



# **INSTITUTE OF AERONAUTICAL ENGINEERING (Autonomous)**

Dundigal, Hyderabad - 500 043

## **Policies on Faculty Performance Analysis**

This document aims at helping faculty get a clearer idea of their expected important roles in the Institute, given that faculty are the essence of the education system. Institution can have the best infrastructure and can adopt and develop the best curricula, yet ultimately it is the calibre and standards of the faculty members that have the most influence on the education process. Planning is part of the process of assisting faculty members improve such standards.

Performance appraisals are essential for the effective management and evaluation of faculty. Appraisals help develop individuals, improve organizational performance, and feed into academic planning. It generally reviews each individual's performance against objectives and outcomes set by the institution.

Performance appraisals are important for faculty motivation, attitude and behaviour development, communicating and aligning individual and organizational aims, and fostering positive relationships between management, staff and students. Performance appraisals provide a formal, recorded, regular review of an individual's performance, and a plan for future development.

Criterion 5 of NBA, the accreditation body for engineering programs, focuses on faculty members. It states that "The faculty is the heart of any educational program. The faculty must be of sufficient number and must have the competencies to cover all of the curricular areas of the program. There must be sufficient faculty to accommodate adequate levels of student-faculty interaction, student advising and counselling, institute service activities, professional development, and interactions with industrial and professional practitioners, as well as employers of students.

Also on similar grounds, NAAC Criterion 2 Teaching - Learning and Evaluation; NAAC Criterion 3 Research, Innovations and Extension; NIRF India Ranking; ARIIA Ranking and QS – I Gauge Rating.

The Faculty Self Appraisal and evaluation system has the following main objectives:

- i. Helping faculty members to recognize the areas in need of development or improvement, and to capitalize on their areas of strength.
- ii. Building a database that can be used for promotion applications.
- iii. Helping the institute set a program for faculty development.
- iv. Creating a fair indication for annual merit increases and other rewards programs to be developed.

Faculty members are expected to:

1. Provide up-to-date reports involving teaching activities and student advising as assigned by the department.

2. Be responsible for course development and participate in curriculum and program development.
3. Participate in scholarly and research activities which enhance their professional development and contribute to their discipline.
4. Serve as appropriate in, the department, college and university committees.
5. Provide professional services to the Institution and community.

## **1.0 FACULTY SELF APPRAISAL SYSTEM**

The **Performance Appraisal Scoring System (PASS)** and **Self Assessment Progress (SAP)** for faculty are the tools to help the faculty improve, progress and prevent him/her from failing. The objective of this system is to motivate each member of faculty to perform better and better in delivering quality education and research.

The results of the three more recent PASS assessments shall be used for the following purposes:

1. Award of annual increment in the pay scale.
2. Award of special increments and rewards in recognition of superior performance.
3. Award of career advancement / promotion.
4. Monitoring and recording the regular growth of each faculty for ready reference.

The appraisal system will follow the rules and the evaluation system which define the evaluation areas to be:

1. Teaching and instruction
2. Research and development
3. Innovation and Product Development
4. Self-Development

It is also a tool for the college administration to reward such progress and preserve the interest of students and the community.

## **2.0 IMPLEMENTATION OF THE SYSTEM**

The Performance Appraisal Scoring System is processed as follows:

1. In the month of April (Quad-1), August (Quad-2) and December (Quad-3) every year: PASS Report.
2. In the month of January, February, March, May, June, July, September, October, November every year: Self Assessment Progress (SAP) Report.

Faculty will have to fill up and submit the PASS Report thrice a year in the months of April, August and December on or before the last day announced to the Dean, R&D.

While filling up the PASS Report for Quad-1, the faculty member shall give all the details pertaining to the activities and achievements during the months of January, February, March and April. Enclose copies of document in support of the claim. The faculty members shall also compute PASS score which quantifies the overall performance during the period.

Similarly, PASS Report for Quad-2 should contain activities and achievements during May, June, July and August. PASS Report for Quad-3 should contain activities and achievements during September, October, November and December.

