Date: 17.06.2017

Performance Appraisal Policy

In order to assess the faculty annually an effective performance appraisal policy is developed. It is extremely effective in motivating employees of organization to focus on core areas such as teaching, research and administrative process.

PAP is a systematic approach which assesses the annual performance of the employee based on his/her contribution towards teaching-learning, research and student support and progression. It is based on 100 point scale. The distribution of 100 based on the position, designation and Ph.D holder or non-Ph.D holder. The details of analysis are shown in below mentioned tables.

Table1:

GUIDELINES FOR FACULTY ASSESSMENT

1. FOR DOCTORATES:

Academics (30M)	I Research (50M)	Administration (20M)	Total
Feedback - 12 Marks.	2 SCI Papers 100% 50 M	Regularity (5M)	
Result -18 Marks.	1 SCI 2 Scopus (unpaid) 100% 50 M	HOD'S(10M)	
The Current result is compared with the last 3 years result average and marks are given as	1 SCI & 1 Scopus 40 M		
a) If the current result is 100% - 18 Marks.	2 Scopus 30 M		
b) If difference 5% More = 15 Marks.	1 SCI 25 M		
If difference is 3-4% More = 14 Marks.	1 Scopus 10 M	Others (5M): NPTEL online certification, Special Achievement, Coordinators duty	TOTAL (100M)
If difference is 1-2% More = 13 Marks.	Un paid Scopus Indexed Papers		
If difference is Zero% = 12 Marks.	**(OR)** **II Projects**		
c) If difference is 10% Less = 0 Marks.	Rs 20L - 40M		
If difference is 8% Less = 2 Marks.	Rs 15L - 25M		
If difference is 6% Less = 3 Marks.	Rs 10L - 20M		
If difference is 4% Less = 5 Marks.	Rs 5 L - 10M		

	(OR)		
If difference is 2% Less = 8 Marks.	**III Consultancy**		
If difference is 1% Less = 10 Marks.	Consultancy :10Lakhs or more:30M		
Feedback:	More than 5 Lakhs:20M		
90% above 12 M.	More than 2 Lakhs:10M		
85% above 8 M.	More than 1 Lakhs:5M		
75% above 5 M.	Subjected to Maximum 50 Marks.		
70% above 3 M.			

ACADEMICS: Any special achievements: 5 M.

Counseling: Number of Backlogs reduced by 20% - 10 Marks, If 10% - 5 Marks.

If result is below 50% - 0 Marks irrespective of other Parameters.

Table 2:

2. FOR NON- DOCTORATES:

Academics (50M)	I Research (30M)	Administration (20M)	Total
Feedback - 12 Marks.	1 SCI 30M	Regularity (5M)	
Result - 18 Marks.	2 Scopus 30M	HOD'S(10M)	
The Current result is compared with the last 3 years result average and marks are given as	1 Scopus 10M		
a) If the current result is 100% - 18 Marks.	Un paid Scopus Indexed Papers		
b) If difference 5% More = 15 Marks.	(OR)		
If difference is 3-4% More = 14 Marks.	**II Projects**		
If difference is 1-2% More = 13 Marks.	Rs 20L - 30M	Others (5M): NPTEL online certification, Special Achievement, Coordinators duty	TOTAL (100M)
If difference is Zero% = 12 Marks.	Rs 15L - 25M		
c) If difference is 10% Less = 0 Marks.	Rs 10L - 20M		
If difference is 8% Less = 2 Marks.	Rs 5 L - 10M		
If difference is 6% Less = 3 Marks.	(OR) **III Consultancy**		
If difference is 4% Less = 5 Marks.	Consultancy :10Lakhs or more:30M		
If difference is 2% Less = 8 Marks.	More than 5 Lakhs:20M		

If difference is 1% Less = 10 Marks.	More than 2 Lakhs:10M		
	More than 1 Lakhs:5M		
	Subjected to maximum of 30 Marks		
Counseling and Mentoring etc. - 20 Marks.			
Based on the Special achievement of Counseling batch and number of backlogs and special achievements of students. a) If the number of Backlogs are reduced by 20% - 10 Marks. b) If more than 30% are reduced - 15 Marks. c) For every Special Achievement - 5 Marks.			

ACADEMICS: Any special achievements: 5 M.

