



# DON BOSCO ARTS AND SCIENCE COLLEGE - (Co - Ed)

(AFFILIATED TO THE UNIVERSITY OF MADRAS)

CHENNAI - 600 010

07/10/2024

Dear Faculty,

Greetings from Principal's desk,

The Management appreciates all your creativity and invaluable contribution toward Teaching, Learning and Evaluation in the past. The following parameters were framed and fine-tuned by the IQAC as delegated by the management, on which the Academic Performance Index (API) of faculty will be assessed from the date of joining till end of the academic year. The staff members are requested to have a glimpse of the parameters and submit the pertinent documents. Your cooperation in this regard is highly solicited.

All the best!

Dr. S. Xavier Raja Rathinam

*S. Xavier Raja Rathinam*  
Principal

**PRINCIPAL**

Don Bosco Arts and Science College (Co-Ed)  
Kilpauk, Chennai - 600 010.





### **Preamble**

- This policy is intended to provide a consistent mechanism for appraising the performance of the academic and administrative staff.
- This policy provides a guide to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of every employee are managed effectively and fairly.

### **Policy**

A performance appraisal gives an opportunity to review performance, work content, loads and volume, to look back on what has been achieved during the yesteryears then agree future objectives. It is also the time an employee can agree personal objectives, and any learning and development requirements which may help. It is the management's philosophy to recognize and reward the performance of all employees. Enhancement of compensation in the form of annual increment is based on the performance appraisal. An effective performance appraisal system for the faculty is vital for optimizing the contribution of individual faculty to institutional performance.

The appraisal system is designed to:

- Raise the quality of services provided by motivating.
- Increase job satisfaction.
- Identify appropriate training and development requirements.



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## Objective

- Provide a constructive well-defined framework for faculty performance evaluation and strive for further improvement.
- Assess and promote excellence in teaching-learning, research and administrative activities.
- Provide basis for professional growth and development of faculty members

## Aim

- Know what is expected of them i.e. the required standard of performance and how they should do their jobs.
- Receive feedback which aims to improve and develop performance and recognize their achievements.
- Identify areas where improvement is required and training and development needs.
- Have a mutually agreed plan to achieve both development goals and employee career development.

## Eligibility

Staff only those who have **successfully completed the probationary period of two years** are eligible for performance appraisal.





### Reviewing policy

- The policy shall be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements shall be made to the management by learning from experience and the use of established reviews.
- The policy is subject to change/review/amendment from time to time.

### Procedure

- Academic Performance Indicator (API) scoring system is formulated by the management based on UGC and NAAC model.
- Faculty will fill the form and send it to the IQAC along with the supporting documents.
- The management will have a discussion with the faculty with respect to the Appraisal Performance Report (APR).
- The management will decide the increment for the faculty based on APR.

**Parameters = 14**

**Total Marks = 100**

**1. Organizing the Webinar/Seminar/Conference/Workshop  
(from the date of joining till date)**

**5 Marks**

- Organising Secretary =5 marks
- Convenor =3 marks

**In case of organising several Webinars/Seminars/Conferences/Workshops, the maximum of 5 Marks will be considered.**



**2. Attending the Webinar/Seminar/Conference/Workshop  
(from the date of joining till date)**

**5 Marks**

- One Webinar/Seminar/Conference/Workshop = 3 Marks
- Two Webinars/Seminars/Conferences/Workshops = 5 Marks

**In case of attending several Webinars, Seminars, Conferences, and Workshops, the maximum of 5 Marks will be considered.**

**3. Students' Feedback (latest academic year)**

**10 Marks**

Average of the percentage obtained during the evaluation process (odd & even sems).

Above 80%	10 Marks
60 % - 80 %	8 Marks
50 % - 60 %	5 Marks
Below 50 %	0 Marks

**4. Peer Feedback (latest academic year)**

**5 Marks**

Average of the percentage obtained during the evaluation process (odd & even sems).

Above 80%	5 Marks
60 % - 80 %	3 Marks
50 % - 60 %	2 Marks
Below 50 %	0 Marks

**5. NPTEL/SWAYAM/MOOCs Credit Courses  
(from the date of joining till date)**

**10 Marks**

- Not less than 4 weeks
- One NPTEL/SWAYAM/MOOCs Credit Course = 5 Marks
- Maximum two courses = 10 Marks

**6. FDP  
(from the date of joining till date)**

**5 Marks**

- One FDP = 3 Marks
- Not less than 7 days
- Approved/Funded by UGC/Ministry of Education
- Maximum two FDPs = 5 Marks



**7. Result (latest academic year)**

**10 Marks**

The average of all the courses will be considered.

Above 80%	10 marks
60 % - 80 %	8 marks
50 % - 60 %	5 marks
Below 50 %	0 marks

**8. Remedial Classes (latest academic year)**

**10 Marks**

Class tests and teachings carried out during the class hours shall not be considered.

Above 10 hours	= 10 Marks
6-10 hours	= 8 Marks
1-5 hours	= 5 Marks

**9. Class Adjustments (latest academic year)**

**5 Marks**

Percentage should be calculated based on the number of Faculty in the department

and additional hours taken by the faculty.

Above 80%	5 Marks
60 % - 80 %	3 Marks
50 % - 60 %	2 Marks
1- 50 %	1 Marks

**10. Special tasks/ roles/responsibilities assigned by the management/contributions to**

**the College**

**10 Marks**

- One Special task/ role/responsibility = 5 Marks
- Maximum two = 10 Marks

**11. Publications of research articles/chapters (UGC-Care/SCOPUS/Indexed)**  
(from the date of joining till date)

**10 Marks**

- One research article/chapter = 5 Marks
- Maximum two = 10 Marks

**12. Teaching Plan (latest academic year)**

**5 Marks**

- Submitted for one semester = 2 Marks
- Submitted for both semesters = 5 marks





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**13. Library usage/hours visited**

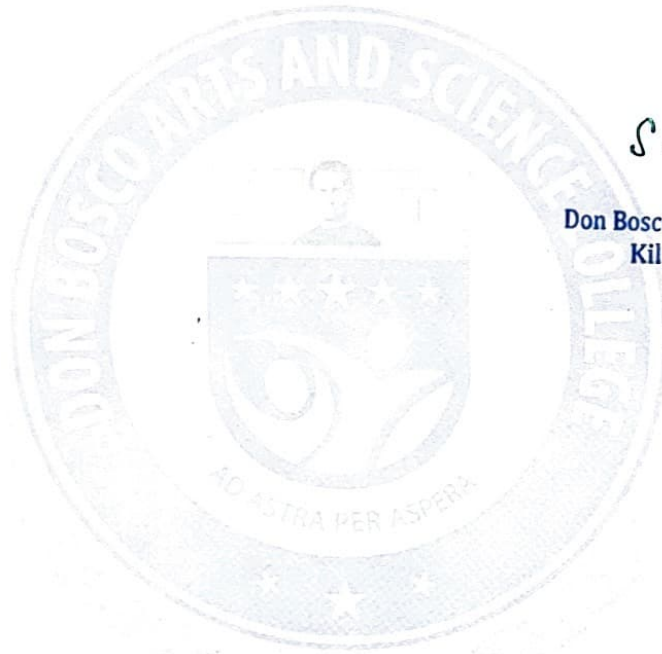
**5 Marks**

Above 10 hours = 5 Marks  
6-10 hours = 3 Marks  
1-5 hours = 2 Marks

**14. Copyrights/Patent/Innovations**

**5 Marks**

- One Copyrights/Patent/Innovation = 3 Marks
- Maximum two = 5 Marks



*S. Xceas Raju*

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