

STAFF APPRAISAL POLICY



VIGNAN'S LARA
INSTITUTE OF TECHNOLOGY & SCIENCE

Approved by AICTE New Delhi & Affiliated to JNTUK Kakinada

An ISO 9001 : 2015 Certified Institution



Staff Appraisal Policy

The Faculty members of Higher Educational Institutions today shall perform a various tasks pertaining to diverse roles. In addition to academic duties, faculty members need to be innovative and conduct research for their self-renewal, keep abreast with changes in technology and develop expertise for effective implementation of curriculum. 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 members, Heads of the Department, and the Head of the Institution.

Purpose: It is the organization's philosophy to recognize and reward the performance of all employees. Enhancement of compensation in the form of annual increment is based on the performance appraisal done by the staff selection committee at VLITS. An effective performance appraisal system for the 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
- Its implementation and effectiveness

Objective:

- ✓ Provide a constructive well defined framework for faculty performance evaluation and strive for further improvement.
- ✓ Assess and promote excellence in teaching-learning, research and administrative activities.
- ✓ Provide basis for professional growth and development of faculty members.

Faculty Assessment Process for Appraisal:

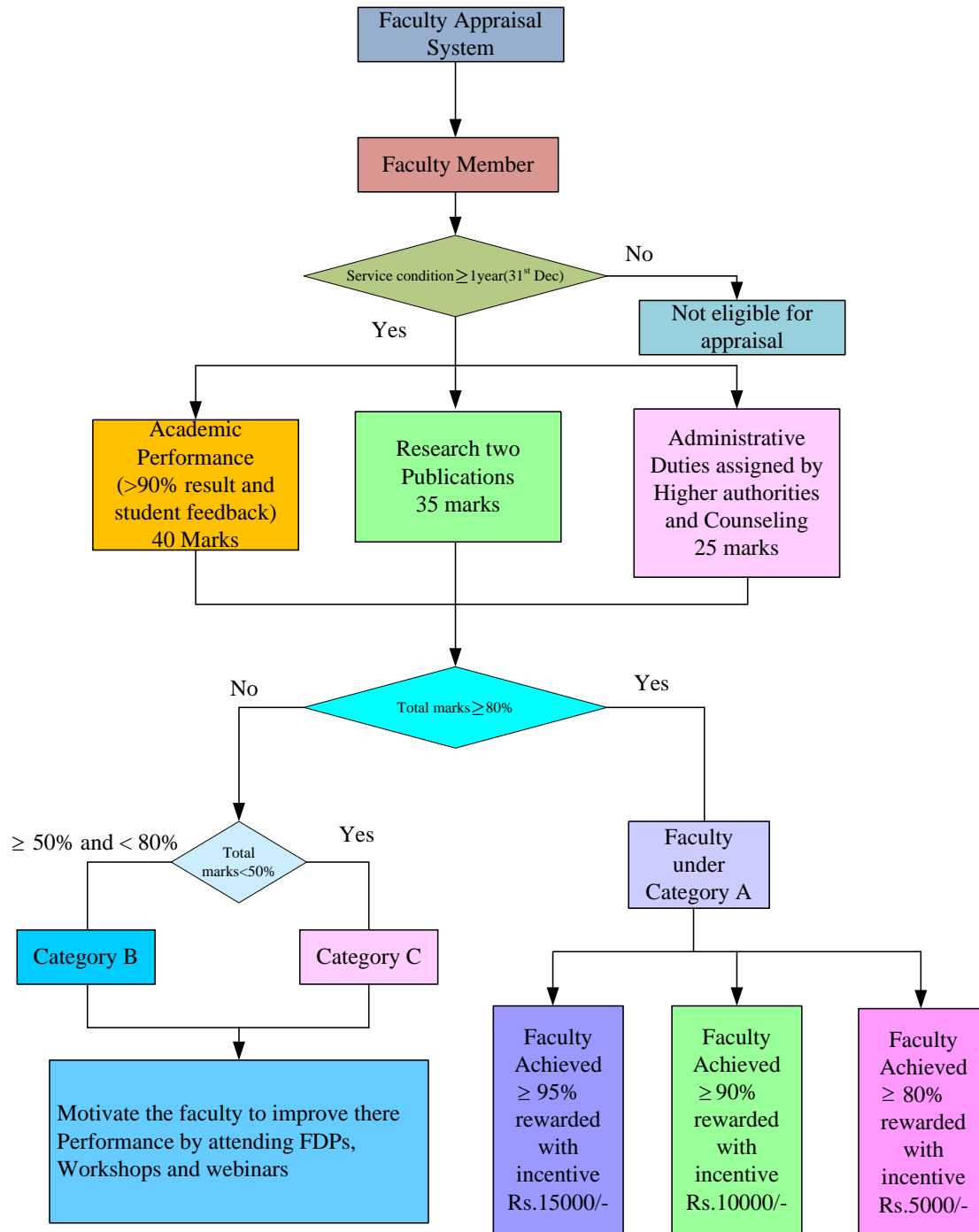


Figure: Process of Faculty Performance Appraisal

Process Adopted

The faculties who have completed one year of service in the Institute are assessed in terms of their performance in Teaching, Research and Administrative duties. They are assessed for a total of 100 marks wherein 35 marks are allotted for research, 40 marks for academics and 25 marks for administrative activities including counseling activities of students.

Faculty Performance Appraisal @ VLITS



Figure: Weightage of Faculty Performance Appraisal

Academic performance

Academic performance includes 20 marks for feedback analysis and 20 marks for result analysis. In all the courses that the faculty had handled during the previous two semesters, if the pass percentage is greater than 90, then the respective faculty becomes entitled to obtain 20 marks. In the similar manner, average feedback percentage is greater than 90, then the respective faculty will be entitled to get 20 marks. Marks are reduced accordingly for whose pass percentage and average feedback is less than 90%.

Research:

If the faculty publishes two papers in SCI/Scopus/ UGC peer reviewed journals and attended at least two faculty development programs for minimum three days of duration will get 35 marks. In this criterion, 25 marks were given for Journal/ Conference Publications, five marks for organization of training programs and five marks for attending training programs.

