



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

Kalitheerthalkuppam, Puducherry - 605107.

Standard Operating Procedure for SELF APPRAISAL

Approved in the Governing body meeting held on **March 12, 2015**



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

Kalitheerthalkuppam, Puducherry - 605107.

Ref. No.: MIT/Notification/2014-15/02

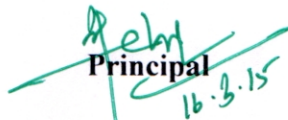
Date:16.03.2015

NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on March 12, 2015. It is hereby notified that Manakula Vinayagar Institute of Technology has published Standard Operating Procedure (SOP) for Self Appraisal of faculty members.

The SOP for Self Appraisal of faculty members would serve as detailed guideline to be observed and followed with immediate effect.

Dr.S.Malarkkan


Principal
16.3.15

PRINCIPAL
MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOG
KALITHEERTHALKUPPAM
PUDUCHERRY - 605 107.



PREFACE

Faculty members of Higher Educational Institutions today, have to perform a variety of tasks pertaining to diverse roles. In addition to Course related lecture delivery, Faculty members need to innovate and conduct research for their self-renewal, keep abreast with changes in technology. This in turn would develop their expertise to implement the curricular stipulations, effectively. They are also expected to provide services to the industry and community by involving in evolving solutions for their real-time problems.

An effective self appraisal system for Faculty is vital for optimizing / Maximising the contribution for the development of Individual Faculty / institution. The institute has a well structured Self Appraisal Form, meticulously created to record the faculty contributions in the aspects of academic activities, students development, department development and self development. Every Individual faculty member would fill in the details required in the form and should calculate the score as per the metrics given in it. With the help of the score secured in each criterion the faculty performance index is arrived in the five-point grade scale.

With the points secured in the Faculty performance Index, the faculty members would be recognized and appreciated, appropriately.

OBJECTIVES

The objectives of Self Appraisal System are to motivate each of the faculty members to maximize their contribution towards teaching learning process, research, innovation and developmental activities. The faculty performance index has a direct impact on the following,

- (i) Award of annual increment.
- (ii) Award of special increments and rewards in recognition of superior performance.
- (iii) Award of Promotion.
- (iv) Monitoring and recording the continuous performance improvement of each faculty member.

PERIOD OF ASSESSMENT

Assessment will be carried out every academic year after the completion of the academic year ending 30th May.

COMPONENTS OF ASSESSMENT

The job responsibilities of a member of faculty can be broadly categorized into following for components (Vide AICTE guidelines):

- 1) Academic Activities.
- 2) Research Activities.
- 3) Extension Activities.
- 4) Administrative Activities.

The performance of teacher on the four major components listed above can be estimated by breaking each one of them into subcomponents and assessing the performance of the teacher in each one of the sub components as detailed below.

ASSESSMENT PROCESS

The following tools shall be made use of to arrive at a Faculty Performance Index (FPI) for every faculty for every academic year:

- (i) Self Appraisal Form specially designed for this purpose, to be filled up by the member of faculty.
- (ii) Assessment and recommendation to be given by the respective HOD on the Self Appraisal

Form.

- (iii) Student Feedback (in the prescribed format) on the performance of the teacher for the courses handled in the year of assessment.
- (iv) Results of the University Examinations in the courses taught by the teacher during the two semesters.

ACTION FOLLOW-UP

Based on the FPI of the faculty and guidelines prescribed, the following actions are taken

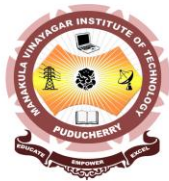
- i. Score between 4 to 5 is awarded an annual increment.
- ii. Score between 3.5 to 4 is awarded an annual increment with oral suggestions for improvement by the head of the institution.
- iii. Score below 3.5 is given a notice for their improvement in the forthcoming semester failing which they may be subjected to quit.
- iv. Faculty members outperforming the areas of research/developmental activities/outreach are considered for special increments.

Sd/-

Dr. S.Malarkkan
Principal

ANNEXURE

ANNEXURE 1- PERFORMANCE APPRAISAL FORM



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

PERFORMANCE APPRAISAL REPORT FOR THE FACULTY MEMBERS

ACADEMIC YEAR : 2020-21

PART A : SELF APPRAISAL

Name :

Designation :

Scale of pay / Present pay :

Date of appointment to the present post :

Note:

1. Before filling up read the "Guidelines for Annual Performance Assessment of the faculty members" available with your Dept. HoD in-charges.
2. Provide all relevant information to support your claim for your achievements and contributions. Enclose also copies of documents in support of the claim for points.
3. Please submit the report **on or before 15th June 2021**.

