

Appraisal Policy for Teaching Faculties and Technical Staff
(Revision 2023)
With Effect from AY: 2023-24

The Appraisal Policy for teaching faculties and technical staff is revised with effect from A.Y. 2023-24 and it would be based on Performance Based Appraisal System (PBAS) as below

- a. PART-A: parameters based on AICTE 360 degree guidelines
- b. PART-B: parameters essential for institutional development.

Objectives of the appraisal system are:

1. To set a framework and clear guidelines for performance appraisal.
2. To assess the faculties on the basis of Contribution made towards the growth and development of the institute
3. Efforts made by faculties and technical staff for improving teaching and learning process and hence accomplishment of Institution’s goals
4. To identify competency gaps of faculties in academics and suggest areas of improvement.

(I) Appraisal Parameters for Teaching Faculty

The parameters for appraisal for teaching faculties would be categorized as below:

PART A - Parameters based on the guidelines of AICTE 360 degree (100 points)

- Teaching Learning process - 25 points
- Students’ Feedback - 25 points
- Departmental activities - 20 points
- Institute level activities -10 points
- Professional Development- 5 points
- Contribution to society - 5 points
- ACR (Annual Confidential Report) - 10 points

PART B - Parameters essential for development of the institution (2000 points)

- Teaching - Learning process including adoption of OBE methodologies - 1230 points
- Research and development activities - 290 points
- Industry liasoning - 135 points
- Student support (including mentoring) - 95 points
- Contribution in institutional development - 250 points

Appropriate deduction of points will be done for negative observations at administrative level.

II. Appraisal Parameters for Technical Staff (100 points)

Performance appraisal system for Technical Staff will be based on following parameters:

- Lab Practical Conduction - 20 points
- Lab and Maintenance Activities - 25 points
- Department Activities - 20 points
- Institute Level Activities - 20 points
- ACR (Annual Confidential Report) - 10 points
- Contribution to society - 5 points

Appropriate deduction of points will be done for negative observations at administrative level.

III. Operating procedures and outcomes

- The appraisal procedure would be conducted every academic year.
- Two appraisal forms (for Part A and Part B) would be shared in semester I.
- With the conclusion semester II, faculties and staff would submit the appraisal forms along with self-assessment points and related supporting documents to the respective HODs.
- At the institute level an interdepartmental committee will be constituted. The members of the interdepartmental committee will carry out one-to-one interactions with the faculties and staff. Based on this interaction and evidences available, the self appraisal points will be verified and corrected by this committee.
- Further interactions with faculties and staff would be carried out by the HOD and Principal.
- During the interaction of faculty and staff with the HOD and the Principal, the self-appraisal points and points corrected by the interdepartmental committee will be further verified and finalized.
- HOD and the Principal may reject the claimed points if satisfactory explanation / evidence are not available.

IV. Outcome of Assessment

Based on the points scored by the faculties in all parameters, grade of the faculty will be calculated as below -

| Sr. | Grade | Points range Part A | Points range Part B |
|------------|--------------|----------------------------|----------------------------|
| 1 | Grade A | 90 - 100 | 1500 and above |
| 2 | Grade B | 75 - 89 | 1250 - 1499 |
| 3 | Grade C | 60 - 74 | 1000 - 1249 |
| 4 | Grade D | Less than 60 | Less than 1000 |

For Teaching Faculties, final grade will be calculated based on the points scored in Part A as well as part B, while for Technical Staff, grade will be calculated based on the points scored in Part A as illustrated in the next table on Page 3.

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V. Calculation of final Grade

The final grade will be calculated as per the following guidelines. For teaching faculties grade obtained in Part A and Part B both will be considered while for Technical Staff grade calculated in Part A will be considered.

| Sr. | Grade in Part B | Grade in Part A | Final Grade |
|------------|------------------------|------------------------|--------------------|
| 1 | A | A | A |
| 2 | A | B | A |
| 3 | A | C | B |
| 4 | A | D | B |
| 5 | B | A | B |
| 6 | B | B | B |
| 7 | B | C | B |
| 8 | B | D | C |
| 9 | C | A | B |
| 10 | C | B | B |
| 11 | C | C | C |
| 12 | C | D | D |
| 13 | D | A | C |
| 14 | D | B | C |
| 15 | D | C | D |
| 16 | D | D | D |

Implications / corrective actions

1. HOD and the Principal will carry out an one-to-one interaction with the faculty and staff to discuss the performance of the faculty and staff.
2. It is the expectation of the institute that faculty / staff should be securing grade A or B.
3. Wherever necessary, counseling will be done for improvement in the performance.
4. However, if any faculty is in grade C or D he / she has improved upon the parameters of lagging in the next Academic Year.
5. This appraisal is one of the major factors for further appreciation and promotion.
6. Wherever necessary, the management may interact with faculty / staff and suggest ways for improving their performance.
7. Punitive action may be recommended to the management as per the case may be.

The adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the HOD / Principal / Management with a view to making improvement in working, by the person concerned, if the report is adverse.

This appraisal policy is finalized by all Heads of the Department and Deans in consultation with the Principal and it will be implemented w.e.f. AY 2023-24.

Dean Administration
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Principal
MMIT, Lohgaon, Pune