Faculty of Engineering
Department of Computer Science and Engineering
Faculty Appraisal Policy

6. Faculty/Staff Evaluation and Appraisal

6.1 Faculty Evaluation and Appraisal

Faculty evaluation and appraisal in CHRIST (Deemed to be University) follows a circular model of evaluation consisting of:
a) Faculty evaluation by students.
b) Peer evaluation by other faculty members of the department
c) Faculty Self-Appraisal.
d) Faculty Appraisal by HOD, (Dean in the case of HOD).
e) Appraisal review by the Faculty, HOD and the Dean (where the faculty is HOD joint appraisal (review) will be with Dean and the Vice Chancellor).
f) Performance Appraisal score card (based on the appraisal review).

The evaluation and appraisal questions are available in KP, under regulations.

6.2 Faculty evaluation by students

a) The evaluation is to be conducted once every semester.
b) Online evaluation will be administered by the IT department.
c) The Personnel Officer will monitor the evaluation process at all stages
d) Confidentiality is to be maintained at all points by all the personnel involved.
e) The evaluation graphs are accessible to the faculty concerned but do not give any comparative results with that of the others
f) The evaluation result is to be used only to facilitate self-evaluation
g) The evaluation reports will be discussed with the faculty member individually by the HOD/Coordinator and will be reviewed by the Dean.
h) However, if the overall score falls below 2.5 (out of 5), it could be an issue needing attention on the part of the Dean.
i) The questionnaire is developed to test the effectiveness of teaching techniques and interaction of the teacher with the students.
j) Evaluation by students will be done for odd semesters, in the month of September and for even semesters in the month of February.
k) The evaluation score will appear in the performance appraisal score card and will have a weightage of 15%.

6.3 Peer Evaluation

a) Peer evaluation must be done confidentially for all faculty members of the department by all other faculty members of the department including those

from other academic departments who teach the students of the department (Languages/non-core or allied subjects).
b) The assessment is based solely on official relationship.
c) Peer evaluation is administered online, based on the questionnaire developed to identify interaction of the faculty with other members of the department.
d) The evaluation score will appear in the performance appraisal score card and will have a weightage of 5%.

6.4 Procedure for Joint Appraisal (Appraisal Review) of Faculty

The Joint appraisal is aimed to reach a general consensus about the faculty"s performance, duly involving the faculty and hence participation in this must be with a positive perspective. Joint appraisal must follow a systematic procedure as specified herein.

a) On receipt of the even semester faculty evaluation by students, the Dean shall make a date/time schedule for meeting each faculty along with the HOD.
b) Faculty must have done his/her self-appraisal and the HOD must have done the faculty appraisal online while attending the meeting.
c) The performance appraisal of the Faculty in areas related to teaching is based on teaching techniques, teaching compliance, functional responsibility and interpersonal relations. The appraisal of extension activities is based on involvement in community service, departmental activities, institutional activities, Professional development and student mentoring. Research and development related activities are assessed based on participation in publications, research projects and research guidance.
d) Common areas of assessment in Student Evaluation and the Faculty Self-Appraisal must be discussed with the faculty and a realistic mutually acceptable assessment must be reached.
e) Common areas of assessment in Faculty appraisal and Faculty Self-Appraisal must be discussed with the faculty and a realistic mutually acceptable assessment must be reached.
f) Other areas of performance appraisal including research contribution must be clarified to the faculty and any difference in views must be discussed and resolved.
g) The Dean must record any unresolved difference in views. Dean must also brief the faculty about his/her weaknesses/deficiencies as assessed and suggest areas required to be strengthened / improved.
h) Dean or Vice Chancellor shall be the arbitrating authority to resolve any difference in view-points between faculty member and HOD or HOD and the Dean respectively in respect of Faculty Appraisals.
i) Faculty Appraisal Review Report made by the HOD/Dean/Vice Chancellor must be based on the findings from procedures „c to e" mentioned above.
j) Faculty Appraisals must be completed by third week of March every year.

After the Joint Appraisal the HOD and the Dean (Dean and the Vice Chancellor in the case of HOD), shall submit the online Faculty Appraisal Review. Appraisal of Deans will be a Self-Appraisal, and a Joint appraisal by the Dean and the Vice Chancellor. The formats specified will be common for all academic positions for the respective appraisals.