1.0 ACADEMIC ACTIVITIES (I 1.0)

1.1 Teaching (I 1.1)

1.1.1 Semester Results of Students in Theory Course (I 1.1.1)

Sl. No.	U.G./ P.G.	Theory Courses Taught	Result % pass	Grade Point (pp)
		Code Title		

Average Grade Point

1.1.2 Students Feedback in Theory Course (I 1.1.2)

Sl. No.	U.G./ P.G.	Theory Courses Taught	Grade Point from students feedback
		Code Title	

Average Grade Point

$I_{1.1} =$

1.2 Related Development Activities (I_{1.2})

Sl.No.	Details of the Activity / Contribution	Assigned Points
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Total points

* If you have more activities, use separate sheet and annex the same.

$I_{1.2} =$

1.3 Continuing Education (I_{1.3})

Sl.No.	Details of the Continuing Education	Assigned Points
--------	-------------------------------------	-----------------

Total points

$I_{1.3} =$

$I_{1.0} = (0.7 * I_{1.1}) + (0.15 * I_{1.2}) + (0.15 * I_{1.3})$

2.0 RESEARCH (I_{2.0})

2.1. Project Guidance:

Sl.No.	UG/PG	Name of the Project guided	other details
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2.2. Sponsored Research/Programmes

Sl.No.	Details of Sponsored Project / Programmes	Status (Submitted/Sanctioned)
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2.3 Publication of Research Papers / International certification

Sl.No	Details	Status (Published/ Presented/ Communicated) or Score obtained
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$$I_{2.0} = (0.4 * I_{2.2}) + (0.6 * I_{2.3})$$

3.0 EXTENSION (I_{3.0})

S.No.	Details of the Activity / Contribution
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them correct to the best of my knowledge. The FPI
computed also is correct.

Note : If you have ticked the box "NO", enclose another form with
recomputed FPI.

8.0 OTHER REMARKS, IF ANY :

Date :

Signature and Name of the HOD

**ANNEXURE 2- GUIDELINES FOR THE
ANNUAL PERFORMANCE ASSESSMENT OF
FACULTY MEMBERS**



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

GUIDELINES FOR THE ANNUAL PERFORMANCE ASSESSMENT OF FACULTY MEMBERS

I. OBJECTIVE

The objective of Performance Appraisal System is to motivate each of the faculty member to perform better in delivering quality education and training to the students. The results of this assessment will be used for the following purposes:

- (i) *Award of annual increment in the pay scale.*
- (ii) *Award of special increments and rewards in recognition of superior performance.*
- (iii) *Award of Promotion.*
- (iv) *Monitoring and recording the regular growth of each faculty member.*

II. PERIOD OF ASSESSMENT

Assessment will be carried out every academic year after the completion of the academic year ending **30th May**.

III TOOLS USED FOR ASSESSMENT

The following tools shall be made use of to arrive at a Faculty Performance Index (FPI) for every faculty for every academic year:

- (i) *Self Appraisal Form specially designed for this purpose, to be filled up by the member of faculty.*
- (ii) *Assessment to be given by the respective HOD on the Self Appraisal Form itself.*
- (iii) *Student Feedback (in the prescribed form) on the performance of the teacher in each course taught by the member of the faculty during the respective two semesters.*
- (iv) *Results of the University Examinations in the courses taught by the teacher during the two semesters.*
- (v) *Research contribution by the faculty members.*
- (vi) *Faculty members involvement in Students development, Dept. and Institution development and Self development activities.*

IV COMPONENTS OF ASSESSMENT

The job responsibilities of a member of faculty can be broadly categorized into the following for components (Vide AICTE guidelines):

- 1) **Academic Activities.**
- 2) **Research Activities.**
- 3) **Extension Activities.**
- 4) **Administrative Activities.**

The performance of teacher on the four major components listed above can be estimated by breaking each one of them into subcomponents and assessing the performance of the teacher in each one of the sub components as detailed below.

