



KIPM College of Management

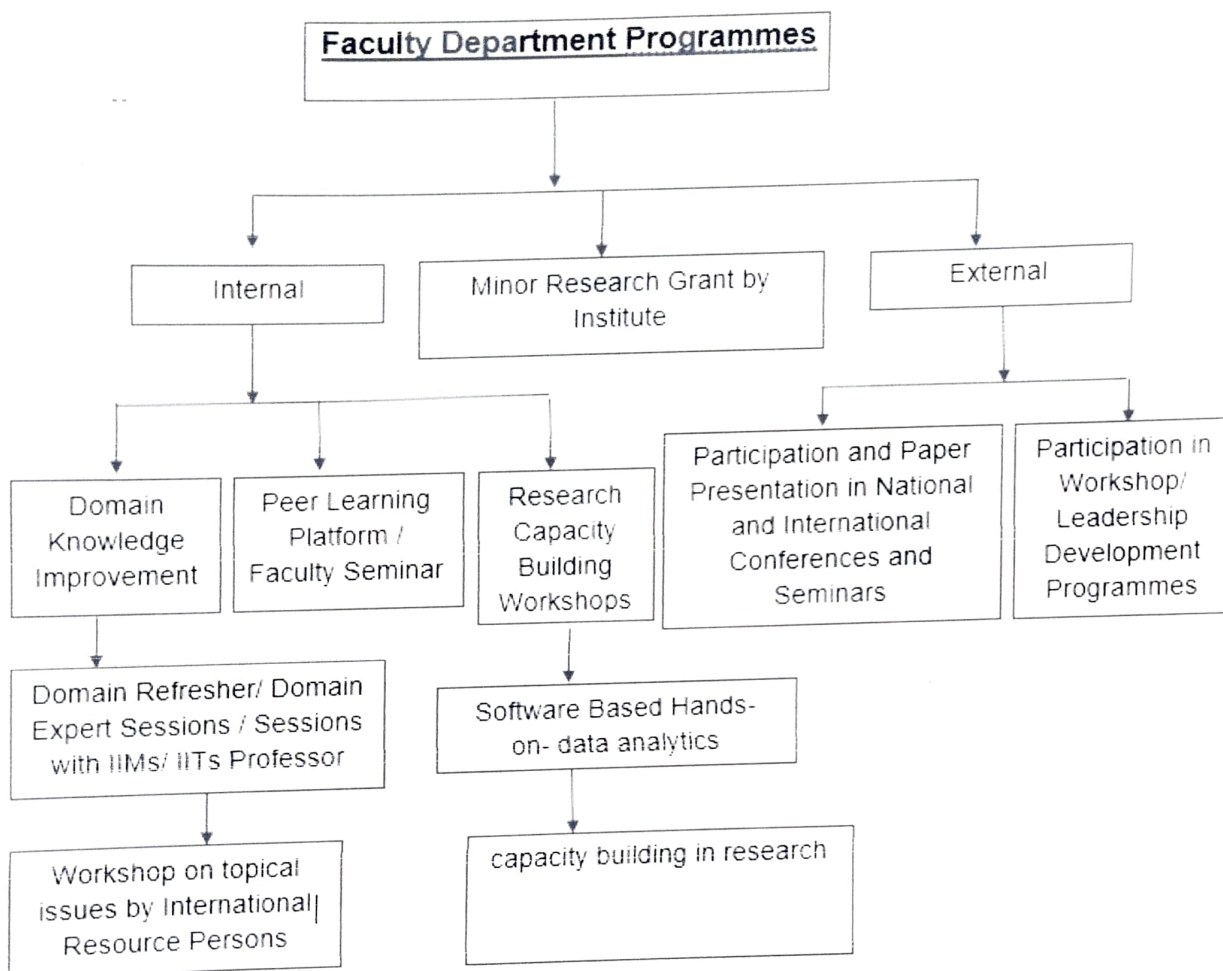
*Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow, Uttar Pradesh
(formerly Uttar Pradesh Technical University)
Approved by All India Council of Technical Education (AICTE), New Delhi*

Faculty Performance Appraisal and Development Policy

Director
KIPM-College of Management
GIDA, Gorakhpur

FACULTY DEVELOPMENT POLICY

The following Flow Diagram provides the modes of faculty development programs in the institute:



Institute is committed to the learning and development of its entire faculty. It actively supports and promotes all relevant learning and development programs recognizing that the institution can only function effectively if adequate development support is made available to both academic and non-academic staff at all levels. Faculty development policies aim to bring all these faculty development opportunities into a clear logical framework where progression may be identified, as they are also effective means of conveying the commitment to Staff development both to those inside the organization and to those who provide a way in which opportunities can be offered to all in a fair and open manner. They may also allow the organizational learning opportunities to be structured in to the organization in a clear and coherent manner. The institute has a well-designed policy right from faculty selection, their work and engagement, salary and benefits, leave rules, accountability and performance


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appraisal, career advancement, consultancy and training engagement, research incentives, and with a separate description of faculty development policies. Faculty is granted financial assistance for attending seminars and programs at all Levels. Faculty development programs are also organized internally on regular basis.

Development at its Best...

Every member of this community such as faculty, staff, and students always aspires to be at their best versions. The aim is to:

- Strive for excellence.
- Exercise the highest integrity in all aspects of work.
- Be open, flexible, realistic, and understanding.
- Demonstrate professionalism and trustworthiness as a representative of KIPM.