Administrative duties and counseling:

Upon consultation with the HoD, the administrative duties handled by the concerned faculty member at the Department level and at the Institution-level are assessed and marks are allotted accordingly. In this criterion 10 marks are assigned for administrative responsibilities carried at the institution and department level, 5 marks for development of new laboratory

facilities and teaching learning practices, 5 marks for counseling and remaining 5 marks for participation and organization of extension activities which include community services, promotion of entrepreneurship etc.,

Implementation:

A committee headed by Head of the Institution, Staff Selection Committee reviews the performance of faculty members to categorize them into 3 groups based on the marks secured in the performance appraisal i.e., Category-A ($\geq 80\%$), Category-B ($\geq 50\%$ and $< 80\%$) and Category-C ($< 50\%$).

Awards/Incentives to the Faculty:

- a. Incentives were given to the faculties those are in Category A ranging from Rs.5,000 to Rs.15,000 for strengthening in teaching-learning and research culture of the institution.
- b. The faculty who are in category B are upgraded their skills to some extent, are further inspired to improve the performance in terms of teaching-learning and research by attending conferences, workshops, online courses and FDPs.
- c. The faculties who are unable to meet the expected levels of excellence in research publications, academics are considered as category C. The management supports and motivates them to gear up their knowledge and skills. They are encouraged to attend workshops, FDPs, register to online courses like NPTEL and continuous interactions with senior faculty members to sustain the levels of up gradation from C to B and B to A.
- d. Apart from individual faculty development, the process of appraisal resulted in incremental improvement in the number of research papers published and a considerable hike in the university results.

Performance appraisal system: Non-teaching staff:

A committee headed by Finance Manager and Office manager evaluates all non teaching staff performance by collecting confidential reports from respective Heads/Supervisors and annual increments will be provided.

- Non-teaching staff is assessed based on different parameters such as work attitude, skill, discipline, dedication, etc.
- The efficiency of the staff is scaled as follows: O-Outstanding, A-Very Good, B-Good, C-Average, D-Not satisfactory.

Incentives:

- One additional increment is given for staff of A and B categories.
- The staff members of C and D categories undergo skill up-gradation with financial support.



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