Academic

Teaching
Developmental
Continuing Education

Teaching:

The effectiveness of class room teaching and laboratory instruction imparted by a teacher in the courses taught by him / her during the two semesters can be assessed using the following tools:

- (i) University Examination Results in the theory courses taught
- (ii) Student feed back in the theory courses taught

Developmental Activities

The performance will be assessed by the participation of the faculty member in one or more of the following developmental activities during the year:

- (i) Blended Learning approaches practiced (Google Classroom, Role play, Group Discussion , Quiz, Chart Presentation, Hot seat, Any others)
- (ii) Innovative assignments
- (iii) Special lectures delivered
- (iv) Industrial visits organized
- (v) Guest/Expert lecturers organized
- (vi) Development of Web based learning
- (vii) Mini projects guided
- (viii) Innovative projects guided
- (ix) Internal / External Workshops conducted
- (x) Students online certifications
- (xi) Guidance for participation in Technical competitions
- (xii) Mentoring(with impact analysis)
- (xiii) Laboratory modernization

Continuing Education

The performance will be assessed by the participation of the faculty member in one or more of the following activities during the year:

- (i) Upskilling : NPTEL, EDX , Coursera, Udemy and other certifications.
- (ii) Participation in FDP/ STTP
- (iii) Participation in Workshop / Seminars
- (iv) Participation in Summer and Winter Schools.
- (v) Industrial Training (Faculty internship)

RESEARCH

Project Guidance
Sponsored Research
Publication of Research papers and Reports
Funded seminars/ FDPs

Project Guidance :

The performance will be assessed by quality of projects and the Products developed by the faculty member during the year.

****Publications/ Patent filed related to Students projects are the measurable outcomes.***

**** Publications must be in Scopus and WOS***

Note : Faculty with less experience can act as coguide with senior faculty and claim the mark obtained by the corresponding senior faculty.

Sponsored Research

The performance will be assessed by the faculty member's Participation in one or more of the following activities during the year:

- (i) Preparation of R & D project proposal and submission to any one of the funding agencies listed below during the year.
- (ii) Execution of funded projects sponsored by one or more of the funding agencies listed below, during the year:
 - a. AICTE
 - b. DST
 - c. DRDO
 - d. Other R & D organizations and Industries
- (iii) Personal research / Post – doctoral research
- (iv) Consultancy activities.
- (v) TBI activities.

Publication of Research Papers in journal / Conference

The performance will be assessed by the faculty member's participation in one or more of the following activities, during the year.

- (i) A Research paper is accepted and / or presented in a National / International Conference.
- (ii) Acceptance of a Research paper for publication in National / International, refereed journals(Indexed).

Funded seminars/ FDPs

The performance will be assessed by the faculty member's Participation in one or more of the following activities during the year:

- (i) Preparation of Seminar/FDP grant proposal and submission to any one of the funding agencies listed below during the year.
- (ii) Execution of sponsored Programmes by one or more of the funding agencies listed below, during the year:
 - a. AICTE/ISTE/IEEE
 - b. DST
 - c. DRDO/CSIR/ICMR
 - d. Other R & D organizations and Industries

EXTENSION

Interaction with Industries and Institutions

Interaction with the society

Others

The performance will be assessed by the faculty member's participation in one or more of the following activities during the year:

Interaction with Industries and Institutions:

- (i) Delivering expert lectures /workshops/training
- (ii) MOU with Industries
- (iii) Activities out of MOU
- (iv) Placement Initiatives
- (v) EDP activities

Interaction with the Society

- (i) Participation in Community Services/Community radio programmes/UBA/JSA etc.

- (ii) Providing non – formal modes of education for the benefit of Community(PMKVY/DDU-GKY etc.)
- (iii) Providing technical support in areas of social relevance(UBA Projects).

Others

- (i) Membership in professional Society and participation in its activities.

ADMINISTRATION

At the Institution Level

At the Department Level

At the National Level

The performance will be assessed by the faculty member's participation in one or more of the activities listed under 4.1,4.2 & 4.3, in addition to teaching.

At the Institution Level

Officer in charge of

- (i) Examination
- (ii) Library
- (iii) Hostel
- (iv) Industry – Institution cell, Placement Cell
- (v) NSS, Youth Red Cross
- (vi) Cultural Activities
- (vii) Student Discipline and Welfare
- (viii) Promotional Activities
- (ix) Admission Activities
- (x) Others

At the Department Level

- (i) Innovative activities practiced
- (ii) Any best practice contribution
- (iii) Others

At the University level/National Level

Participation in Policy Planning at the University/Regional / National level for development of Technical Education.

