Policy on Faculty Self-Appraisal and Performance Review

1. Preamble

Faculty members are the backbone of academic excellence, institutional growth, and student success. Recognizing the importance of continuous professional development and accountability, the Institution adopts a **Faculty Self-Appraisal Policy** to encourage reflective teaching, research productivity, professional ethics, and institutional engagement.

This policy emphasizes **self-evaluation, goal setting, transparency, and quality enhancement**, rather than mere assessment.

2. Objectives

The objectives of this policy are to:

- Promote **self-reflection and professional growth** among faculty
- Assess faculty performance in **teaching, research, extension, and administration**
- Align individual contributions with institutional vision and goals
- Encourage quality improvement in teaching–learning processes
- Provide inputs for **promotions, incentives, FDP nominations, and recognitions**
- Support NAAC requirements under **Governance, Leadership & Management**

3. Scope of the Policy

This policy applies to:

- All **full-time faculty members** of the Institution
- Teaching faculty across **UG, PG, and Research programmes**
- Faculty in regular, aided, and self-financed streams (where applicable)

4. Principles of Faculty Self-Appraisal

The self-appraisal system shall be based on:

- Transparency and fairness
- Evidence-based reporting
- Confidentiality and ethical practice
- Continuous improvement rather than fault-finding
- Alignment with institutional quality benchmarks

5. Appraisal Cycle

- Faculty Self-Appraisal shall be conducted **annually**
- The appraisal period shall normally cover **one academic year**
- The submission timeline shall be notified by the IQAC / Academic Office

6. Components of Faculty Self-Appraisal

Faculty shall submit self-appraisal details under the following broad domains:

6.1 Teaching, Learning & Evaluation

- Courses taught and workload details
- Innovative teaching methods and ICT usage
- Student engagement and mentoring activities
- Examination duties and evaluation responsibilities
- Student feedback reflection and improvement measures

6.2 Research, Innovation & Publications

- Research papers published / accepted
- Conference presentations and seminars
- Research projects, consultancy, patents, or innovations
- Research guidance (UG/PG/PhD, if applicable)

6.3 Professional Development

- Participation in FDPs, workshops, MOOCs, certifications
- Skill upgradation and interdisciplinary learning
- Membership in professional bodies

6.4 Extension, Outreach & Institutional Activities

- NSS / community engagement activities
- Student support and counselling
- Institutional committees and administrative roles
- Contributions to admissions, accreditation, and rankings

6.5 Ethics, Discipline & Professional Conduct

- Adherence to institutional code of conduct
- Punctuality, responsibility, and teamwork
- Contribution to positive work culture

7. Self-Appraisal Format

- Faculty shall submit self-appraisal in the **prescribed institutional format**
- Supporting documents / evidences may be attached wherever applicable
- Online or offline submission modes may be adopted

8. Review and Validation Process

- Self-appraisal shall be reviewed by:
    - Head of the Department
    - Principal / Dean / Appraisal Committee (as applicable)
- Feedback shall be:
    - Constructive

- ○ Confidential
  - ○ Development-oriented

9. Use of Appraisal Outcomes

Faculty self-appraisal outcomes may be used for:

- Performance feedback and mentoring
- Career Advancement Scheme (CAS) recommendations
- Incentives and awards
- Nomination for FDPs, research projects, and leadership roles
- Identification of training and capacity-building needs

10. Confidentiality

- All appraisal records shall be treated as **confidential**
- Access shall be restricted to authorized academic and administrative authorities

11. Grievance Redressal

- Faculty members may seek clarification or redressal through:
  - ○ Head of the Department
  - ○ Principal / Appraisal Committee
- The Institution shall ensure **fair hearing and resolution**

12. Policy Review and Amendment

- This policy shall be reviewed once every **three years**
- Amendments, if required, shall be approved by the **Academic Council / Governing Body**

13. Effective Date

This policy shall come into effect from **1 April, 2026**.

14. Approval Authority

Approved by the **Academic Council / Governing Body** of the Institution.

A. Faculty Self-Appraisal Form

PART–I: General Information

1. Name of the Faculty

2. Designation

3. Department

4. Date of Joining

5. Academic Year of Appraisal

6. Qualifications

7. Courses / Subjects Handled

PART–II: Teaching, Learning & Evaluation

- Courses taught (Semester-wise)
- Teaching methodologies adopted (ICT, learner-centered, experiential, etc.)
- Innovations in teaching–learning
- Assessment & evaluation responsibilities
- Student mentoring / counselling details
- Reflection on student feedback and improvement measures

PART–III: Research, Innovation & Publications

- Journal publications (Scopus / WoS / UGC Care)
- Conference papers / seminars
- Research projects (Completed / Ongoing)
- Consultancy / Industry interaction
- Patents / Innovations / Start-ups
- Research guidance (UG / PG / PhD, if applicable)

PART–IV: Professional Development

- FDPs / Workshops / MOOCs attended
- Certifications and skill development
- Professional body memberships

PART–V: Extension & Institutional Contribution

- NSS / Outreach activities
- Committees & administrative responsibilities
- Contribution to NAAC / NIRF / AQAR / Admissions
- Student activities beyond classroom

PART–VI: Ethics & Professional Conduct

- Adherence to institutional code of conduct
- Punctuality and discipline
- Teamwork and institutional commitment

PART–VII: Self-Reflection

- Major achievements during the year
- Challenges faced
- Goals for the next academic year

Faculty Declaration:
"I hereby declare that the information furnished above is true to the best of my knowledge."

Signature & Date

B. Weightage & Scoring Rubric

Domain	Weightage (%)
Teaching, Learning & Evaluation	40
Research, Innovation & Publications	25
Professional Development	10
Extension & Institutional Contribution	15
Ethics & Professional Conduct	10
Total	**100**

Performance Levels

- **90–100**: Outstanding
- **75–89**: Very Good
- **60–74**: Good

- **Below 60**: Needs Improvement

C. Evidence Checklist for Faculty

Faculty may attach **any of the following (as applicable):**

- Time-tables / Course files
- Student feedback summary
- Publication first pages/acceptance letters
- Certificates of FDPs / MOOCs
- Project sanction letters/completion reports
- Committee orders/appreciation letters
- Photographs of activities
- Reports submitted to IQAC / Departments

Note: *Evidences may be physical or digital.*

D. Appraisal Review & Feedback Format

Reviewer Remarks (HoD / Appraisal Committee):

- Strengths observed
- Areas for improvement
- Suggestions for professional growth

Overall Rating: _____

Recommended for:

☐ Incentive / Award
☐ FDP / Research Support
☐ Leadership Role
☐ Mentoring Support   Signature of Reviewer
                                       Date

E. Linking Appraisal with Incentives & Recognition

Based on appraisal outcomes, faculty may be considered for:

- Best Teacher / Researcher Awards
- Research seed money support
- Sponsored FDPs / Conferences
- Leadership and academic coordinator roles

- Performance-based incentives (as per policy)

F. Annual Implementation Timeline

Activity	Timeline
Issue of Self-Appraisal Notice	April
Submission by Faculty	May
Review by HoDs	June
Feedback & Mentoring	July
IQAC Compilation	August

G. Grievance Redressal Mechanism

- Faculty may submit representations to:
  - Head of the Department
  - Principal / Appraisal Committee
- Fair hearing and corrective measures shall be ensured.

H. Policy Review

- Reviewed once every **three years**
- Amendments approved by the **Academic Council / Governing Body**