



Date: 17-03-2021

**Subject: Guidelines on Performance Appraisal and Development System for the faculty
of S.B. Jain Institute of Technology, Management, and Research, Nagpur.**

Objective:

- The prime objective of the system is to guide the faculty for their holistic development and to appreciate their achievements so as to strengthen their personal in the rent strength, aptitudes, attitude, creativity, skills, and aspiration.
- It is a tool to enable the teachers to know their weak and strong areas and to motivate them to shoulder higher responsibilities to meet present day challenges of the job.
- The format is objective, participative, and transparent, data based, and serves to quantify tangible and intangible factors to cover the role of a teacher in and beyond classrooms and laboratories.
- This format supersedes all other formats used earlier.

Period of Performance Appraisal:

- The Performance Appraisal is exclusively for current year.
- The period of Performance Appraisal shall be from 1st July to 30th June every year.
- Last date for submission of hard copy shall be 15th July or as specified by HoD.

General Instructions for Faculty:

- This self-explanatory format is applicable to the teaching faculty other than HoDs, Deans, CoE, and TPO.
- The self-assessment shall be done by the faculty from SN 01 to SN 22. However, it is subjected to during verification process.
- Faculty may use standard abbreviations because of the limitation of the space. For e.g. International □I/N, CO, PO, PSO, SDP, STTP, FDP, IPR, ISBN, ISSN, UGC, AICTE, IP, I/C.
- If the space is limited for the description, faculty may use smaller font.
- All entries related to SN 23 and 24 are strictly meant for HoD and Principal respectively.
- Faculty shall submit hard copy to HoD duly filled in and signed in the first week of July.

HoD level process:

- HoD shall constitute a committee comprising of two senior faculty.
- The committee shall personally invite the individual faculty to discuss the self-assessment advising them to attend with documentary evidences.
- Committee shall verify the correctness of the information with documentary evidences produced by the faculty.
- If Committee is not satisfied with the documentary evidences, it will have powers to make changes in the score and take signature of the faculty. Committee shall use blue ink.
- HoD shall assess SN 23 and work out score.
- HoD shall make total of valid scores from SN 01 to 23.
- After completing the evaluation fall faculty, a bunch of hard copies wrapped in a bundle should be sent to the Principal in confidential cover.



Office of the Principal:

- On receiving the appraisals from all HoDs, SN 24 will be evaluated (T2). T1+T2 shall indicate score secured by the faculty.
- Standard deviation will be derived. Normal Distribution Curve will be studied and grades will be allotted as below:

Range		
A	B	C
$>m*\sigma$	$m*\sigma$ to $-m*\sigma$	$-<m*\sigma$

- Presently, only three grades will be selected as A, Band C and first two rankers shall be Awarded with 'A +' grade.
- Key in dictators and grading system may be changed after taking are view in due course.
- Grade along with remarks will be communicated to individual faculty after Management's Approval.

Principal, SBJITMR

Principal ***

**S. B. Jain Institute of Technology,
Management & Research,
Nagpur.**