

6.3.1 Faculty Empowerment Strategies

(i) Key Performance Indicators for Performance Appraisal

The institute followed the Key Performance Indicators (KPI's) proposed in the academic year 2019-20 & 2020-21 as a tool for performance appraisal of faculty members. The KPI's was approved in the 14 meeting of academic council which was held on 17.09.19 for implementation. The KPI's shall facilitate holistic monitoring of performance of faculty members and administration heads; and lead to the achievement of vision and mission of the institution on a time bound basis. The faculty members performance was assessed on 16 parameters emphasizing on teaching-learning process, research, extension and consultancy activities.

(ii) Promotion under Career Advancement Scheme (CAS)

The Institution follows the UGC guidelines for the promotion of faculty to a higher cadre under the Career Advancement Scheme (CAS). The circular regarding application from faculty members for promotion under CAS is invited from Office of Registrarregular intervals. The eligible faculty members submit the CAS application to the Registrar through the HoD of the Department / Dean of the school.

The Institution reviews and evaluates the performance of faculty members in three categories viz., Academic, Curriculum, Infrastructure & Professional Development, and Research & Extension activities and is evaluated in terms of the Academic Performance Index (API) as per UGC guidelines.

The Dean of the School / HoD of the Department scrutinises the received applications for the eligibility as per UGC guidelines and recommends the CAS application for further processing by the Office of Registrar. The promotion to the subsequent cad in the Assistant Professor category is based on the submitted documents and the fulfilment of the eligibility norms.

Performance Indicators:

Category I: Teaching, Learning & Evaluation related Strategies (Maximum Total Score 125, Minimum API required 75)

Category II: Co-Curricular, Extension and Professional Development Activities (Maximum Score 50, Minimum API required 15)

Category III: Research and Academic Contribution

I. Key Performance Indicators for Performance Appraisal

The department followed the Key Performance Indicators (KPI's) proposed by the Institution in the academic year 2019-20 & 2020-21 as a tool for performance appraisal of faculty members. The KPI's was approved in the 14th meeting of academic council which was held on 17.09.19 for implementation. The KPI's shall facilitate holistic monitoring of performance of faculty members and administration heads; and lead to the achievement of vision and mission of the institution on a time bound basis. The faculty members performance was assessed on 16 parameters emphasizing on teaching-learning process, research, extension and consultancy activities.

The salient features of the KPI's of faculty members for performance appraisal are:

S.No.	KPIs
1	Participation in Induction / orientation programme Target : At least one programme per year (for Asst. Professors)
2	Participation in FDP / STP / Conference etc. Target : At least one programme per year (for all the faculty members)
3	Organize Field Visit and submit a professional report to HoD Target : one visit per semester (min.)
4	Providing inputs for revision of curriculum/syllabus in line with OBE in courses handled Milestone : one online feedback per year (min.)
5	Implementation of ICT based teaching-learning tools Milestone : Implementation of ICT in all the courses handled by the faculty & submission of brief report to HOD during first week of December and June every year.
6	Submission of project proposal to funding agencies Target : at least one per year per faculty
7	Publication in Journal & Conferences a. In SCI journals (min.) • Faculty pursuing Ph.D. – 1 per year as 1 st author • Faculty with Ph.D. – 2 per year (either as main or co-author) • Other faculty members – 1 per year b. International/National conference (with ISBN) Target : one per year (min.)
8	Preparation of Video lecture course material Target : At least one per year per faculty
9	Creating linkage with industry / academia Target : one per faculty per year (min.)
10	Faculty awards / recognition / membership in professional bodies Target : one per year per faculty (min.)
11	Maintaining Course file for each course handled every semester Milestone : The submission of completed course file to HOD at the end of every semester (i.e., during December and July every year)

12	Mapping of courses with programme outcome for all courses handled in an academic year Milestone : Submission of relevant documents to HOD at the end of every semester (i.e., during January and July every year)
13	Personal counseling to students Milestone : Reports to be maintained and submit to HOD for records (semester wise) Note : Applicable only to class advisors & faculty advisors
14	Pass percentage of students in courses handled Target : Minimum 85% in courses handled
15	Delivery of guest lectures / invited talk in workshop / seminar / FDP / other programmes Target : 2 per year per faculty Note : Applicable to Associate Professor & Professor only.
16	Fund generated through testing and consultancy Target per year (min.) : <ul style="list-style-type: none"> • Assistant Professors – Rs. 10,000/- • Associate Professors – Rs.25,000/- • Professors – Rs.50,000/-