6.4.1 Performance Appraisal Score Card

a) Several output measures with reference to supporting documents such as Students Evaluation, Peer Evaluation, Faculty Self-Assessment, faculty appraisal measures, work diary, course plan, library work, projects undertaken, research papers, and publications and other documentary evidences will be considered as vital evidences to measure the attributes of the dimensions being measured on the performance appraisal.

b) The review will be carried out by the Dean or an exclusive independent appraisal committee set up by the Vice Chancellor.

c) Performance Appraisal Score Card is created on the basis of the independent/joint performance appraisal/review by the Dean.

d) A signed copy of the Appraisal Score Card shall be submitted by the Dean to the Office of Personnel Relations.

e) The Performance Appraisal Score will be the basis for an independent measure on which important decisions, with regard to awards, promotions and other aspects of faculty development will be determined.

f) The appraisal score card will be available to the faculty in KP, after completion of the appraisal review by the Dean.

6.4.2 Weightage for various components in Appraisal Score Card

Student Evaluation	15	(0-15 for Evaluation score 2.5-4.5 or above)
Peer Evaluation	5	(0-5 for Evaluation score 2.5-4.5 or above)

Teaching (15 points for appraisal and 15 points for time spent for academic related activities as per work diary)

Teaching Techniques	5	(1-5 for cumulative score 10-18 or above)
Curriculum Planning	5	(1-5 for cumulative score 5-9 or above)
Teaching Compliance	5	(1-5 for cumulative score 10-18 or above)
Functional Responsibility	5	(1-5 for cumulative score 10-18 or above)
Interpersonal Relations	5	(1-5 for cumulative score 10-18 or above)

Extension (10 points for appraisal and 10 points for time spent for extension and professional development activities as per work diary)

Community Service	5	(1-5 for cumulative score 5-9 or above)
Departmental Activities	5	(1-5 for cumulative score 10-18 or above)
Institutional Activities	5	(1-5 for cumulative score 10-18 or above)
Professional Development/ Student Mentoring	5	(1-5 for cumulative score 10-18 or above)

Research (30 points based on information entered in KP under research and publications during the academic year - between March and February)

Seminars, Presentations	5	(1-5 for cumulative score 2-10 or above)
Paper Publications	10	(2-10 for cumulative score 4-20 or above)
Book Publications	5	(1-5 for cumulative score 1-8 or above)
Research Projects	5	(1-5 for cumulative score 1-8 or above)
Guidance, Adjudication	5	(1-5 for cumulative score 1-8 or above)

6.5 Staff Appraisal

a) All appraisals will be annual in the month of March/April and must be completed not later than 15th April every year, along with and in line with even semester faculty appraisals.

b) Appraisals will consist of online Self Appraisal, Staff Appraisal by the HOD and the Appraisal Review by the Dean in the case of Academic Departments and by the Director in the case of Non-Academic Departments.

c) Non-teaching Staff attached to non-teaching Centres and Departments shall be appraised by the respective HOD and the Director/Dean/CFO.

d) For General Staff like attenders, sweepers, gardeners etc there will be only Staff Appraisal and Appraisal Review by the HOD/Director.

e) For Academic Directors, appraisal will be Self Appraisal and Appraisal Review jointly by the Dean and the Vice Chancellor/Registrar

f) For Non-Academic Directors, including Controller of Examination and the Personnel Officer appraisal will be Self Appraisal and Appraisal Review by the Vice Chancellor/Registrar.

g) For Deans, appraisal will be Self Appraisal and Appraisal Review by the Vice Chancellor.

h) For Registrar, appraisal will be Self Appraisal and Appraisal Review by the Vice Chancellor.

i) For Pro-Vice Chancellor and Vice Chancellor appraisal will be only Self Appraisal.

j) Appraisals will be done in the specified format as applicable to the position. Duly signed appraisal score cards after review shall be sent to the Personnel Officer for maintaining confidential records. These records will form the reference for determining annual increments and promotion to higher level. The appraisal score card will be available to the staff in KP, after completion of the appraisal review by the Director/CFO.

Source: Staff Handbook

Head of the Department