

# VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)  
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)  
PALLAVARAM, THALAMBUR, PERIYAPALAYAM, THIRUVANMIYUR - CHENNAI

## Policy on Faculty Performance Appraisal

### Purpose:

To assess the performance of faculty members every academic year on specified parameters and quantify their performance for suitable rewards and recognition.

### Scope:

This policy applies to all confirmed full time Faculty who have served the Institution during the entire period of the assessed academic year.


### OBJECTIVE

- To reward good performers and recognize their efforts
- To identify the poor performers in order to facilitate for improvement of their performance
- To devise course of action based on appraisal of individual faculty members
- To identify high potential faculty members who can be nurtured to be future leaders
- To assess the training needs of faculty

### Parameters & Components of the Faculty Performance Appraisal System

The parameters for Appraisal of Performance of Faculty Members will be finalized in consultation with the various stakeholders such as Management representatives, Higher officials, Senior faculty members, IQAC members of VISTAS and peer group faculty from other institutions.

The parameters of Appraisal will be disseminated to all the faculty members through circulars /meetings/ ERP dashboards to ensure transparency of the Performance Appraisal System .Faculty Performance Appraisal is based on the following five

  
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parameters, which form the basis for calculating the Faculty Performance Index (FPI) score for individual faculty members.:

1. Academic Delivery
2. Research
3. Partnerships and External Engagement Initiatives
4. Professional Development
5. Administration

**Academic Delivery** is the parameter through which the teaching load of the faculty, percentage of pass in subjects taught, student feedback, Internship/project works guided, Review of curriculum, use of technology in teaching, Mentoring of students , Innovation in class room teaching as well as Lab sessions and Facilitation of Guest Lectures by national and international experts were assessed. This parameter was given a **weightage of 30%** in the total FPI score.

**Under the Research parameter**, the publication of Research Articles in Web Science, Scopus, UGC and other Indexed journals, Citation Index, Books published, Ph.D guidance and the no. of Ph.Ds produced during the assessment period, No. of patents Filed/Published/Granted, Papers presented in National and International Conferences, Funded projects grants received as Principal Investigator (PI) or Co PI, Consultancy for Industry were considered. As VISTAS is committed to encourage a healthy research ecosystem among the faculty members, the Research parameter was given a **weightage of 40%** in the total FPI score.

**Partnerships and External Engagement Initiatives** are considered to be an integral part of a faculty's role and hence metrics such as organizing National level workshops on women empowerment, community development, Health Awareness, Environment were included in this parameter. Apart from these, activities related to Industry Institution collaboration, invited talks given in other forums, being a facilitator for involving students in community project were part of this parameter. Extension Activities was given a **weightage of 5%** in the total FPI score.

  
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**Professional Development** is the continuous effort expected from a faculty and hence metrics such as training programmes and FDPs attended, MOOC and other professional certifications obtained, Membership / Office Bearer in professional bodies and Awards / Fellowships were included in this parameter. It was given a **weightage of 10%** in the total FPI score.

In **Administration** parameter, the administrative works performed by the faculty members in Department and Institution level such as Class Incharge, NAAC /NBA coordinator, Student club coordinator, Member of various committees were considered. A **weightage of 15%** was given to this parameter.

The Performance Appraisal system is expected to be robust. Improvement of Performance of faculty members in certain parameters indicates that the bench marking needs to be revisited. So the Internal Quality Assurance Cell has the right to revise the parameters of appraisal in consultation with Human Resource Development Centre. However such revision has to be approved by the Vice Chancellor.

## **MECHANISM**


Faculty members will be briefed on the appraisal process during the induction program at the time of joining the institution. Information on revisions done with respect to the parameters used for appraisal will be disseminated to all faculty members.

The FPI form developed with all the above parameters would be sent to individual faculty members and they will be asked to submit their self-appraisal in a form with supporting proofs within 1 month.

A team of appraisers / evaluators comprising of senior faculty members and HODs would carry out the process of evaluation. To ensure bias free evaluation, the appraisers would be allotted the forms of other department faculty members and the same would be validated by them.

The HODs would evaluate the performance of the faculty members reporting to them. The total score of an individual faculty would be calculated from 20% of self – appraisal score, 70% of appraiser’s score and 10% of HOD’s score.

The faculty would be grouped into five bands: The faculty member whose individual score would be greater than the Department, School and University averages will be

  
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grouped as Category 1. The top 10% percentile would be classified as Band A. The remaining under Category 1 will be brought under Band B. The faculty member whose individual score is greater than any one of the above averages will be grouped as Category 2 which is band C. The remaining faculty members will be grouped as Category 3. The top 85% under this Category would be classified as Band D and the remaining would be grouped as band E.

All the faculty members would receive a report based on their performance along with areas where they have to improve. Incentives would be provided to the Top 3 Bands. A warning would be provided to the faculty in Band D and E by the Vice Chancellor.



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