Feedback: 90% above 12 M.

85% above 8 M.

75% above 5 M.

70% above 3 M.

Table 3:

3 a) FACULTY WITH SPECIAL ADMINISTRATION (DOCTORATES)

Academics (30M)	I Research (40M)	Administration (30M)	Total
Feedback - 12 Marks.	1 SCI & 1 Scopus 40M	Regularity (5M)	
Result - 18 Marks.	2 Scopus 30M	HOD'S(10M)	
The Current result is compared with the last 3 years result average and marks are given as	1 Scopus 10M	Section In charge / Dean etc., - 10 M	**TOTAL (100M)**
a) If the current result is 100% - 18 Marks.	Un paid Scopus Indexed Papers	Others (5M): NPTEL online certification, Special Achievement, Coordinators duty	
b) If difference 5% More = 15 Marks.	**(OR)** **II Projects**		

If difference is 3-4% More = 14 Marks.			
If difference is 1-2% More = 13 Marks.	Rs 20L - 30M		
If difference is Zero% = 12 Marks.	Rs 15L - 25M		
c) If difference is 10% Less = 0 Marks.	Rs 10L - 20M		
If difference is 8% Less = 2 Marks.	Rs 5 L - 10M		
If difference is 6% Less = 3 Marks.	**(OR)** **III Consultancy**		
If difference is 4% Less = 5 Marks.	Consultancy :10Lakhs or more:30M		
If difference is 2% Less = 8 Marks.	More than 5 Lakhs:20M		
If difference is 1% Less = 10 Marks.	More than 2 Lakhs:10M		
Feedback: 90% above 12 M. 85% above 8 M. 75% above 5 M. 70% above 3 M	More than 1 Lakhs:5M		

ACADEMICS: Any special achievements: 5 M.

Counseling: Number of Backlogs reduced by 20% - 10 Marks, If 10% - 5 Marks. If result is below 50% - 0 Marks irrespective of other Parameters.

b) FACULTY WITH SPECIAL ADMINISTRATION (NON-DOCTORATES)

Academics (40M)	I Research (30M)	Administration (30M)	Total
Feedback - 12 Marks.	1 SCI 30M	Regularity (5M)	
Result - 18 Marks.	2 Scopus 30M	HOD'S(10M)	
The Current result is compared with the last 3 years result average and marks are given as	1 Scopus 10M	Section In charge / Dean etc., - 10 M	**TOTAL (100M)**
a) If the current result is 100% - 18 Marks.	Un paid Scopus Indexed Papers	Others (5M): NPTEL online certification,	
b) If difference 5% More = 15 Marks.	**(OR)**	Special Achievement,	
If difference is 3-4% More =	**II Projects**	Coordinators duty	

14 Marks.			
If difference is 1-2% More = 13 Marks.	Rs 20L - 30M		
If difference is Zero% = 12 Marks.	Rs 15L - 25M		
c) If difference is 10% Less = 0 Marks.	Rs 10L - 20M		
If difference is 8% Less = 2 Marks.	Rs 5 L - 10M		
If difference is 6% Less = 3 Marks.	**(OR)** **III Consultancy**		
If difference is 4% Less = 5 Marks.	Consultancy :10Lakhs or more:30M		
If difference is 2% Less = 8 Marks.	More than 5 Lakhs:20M		
If difference is 1% Less = 10 Marks.	More than 2 Lakhs:10M		
Feedback: 90% above 12 M. 85% above 8 M. 75% above 5 M. 70% above 3 M.	More than 1 Lakhs:5M Subjected to maximum of 30 Marks		
Counseling - 10 Marks.			

ACADEMICS: Any special achievements: 5 M.

Counseling: Number of Backlogs reduced by 20% - 10 Marks, If 10% - 5 Marks.

If result is below 50% - 0 Marks irrespective of other Parameters.

It is clearly explained to each and every employee that the annual increment is a automatic sometimes. Even additional cash incentives also given in addition to the increment.

Principal

Date: 17.06.2017

Non-Teaching Staff Performance Appraisal System at VIIT

All non-teaching staff members are assessed by the annual confidential reports and annual performance appraisal given by the respective departments.

On satisfactory performance, all employees are granted promotions and increments. The Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.

Principal

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