The above-mentioned aims are guided by five behaviors

Behaviors	Expectations
Engagement	<ul style="list-style-type: none"> ▪ Embrace responsibility for the work, learning, and all other activities ▪ Work responsibly and collaboratively
Collaboration	<ul style="list-style-type: none"> ▪ Receive constructive feedback from faculty, teaching assistants, mentors, and others
Communication	<ul style="list-style-type: none"> • Openly share expertise and experience to ensure individual and team success • Provide constructive feedback to colleagues, which include supervisors, staff, faculty, and students • Seek support when needed
Respect for others	<ul style="list-style-type: none"> • Use technology in a responsible and professional manner • Respect the unique cultures, strengths, viewpoints, and experiences of others • Show compassion empathy and tolerance
Helping others succeed	<ul style="list-style-type: none"> • Actively and respectfully participate in community discussions and activities • Reach out to others who appear to be struggling • Seek ways to contribute to the success of others


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Faculty Development Program

Faculty members in the Institute are expected to strive for excellence in all their teaching, research and leadership/service roles, and personalities and should continuously seek ways to enhance their capabilities, performance, and contributions regardless of tenure status, rank or service time. Institutes organize Faculty Development Programs to enhance the teaching skills of faculty members.

Extraordinary Leave for Research/Study

An extraordinary leave without pay for one semester or one academic year may be granted to faculty in the ranks of assistant professor, associate professor, or professor who has completed three years of full-time teaching at KIPM College. Such leaves of absence may be granted for research, study, travel, and other activities that will clearly add to the understanding of the applicant's field of knowledge.

Faculty Appraisal:

The Faculty appraisal is intended to reward faculty who exceed expectations and make exceptional contributions to the College, while also maintaining or enhancing the collaborative culture in the College. annual increment in salary, calculated based on his performance based on the details filled by faculty members on Appraisal form followed with given guidelines with appraisal form, appraisal form contains 100 marks out of which 75 marks are based on self-appraisal by faculty based on their highest qualification, Book/ Book Chapter/ Paper Published in SCI /Scopus/UGC/other referred Journal, Seminar/ Conference/Webinar/Workshop/FDP/ NPTEL Course Attended, Administrative Assignments (Dean/ HOD/Registrar/ Chief Warden/ Chief Proctor etc.), Patent Details, Ph.D. Supervised/P.G. Dissertation, External Sponsored R&D Projects/Consultancy, Member of professional Society, Result Analysis and student feedback and 25 marks based on evaluation by Dean Academics /HOD (25 Credit Points): The Dean Academics/HOD observed the faculty and scores them as per the given parameter. appraisal form issued to faculty with guidelines after the end of an academic year and on that basis they will get benefit with a salary increment.

Non-Cash Benefits- Non-Cash Benefits include Group Personal Insurance of each faculty.


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Other indirect incentives for faculty development:

The institute has devised many indirect ways to encourage faculty for self-development. Some of these are provided below:

List of incentives for faculty development at KIPM	
1.	Letter of Encouragement
2.	Letter of Improvement
3.	Career Planning and Mentoring.
4.	A conducive and free working environment, where in faculty can enjoy pursuing Excellence.
5.	Incentive for publication in category journals.
6.	Promote better performers.
7.	Freedom for consulting work.

Incentive Plans for Research Work-**Incentive for completing PhD Degree when in service**

An Increment of Rs 5000/- in salary as an incentive under this clause, ordinarily, the degree-awarding Institution will be a UGC-approved University or an Institution of national standing. In case the institution is a deemed University or a private one, a duly appointed Committee shall certify the credibility of the Institution awarding the degree. The faculty undertaking their PhD pursuit are advised to check with the Institute about the Institution they are registered under, to ascertain the credibility of such Institution. The Institute will also proactively advise the faculty on the credibility of relevant institutions. For the award, a PhD will be deemed to have been completed when a Provisional Degree/ Notification is formally issued by the Institution awarding the degree.

Incentive for Externally Funded Research

The Institute shall pay the research team an incentive equivalent to 10% of the research grants received from external funding agencies (in the case of a team, the amount shall be shared equally among team members). The timing of the disbursement of the incentive (by cheque or transfer to the bank account) will be linked to the actual receipt of research funds.


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Award for Publications of textbooks

Rs. 5,000/- if the textbook is published by an international publishers

Rs.3,000/-if the textbook is published by a national publisher

Rs.15,00/-if the textbook is published by Regional / Local publishers.

Award for Publishing a Professional Articles:

Rs. 2,000/- for International magazine/Newspaper.

Rs.100/-for National Magazine/Newspaper.

Incentive for Presenting a Paper at National/International Seminars/ Conferences:

Cash award of Rs. 2,000/- in case of a paper presented at a Seminar/Conference at an institute of repute outside India.

Cash award of Rs.1,000/- in case of a paper presented at an International Seminar/Conference at an institute of repute in India.

Development Program For Excellence In Teaching Awards

- **Best Faculty Award:** given to a faculty who nominates himself through the nomination form for best faculty awards who demonstrates these five quality:
 1. Exemplary Teaching
 2. Mentorship
 3. Research and Scholarship
 4. Service to the Institution
 5. Impact on Student Success
- **Letter of encouragement** to faculty who perform better as a motivation to encourage them.
- **Letter of improvement** to faculty who need improvement.

OTHER PERKS

- Defined promotion, career growth, and Study leave with financial support
- Air-conditioned cubicles & desktops for faculty, with wi-fi connectivity.
- Loyalty incentives for employees who stay for more than two years.
- PF& ESI coverage.
- Group Term Insurance & Accidental coverage.
- On-campus free fully furnished accommodation facility for Director, Faculty , and staff members.
- Concession for staff children in college.
- Round the clock Doctor and Ambulance facility.
- Round-the-clock generator facility in campus.


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