



## Faculty Performance Appraisal and Development System Draft

### 1. The Process

In general, faculty performance appraisal is to be done on yearly basis for all the eligible faculty and staff members. The process of faculty performance appraisal include the following :

- Issuance of notice regarding guidelines and data collection
- Submission of data by the faculty to the respective HOD
- Verification of data at HOD level and by Dean-R&D (for research related points)
- Recommendations of the HOD
- Central Level data compilation, verification and data analysis
- Recommendations of salary increment (of eligible personnel)
- Approval and Disbursement

### 2. Guidelines / Policy

At Galgotias College of Engineering and Technology, faculty performance, appraisal and development system includes following parameters :

S. No.	Criteria	Max. Marks
1	Instructional Work (Teaching Load, End Semester Result, Students' Feedback and Innovative Teaching and Learning Practices)	60
2	Administrative Responsibilities and Compliances	50
3	Activities and Events Organized	10
4	Self-development and Outreach	20
5	Research and Development (Publications; Funded Projects / Grants / IPR / Consultancy; and Interaction with outside world /Projects Undertaken / Awards / Recognitions)	120
6	HOD's Assessment (for HODs – these marks are to be provided by the Director) (Retention; HOD's perception based on overall contribution towards department; and Personal and Desirable Attributes)	40
TOTAL		300
Director's Assessment		50
Overall		350

NOTE : Marks obtained in any criteria / sub-criteria cannot exceed to its maximum marks. Each faculty member (including HODs and Deans) is requested to submit the appraisal form in due course of time with all proofs. Claim – without valid, authentic and justifiable proofs cannot be considered. Provide complete and correct information and data, and be honest while provide data and information.



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## 1 : Instruction Work (60 Marks)

### 1.1 : Teaching Load (15 Marks)

The marks of teaching load taken during a semester (irrespective of designation) will be provided as per following :

1. The courses under consideration will be all the AKTU prescribed theory and laboratory courses (except Project) and value-added courses offered by the department.
2. For any course – taught during a semester – L+T+P will be counted.
3. For secondary / tertiary faculty in the laboratory courses (all - other than primary), half load will be counted.
4. For final year courses (theory and lab; both), half load will be counted.
5. Teaching load of Yoga / NSS / Internship etc. will be counted as per AKTU prescribed LTP (for primary / coordinator – full ; for secondary / secondary : half)
6. Refer table 1.1 for award of marks under the heading of teaching load (irrespective of designation) :

Total Teaching Load in a Semester	TL # $\geq 2 < 5$	TL # $\geq 5 < 10$	TL # $\geq 10 < 15$	TL # $\geq 15$
Marks (20)	5	8	12	15

7. For computation, first course-wise marks will be computed and then, for a semester – average of all the courses during a semester will be taken. Then finally, for entire assessment period, average of all the semester values will be taken.

### 1.2 : AKTU End Semester Result (20 Marks)

The marks of AKTU End Semester Result will be provided as per following :

1. All AKTU prescribed theory courses will be considered and the award of marks will be as per following :

Pass Percent Class Average	100	<100 $\geq 95$	<95 $\geq 90$	<90 $\geq 85$	<85 $\geq 80$	<80 $\geq 75$	<75 $\geq 70$	<70
$\geq 60$	20	19	18	17	16	15	14	13
<60 $\geq 50$	18	17	16	15	14	13	12	11
<50 $\geq 40$	16	15	14	13	12	11	10	09
<40 $\geq 35$	14	13	12	11	10	09	08	07
<35	12	11	10	09	08	07	06	05

2. 10% marks (of scored) will be added (in this head only, not beyond MM) for those faculty members who are teaching theory course(s) in B Tech – I year.
3. If Pass percentage is less than 60 AND class average is less than 30 (both the conditions are satisfied); zero points will be provided.
4. For computation, first course-wise marks will be computed and then, for a semester – average of all the courses during a semester will be taken. Then finally, for entire assessment period, average of all the semester values will be taken.

