



NEW HORIZON COLLEGE OF ENGINEERING

Faculty resource management

Evidence Submission

Detail	Link
Faculty recruitment policy	https://newhorizoncollegeofengineering.in/wp-content/uploads/2023/02/HR-POLICIES-2019-NHCE_NEW.pdf
Faculty appraisal/promotion policy	Document attached

NEW HORIZON COLLEGE OF ENGINEERING

Points discussed regarding predetermined requisite for the Appraisal of the faculty members
With effect from the Academic Year 2023 -24

Date: 07-Dec-23

<i>Particulars</i>	<i>Criteria</i>
I) Publications & Patents	<p>I) Professors should publish</p> <ol style="list-style-type: none"> a. Three papers under Q rated Journal, any author position. b. Three papers under WoS / Scopus indexed Journal / Conference publication as First Author c. Atleast two patents per year with NHCE affiliation as an applicant and first inventor <p>II) Associate Professors should publish</p> <ol style="list-style-type: none"> a. Two papers under Q rated Journal, any author position. b. Three papers under WoS / Scopus indexed Journal / Conference publication as a First Author c. Atleast one patent per year with NHCE affiliation as an applicant and first inventor <p>III) Sr. Assistant Professors and Assistant Professors should publish</p> <ol style="list-style-type: none"> a. One paper under Q rated Journal, any author position. b. Two papers under WoS / Scopus indexed Journal / Conference publication as a First Author c. Atleast one patent per year with NHCE affiliation as an applicant and first inventor
II) Research and Consultancies	<p>I) Professors should get a research grant of Rs. 2 Lakhs or Consultancy of Rs. 1 Lakh in an academic year.</p> <p>II) Associate Professors should get a research grant of Rs. 1.0 Lakh or Consultancy of Rs. 50,000/- in an academic year.</p>
III) MOOC	<ol style="list-style-type: none"> 1. As per AICTE all the faculty members who have less than 5 years of experience, should mandatorily complete the following 8 modules under NITTR within 2 years of their appointment. <ol style="list-style-type: none"> i. Orientation towards Technical Education & Curriculum Aspects ii. Professional ethics and sustainability iii. Communication skills, modes and knowledge dissemination iv. Instructional planning and delivery v. Technology enabled learning and life-long self-learning vi. Student assessment and evaluation vii. Creative problem solving, innovation and meaningful R&D viii. Institutional Management and Administrative procedures

	<ol style="list-style-type: none"> 2. Faculty who have partially completed the NITTTR modules are required to complete the remaining modules in the current academic year. 3. Out of eight modules, minimum three modules per semester should be completed. 4. Faculty who have already completed NITTTR – Eight Modules, are required to take up and clear one MOOC course under NPTEL / Swayam as per the subject taught by them or any emerging areas and should be approved by the Department HoD and Director – CLSSD.
IV) External Workshop / FDPs	<ol style="list-style-type: none"> 1. Faculty should attend FDP with minimum continuous 5 days' duration and one Premier Industry oriented workshop for 2 days under offline mode in an academic year. 2. The selected FDP and External Workshop should be approved by the HoD and Director – CLSSD.

Note:

1. Faculty members who have less than 5 years of experience, should complete NITTTR 8 modules within 2 years of their appointment.
2. IEEE conference papers can be inhouse or external conference
3. For Inhouse IEEE conference only publication charges will be collected
4. WoS/Scopus indexed – journal / Conference Publication papers 1st author position will have 100% Contribution and 2nd author position will have 50% contribution for appraisal
5. All the criteria mentioned above are mandatory to be fulfilled for the annual appraisal.
6. Training (Centre of Excellence – CoE), Workshops / Seminars, FDP, MooC, NITTTR to be approved by HoD and CLSSD.
7. Research Paper / Journal Publications, Book / Book Chapter, Research Grants, Patents to be Approved by Associate Head R & D and Dean R & D.
8. Consultancies to be approved by Sr. Executive Director – HRD.
9. Only one faculty can claim a paper irrespective of author positions.
10. Faculty can claim for the registration charges of maximum Rs. 2000/- for either MOOCs or External Workshop / FDP.
11. Faculty can avail OODs for the MOOC exam and External Workshops / FDPs

NEW HORIZON COLLEGE OF ENGINEERING

ANNUAL SELF APPRAISAL OF PROFESSOR / ASSOCIATE PROFESSOR

Academic Year: 2023-24

Name:

Designation:

Department:

NOTE:

This document consists of evaluation (i) of faculty by students (ii) by faculty themselves and (iii) of the concerned HOD, all deliberated together. This evaluation is conducted at the end of each academic year and is an integral document for performance evaluation.

