



Gnanamani College of Technology

(AUTONOMOUS)

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GCTPD#06

POLICY ON PERFORMANCE APPRAISAL

The Management evaluates performance of the faculty appraisal based on teaching, research, teamwork, organization of co-curricular and extracurricular activities, and research publications. The appraisal system is designed to motivate staff to excel and put forth their best efforts. Staff retention is a primary strength of the institution. As a standard practice, the institution evaluates the performance of faculty members through a structured appraisal system.

Appraisal and Promotion Guidelines

- **Merit-Cum-Seniority:** All promotions shall be considered on the basis of merit and seniority
- **Disciplinary Standing:** Eligibility for promotion is subject to the condition that no disciplinary action has been taken against the candidate
- **Pay Scales:** Promoted staff shall be placed in the Scale of Pay applicable to their new category
- **Annual Increments:** Staff members become eligible for annual increments at the end of 12 months of service, based on the results of their performance appraisal

Evaluation Criteria for Teaching and Non-Teaching Staff

Performance is evaluated based on the following four pillars:

1. Academic Contribution

This section reflects the academic performance of students in subjects handled by the faculty. Key metrics include:

- End Semester exam results and class average grades
- Higher Grades achieved by students
- Student feedback and performance in Professional activities or project coordination

2. Research Contribution

This includes the publication of research work, patents and specifically the conversion of UG/PG projects into papers. It also covers:

- Consultancy and Institute-Industry interactions
- Submission of research proposals and the receipt of external grants
- Revenue generation through industrial consultancy
- Guiding Ph.D. scholars and serving as a Doctoral Committee members

3. Professional Upgradation

This evaluates the faculty's engagement with the broader academic community, including:

- Interactions with reputed institutions
- Collaboration with national research laboratories and industries
- Serving as a reviewer for reviewed journals
- Invitations to deliver guest lectures and receiving formal recognition from reputed organizations

4. Administrative Responsibilities

This covers contributions to the institutional ecosystem, such as:

- Roles in various academic and administrative activities
- Involvement in professional bodies, clubs, and forums
- Specific tasks assigned by the Principal or Head of the Department (HoD)

Expected Outcomes of the Assessment Mechanism

This assessment mechanism ensures that teaching staff gain a clear understanding:

- Individual teaching styles and abilities through feedback from peers and students.
- Improvement in teaching resources and instructional methodologies.

PRINCIPAL