V. COMPUTATION OF FACULTY PERFORMANCE INDEX

Overall performance of a faculty member during an academic year will be defined by a single index termed as “**Faculty Performance Index**” (FPI) based on a five – point Grade system as given below:

<u>Grade</u>	<u>Grade Description</u>	<u>Grade Point</u>
A	Excellent	4.5 to 5
B	Very Good	4.0 to 4.5
C	Good	3.0 to 4.0
D	Fair	2.0 to 3.0
U	Unsatisfactory	less than 2.0

Follow up actions:

Grade	Follow up action
A	Recommended for Special increments and Promotions if AICTE requirement is fulfilled.
B	Recommended for increments and suggested to improve their performance further..
C	Faculty will be requested to concentrate more towards self development, students development, Dept. and institution development.
D	Faculty will be put under warning period for one year and their performance will be seriously monitored.
U	Faculty will be issued show cause notice and their performance will be monitored for one more semester or otherwise their service will be terminated..

The FPI is computed using the performance Indices (PI) of the four components and their weights. The P.I. of the four components are computed using the PI of their sub components and their weights. The details are given below.

Faculty Performance Index (FPI)

Performance Index(PI)			Weight		
			Prof	Asso.Prof	Asst.Prof
1.0 Academic	I _{1.0}	W _{1.0} =	0.35	0.45	0.60
2.0 Research	I _{2.0}	W _{2.0} =	0.20	0.20	0.15
3.0 Extension	I _{3.0}	W _{3.0} =	0.20	0.20	0.15
4.0 Administration	I _{4.0}	W _{4.0} =	0.25	0.15	0.10
Total			1.0	1.0	1.0

$$FPI = (W_{1.0} * I_{1.0}) + (W_{2.0} * I_{2.0}) + (W_{3.0} * I_{3.0}) + (W_{4.0} * I_{4.0})$$

(Note: The weight corresponding to the designation of the teacher should be used)

ACADEMIC

	PI	Weight
1.1 Teaching	I _{1.1}	W _{1.1} = 0.50
1.2 Developmental Activities	I _{1.2}	W _{1.2} = 0.30
1.3 Continuing Education	I _{1.3}	W _{1.3} = 0.20

Total		1.00

$$I_{1.0} = (0.5 * I_{1.1}) + (0.3 * I_{1.2}) + (0.2 * I_{1.3})$$

Teaching (I_{1.1}) PI

	Weight
Univ. Exam. Results I _{1.1.1}	W _{1.1.1} = 0.7
Student Feed Back I _{1.1.2}	W _{1.1.2} = 0.3

Total	= 1.0

$$I_{1.1} = (0.7 * I_{1.1.1}) + (0.3 * I_{1.1.2})$$

1.1.1. Setting of Index I_{1.1.1} for University Examination Results obtained in each theory course taught by teacher:

Step 1: The Percentage Pass obtained in the theory course is normalized by multiplying the percentage by the following Scale Factor to get the “Normalized Percentage Pass (NPP)”

Category of theory course taught	Scale Factor
Highly analytical	1.3
Others	1.0

Step 2: Convert the NPP obtained for the theory course into 5 point scale grade as given below.

Range of NPP	Grade	Grade Point
Pass percentage > 80 %	>10 % S Grade	5.0
Pass percentage > 80 %	5-10% S Grade	4.0
Pass percentage > 80 %	1-5% S Grade	3.0
Pass percentage > 80 %	else	2.0
Pass percentage > 75 %	else	1.0
Less than 75 %		0

Step 3: If more than one theory course is taught during the year under review, compute the grade points for each course and set the index I_{1.1.1} as the highest grade point obtained.

1.1.2 Setting of Index I_{1.1.2} for Student Feedback in each theory course taught by the teacher:

Number of courses taught : only one : Set the Index I_{1.1.2} as the Grade Point obtained from Student Feedback

Number of courses taught : More than: Set the Index I_{1.1.2} as the highest grade point obtained in all the Courses taught.

Setting of Index I_{1.2} for Developmental Activities.

Mandatory : 1 point for Mentoring based on impact analysis and review by HOD.

4 : If the faculty member has carried out at more than **eight** activities

Listed under subsection “1.2. Developmental Activities” under Section “IV Components of assessment”

- 2 : if the faculty member has carried out six activities.
- 0 : otherwise

Setting of Index I_{1.3} for continuing Education

Mandatory : 1 point for Online Certifications.

