

Faculty Performance Evaluation

(Effective from the academic year 2017-18)

(Revised and reinforced from February 2, 2026)

A. Based on Student Feedback

All teaching staff shall be evaluated on their teaching performance based on student feedback for the courses they teach. Students shall provide feedback online through the College Management System (CMS).

The Heads of Departments (HoDs) shall discuss the student feedback with each faculty member and provide appropriate comments, guidance, and recommendations for improvement.

Faculty members receiving student feedback of **70% or above but below 85%** shall be encouraged and advised to further improve their teaching effectiveness.

Basis for corrective actions:

1. If the student feedback is below 70% and/or the pass percentage in the corresponding theory course is below 70%, the faculty member shall be counselled by the HoD. The faculty member, in consultation with the HoD, shall identify and implement appropriate corrective actions for improvement. The implementation and outcomes of such corrective actions shall be duly documented. The faculty member may also be deputed to relevant training programmes to enhance teaching effectiveness and performance.
2. If the student feedback does not improve over consecutive semesters, the faculty member may be given additional time and appropriate support to demonstrate improvement.

B. Based on Self Appraisal

All teaching staff shall be evaluated annually through the **Self-Appraisal System** for the academic year from July to June. Each faculty member shall complete the Self-Appraisal Form, which shall be reviewed and authenticated by the respective HoD.

During August–September, the Director, Additional Director, Principal, Dean, and Deputy Director shall interact with each faculty member, along with the respective HoD, to review their performance and provide appropriate feedback, comments, and suggestions for improvement.

Basis for reward / encouragement

If the self-appraisal rating is **90% or above**, the faculty member shall be awarded a letter of appreciation, valid for the respective academic year, along with a cash incentive of **₹60,000 (₹5000 per month)**.

If the self-appraisal rating is between **80% to 89%**, the faculty member shall be awarded a letter of appreciation, valid for the respective academic year, along with a cash incentive of **₹42,000 (₹3500 per month)**.

If the self-appraisal rating is between **70% to 79%**, the faculty member shall be encouraged to improve their performance in the subsequent academic year.

Basis for corrective actions:

1. If the appraisal rating is **below 70%**, the faculty member shall submit an explanation to the HoD. Based on the explanation and other performance indicators reflected in the self-appraisal, the HoD shall communicate clear and specific action points for improvement in the subsequent academic year. A copy of the written communication shall be shared with the Principal and Secretary. The action plan may include one or more of the following:
 - Adopt innovative teaching methods, such as case studies, projects, simulations, and experiential learning.
 - Update subject content beyond the prescribed syllabus and enhance course delivery.
 - Improve teaching effectiveness and student learning outcomes.

- Increase research contributions through publications and pursue patents and research grants.
 - Strengthen industry–institute collaboration and explore consultancy opportunities.
 - Participate in co-curricular and extracurricular activities with students.
 - Attend FDPs, training programmes, workshops, and professional conferences.
 - Mentor students and guide them in academic projects and career development.
 - Contribute actively to departmental activities and other institutional initiatives.
2. If the appraisal rating does not improve in the subsequent year, the faculty member shall be provided **one additional year** to demonstrate improvement, with appropriate guidance and support.
 3. If the appraisal rating continues to remain below the required level for **two consecutive years**, the faculty member shall be referred to the Management for appropriate action, which may include advising the faculty member to seek alternative employment.