

CRITERIA VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3.5: INSTITUTIONS PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

Jagannath International Management School
 Vasant Kunj, New Delhi-110070.
 (Affiliated to Guru Gobind Singh Indraprastha University, Delhi)
 NAAC Accredited 'A' Grade and ISO 9001: 2008 Quality Certified

Performance Appraisal Form - Faculty					
Name:		Designation :		Date of Joining:	
Measures	Credit(s)	Expected (Goals)	Actual	HOD	Director
ACADEMIC					
<u>Teaching, Learning</u>	100				
Feedback from the students (To be filled by HOD)	20	90% & Above - 20 80% - 89% - 18 70% - 79% - 16 60% - 79% - 14 50% - 59% - 10			
Exam Results (To be filled by HOD)	30				
a) %age of students passed	15	100 % - 15 95% - 99% - 13 90% - 94% - 10 85% - 89% - 07			
b) Average percentage of marks of students who passed in the subject	15	70% and above - 15 65% - 69% - 13 60% - 64% - 10 50% - 59% - 07			
Participatory & Innovative Teaching Methodology used	5	Excellent-5 Good-3 Fair-2			
Extra Reading Material Given/Suggested	5	Excellent-5 Good - 3 Fair-2			
Quality of Assignments/Projects/Reports Supervised	10	Excellent-10 Good-8 Fair-6			

No. of classes taken	10	Scheduled and above - 10 95% & above classes taken - 9 90% - 94% - 8 85% - 89% - 7 80% - 84% - 6 75% - 79% - 5 Below 75% - 0			
NET Qualified/Ph.D	8				
FDP Attended (At least 1 not less than 1 week)	7				
<u>Course Manual Preperation</u> Updating of reading material/cases/excercises etc. Removal of obsolete information Providing referral reading list (Give Details)	5	Excellent-5 Good-3 Fair-2			
<u>Research & Publication</u>	60				
Paper publication	15	Indexed Journal (10 marks) Non Indexed (5 marks)			
Books (Single Author/Editor)	10				
Full Papers in Conference/Proceeding	5				
Articles/Chapters in Books/Radio Programme production/Corporate Film	5				
Research Projects Ongoing/Completed Projects/Consultancy	10				
Invited Lectures/Chairpersonship	5				
Paper Presentation	5				

ADMINISTRATION (40)

<u>Examination</u>					
Invigilation and Flying Squad Duty (Give Details)	5	Quality Performance of duties as assigned Availability for performance of duties			
Internal Assessment OMR sheets/evaluation of assignments and answersheets (Give Details)	5	Accuracy/Error-free documentation			
Class Coordination /Committee Work	20	Timeliness of Action Taken and submission of Action taken report			
Discipline (Conformity to following) Punctuality Dress Code Wearing of Lanyard Excessive unapproved leaves Late going to classes	5				
Participation in other Departmental/Institutional Duties (Give Details)	5	Timely action and performance outcome			
Total	200				

NOTE: At the offset of the semester, every faculty member will have to make a presentation based on the parameters identified in this appraisal form in front of audience comprising of the concerned department faculty members, HOD concerned, Management Representative and the Director.

From 2021

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Participant of UNGC & UNPRME, New York

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	KRA	Credits	Measures	Self Appraisal	HOD	Director
ACADEMICS						
A	Teaching Learning	100				
1	Feedback from the students (To be filled by HOD)	25	90% & Above - 25 80% - 89% - 21-24 70% - 79% - 17-20 60% - 70% - 14-16 Below 60% - Nil			
Exam Results (Internal and external Combined) (To be filled by HOD)			30			
2	a) Percentage of students passed	15	95% - 100% - 15 90% - 94% - 13 85% - 89% - 10 80% - 84% - 07 Below 80% - Nil			
	b) Average percentage of marks of students who passed in the subject	15	80% and above - 15 70% - 79% - 13 - 14 60% - 69% - 10 - 12 Below 60% - Nil			
3	No of classes taken in semester	10	Scheduled and above = 10 1-5 Classes not taken = 7- 9 6-10 classes not taken = 5-6 More than 10 classes not taken =0			
4	Innovative teaching Method used (Quizzes/Class activity/ Case study/Role Play/individual Presentation/ Group Discussion/Flipped Classroom etc.)	10	No. of Innovative methods used in the class per semester 4 methods- 10 3 methods - 8 2 methods - 6 1 method - 4			
5	Extra study Material (Digitalized Notes, Video lectures, PPT, Illustrations or examples)	5	Digitalized PPT and Video Lectures and Word/pdf document notes - 5 Digitalized PPT and Video Lectures - 4			
6	Projects Reports supervised	5	5			
7	Course Manual Preparation (Yearly Updation, Formatting and Error-free)	5	Excellent-5 Good-4 Fair-3			
8	Course Outcome Assessment Report	5	5			
9	Remedial /Advanced classes	5	No of classes as per Remedial/Advanced class schedule Study material to weak students			

