



## **KIPM College of Engineering & Technology**

*Affiliated to Dr. A. P. J. Abdul Kalam University of Technology, Lucknow, Uttar Pradesh  
(formerly Uttar Pradesh Technical University)*

*Approved by All India Council of Technical Education (AICTE), New Delhi*

## **Faculty Performance Appraisal and Development Policy**

*Satish*

**Director**  
KIPM College of Engineering & Technology  
GIDA, Gorakhpur



## **Faculty Performance Appraisal and Development Policy:**

Faculty members of Higher Educational Institutions today have to perform a variety of tasks pertaining to diverse roles. In addition to instruction, Faculty members need to innovate and conduct research for their selfrenewal, keep abreast with changes in technology, and develop expertise for effective implementation of curricula. They are also expected to provide services to the industry and community for understanding and contributing to the solution of real-life problems in industry. Another role relates to the shouldering of administrative responsibilities and co-operation with other Faculty, Heads-of-Departments and the Head of Institute.

An effective performance appraisal system for Faculty is vital for optimizing the contribution of individual Faculty to institutional performance. The assessment is based on:

- *A well-defined system for faculty appraisal for all the assessment years*
- *Its implementation and effectiveness*

KIPM- CET has a mechanism to assess the performance of a faculty member in an academic year. A selfappraisal form is filled in each academic year by every faculty member of the department. This appraisal form has many parameters to measure the performance of faculty member. Some of the key parameters are listed below.

- Short term course or Faculty Development Program attended.
- Training programs FDPs/seminars /workshops attended/organized by the faculty members.
- Awards, Honours & any outstanding achievements of the Faculty member.
- Funded research proposal submitted/accepted/completed to University/DST/UGC/ AICTE/etc.
- Ongoing funded research projects (As Principal investigator / Co-investigator)

And, any other data the faculty member want to add which is relevant.

- Coverage of Prescribed Syllabus.
- Student Appraisal (Average if more than one subject).
- Additional work such as coordination, invigilation, flying squad and such allied duties assigned by Exam Cell / HoDs



- Membership of Department Level Committees.
- Institutional governance responsibilities like HoD/Cell, Dean, Center Supdt., Chief Proctor etc.
- Membership of Academic bodies of other Institutions like Governing Board, Advisory Board, Academic Council, Board of Studies, Editorial Board of Journals & Institutional Publications/ Resource Person
- Membership of Professional bodies/ Technical Societies like IEEE, ISTE, SAE, CSI, ICEIT, LMA, IMA, ACM etc.
- Research Publications (paper published in National, International Journals/Conference Proceedings) only consider SCI/Scopus/UGC Journals.

Based on the self-appraisal form received from the faculty, their performance in an academic year is evaluated at the department level by the head of the department. Following measures are adopted to enhance the performance of a faculty.

- If student feedback is less than 50% (i.e. less than 2.5 out of 5.0 scale), then faculty counseling is done at the department level and have a detailed discussion with the HOD on how to improve the teaching and suggested to do MOOC or NPTEL courses in order to increase the subject knowledge.
- In case of poor student feedback, faculty is suggested to attend some Faculty Development Program to polish their teaching skills.
- Faculty members are constantly motivated to indulge in academic research. They are also encouraged to participate in conferences to remain updated with the latest innovations in engineering and technology.

If any faculty has performed well in an academic year, then his/ her diligence is acknowledged.

- Every year on teacher's day i.e., 5th September, deserving faculty members are honored for their exemplary performance in an academic year. Best Faculty award is given at the institute level to the deserving faculty.
- A letter of Appreciation is assued to faculty members for their performance in student feedback/results.
- We think everyone can perform if has given chance. In view of this we usually issue letter of Motivation to the faculty members who could not received good feedback from students.



## 1.1 Self Appraisal Form



**Director**  
**KIPM College of Engineering & Technology**  
**GIDA, Garakhpur**

<b>APPRAISAL FORM</b>	
Name of the Faculty Member: _____	
Designation: _____	Department: _____
Highest Qualification: _____	Session: _____ Date of Joining: _____

Dear faculty member complete the appraisal form and provide details of achievements during the **academic year 2022-23**.