Self Assessment Progress (SAP) Report is to be submitted in the months of January, February, March, May, June, July, September, October, November every year. The progress achieved in the SELF-TARGET mentioned in the most recent Quad PASS report will be monitored.

Dean, R&D shall verify all the statements made by the faculty member, by checking the enclosed documents and calculate the PASS score. The PASS Report shall be forwarded by Dean, R&D to the Academic Committee for review of PASS Reports received and finalise the scores of the various members of faculty.

#### **ACADEMIC COMMITTEE:**

##### **Convener:**

Dr L V Narasimha Prasad  
Principal

##### **Co-Convener:**

Dr. G Manisha, Dean – R&D

##### **Members:**

Dr M Madhubala, Professor & Head, Dept of CSE  
Dr K Sreenivasa Reddy, Professor & Head, Dept of IT  
Dr M V Krishna Rao, Professor, Dept of ECE  
Dr P Sreedhar, Professor & Head, Dept of EEE

### **3.0 FORMATS TO USE**

- **Self Assessment Progress (SAP) Form - *Ph.D Faculty / Non Ph.D Faculty***
- **Performance Appraisal Scoring System (PASS) Form - *Ph.D Faculty / Non Ph.D Faculty***

### **4.0 POOR PERFORMANCE**

The policy and monitoring guideline for assessment and evaluation of the faculty performance based on the PASS scores and to implement the following policy with regard to faculty rated below the threshold through PASS scores:

1. To issue a warning in respect of the faculty who has been rated poor in one PASS process.
2. To withhold one increment (without cumulative effect) in respect of the faculty who has been rated poor in two PASS processes.
3. To withhold one increment (with cumulative effect) in respect of the faculty who has been rated poor in three PASS processes.
4. The faculty with below threshold PASS score shall not be eligible for any special benefits such as deputation for seminars, workshops, conference, higher studies etc. However, they shall be deputed to appropriate Development Programs to improve their skills and teaching abilities with due recommendation of the concerned HOD and approval of the Principal.

## 5.0 EVALUATION RUBRICS:

1	Outstanding	90% to 100%
2	Excellent	80% to 89%
3	Very Good	70 to 79%
4	Good	60% to 69%
5	Average	50% to 59%
6	Poor	Less than 50%

## 6.0 INCENTIVE POLICY

The Institute is continuously encouraging, supporting and promoting R&D activities towards the achievements by establishing incentive policy as follows:

1. An incentive of Rs. 50,000/- shall be granted for the publication in top journals like IEEE Transactions, IET, Springer, Taylor and Francis and Elsevier.
2. An incentive of Rs. 30,000/- shall be granted for the publication in both unpaid refereed Scopus and SCI/ESCI/SCIE indexed journal.
3. An incentive of Rs. 20,000/- shall be granted for the publication in unpaid refereed Scopus indexed Journal.
4. In case of paid refereed Scopus indexed journal, the incentive is equivalent to the publication fee subjected to the maximum of Rs. 15,000/-.
5. Rs. 2,000/- shall be granted per faculty for every citation in top impact factor journals (SCI / ESCI / SCIE / Scopus).
6. A registration fee subjected to a maximum of Rs. 10000/- is granted along with 10,000/- as incentive for Scopus/SCI Indexed conference.
7. For book publications, the first author gets incentive of Rs. 5,000/-.
8. The faculty who gets sponsored research project / scheme from any funding agency like DST / AICTE / UGC / etc., will be given 7% as incentive during ongoing period in addition to 10% of sanctioned grant after successful completion and submission of project completion report to the respective funding agency.
9. In the case of Utility Patents, faculty and students shall get incentive of 30,000/- each after their patent get published, granted, and commercialized. The overall incentive granted to the faculty during patent grant process for>institute owned utility patents is 90,000/-.
10. In the case of Design Patents, the incentive of 30,000/- is given after patents get published, granted and commercialized.
11. In the case of Copyrights, Institute grants copyright incentive for computer software only. The incentive of 10,000/- is provided after the copyright gets published, granted and commercialized.