PERFORMANCE APPRAISAL: FACULTY

In conformity with the job responsibilities (prescribed by AICTE) pertaining to the assessment period starting August 2023 to July 2024.

PART 'A'

(Personal Particulars)

Name : _____

Educational Qualifications : _____

(If a PhD holder, mention if you are a university recognized guide) : _____

Department : _____

Designation : _____

No. of years served in NHCE till date: _____

Total experience till date : _____

Any extraordinary achievement during the assessment period : _____

Part 'B'

Academic Duties and responsibilities assigned

	Subject Assigned	No. of Classes Planned	No. of Classes Conducted	Remarks
ODD Semester Theory				
	Laboratory	No. of Experiments Planned	No. of Experiments Conducted	Remarks
ODD Semester Laboratory				

EVEN Semester Theory	Subject Assigned	No. of Classes Planned	No. of Classes Conducted	Remarks
EVEN Semester Laboratory	Laboratory	No. of Experiments Planned	No. of Experiments Conducted	Remarks

Applicable to Faculty Under Autonomous Scheme

ODD SEMESTER	Subjects Assigned	Self-Study / Sem / Student	Assignments / Semester	Quiz / Semester

EVEN SEMESTER	Subjects Assigned	Self-Study / Sem / Student	Assignments / Semester	Quiz / Semester

Part 'C'

A brief of yourself, not exceeding 5 to 6 lines, highlighting the administrative and support activities done during the period of appraisal:

Part 'D'

(Appraisal on a 5 point rating scale)

Note: Please put a tick in the appropriate box

1. Proper maintenance of course files and attendance registers (as per Check list) with necessary proof

25	20	15	10	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding	Very Good	Good	Fair	Poor

2. Proper evaluation & maintenance of blue books of students with necessary proof

15	12	9	6	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding	Very Good	Good	Fair	Poor

3. Contribution in development of lab manuals, addition of new experiments and innovations and modernization of labs

5	4	3	2	1	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding	Very Good	Good	Fair	Poor	NA

4. Participation in Co-curricular activities

5	4	3	2	1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outstanding	Very Good	Good	Fair	Poor

(Here contributions in areas like ISTE, forum activities, arranging guest lectures, symposiums / seminars, workshops, blood donation, sports and other activities need to be taken into consideration.)

5. Initiatives taken towards counseling / mentoring, guidance & overall character building of students

10	8	6	4	2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outstanding	Very Good	Good	Fair	Poor

6. Initiatives and interest shown in acquiring and disseminating new knowledge and skill through paper publications (update in HRMS).

Professor

- i. Three papers under Q rated Journal, any author position
- j. ii, Three papers under WoS / Scopus indexed Journal / Conference publication as First Author.

Associate Professor

- i. Two papers under Q rated Journals any author position
- ii. Three papers under WoS / Scopus indexed / Journal / Conference publication as a First Author

25	20	15	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outstanding	Very Good	Good	NA

7. Initiatives and interest shown in acquiring and disseminating new knowledge and skill through patent publication (update in HRMS).

Professor

Atleast two patents per year with NHCE affiliation as an applicant and first inventor.

Associate Professor

Atleast one patent per year with NHCE affiliation as an applicant and first inventor.

25	20	15	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outstanding	Very Good	Good	NA

8. Efforts made in promoting Institute Industry, R & D activities and consultancy services (update in HRMS).

I. Research grant of Rs. 2 Lakhs or Consultancy of Rs. 1 Lakh in an academic year (Professors)

II. Research grant of Rs. 1.0 Lakh or Consultancy of Rs. 50,000/- in an academic year (Associate Professors)

25	20	15	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outstanding	Very Good	Good	NA

9. Initiatives and interest shown in acquiring and disseminating new knowledge and skill through attending external seminars / workshops / conferences: with a minimum continuous 5-day duration and one Premier Industry oriented workshop for 2 days under offline mode in an academic year. (update in HRMS)

25	20	15	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outstanding	Very Good	Good	NA

10. It is mandatory for all the staff members to clear one MOOC NPTEL / Swayam course in an academic year. (update in HRMS)

25	20	15	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outstanding	Very Good	Good	NA

11. Initiative & involvement in curriculum development (Suggestions to improve the Curriculum):

5	4	3	2	1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outstanding	Very Good	Good	Fair	Poor

12. Incharge / Involvement in planning & organizing workshop / seminars / conference / symposium / exhibition / guest lectures / alumni activities / class teachership, etc. Please specify

5	4	3	2	1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outstanding	Very Good	Good	Fair	Poor

13. Initiative taken towards societal development (adult literacy drives & creating awareness towards hygiene, moral & ethical values)