### 1.3 : Students Feedback on Teaching and Learning (15 Marks)

The marks of Students' Feedback on Teaching and Learning will be provided as per following :

1. The courses under consideration will be all those courses which are studied by the students (including AKTU prescribed courses and Value-added courses)
2. For a course, feedback value of turn-1 and turn-2 will be added (Out of 5+5 = 10 points)

Students' Feedback on T&L (for a course - Sum of Turn-1 and Turn-2 feedback ; Scale 5+5 =10)	Feedback Value <7	Feedback Value $\geq 7 < 8$	Feedback Value $\geq 8 < 9$	Feedback Value $\geq 9 < 9.5$	Feedback Value $\geq 9.5$
Marks (15)	06	09	11	13	15



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- For computation, first course-wise marks will be computed and then, for a semester – average of all the courses during a semester will be taken. Then finally, for entire assessment period, average of all the semester values will be taken.

## 1.4 : Innovative Teaching and Learning Practice (10 Marks)

The marks of Innovative Teaching and Learning Practice will be provided as per following :

- The courses under consideration will be all the courses studied by the student (AKTU courses and Value-added).
- Per activity, 5 marks will be awarded – subject to verification of documents and applicability / suitability / relevance etc.
- During a semester, maximum of 10 marks can be awarded.
- For computation, first course-wise marks will be computed and then, for a semester – average of all the courses during a semester will be taken. Then finally, for entire assessment period, average of all the semester values will be taken.

## 2 : Administrative Responsibilities and Compliances (50 Marks)

### 2.1 : Administrative Works (Contribution to Departmental Activities) # MM = 40 Marks

The details are as per following :

S. No.	Responsibility Name	Marks as Convener / Coordinator or I/c (Per Semester)	Marks as Member (Per Semester)	Max. Additional member at dept. level
1	Time-table	10	5	One
2	Class-coordinator	5	X	One per class
3	Course Coordinator	5	X	One per course
4	ERP / LMS Coordinator	5	3	One
5	Mentor-Mentee Coordinator	5	3	One
6	Attendance Coordinator	5	3	One
7	Marks coordinator	5	3	One
8	Result Coordinator	5	3	One
9	Website and Social Media Coordinator	5	3	One
10	NBA / NAAC Coordinator of Dept	8	5	One
11	NBA / NAAC Criteria Coordinator	5	3	One
12	NIRF Coordinator of Department	5	3	One
13	Project Coordinator	5	3	One
14	Value-added / NPTEL / MOOCs Coordinator	5	3	One
15	Activities and Events Coordinator	5	3	One
16	Training and Placement Coordinator	5	3	One
17	Any other committee / cell / work at department level (other than deemed / applicable / regular works of the faculty) - Notified and Approved by the Director	5	3	One

NOTE : In case of B Tech – I Year, 2-3 more members can be added – considering the volume of work / students' strength. For computation of marks, first – the marks of a semester (separately for all semesters of assessment period) will be compiled (that cannot be more than MM) and then, for entire assessment period - average of semester-wise marks obtained will be taken.



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## 2.2 : Administrative Works (Contribution to Institute-level Activities) # MM = 40 Marks

The details are as per following :

S. No.	Responsibility Name	Marks as Convener / Coordinator or I/c (Per Semester)	Marks as Member (Per Semester)	Remarks, if any
1	Deans, Controller of Examination	30	X	
2	HODs	40	x	
3	Deputy HOD	30	X	
4	Professor In-charge Hostel / Library; Centre of Excellence (Institute level (conduct of activity is mandatory)	15	X	For COE: Conduct of activity is mandatory
5	Centre of Excellence (of any dept), Central Facility or Lab (offered at institute level)	15	5	
6	Convener of institute level committee / cell; LMS Coordinator, ERP Coordinator	10	5	Conduct of concerned work is mandatory
7	Any other – as applicable / notified / approved by the Director	10	5	

NOTE : For computation of marks, firstly - marks of a semester (separately for all semesters of assessment period) will be compiled (that cannot be more than MM) and then, for entire assessment period - average of semester-wise marks obtained will be taken.

