

Faculty Appraisal Policy

Purpose

This appraisal process encompasses aspects that reflect and govern commitments to designated responsibilities of faculties. It will also give an insight to the areas of concerns that need focus attention to enhance the learning process of the faculty to update themselves.

Scope

The appraisal process will apply to all staff who have successfully completed their probationary period. This includes staff on part-time or fixed-term contracts, although in the latter case, adjustments to assessment periods etc may be required.

Process Description

The evaluation is a 360degree where faculty will be evaluated on their performance on various parameters like Teaching Learning, Curriculum development, Assessment, Governance, Use of ICT, Organizing programs for faculty and students, Mentoring, Involvement in Placements, Institutional Building and Contribution to Brand value. The consolidated score of a faculty is calculated and the same is communicated to the HR manager for final appraisal. The weighted average score is mentioned at the end of the document. The faculties will be evaluated by the following stakeholders:

1. Student Evaluation
2. Peer Group Evaluation
3. Self-Evaluation
4. Management Evaluation

Student Evaluation.

The student feedback will be collected by the mid of every trimester. The feedback forms are developed on Google Forms and the students fill the same at a time. The feedback will be administered by the Program Manager and the responses will be consolidated and shared to the

Director. The director may also discuss the same with the individual faculties. The final scorecard of individual faculties will be submitted annually to the HR manager for appraisal.

Peer Group Evaluation

An observation methodology is adopted for Peer Evaluation in each trimester. A panel of peer faculties will be formed and the average score given by them will be considered. Every faculty's academic sessions will be evaluated by this group by attending their sessions. The peer group of evaluators will consist of 3 faculty members. The results of the observations of the peer group will be directly communicated to the Director.

Self -Evaluation

Every faculty member will be provided with his/ her self- evaluation on basis of various criteria. A form will be circulated with all faculties where all faculties are required to fill in all the details pertaining to their contribution towards Teaching- Learning at the institute. The Program manager will administer the same and submit the same to the Director. Every individual faculty is expected to rate themselves on a score of 10 which will be included in the form for evaluation.

Management Evaluation

Management evaluation will be a personal interaction of the faculty with the Director & Dean in every trimester based on the consolidated results of other evaluations. The Director & Dean will score faculty after the interaction and the consolidated scorecard of the faculty will be shared with the HR manager for appraisal.

Faculty Score Card

S/No	Evaluation Criteria	Maximum Scores	Scores attained
1	Student Evaluation	0.6	
2	Peer Group Evaluation	0.1	
3	Self -Evaluation	0.2	
4	Management Evaluation	0.1	
	Total Scores	1.0	