

Date:6-9-2014

Faculty Appraisal Policy

To promote excellence in teaching, research, and service, the institution has established a structured Faculty Performance Appraisal and Development System (FPADS). This system is designed to ensure the continuous professional growth of faculty members, enhance their contributions to the institution, and reward their performance through a fair and transparent process.

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 VNITSW. An effective performance appraisal system for the faculty is vital for optimizing the contribution of individual faculty to institutional performance.

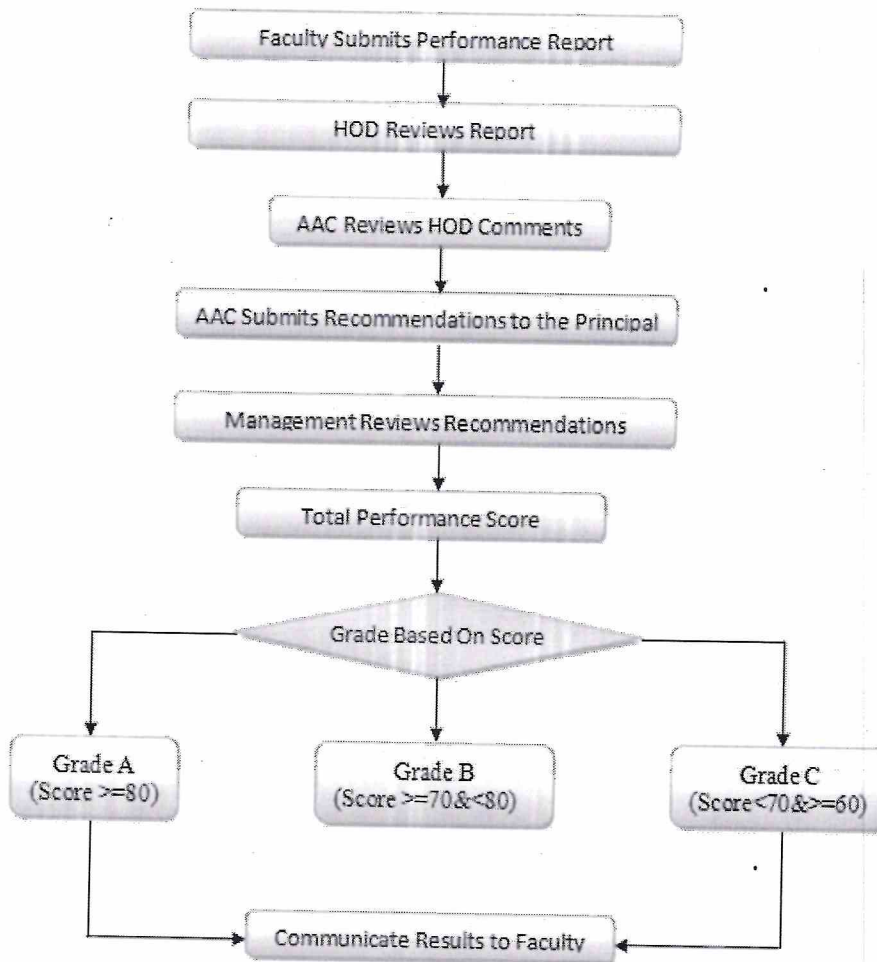
The assessment is based on:

- A well-defined system for faculty appraisal for all the assessment years
- Its implementation and effectiveness

Each academic year, faculty members are required to submit a comprehensive performance report that reflects their academic achievements, research contributions, participation in counseling, administrative activities, and professional development efforts. This report is first reviewed by the Head of the Department (HOD), who provides comments and observations. The report is then submitted to the Academic Planning and Advisory Committee (APAC) for further evaluation. APAC assesses performance based on the following key criteria: **Academic Results & Feedback** (30% weightage), evaluating teaching effectiveness and student outcomes. **NPTEL/Workshops/FDPs/Short-Term Certification Courses** (20% weightage) measures the faculty member's engagement in continuous learning and professional development activities. **Research & Development** (30% weightage) focuses on research outputs, publications, and innovative contributions. **Counseling & Administrative Activities** (20% weightage) assesses involvement in student counseling and administrative responsibilities. APAC then submits recommendations to the Management through the Principal. The appraisal process plays a critical role in assessing faculty performance for career advancement, salary increments, and institutional recognition.

The outcomes of the appraisal are used for:

1. **Award of Annual Increments:** Annual salary increments based on performance scores.
2. **Special Increments/Allowances:** Additional financial incentives for exceptional performance.
3. **Career Advancement and Promotions:** Progression in academic rank and responsibilities.
4. **Continuous Monitoring and Development:** Ongoing assessment and recording of the professional growth of each faculty member.



Flowchart for the process of Faculty Performance Appraisal

Criteria for Performance Appraisal

Faculty performance is assessed based on four primary criteria, each contributing to a total score of 100 marks, which determines eligibility for annual increments:

S.No.	Element of Criteria	Max. Score	% of Weightage
1	Academic Results & Feedback	30 Marks	30
2	NPTEL/Workshops /FDPs /Short-Term Certification Courses	20 Marks	20
3	Research & Development	30 Marks	30
4	Counseling & Administrative Activities	20 Marks	20
Total		100 Marks	100%

Table1:Criteria Weightage Distribution for Faculty Evaluation

Grant/Award of Annual Increments

Increments are awarded based on the total score achieved by the faculty member. The management, based on the recommendation of the Principal, determines the number of increments granted as follows:

Secured Score	Grade	No. of Increments
≥ 80	A	3 Increments
$<80 \ \& \ \geq 70$	B	2 Increments
$<70 \ \& \ \geq 60$	C	1 Increment

Table : Details of Grades and Increments

Faculty members achieving a score of 80 or above are eligible for the highest increment, whereas those scoring below 60 receive no increment, signaling the need for performance improvement.


PRINCIPAL

Principal
 Vignan's Nirula Institute of
 Technology & Science for Women
 Pedapalaluru Road, GUNTUR-522 009