## 3 : Activities and Events Organized (10 Marks)

The award of marks for conduct of activities and events will be per semester basis (MM = 10). Refer the following table for details of award of marks (per semester) :

S. No.	Activity / Event	Max. Marks to be Awarded (out of 10, per Semester)		
		Coordinator	Co-coordinator	Organizing Team Member
1	Guest Lecture / Alumni Talk / Industrial Visit	3	2	1
2	FDP / MDP / EDP / SDP / STTP etc. organized (Not less than 3 days)	4	3	2
3	FDP / MDP / EDP / SDP / STTP etc. organized (not less than 5 days)	5	4	3
4	Conference Organized	7	5	3
5	Institute Level activity organized like Sports Fest etc.	10	7	5

NOTE : For computation of marks, firstly - marks obtained in a semester (for all three semester, separately) will be counted and then average of "marks obtained in all the three semesters separately" will be taken.



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## 4 : Self-development and Outreach (30 marks)

Marks under this head (for one entire academic session) will be provided as per following :

S. No.	Description	Marks per Semester	MM	Upper Cap / MM
1	Self-learning (MOOCS ; NPTEL ; UGC / AICTE / Any Government Institute / Esteemed Industry like Wipro / TCS - Approved Courses etc.) # No. of courses completed during the session (for computation of credit - reference of NPTEL courses - duration / credit - is to be taken)	<4 Credits	5	15
		≥ 4 < 6 Credits	10	
		≥ 6 Credits	15	
2	FDP / MDP / EDP / STTP etc. attended (All Types) # Within the Institute	< 3 days	3	15
		≥3 to <5 days	5	
		≥5 days	8	
	FDP / MDP / EDP / STTP etc. attended (All Types) # Outside the Institute	< 3 days	5	
		≥3 to <5 days	10	
		≥5 days	15	

## 5: Research and Development (120 Marks)

To make the eligibility for appraisal, minimum marks to be obtained in the entire criteria 5 are 25. Any faculty member - failing to score 25 or less marks in Criteria - 5, may not be eligible for appraisal.

### 5.1 Research Paper and Book Publications (80 Marks)

Refer to the following table for award of marks under Publications (Research Papers and Books)

Research Paper Publication		Paper with <5 Citations	Paper with ≥5 <10 Citations	Paper with ≥10 Citations	Max. Marks
1	SCI / SSCI / SCIE	15	20	25	80
2	SCOPUS/ESCI Journal	12	15	20	
3	Scopus Conference	10	12	15	
4	UGC Journal	8	10	12	
5	Non-scopus Journals and Conferences	4	6	8	
Book Publication		International Publisher	National Publisher		
6	Author	20	10		
7	Editor	15	10		
8	Article / Chapters in Book	10	5		

### 5.2 Funded Projects, Grants, Consultancy and IPR (80 Marks)

Refer to the following table for award of marks under Sponsored Projects / Funded Projects / Grants / IPR / Consultancy etc. :

S. No.	Description of	Basis of Calculation			Max. Marks
5.2	Sponsored Projects / Consultancy	Amount	PI - Marks	Co-PI Marks	80
		>10 Lac	25 Marks	20 Marks	
		>5 Lac ≤10 Lac	20 Marks	15 Marks	
		1-5 Lac	15 Marks	10 Marks	
		Up to 1 Lac	8 Marks	5 Marks	



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S. No.	Description of	Basis of Calculation	Max. Marks
	Technology Transfer / Patents / Copy right, Product development	20 Marks for each IPR Granted, 15 Marks for each Filed / Published 20 Marks for each commercial Product Developed	

