

Performance Incentive and Promotion Policy

Definitions: (For Faculty Members)

❖ Experience:

“Experience”, means the “teaching experience” in AICTE approved engineering institutes/institutions or in UGC recognized institutes. The “experience” gained by working in Companies/Industries may also be considered partially/fully by the Management Committee of CIT, in exceptional cases, depending upon the “quality” and “relevance” (to teaching) of the experience, “nature” of the job, designation/post held and the reputation of the company/industry at National/International level.

❖ Performance Incentive:

(I) Marks for faculty academic progress: (50 marks)

The components of the academic progress are student feedback on faculty, Experiments conducted in laboratories and percentage of pass in university examination.

❖ Student feedback on faculty: (20 marks)

The faculty member will be assessed by the students for various academic performance factors like explanation of the subject, punctuality maintenance, maintenance of discipline, voice of the faculty, coverage of syllabus and communication skills.

Then the faculty will be rated for 20 marks. When the average percentage of feedback is above 80% (Excellent) category he/she will be rated with 20 marks.

If it lies in between 70% - 80% (Very Good) category he/she will be rated with 18 marks, similarly If it lies in between 60% - 70% (Good) category he/she will be rated with 15 marks, likewise If it lies in between 50%-60% (Satisfactory) category he/she will be rated with 10 marks and if it lies below 50% (Poor) category he/she will be rated with 0 marks.

If any faculty member who gets less than 60% feedback in three consecutive semesters his/her case will be put before the board of academics and as per the recommendations of it, the GB could take a decision regarding his/her services.

Here the average percentage of feedback means “The sum of % of feedback obtained in all the subjects handled in both the semesters / total no. of subjects handled in both the semesters.

❖ **Laboratories: (10 marks)**

The faculty member will be assessed under this category based on the number of experiments completed against prescribed, as well as additional experiments conducted in the laboratory and feedback during the academic year.

If a faculty member conducts only the prescribed number of experiments as found in curriculum (100% category) he/she will be given 7 marks out of 7 marks. Further if any faculty member conducts at least two additional experiments in addition to the prescribed experiments he/she will be awarded with additional 1 mark. 2 marks will be given to laboratory feedback. Further if any faculty member fails to conduct at least the prescribed experiments he/she will be given 5 marks against 7.

❖ **Subject pass % at university level examination: (20 marks)**

If a faculty member gets 100% average pass percentage in the subjects handled by him/her in both the semesters then he will secure 20 marks out of 20(Max. marks). Similarly he/she gets 18,15,12,10,8 and 0 marks against the average pass percentages 90%-99%, 80%-89%, 75%-79%, 60%-74%, 50%-59% & less than 50% respectively.

(II) (a) Innovative methods: (3 marks)

The marks will be allotted based on the information provided in the course file. The instructional methodology consisted of (a) developing a series of written case studies to meet these objectives in conjunction with industry partners; (b) providing competency material on related engineering, design, decision -making, ethics, and business topics; (c) enhancing the written case studies by multimedia supplements; (d) developing a monograph that included all the case studies and competency materials; (e) administering the case studies in an engineering classroom; and (f) evaluating the effectiveness of the case studies in achieving the goals and objectives of the course. The appropriate type of instruction adaption is at the discretion of the subject expert.

(b) Extra coaching arranged: (6 marks)

If any faculty member takes initiation to teach more intensified manner the contents within the syllabus or beyond the syllabus by taking extra time he/she will be rated for 2 marks. The documents in proof of this activity should be kept in the course-file. Even the faculty members take any extra time to propel the students academically could be considered for rating. Extra classes for slow learners will be rated for 2 marks. Special coaching given for supplementary students will be rated for 2 marks.

**(III) List of seminars/Workshops attended/organized during this Academic Year:
(2 marks for each activity):**

The faculty member will be assessed based on the number of seminars/Workshops attended/organized during the Academic Year. He/She will be given two marks for each programme.

(IV) List of papers/Articles published/presented during the year:

(Each publication 5 marks):

The faculty member will be assessed based on the number of papers/Articles/books published/presented during the year. This is subjected to the submission of necessary proofs.

(V) List of R & D projects / Consultancy work: (Each 10 marks):

The faculty member will be assessed based on the number of R & D projects / Consultancy works done.

(VI) M.Tech. projects guided / B.Tech. students publications: (each 2 marks):

The faculty member will be assessed based on the number of M.Tech. projects guided or / and publications of B.Tech. Students during that academic year.

(VII) Ph.D Thesis guided: (each 10 marks) :

The faculty member will be assessed based on the number of Ph.D Thesis guided during that academic year.

(Note: For points II – VII the maximum marks are limited to 40.)

(VIII) Appraisal by HOD: (5 marks) :

Faculty member will be rated by the respective department Head based on the contribution in non - academic works at department level /institutional level/any other organization. Also the appreciation/awards/recognition earned/ disciplinary actions faced/proficiency with rules, regulations, management system could be taken into consideration in addition to their leaves availed.

(IX) Appraisal by the Principal: (5 marks) :

Faculty member will be rated by the principal based on the overall contribution in non - academic works at institutional level / any other organization. Also the appreciation / awards /recognition earned / disciplinary actions faced / proficiency with rules ,regulations, management system could be taken into consideration in addition to their leaves availed.

Consolidation of appraisal- Points earned:

Students feedback, lab performance and results.(50)

Other activities (40)

HOD(5)

PRINCIPAL(5)

TOTAL(100)

- ❖ Score is greater than 90%, additional increment may be given.
- ❖ Score is 60% - 89%, normal increment may be given.
- ❖ Score is 50% - 59%, Proper counselling may be given and the decision of giving increment will be with the Principal / Management.
- ❖ If less than 50%, Proper counselling may be given and no increment.

Promotions:

(a) Open Selection:

AICTE norms, as applicable from time to time, shall be followed for open selection.

(b) If he/she deserves promotion based on their experience and extra-ordinary performance or the skills which are useful to fill the gap between Industry and Institute where GB approval is must.

(c) Professor of Eminence post may be filled as per AICTE norms.