- 4 : for participations more than 5 days Outside the state or Industries.
- 3 : For participations more than 5 days within the state.
- 2 : if the Participations is 3- 5 days.
- 0 : otherwise

2.0 RESEARCH : (I _{2.0})	P.I.	Weight	Engineering	Science & Humanities
2.1 Project Guidance		I _{2.1}	W _{2.1} = 0.2	---
2.2 Sponsored Research		I _{2.2}	W _{2.2} = 0.2	0.2
2.3 Publication of Research Papers etc.		I _{2.3}	W _{2.3} = 0.4	0.6
2.4 Funded seminars/ FDPs		I _{2.4}	W _{2.3} = 0.2	0.2
Total			1.0	1.0

I _{2.0}	=	(0.2 * I _{2.1}) + (0.2 * I _{2.2}) + (0.4 * I _{2.3}) + (0.2 * I _{2.4}):	Engineering Faculty
I _{2.0}	=	(0.2 * I _{2.2}) + (0.6 * I _{2.3}) + (0.2 * I _{2.4}):	Science & Humanities Faculty

Setting of Index I_{2.1} for Project Guidance:

Let N be the total number of projects guided by the faculty member which has publications or Product development or patent. Then

- 5 : if N >= 2 publication or one patent or one product.
- 4 : if N = 2 publications only
- 3 : if N = 1 publications only
- 0 : otherwise

Setting of Index I_{2.2} for Sponsored Research

- 5 : if at least one funded project is executed during the year or consultancy.

- 2 : if at least one project proposal is prepared and submitted to Funding agencies during the year.
- 2 : R&D related activities like TBI / R&D workshops etc. (verified and approved by HOD)\
- 1 : For active participation in preparation of proposal certified by Principal Investigator

Setting of Index I 2.2 for Sponsored Research

- 5 : if at least one funded project is executed during the year or consultancy.
- 2 : if at least one project proposal is prepared and submitted to Funding agencies during the year.
- 2 : R&D related activities like TBI / R&D workshops etc. (verified and approved by HOD)\
- 1 : For active participation in preparation of proposal certified by Principal Investigator

Setting of Index I 2.3 for Publication of Research Papers etc.

- 5 : if at least one research paper is **published** in a Refereed journal(Indexed) (National / International)
- 4 : if at least one research paper is **accepted** for publication in a Refereed journal(Indexed) (National / International)
- 3,2,1 : if **Three/Two/One** research paper is **Presented** in a National / International Conference held in reputed Institutions.
- 0 : No activity

Setting of Index I 2.4 for funded Seminars/ FDP

- 5 : if at least one funded programme is executed during the year.
- 3,2 : if Two/One funded proposal is prepared and submitted to Funding agencies during the year.
- 1 : For active participation in conduction of funded programme certified by HOD
- 0 : Otherwise

3.0 EXTENSION (I 3.0)

- 5,4,3 : if the faculty member has carried out Three /Two /One of the activities

listed either under subsection “3.1 Interaction with Industries and Institutions” or under sub section “3.2 Interaction with the Society” under Section “IV Components of Assessment”.

2 : if the faculty member satisfies at least one of the two items Given under subsection “3.3 others” under Section IV.

0 : No activity

4.0 ADMINISTRATION (I 4.0)

5,4 : if the member satisfies any Three/Two of the activity listed under the subsection 4.1 and 4.2 With evidence of contribution verified and approved by HOD.

3 : if the member satisfies any one of the activity listed under the subsection 4.1 and 4.2 With evidence of contribution verified and approved by HOD

0 : No activity

VI. IMPLEMENTATION OF THE SYSTEM

The Performance Assessment System may be processed in the month of June every year. Every Faculty member will have to fill up and submit to the Head of the Department the “Annual performance Appraisal Report” containing information about the teacher’s activities and achievements as well as the “Faculty performance Index (FPI)” which quantifies the overall performance of the teacher during the period.

The Head of the Department shall offer his remarks and observations on the report submitted by the Faculty member and forward the report to the Principal before the 1st week of June.

Performance Assessment Committee headed by Chairman/Managing Director with the Principal shall review the Reports received and finalize the FPI’s of the various members of the Faculty.



MIT-Manakula Vinayagar
Institute of Technology