**NOTE : Marks obtained in 5.1 and 5.2 will be added with an upper cap of 80.**

### 5.3 Interaction with Outside World / Extended Academic Practices / Projects Undertaken (30 Marks)

Refer the following table to awards the marks under “Interaction with outside world / Extended academic practices / Projects undertaken” :

S. No.	Description	Max. Marks (per activity / event)	Upper Limit
1	Participation as Session Chair / Speaker outside the College (Offline)	10 Marks	20
	Participation as Session Chair / Speaker outside the College (Online)	8 Marks	
	Chief Editor/Guest Editor/Editor/Associate Editor	10 Marks	
	Member of any Editorial or Advisory boards/ Reviewers of SCEI/SCEI/SSCI/Scoups /ABDC (Q1-Q4) Journals	8 Marks	
	Reviewers of National/International Conference	6 Marks	
2	MOUs Done (at least one activity – out of the mentioned activities in MOU – is to be conducted)	10 Marks	20
	Projects Supervised (B Tech / MBA / MCA) – without any outcome (per Project)	5 Marks	
	Projects Supervised (B Tech / MBA / MCA) – with one Non - SCOPUS Conference Paper (per Project)	7 Marks	
	Projects Supervised (B Tech / MBA / MCA) – with one SCI / SCOPUS Paper (per Project)	10 Marks	
	PhD Supervising (Per Year/Per Candidate)	5 Marks	
	PhD Awarded (under supervision, as Supervisor, per candidate)	10 Marks	
	PhD Awarded (under supervision, as Co-Supervisor, per candidate)	8 Marks	
3	Awards / Recognition (Government) at District / Zonal / State Level	5 Marks per award	20
	Awards / Recognition (Government) at National Level	15 Marks per award	
	Awards / Recognition (Government) at International Level	15 Marks per award	

**NOTE : Faculty can get marks on the basis of all the three points of 5.3 (with upper cap of 40 Marks).**

### 6 : HODS Recommendation (40 Marks)

The marks will be provided on the basis of the following (for entire assessment period)

#### 6.1 Retention (10 Marks)

Refer the following criteria for award of these marks :

Service Length	< 2 years	≥ 2 < 5 Years	≥ 5 < 10 Years	≥ 10 Years
Marks	4	6	8	10



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## 6.2 HOD's perception based on overall contribution towards department (10 Marks)

This is the subjective assessment – to be made by respective HOD without biasing / motivation, keeping the overall contribution of the faculty towards either department or to the institutions.

## 6.3 Personal and Desirable Attributes – to be assessed by HOD (20 Marks)

Refer following table :

S. No.	Personal and Desirable Attributes	Max. Marks
1	Initiative and drive: Ability to work without constant supervision	4
2	Responsibility: Understand duties, accepts responsibilities readily	4
3	Discipline, Punctuality and availability for students during working hours	4
4	Team spirit, Leadership quality, Empathy, Integrity and Trustworthiness	4
5	Positive Thinking, Optimism, Maturity, concern for others and Temperament	4
	<b>Total</b>	<b>20</b>

## 7 : Director's Recommendation (50 Marks)

The marks (out of 50) will be provided by the Director on the basis of his / her subjective analysis. However, the consideration may include :

- Usefulness of employee for the institution
- Work-compliances (assigned and self-identified)
- Discipline and faithfulness to the institution
- Supportive to the institution
- Obedience of institute rules and policies etc.
- Any other

## 3. Appraisal of Staff Members

The appraisal of staff members is to be done on the basis of data collection and recommendations of respective HOD that are based on his / her analysis – referring to the following points :

- Usefulness of employee for the laboratory and department
- Work-compliances (assigned and self-identified)
- Discipline and faithfulness to the Lab Work and department
- Supportive to the department
- Obedience of institute rules and policies etc.
- Any other

(Dr. Brijesh Singh)  
Director (Officiating)

### Copy for information and necessary action to :

- Hon'ble Chairman and CEO sir
- All the Deans and HODs, COE
- IQAC, Registrar, ERP, Accounts, Library