date and seal**

**Note:**
1. Teacher is required to provide complete disclosures and authenticated by the HoDs.
2. Guidelines to compute API scores are provided (please refer Annexure-I).
3. All the supporting documents will be in the custody of HoDs. Only SAR filled with all details and duly signed by the faculty member with recommendations of HoD will be sent to the Director.
4. For more details read AICTE guidelines and the appraisal form is in accordance with AICTE requirement.

| Abstract | | | Observations: (Regarding activities given under category I, II, III & IV) _____ |
|---|---|---|---|
| Category | Max. API Score | API Scores secured | |
| Category I (Total I) | 120 | | |
| Category II + Category III + Category IV (Total II + Total III + Total IV) | 230 | | **Recommendations / Remedial Measures suggested:** |
| Total | 350 | | |

**ACTION TAKEN REPORT** Annual Increment: Recommended / Not recommended ☐

Additional Increments Recommended on the basis of appraisal score ☐

Recommended/Not Recommended for Promotion ☐

Recommended for Best Teacher Award on the basis of appraisal score ☐

Directed Letter of Appreciation ☐

Directed Faculty should be given Higher Responsibilities ☐

Encouragement for  Participating in Extra Curricular Activities ☐

Encouraging for  FDP's and other trainings  to  improve performance ☐

Counseling due to poor Feedback ☐

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**Name of the Head of Department**                    **Date**                    **Signature of the Head of Department**

## SECTION- C

(To be filled in by the Director)

**Other Observations/ Recommendations / Remedial Measures suggested:**

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Increment (s) Recommended / Not recommended/ Increments may be postponed by _____ ……………………month(s)/year(s)

Director's Recommendations

1.……………………………………………………………………..

2.………………………………………………………………………

3.………………………………………………………………………

4.……………………………………………………………………..

**Date:** _____                    _____

                                        **SEAL**            **Signature of the Director**

**ANNEXURE II**

# Guidelines for computation of API Scores by Faculty members

The Faculty members shall use the following guidelines to fill API scores in the self-appraisal form.

## CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

To be computed semester wise for a maximum API score of 60 per semester. API score computed for Odd and Even semester to be summed up to present in SAR.

| S. No. | Teaching, learning and evaluation related activities | Maximum API Score Allotted/ semester | Scheme for computation of API score (By Faculty member) | Scheme for compuration of API score to be awarded by HOD |
|---|---|---|---|---|
| 1 | Instructions: classroom teaching and laboratory classes taken against allotted hours | 10 | To be computed on the basis of percentage of class hours taken against the number of available class hours.<br><br>90% and above (10)<br>80% to 89.9% (8)<br>75% to 79.9% (5)<br>Less than 75% (0) | To be computed on the basis of percentage of class hours taken against the number of available class hours and the feedback obtained from students regarding the effectiveness of teaching learning process |
| 2 | Coverage of Prescribed Syllabus | 10 | To be computed on the basis of percentage of syllabus completely covered during each semester<br><br>90% and above (10)<br>80% to 89.9% (8)<br>75% to 79.9% (5)<br>Less than 75% (0) | To be computed on the basis of percentage Syllabus completely covered during each semester. To be verified from lesson plan and Class committee report and other feedback mechanism. |
| 3 | Student Appraisal (Average if more than one subject) | 10 | To be computed on the basis of student feedback during each semester.<br><br>90% and above (10) | To be Verified on the basis of student feedback during each semester. |

| | | | 85% to 94% (8) | |
| | | | 70% to 84.9% (6) | |
| | | | 60% to 69.9% (3) | |
| | | | Less than 60% (0) | |
| 4 | Teaching Beyond the Syllabus in the concerned course & Use of Information Communication Technology | 10 | Per Topic (3)<br><br>Use of ICT (3)/Per Course | HODs to verify this. API scores to be awarded based on the extent of the tasks<br><br>Teaching beyond syllabus: To be shown in lesson plan |
| 5 | End Semester Examination duties (Question paper setting and evaluation of answer scripts) as per duties allotted. | 10 | Question Paper Setting (4)<br>Evaluation (6)<br><br>• Including internal and external examination | To be verified by the HODs based on feedback from the Exam Cell |
| 6 | Additional examination work such as coordination, invigilation, flying squad and such allied duties assigned by Exam Cell/ HODs | 10 | Details of work assigned | Verify the details and evaluate the assignment on the basis of feedback from Exam Cell or other related section. |
| | **Total** | **60** | | |

## CATEGORY II: CO-CURRICULAR AND PROFESSION RELATED ACTIVITIES

## INCLUDING ADMINISTRATION

To be computed at the end of the period of appraisal for a maximum API score of 35. (**not to be computed by faculty members).

| S. No. | Co-curricular and profession related activities | Max. API Score Allotted | Computation of API score (By Faculty Members) | Computation of API score to be awarded by HOD |
|---|---|---|---|---|
| 1 | Participation in FDPs/MDPs/ Refresher Courses | 3 | At least one FDP / Refresher course is attended | HOD to award score based on verifiable proofs |
| 2 | Participation in Conferences, Seminars | 3 | At least one Conference / Seminar is attended (External only) | HOD to award score based on verifiable proofs |
| 3 | Organizing of workshops, FDP, Seminars, Training programmes, | 3 | Max. 3 faculty members will be | HOD to award score depending upon the |