5	4	3	2	1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outstanding	Very Good	Good	Fair	Poor

14. Degree of integrity, efficiency, effectiveness & dedication shown during the course of discharging assigned responsibilities:

5	4	3	2	1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outstanding	Very Good	Good	Fair	Poor

PART 'E'

Formula Used: (Grand Result % * 5) / 100

(Result Conversion Scale: 100% - 5, 80% - 4, 60% - 3, 40% - 2, 20% - 1, 0% - 0)

ODD Semester						
	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Average
Student Feedback						
Result						

EVEN Semester						
	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Average
Student Feedback						
Result						

Grand Average			
	ODD	EVEN	Grand
Student Feedback			
Result			

SUMMARY

SUMMARY OF PART "D"

- ❖ Total points awarded to staff: (D1)
- (Points Obtained / Maximum Points *5)**
- ❖ Points awarded with 75% weightage: **(D1*0.75)**

SUMMARY OF PART "E"

- ❖ Average of student Feedback and Result (E1)=
- ❖ 25% weightage based on grand average: **(E1*0.25)**.....

OVERALL SUMMARY

❖ Annual performance index (D + E) = _____

Corresponding ranking taking into account the point score and converting it to a total weightage of 75%+25%= 100

Final Grade:

4.5 – 5.0: OUTSTANDING

4.0 – 4.4: Very good

3.0 – 3.9: Good

2.0 – 2.9: Fair

Less than 2: Poor

OTHERS

Additional weightage for the following will be considered:

1. No. of books published per year (please furnish details and update in HRMS)

2. Contribution to promoting respective department industry through project

3. Efforts made in attending education program under NITTT for faculty less than 5 years of experience (It is mandatory to complete 8 modules as per AICTE)

Signature of the faculty member

Date:

Areas for improvement if any:

Signature of HOD

Date:

Remarks of Principal:

Signature of Principal

Date:

GUIDELINES TO HOD FOR FILLING UP PERFORMANCE APPRAISAL FORM WITH RESPECT TO FACULTY

1. Every faculty member will be assessed on items/areas of achievement on the pressure point rating scale. The concept of the rating scale is given below:

- ❖ Outstanding: Excellent professional competence, flawless track record, utmost efficiency & effectiveness, optimum human capacity utilization, punctuality, sincerity, and dedication of the highest order.
- ❖ Very good: Good professional competence with reasonable efficiency & effectiveness, the reasonable practice of human capacity utilization, appreciable levels of sincerity and dedication.
- ❖ Good: Satisfactory performance with an adequate level of efficiency and effectiveness. Moderate human capacity utilization, punctuality, sincerity, and dedication suitable to deliver satisfactory performance.
- ❖ Fair: Performance much below the level of expectations. Lack of efficiency and effectiveness, zeal and enthusiasm in performing his/her duties. Underutilization of human capacity advertently or inadvertently.
- ❖ Poor: A deplorable performance devoid of initiative, effort, zeal, or enthusiasm. A liability for the organization with either total lack of capacity, utilization to perform, or intentionally evading responsibilities.

2. PROCEDURE OF COMPUTATION OF GRADING

- ❖ 75% weightage of the total points awarded in performance appraisal.
- ❖ 25% weightage will be awarded in the faculty evaluation by students from both semesters.

3. CORRESPONDING RANKING TAKING INTO ACCOUNT THE POINT SCORE AND CONVERTING IT TO A TOTAL WEIGHTAGE OF 75%+25%= 100%

- 4.5 – 5.0: OUTSTANDING**
- 4.0 – 4.4: Very good**
- 3.0 – 3.9: Good**
- 2.0 – 2.9: Fair**
- Less than 2: Poor**

4. HODs' are required to grade the performance appraisal form in presence of the concerned faculty by asking them to explain item-wise performance and their perceptions about the point grades. The HODs' after due deliberation, will put a tick mark on the point scale. In case the ticked grade does not tally with the expectations of the staff, the reasons for variations must be explained explicitly.
5. The HODs are to ensure that assessment is based on the performance of the individual throughout the stipulated assessment period and not on seasonal performance. Further biases of all sorts and preferential treatment to selected ones should be avoided to make the appraisal system totally transparent and foolproof.
6. Both the HOD and the staff have to sign the appraisal form in their respective places. The employees should sign even if they have reservations about the assessment grades given by HODs' on certain parameters. They can mention the particular items where they have reservations/disagreements below their signature in the form. These reservations will be discussed with the Principal at a convenient time.
7. The decision of the Principal on all matters will be final & binding on employees. No further queries or representations on the subject will be entertained thereafter.