



# VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

Sponsored by Lavu Educational Society, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.  
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 Phone: +91 96529 10002/3



## STAFF APPRAISAL POLICY

In an effort to recognize and reward the performance of employees, it is the organization's philosophy that the principal component to enhance compensation shall be through annual increment based on performance evaluations.

### **Application of the Policy**

- a. The policy applies to all teachers, including the Head of the Departments, employed by the Institution except those on probation of less than one year as on 31<sup>st</sup> July of the assessment year.
- b. All regular employees are eligible for yearly increment based on the results of their Performance Appraisal conducted annually.
- c. All employees will be informed in writing about their annual increments after the Performance Appraisal.
- d. All employees will be asked to submit performance appraisal form through proper channel in the month of August and submit to Dean-Admin for scrutinize and further process.

### **General Principles Underlying this Policy**

The performance of staff assessed through 3 criteria's for the purpose of annual increment.

Criteria-1	: Academic Results & Feedback	4 Marks
Criteria-2	: Research & Development	3 Marks
Criteria-3	: Supplementary Activities	3 Marks

The detailed evaluation procedure of each criterion is given below.

- A. Criteria-1 : Academic Results & Feedback (Max:4 Marks)
- a. This criterion is mainly focused on the academic performance of an employee which covers the semester results and student feedback in an academic year.
  - b. The Max. Score Shall be awarded in 4 including 3 Marks for academic results and 1 mark for student feedback.
  - c. Best of two subjects will be considered if the faculty deals more than 2 subjects in a semester.



  
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d. The computation of overall score is based on the average of the semester 1 and 2 in an academic year.

e. The allocation of scores is varies from engineering stream subjects to non-engineering stream subjects.

f. All core branches i.e. ECE, CSE, IT , AI&DS, DS & AI &ML comes under engineering stream and BS&H comes under non-engineering stream.

**I. Score Allocation for Engineering Stream** (Including BEFA & MS subjects) (Common for Professor\*, Associate Professor#, Assistant Professor with > 5 Years Experience & Assistant Professor with < 5 Years' Experience")

Results	
>=95%	3 Marks
<95% & >=90%	2.5 Marks
<90% & >=85%	2 Marks
<85% & >=80%	1.5 Mark
<80%	0

Feedback	
>=9	1 Mark
<9 & >=8	0.75 Marks
<8 & >=7	0.5 Marks
<7 & >=6	0.25 Mark
<6	0

**II. Score Allocation for Non-Engineering Stream** (Common for Professor, Associate Professor • Assistant Professor with > 5 Years' Experience & Assistant Professor with < 5 Years Experience)

(i)BS&H-M-I,M-II, P&S,COSM & DM Subjects

Results	
>=95%	3 Marks
<95% & >=90%	2.5 Marks
<90% & >=85%	2 Marks
<85% & >=80%	1.5 Mark
<80%	0

Feedback	
>=9	1 Mark
<9 & >=8	0.75 Marks
<8 & >=7	0.5 Marks
<7 & >=6	0.25 Mark
<6	0

**B. Criteria-2: Research & Development**

( Max: 3 Marks )

- This criterion is mainly considering the faculty output in Research and Development in an academic year.
- Based on cadre of faculty; the expected output of R&D shall be categorized.
- R & D Includes Research articles published in National and International Journals, Articles published in International Conference proceedings. Articles presented in National and International conferences/seminars. Workshops and FDPs organized or attended by the faculty, Book publication of faculty etc.
- Allocation of mark based on cadre of faculty is summarized below.



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	Professor	Max Marks	Associate Professor	Max Marks	Asst. Prof with >=5 Years Exp	Max Mark	Asst. Prof. with <5 Years Exp.	Max. Marks
<b>GROUP-A</b>								
SCI Journals	One Journal=0.75	1.5	One Journal=1	1	One Journal=1.5	1.5	One Journal=1.5	1.5
Unpaid Scopus Journals	One Journal=0.25	0.75	One Journal=0.5	0.5	One Journal=0.75	1.5	One Journal=1	1
Paid Scopus	Not Applicable	0	Not Applicable	0	Not Applicable	0	One Journal=.75	1.5
<b>Max. Cutoff : 1.5 Marks</b>								
<b>GROUP-B</b>								
Int.Proceedings	One Proc.=0.5	0.50	One Proc.=0.20	0.50	One Proc.=0.5		One Proc.=0.5	0.5
Conf./WS/FDP organized	One Conf. / WS =0.30	0.50	One Conf. / WS =0.30	0.5	One Conf. / WS =0.50		One Conf. / WS =0.50	0.5
Conf.attended & Submitted Paper	Not Applicable	0	Not Applicable	0	Not Applicable		One Conf.=0.5	0.5
<b>Max. Cutoff : 0.5 Marks</b>								
<b>GROUP-C</b>								
Books	One Book=0.5	0.5	One Book=1	1	One Book=1	1	One Book=1	1
R&D Project ( Sanctioned / Submitted )	One R&D=1	1	One R&D=1	1	One R&D=1	1	One R&D=1	1
WS attended	Not Applicable	0	Not Applicable	0	Not Applicable	0	One WS=0.5	1
FDP attended	Not Applicable	0	Not Applicable	0	Not Applicable	0	One FDP=0.5	1
<b>Max. Cutoff : 1 Mark</b>								
Total Max Marks( Group A+B+C)				3		3		3




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### C. Criteria-3: Supplementary Activities (Max: 3 Marks)

Faculty Supplementary activities mainly consider the following four core areas carries the maximum marks specified below.