### Part-I External Sponsored R&D Projects/ Consultancy

S. No.	Title of R&D Project	Completed /Ongoing	Duration		Funding Agency	Amount in Lakhs	Role		Credit Point (out of 10)
			From	To			As PI or Co PI	Total No of Co PIs for the project	
1									
2									
3									
<b>Total</b>									

### Marks Guidelines

Completed	Completed	Ongoing	Ongoing	Applied	Applied
PI	CO-PI	PI	CO-PI	PI	CO-PI
10	08	08	06	05	03

PART-II Patent Details									
S. No.	Patent Title	Status Applied/Granted	Details No. & date of Application/Grant		Funding Agency	Amount in Lakhs	Role		Credit Point (out of 10)
							As PI or Co PI	Total No of Co PIs for the project	
1									
2									
3									
4									
5									
<b>Total</b>									



*Self*

**Director**  
KIPM College of Engineering & Technology  
GIDA, Gorakhpur

Marks Guidelines			
Grant	Grant	Applied	Applied
PI	CO-PI	PI	CO-PI
10	08	06	04

**PART-III Ph. D. Supervised/UG/PG Dissertation**

S. No.	Name of the Research Scholar	Level	Status Submitted/Awarded	Date of Submission / Award	Role As Supervisor/ As Co-Supervisor	Credit Point (out of 10)
1						
2						
3						
4						
5						
<b>Total</b>						



*Seel Gopal*

**Director**  
KIPM College of Engineering & Technology  
GIDA, Gorakhpur

<b>Marks Guidelines</b>			
Main Supervisor (PhD)	Co-Supervisor (PhD)	Project Guide (PG)	Project Guide (UG)
<b>PI</b>	<b>CO-PI</b>	<b>PI</b>	<b>CO-PI</b>
<b>05</b>	<b>04</b>	<b>04</b>	<b>03</b>



**PART-IV Papers/Book/Book Chapter Published in SCI/Scopus/other referred Journal**

S. No.	Title	Category	Published in	Indexed in	Role		Credit Point (out of 10)
					As First Author/Main Supervisor/Other Author	Total Number of Other Authors	
1							
2							
3							
4							
5							
6							
<b>Total</b>							

**Marks Guidelines**

SCI/Scopus/IEEE/ICI/Springer	SCI/Scopus/IEEE/ICI/Springer	Others	Others
Main Author	Co-Author	Main Author	Co-Author
10	08	08	06



Director  
 KIPM College of Engineering & Technology  
 GIDA, Garakhpur





Director  
 KIPM College of Engineering & Technology  
 KIPM Sarakhani

**PART-V Administrative Assignments:** (HOD/Dean/Chief Warden/Mess Warden/Chief Proctor/Conveners/Co-Conveners of AS/CS/OCs. etc.)

S. No.	Title	From	To	Credit Point (out of 10)
1				
2				
3				
4				
5				

Marks Guidelines		
HoD/Dean	Chief Proctor/Chief Warden/Convener in different committee/CS/AS	Co-Convener/Proctors/Members/OCs
10	08	06



PART-VI Workshop/FDP/STTP/ NPTEL Course Attended (minimum two days)					
S. No.	Title	No. Of Days	Organized At	Sponsored by	Credit Point (out of 5)
1					
2					
3					
4					
5					
6					
7					
8					
<b>Total</b>					



  
**Director**  
 KIPM College of Engineering & Technology  
 GIDA, Gorakhpur

Marks Guidelines	
5 days or more	less than 5 days
05	02

**PART-VII Result Analysis**

S. No.	Subject Code	Subject	Semester	Percentage	Credit Point (out of 10)
1					
2					
3					
4					
5					
<b>Total</b>					



Director  
 KIPM College of Engineering & Technology  
 GIDA, Gorakhpur

<b>Marks Guidelines</b>			
< 50	51-70	71-80	>80
7	8	9	10

**PART-VIII Member of professional Society**


S. No.	Name of the Society	Membership No.	Level of Membership	Credit Point (out of 5)
1				
2				
3				
4				
<b>Total</b>				



*Safdar*  
**Director**  
**KIPM College of Engineering & Technology**  
**GIDA, Garakipur**

<b>Marks Guidelines</b>	
<b>Professional Society (International)</b>	<b>Professional Society (National)</b>
<b>05</b>	<b>05</b>



  
**Director**  
 KIPM College of Engineering & Technology  
 GIDA, Garakhpur

PART-IX Student Feedback					Total Credit Point
S. No.	Subject Code	Type of Subject (Core/ Basic Science/ Engineering Science/ Elective)	Student Feedback (%)	Credit Point (out of 5)	
1					.....
2					<b>Signature</b>
3					
4					
<b>Total</b>					.....

- Attach all the necessary supporting documents.

Marks Guidelines				
Excellent	Very Good	More than Average	Average	Less than Average
05	04	03	02	01

**APPRAISAL BY DEAN ACADEMICS/ HOD**

S. No.	Performance Parameter	Credit Points Out of (05)
1.	Support to Department and Admission work	
2.	Competence as a teacher & Commitment to Quality Education	
3.	Interpersonal Relations & behavior	
4.	Attitude to Learning & handling new subjects	
5.	Commitment to Organization, Sincerity & Integrity	
<b>Grand Total (25)</b>		



*Self Appraisal*  
**Director**  
 KIPM College of Engineering & Technology

Total Score (out of 100) = Self Appraisal (75) + Appraisal Dean Academics /HOD (25) =

Comments (If any):

Signature of HOD

Signature of Dean Academics

Director assessment:

Signature of Director