



Policy Document

Appraisal System for Teaching and Non-Teaching Staff

Background

The policy document is designed by HODs of all departments in consultation with Principal. It is discussed with teaching and non-teaching staff in department meetings. The inputs and suggestions are taken into account for designing policy. The policy document is approved in the meeting of HODs, Principal and members of Campus Coordination Committee on 27.02.2014. This appraisal system will be effective from the academic year 2013-14.

Purpose of Appraisal System

This policy sets out the framework for a clear and consistent assessment of the overall performance of teaching and non-teaching staff for supporting their development within the context of the institution plans. The broad purpose of appraisal is to help them for their professional growth and development.

The staff appraisal is evaluation of their performance on measurable parameters. This appraisal is done of the vital parameter for future appreciations. Appraisal will be based on evaluation parameters of both semesters for an Academic Year. Benchmark for feedback is defined clearly. The staff will be made aware of benchmark well before the commencement of the academic year.

I. Policy for Appraisal of Teaching Faculty

The Faculty appraisal is to be carried out on three parameters:

Sr.	Parameter	Weightage
1	Student's Feedback about the classroom teaching	30
2	Result of University Examinations of the subjects taught by the faculty	30
3	Self evaluation followed by assessment by HOD and Principal	40
	Total Points	100

Parameter-1: Student's Feedback (30 Points)

In each semester, student feedback is taken on Moodle (online System) for all subjects teaching faculty. Students are informed about the questionnaire before start of the feedback. The parameter of student feedback will carry 30 points in appraisal system.

Student's Feedback will be on following points:



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Sr.	Criteria
1	Audibility of teacher's voice in classroom
2	Handwriting of teacher
3	Regularity and punctuality of teacher in classroom
4	Confidence and preparedness of teacher
5	Content delivery
6	Teaching speed
7	Participative and interactive teaching
8	Exam preparation
9	Availability of teaching material
10	Inspiration / motivation / support
11	Overall impression of teacher
12	Comments / suggestion about teacher

The student's feedback will be based on 100 point scale and feedback grade of faculty will be as per following:

Sr.	Student's Feedback Points	Feedback Grade of Faculty	Conclusion
1	85 – 100	A	Feedback is Good
2	70 – 85	B	Feedback is Satisfactory
3	< 70	C	Needs improvement

Parameter-2: University Exam Results (30 points)

Every semester, after the declaration of University results, the result analysis is carried out. In the appraisal system, a weightage of 30 points is assigned to the parameter of University results of the subject's faculty have taught. The benchmarks for results are decided after careful analysis of the trends of results. Following facts are taken into account while relating students' results with faculty appraisal:

- a) For first year, more efforts are required at entry. As student goes to higher classes from SE to BE, his understanding and maturity level goes on increasing and subsequently his performance improves.
- b) Adaptability to engineering subjects and hence exam results goes on increasing from first year to final year.
- c) The results of subjects vary as per the difficulty level of subject. Thus, highest result of difficult subject and lowest result of easy subject are taken into account.



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Sr.	Student’s Results (In Percentage)				Result Grade of Faculty
	FE	SE	TE	BE	
1	70 – 100	75 – 100	80 – 100	90 – 100	A
2	50 – 70	55 – 75	60 – 80	75 – 90	B
3	< 50	< 55	< 60	< 75	C

Parameter-3: Appraisal by HoD and Principal (40 points)

Faculty will be given a self-appraisal form [Appendix- II]. As per the schedule decided by Principal and HoDs, personal interaction will be carried out with faculty. Appraisal of faculty will be done on the basis of following parameters:

- Effective execution of lesson plan (theory and practical)
- Availability of teaching material to students
- Guidance and support to students
- Personal development
- Research and development activities
- Contribution in co-curricular and extra-curricular activities
- Contribution and initiative for development of department and college
- Involvement in University related assignments, etc. .

