



**GURU NANAK INSTITUTE OF
PHARMACEUTICAL
SCIENCE AND TECHNOLOGY
(GNIPST)**



A JIS Group Educational Initiative
157/F, Nilgunj Road, Sodepur, Kolkata – 700114, West Bengal
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FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM

“BUILDING TOTAL QUALITY FACULTY THROUGH CONTINUOUS APPRAISAL”

In line with the UGC-approved self-appraisal framework for teaching staff

An Institutional Policy Document

Document Title	Faculty Performance Appraisal and Development System
Applicable To	All teaching faculty of the Institute
Governing Framework	UGC-approved self-appraisal method; Institute Career Advancement Scheme (CAS)
Document Owner	Human Resources Department, in coordination with all academic Departments
Approving Authority	Governing Body / Director, GNIPST, on behalf of the Guru Nanak Education Trust and JIS Group
Version	1.0
Appraisal Cycle	Annual (1st July to 30th June)

5.9. Faculty Performance Appraisal and Development System (FPADS) — Faculty

Using the medium of an innovative, comprehensive and flexible education policy, Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST) attempts to chisel out the total quality faculty through a persistent focus on imparting quality education. The performance appraisal (PA) is one of the performance management tools that is widely used to measure the productivity of academic employees in different contexts.

The faculty appraisal is undertaken with the following objectives:

- To assist teachers in their professional development and career planning.
- To assist teachers to reflect about their potential and to carry out their duties more effectively.
- To recognise the achievements of teachers and help them to identify ways of improving their knowledge, skills, attitudes and ultimately performance.
- To improve the quality of education for students.

In short, it is utilized as a tool to facilitate growth, development, efficiency and effectiveness of the teaching-learning process in the institution.

The Process of Faculty Appraisal

The process of appraisal is scheduled towards the end of the academic year. This is to enable the faculty to reflect on their performance across the two semesters of the academic year (1st July to 30th June). Additionally, the analysis provides a pathway for the institution to take necessary measures to incentivize or bring in supportive processes to enhance the performance of the faculty.

Annual increment based on Annual Performance Appraisal is effective from 1st July every year. An employee who has joined on or before 30th September of the current Academic Calendar is eligible for assessment. A mail is sent from the HR department by the 1st week of February to all departments for furnishing the eligible employee list as per the prescribed format. Based on the list received from their end, a final list of candidates is prepared for Class Analysis for department-wise teaching staff. Faculty whose age is above 60 years as on 30th June are waived off from the Class Analysis process.

The process of appraisal comprises of five parts:

1. Self-appraisal format to be filled by every faculty member.
2. Appraisal by the Head of the Department — this also involves a review of the self-appraisal documents submitted by the faculty.
3. Appraisal by the Head of the Institution.
4. Class analysis by external experts.
5. Students' feedback.

The self-appraisal format developed has both quantitative (rating scale) and qualitative (descriptive) sections. The self-appraisal format encompasses the following domains of skills:

- General Information
- Self-reflections on abilities, strengths and areas of improvement — all descriptive items
- Professional Skills and Duties
- Personal Competencies and Abilities

Departmental Appraisal System

Each Department has a well-defined system for faculty appraisal for every academic year.

- The Department follows the UGC-approved self-appraisal method to evaluate teachers regarding research and other activities.

- A well-defined proforma of the self-appraisal report for the faculty is available on the Institute website. It consists of academic, research, curricular and extra-curricular contributions for the academic year. The faculty submits self-appraisal reports for the academic year, which are evaluated by the Head of the Department.

The parameters of the self-appraisal are mentioned below:

- Subject-wise result evaluation
- Student attendance in the class
- Seminar / Webinar arranged for students
- Mentor–Mentee meeting
- Placement of mentees
- Training attended by mentees
- Industrial visit by mentees
- Publication with mentees
- Parent–teacher meeting
- Involvement in different administrative committees
- Involvement in students' admission

Grading and Weightage

To make the process of appraisal more objective, detailed grade descriptors have been provided for every item under each section. The faculty are given the same along with the self-appraisal format to be filled. The grades are as follows:

- Student Result — 25 marks
- Mentorship — 10 marks
- Administrative Responsibilities — 35 marks
- Student Feedback — 10 marks
- Head of the Department (HOD) — 10 marks
- Head of the Institute (HOI) — 10 marks
- Class Analysis (CA) — 50 marks

All the above parameters are considered for the increment of teaching staff.

Faculty Appraisal Implementation and Effectiveness

After the assessment process, the score for the appraisal system is calculated for each faculty member. If the score is more than 70%, the faculty member is eligible for the increment. On the other hand, if a faculty member fails to meet the above-mentioned criterion for increment, he/she is advised to undergo a pedagogical training programme and improve accordingly, with performance re-assessed in the next academic year.

JIS Innovation Award

In order to encourage and provide recognition to the efforts of the faculty towards innovative research and technological development, the Institute gives the JIS Innovation Award for outstanding R&D achievements of the faculty, considering the following parameters:

- Number of SCOPUS-indexed approved journals published
- Number of book chapters published
- Number of patents published
- Number of books published
- Sponsored research projects
- Consultancy

- Ph.D. awarded

Career Advancement Scheme (CAS)

Teaching staff members are upgraded based on the internally approved Career Advancement Scheme (CAS). Upgradation of other staff will not necessarily depend solely on seniority.

The following factors are also taken into account:

- Past performance record
- Potential for higher responsibilities
- Punctuality and good conduct on and off the premises — the category of staff and the decision shall be taken as per requirement by the Appointing Authority, based on the recommendation forwarded by the Principal/HOD; failure to take up the specified new position by the specified date shall be subject to disciplinary action
- Good performance in interview

The promotion of faculty and change of Annual Grade Pay is conducted as per the guidelines of the Statutory Body.