- |   |           |
|---|-----------|
| 1. Awards/Certifications  | 0.5 Marks |
| 2. Counseling of Students   | 1 Mark    |
| 3. Roles and contributions in Institutional Governance and administration | 1 Mark    |
| 4. Review of Principal & HoD  | 0.5 Marks |

#### (i) Awards/Certifications:

The faculty who possess the qualification of NET/SLET/M.Phil/Ph.D (or) acquire the certificate of IUCEE/NPTEL (or) honor with a National Awards during the academic year 2018-19 shall carry the maximum mark (0.5).

#### (ii) Counseling of Students

- 15-20 students assigned to every faculty which includes 2-3 backlog students to normalize each batch.
- If all the assigned students cleared all the subjects of current year 2 semesters with efforts of faculty (100% achievement), the faculty will be awarded the maximum marks (1 Mark)
- <100% & >=90% of all the assigned students cleared all the subjects of current year 2 semesters the faculty will be awarded 0.75 Marks
- <90% & >=80% of all the assigned students cleared all the subjects of current year 2 semesters the faculty will be awarded 0.5 Marks
- No marks will be awarded to the faculty who achieved less than 80% results in current year 2 semesters from the assigned students.
- A onetime special incentive will be given to the faculty who undertake to counsel & teach the subject wise backloggers and clear 90% of assigned students during the current academic year.
- Head of the Department will be given 1 Mark if the overall result of the branch comprising II, III & IV Years is >=75% on an average in AY.
- In case of BS&H Department the HoD will be given 1 mark if the overall results of all branches of I Year is >=75% on an average in AY.



  
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i. However the decision of Principal is final while awarding marks to Head of the Departments.

**(iii) Roles and contributions in Institutional Governance and administration**

a. It covers the role of teaching faculty as Head of the Department/Department T&P Coordinator/ NSS Coordinator/Women Grievance Cell Coordinator/ Assistant Head of the Department/ Website Coordinator/ Institutional Criteria Coordinator of NBA & NAAC / College level admissions/Time-Table Coordinator /IQAC Coordinator/Alumni Association Coordinator /CoE/Exam Cell Staff/Any other Institutional Level Coordinator role assigned by Principal)

**Role as Head of the Department - 1 Mark**

**Other role - 0.5 Mark each** to the maximum extent of 1 Mark

b. The faculty should render at-least 6 months (1 semester) service in the above role to claim the roles and contributions in Institutional Governance and administration.

c. The faculty who are not involving in the roles and contribution in Institutional Governance and administration they need to do course attainments of 2 subjects in an A.Y to claim 1 Mark. However, faculty who are involved in one role they need to do course attainments of at-least 1 subject in an A.Y to claim other 0.5 Mark.

d. Audit committee will scrutinize the course attainments of all the faculty and based on the recommendation or committee the above marks will be awarded.

**(iv) Review of Principal & HoD**

The Principal and HoD will review the overall performance of faculty at the end of the academic year to award the maximum marks of 0.5 under this category.

**Annual Increment Norms**

Increments shall be sanctioned by the Management as recommended by the Principal, if the faculty meets the performance indicators specified in above three criteria's. The number of increments is based on the score secured by the faculty out of the total score of 10 Marks.

When Secured Score is $\geq 7.5$	3 Increments
When Secured Score is $< 7.5$ & $\geq 6.5$	2 Increments
When Secured Score is $< 6.5$ & $\geq 5$	1 Increment
When Secured Score is $< 5$	No Increment



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**Special Allowance:**

a. Teaching Staff with a cadre of Assistant Professor secured  $<6.5 \ \&gt;=5$  marks (1 increment) and secured full marks in results as per Criteria-1 (3 out of 3), the faculty will be given a onetime special allowance of Rs.5,000/-

**Termination/Serving Notice to Teaching Staff:**

a. If a teaching staff securing  $<6.5 \ \&gt;=5$  marks (1 increment) in 2 continuous years, the Management Principal have right to terminate or service one month notice to staff for termination due to lack of improvement in performance.

b. If a teaching staff securing  $<5$  marks, the Management/Principal have right to terminate the faculty immediately or service one month notice to staff for termination. In special cases, the Principal shall allow an opportunity to improve the performance with in one academic year.



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