Sr.	Appraisal by HOD & Principal	Appraisal Grade of Faculty
1	35 – 40	A
2	30 – 35	B
3	< 30	C

Calculation of final grade and conclusion

For deciding the final grade of the faculty, grades of three parameters i.e. student’s feedback, student’s result and appraisal by HOD and Principal will be taken into consideration. The grade in each parameter is converted to a number by taking value of A = 100, B=90, C=80 final calculations are performed as the following table:

Sr.	Grade of Faculty	Conclusion / Remark	Remedial action
1	A	Excellent	Not required. However, faculty will be encouraged to maintain the performance.
2	B	Appreciable	Not required. Faculty will be encouraged for further improvement if required.
3	C	Below expectations	Improvement is required in WEAK parameters. Motivation and support will be given for improvement.
4	D	Poor	Improvement is required in ALL parameters. Motivation and support will be given for improvement.



II. Policy for Appraisal of Technical Staff (Technical / Laboratory Assistant)

Student’s Feedback

In each semester, student feedback is taken on Moddle (online System) for all lab engagement staff is involved. Students are informed about the questionnaire before start of the feedback.

HOD and Principal Appraisal

Technical staff will be given a self-appraisal form. As per the schedule decided by Principal and HoDs, personal interaction will be carried out with staff. After evaluating all parameters, the remark will be given by Principal in consultation with HOD.

Appraisal of technical staff will be done on the basis of following parameters:

- Planning and management of practicals / lab-sessions
- Lab maintenance
- Regularity and punctuality
- Assisting students in performing practical/lab-sessions
- Personal development
- Contribution in co-curricular and extra-curricular activities
- Contribution and initiative for development of department and college

Conclusion of appraisal

Student’s feedback, appraisal by HOD and Principal will be taken into consideration for final conclusion as per following table

Sr.	Observations, conclusion	Remedial action
1	Excellent	Not required. However, staff will be encouraged to maintain the performance.
2	Appreciable	Not required. staff will be encouraged for further improvement if required.
3	Below expectations	Need improvement in weaker areas. Motivation and support will be given for improvement.
4	Poor	Need overall improvement. Motivation and support will be given for improvement.



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III. Policy for Non-Teaching Staff

The appraisal of Non-Teaching staff will be done on following parameters:

- a. Job knowledge and skills
 - Understanding the job responsibility
 - Knowledge and skills necessary to perform the job effectively
 - Ability to deal with critical issues and solving them in timely manner
 - Willingness to learn new skills, methods, processes
 - Multitasking abilities
- b. Regularity and punctuality
- c. Quality of students service
- d. Interpersonal skills, cooperation and collaboration
- e. Planning, organization and achievement of goals
- f. Problem analysis and decision making
- g. Documentation
- h. Leadership and teamwork
- i. Overall evaluation

Principal will carry out a personal interaction with library and office staff. After evaluating all parameters, the remark will be given by Principal.

Sr.	Observations, conclusion	Remedial action
1	Excellent	Not required. However, staff will be encouraged to maintain the performance.
2	Appreciable	Not required. Staff will be encouraged for further improvement if required.
3	Below expectations	Need improvement in weaker areas. Motivation and support will be given for improvement.
4	Poor	Need overall improvement. Motivation and support will be given for improvement.

Principal
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Annexure-II
Calculation of Grades for Teaching Faculty

Sr.	Result Grade	Feedback Grade	Appraisal Grade	Overall Points	Final Grade
1	A	A	A	100.00	A
2	A	A	B	96.67	A
3	A	B	A	96.67	A
4	B	A	A	96.67	A
5	A	A	C	93.33	B
6	A	B	B	93.33	B
7	A	C	A	93.33	B
8	B	A	B	93.33	B
9	B	B	A	93.33	B
10	C	A	A	93.33	B
11	A	B	C	90.00	B
12	A	C	B	90.00	B
13	B	A	C	90.00	B
14	B	B	B	90.00	B
15	B	C	A	90.00	B
16	C	A	B	90.00	B
17	C	B	A	90.00	B
18	A	C	C	86.67	C
19	B	B	C	86.67	C
20	B	C	B	86.67	C
21	C	A	C	86.67	C
22	C	B	B	86.67	C
23	C	C	A	86.67	C
24	B	C	C	83.33	D
25	C	B	C	83.33	D
26	C	C	B	83.33	D
27	C	C	C	80.00	D