B		Research Publications& Presentation		90		
1	Paper Publication	30	AB of ABDC/SCI(Web of Science) - 30 DC of ABDC/Scopus/SCIE - 25 ESCI(Web of Science) - 20			
2	Books (Single Author/Editor)/ Articles/Chapters in Books/Paper in Conf. Proceeding (National/International)	20	Book (Ist Author) - 20 Book Chapter and International Conference Proceeding(Ist Author) - 20 Book Chapter and National Conference Proceeding(Ist Author) - 18 Book Chapter and International Conference Proceeding(2nd Author) - 16 Book Chapter and National Conference Proceeding(2nd Author) - 15 Book Chapter OR International Conference Proceeding(Ist Author) - 12 Book Chapter OR International Conference Proceeding(2nd Author) - 10			
3	Research Projects Ongoing/Completed Projects/Consultancy	15	Principal Investigator - 15 Member -10			
4	Resource person in FDP/MDP/Conference/Reviewer External	5				
5	Case Publication With Teaching Notes in the Case Centre/IVEY League/Emerald/ Sage/MOOC Produced / Patent Published/Radio Programme production/Corporate Film	15				
6	Attended Refresher/ MOOCS/ seminar/ online certification courses/ workshop Ph.D completed	5				
C	CONTRIBUTION TO INSTITUTIONAL ACTIVITIES		75			
1	Class/Coordinator International Relations/Accreditation Coordination/CSR Committee/IIC/NISP/ARIIA Committee/Examination Committee/Academic Committee /Time Table/Digital Media Committee/Research Consultative/Sports committee/Alumni committee / Various Clubs Coordinators/Editorial Committee 8M/Editorial Committee Institutional Publications/Mass Communicator	30	Head/Coordinator for prime committees - 30 (Activities conducted as per the approved annual calendar) Club Coordinator - 10 points per club maximum 20 For Members - 5 marks per club/committee to the maximum of 20 Class Coordinator - 10 marks (Under this head maximum marks to be availed is 30)			
2	Organizing paid FDP	10	Coordinator - 10 Member - 7			

3	Organising Seminar/Conference (International/National)	30	Coordinator International Conference - 30 Coordinator National Conference - 25 Coordinator Seminar - 20 Core Member International Conference - 15 Core Member National Conference - 10 Core Member Seminar - 5			
4	FDP/Training Workshop session taken internally	5				
D	CORPORATE INTERFACE		80 (PGDM) / 30 (UG)			
1	Student Placed - Summer Internship (5 per student)	5				
2	Student Placed - Final Placement (10 points per student)	10				
3	Corporate Guest invited for Seminar/Conference/Guest Lecture (5 points per guest Manager and above)	5				
4	Corporate/University/Institute/NGO MOU signed (per MoU 10 points)	10				
F	PEER REVIEW (Specific to each department)		10			
1	Subject Knowledge & Development	5				
2	Interpersonal Relationship & initiatives	5				
G	Miscellaneous		15			
1	Participation in State /Centre Bodies/Committees on Education, Research and National Development	5				
2	Alumni Database Maintenance	5				
3	Event Promotion on Various Digital Platforms	5				
E	Behavioral Competency (To be filled by Reporting Officer)		30			
1	Potential of faculty a) Knowledge b) Development c) Oral and Written Communication (To the maximum of 10 points)	10				

2	Attitude a) Initiative b) Planning and organizing c) commitment and sense of responsibility (To the maximum of 10 points)	10				
3	Interpersonal Relationship a) Team Work b) Leadership c) Attitude towards Seniors/Students (To the maximum of 10 points)	10				
GRAND TOTAL		350				

- Note**
- 1) Faculty should produce relevant documents for the criteria where applicable
 - 2) Peer review would be department specific

Overall Appraisal

Score	Grade	Meaning of Grade	At the Discretion of Management
Above 90%	A+	Outstanding	
80% to 89.9%	A	Excellent	
70% to 79.9%	B+	Very Good	
60% to 69.9%	B	Good	
50% to 59.9%	C	Average	
Below 50%	D	Below Average	