| | conferences etc. for faculty members | | allowed in an event. | contribution of the faculty member organizing such event. |
|---|---|---|---|---|
| 4 | Organizing of training programme, Seminars, guest lectures, workshops, Field or Industrial Visits for students | 3 | Max. 3 faculty members will be allowed in an event. | HOD to award score depending upon the contribution of the faculty member organizing such event |
| 5 | Membership of Department Level Committees. | 5 | **(To be awarded by the HOD) | HOD to award score depending upon the contribution of the faculty member in such bodies. |
| 6 | Institutional governance responsibilities like HOD / Cell, Dean, Center Supdt., Chief Proctor etc. | 5 | ** (To be awarded by the HOD/Director) | Award score based on performance |
| 7 | Membership of Academic bodies in other institution like Governing Board, Advisory Board, Academic Council, Board of Studies, Editorial Board of Journals & Institutional Publications/ Resource Person | 5 | At least one in any of them. | HOD to award score based on verifiable proofs |
| 8 | Membership of Professional bodies/ Technical Societies like IEEE, ISTE, SAE, CII, ICEIT etc. | 4 | At least one in any of them. | HOD to award score based on verifiable proofs |
| 9 | Compliance of Notice / Circulars issued by the competent authorities at Department Level | 2 | ** (To be awarded by the HOD) | Award score based on feedback from various authorities. |
| 10 | Compliance of Notice / Circulars issued by the competent authorities at Institute Level | 2 | ** (To be awarded by the HOD/Director) | Award score based on feedback from various authorities |
| | **Total** | **35** | | |

# CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

To be computed at the end of the period of appraisal for a maximum API score of 95.

| S. No. | Co-curricular and profession related activities | Max. API Score Allotted | Computation of API score (By Faculty Members) | Computation of API score to be awarded by HODs |
|---|---|---|---|---|
| 1 | Research Publications (paper published in National, International Journals/Conference Proceedings) Only consider SCI/Scopus/UGC Journals. | 15 | 10 points for 01 SCI<br>05 points for 01 Scopus<br>2.5 points for 01 UGC | HOD to award score based on verifiable proofs |
| 2 | Books Publications | 8 | National: 5 points<br>International: 8 points<br>Chapter: (2 points for National and 3 points for International) | HOD to award score based on verifiable proofs |
| 3 | Sponsored Research Projects | 8 | On merit basis of impact of research project | HOD to award score based on verifiable proofs. |
| 4 | Consultancy Projects | 8 | On merit basis of impact of Consultancy project | HOD to award score based on verifiable proofs. |
| 5 | Academic Qualification up gradation | 5 | On merit basis of impact of research guidance (outcome based) and on completion of Ph.D./ Ph.D. supervised | HOD to award score based on verifiable proofs. |
| 6 | Patents | 6 | (if Published 3 Marks each patent, if granted 6 Marks) | HOD to award score based on verifiable proofs. |
| 7. | Creation of ICT-Mediated Teaching Learning Pedagogy and Content | 5 | At least one course is created using ICT Tools | HOD to award score based on verifiable proofs. |
| 8. | Contributions in the Development of Innovative Pedagogy | 5 | Details of development of at least one Innovative Pedagogy | HOD to award score based on verifiable proofs. |
| 9. | Design of New Courses (Give Details) Department or Institute Level (Add on Courses) | 5 | Details of development of such new courses | HOD to award score based on verifiable proofs. |

| S. No. | | Max. API Score Allotted | Computation of API score (By Faculty Members) | Computation of API score to be awarded by HODs |
|---|---|---|---|---|
| 10. | Details of Magazine/Newsletter If Edited (Department/Institute) | 10 | Based on verifiable proof. | HOD to award score based on verifiable proofs. |
| 11. | YouTube Channel (Subject taught as per AKTU Syllabus) | 10 | Availability of YouTube Channel-2 points  Continuous uploading and circulating such subject videos -8 points | HOD to award score based on verifiable proofs. |
| 12. | Details of MOOCs Attended | 10 | For one course- 5 points | HOD to award score based on verifiable proofs. |
| | **Total (III)** | **95** | | |

## CATEGORY IV: SUPERVISORY AND EFFECTIVENESS CREDENTIALS

To be computed at the end of the period of appraisal for a maximum API score of 100 (**\not to be computed by faculty members).

| S. No. | Co-curricular and profession related activities | Max. API Score Allotted | Computation of API score (By Faculty Members) | Computation of API score to be awarded by HODs |
|---|---|---|---|---|
| 1 | Planning and Organising Ability | 6 | Self | HOD to award score based on verifiable proofs. |
| 2 | Motivation, Teamwork and Decision Making | 6 | Self | HOD to award score based on verifiable proofs. |
| 3 | Punctuality | 8 | ** (To be awarded by the HoD | HOD to award score based on verifiable proofs. |

| | | | | |
|---|---|---|---|---|
| 4 | Frequency of Leave (as low as higher score) | 10 | Self | HOD to award score based on verifiable proofs. |
| 5 | Willingness to work harmoniously with others in getting a job done. | 10 | ** (To be awarded by the HoD | HOD to award score based on verifiable proofs. |
| 6 | Student Feedback | 10 | based on students feedback | HOD to award score based on verifiable proofs. |
| 7. | Results of Student (Higher the pass percentage better the score) | 10 | Based on Results of Student (Higher the pass percentage better the score) | HOD to award score based on verifiable proofs. |
| 8. | Member in an Institute Level Committees | 10 | ** (To be awarded by the HoD | HOD to award score based on verifiable proofs. |
| 9. | Innovative Teaching Style | 10 | Self | HOD to award score based on verifiable proofs. |
| 10. | Behavior and Overall Personality | 5 | ** (To be awarded by the HoD | HOD to award score based on verifiable proofs. |
| 11. | Industry liaising | 5 | Self | HOD to award score based on verifiable proofs. |
| 12. | Other Initiatives and creativity | 10 | Self | HOD to award score based on verifiable proofs. |
| | **Total (IV)** | **100** | | |