The Institute follows two systems for the Faculty Performance Appraisal as given below:

- Promotion under Career Advancement Scheme (CAS)
- Performance Based Appraisal System (PBAS)

(i) Promotion under Career Advancement Scheme (CAS)

The Institution follows the UGC guidelines for the promotion of faculty to a higher cadre under the Career Advancement Scheme (CAS). The circular regarding application from faculty members for promotion under CAS is invited from Office of Registrar regular intervals. The eligible faculty members submit the CAS application to the Registrar through the HoD of the Department / Dean of the school.

The Institution reviews and evaluates the performance of faculty members in three categories viz., Academic, Curriculum, Infrastructure & Professional Development, and Research & Extension activities and is evaluated in terms of the Academic Performance Index (API) as per UGC guidelines.

The Dean of the School / HoD of the Department scrutinises the received applications for the eligibility as per UGC guidelines and recommends the CAS application for further processing by the Office of Registrar. The promotion to the subsequent cad in the Assistant Professor category is based on the submitted documents and the fulfilment of the eligibility norms.

Performance Indicators:

- **Category I:** Teaching, Learning & Evaluation related Strategies (Maximum Total Score 125, Minimum API required 75)
- **Category II:** Co-Curricular, Extension and Professional Development Activities (Maximum Score 50, Minimum API required 15)
- **Category III:** Research and Academic Contribution

For the promotion to Associate Professor and Professor cadre, a committee is constituted schoolwise (comprising subject expert, Dean of the School, HoD, Registrar and Vice-Chancellor) to further verify the submitted documents and to conduct interviews. Based on the recommendations of the committee, promotion is awarded to the faculty member.

Details of faculty members obtained promotion through CAS in the assessment period is given below.


S.No	Name of the Faculty	Existing Cadre	Promoted Cadre
1.	Dr. P. Gajalakshmi	Associate Professor	Professor

2.	Dr.K.Yogeswari	Associate Professor	Professor
3.	Dr. Nisha Khanam	Assistant Professor	Assistant Professor (Selection grade)
4.	Dr.N.S.Shafeer Ahamed	Assistant Professor	Assistant Professor (Selection grade)
5.	Ms.Roopa V.	Assistant Professor	Assistant Professor (Senior grade)
6.	Ms. K.Kanmani	Assistant Professor	Assistant Professor (Senior grade)
7.	Mr.Y.Ibrahim	Assistant Professor	Assistant Professor (Senior grade)
8.	Mr.A.Manivannan	Assistant Professor	Assistant Professor (Senior grade)
9.	Ms.Ayisha Sidiqqa	Assistant Professor	Assistant Professor (Senior grade)
10	Mr.A. Sheik Farid	Assistant Professor	Assistant Professor (Senior grade)

(ii) Performance Based Appraisal System (PBAS)

It is the practice of the Institution to receive PBAS applications from faculty members twice a year (January and June) based on the Date of Joining. The Institution reviews and evaluates the performance of faculty members in three categories Academic, Curriculum, Infrastructure and Professional Development & Research and Extension activities every year.

Sample Proof: Promotion order



 B.S. Abdur Rahman
Crescent
 Institute of Science & Technology
Deemed to be University with 3 of the UGC Act, 1956
 ACCREDITED WITH 'A+' GRADE BY NAAC


PROCEEDING NO: *459* / B1 : 2022 **DATED** 18.04.2022

Sub: Estt: - Promotion from Associate Professor to
 Professor – Under Career Advancement Scheme –
 Orders Issued – Reg.

Ref: Vice chancellor's approval dated 21.03.2022

Dr. K. Yogeswari, Associate Professor in the Department of Civil
 Engineering of this Institution is Promoted to the post of Professor under
 the Career Advancement Scheme with effect from 01.04.2022.

Her Basic pay is fixed at Rs. 54,820/- in the Pay Band Plus Academic
 Grade Pay of Rs. 37400-67000+10000/-.


REGISTRAR

To
 Dr. K. Yogeswari,
 Associate Professor/Civil Engineering
 Through the Dean/SI

a. A well-defined system for faculty appraisal for all the assessment years

(I) PERFORMANCE APPRAISAL

Annual Review

Increment to all teaching staff (faculty members) shall be sanctioned based on the Performance Appraisal Scoring System (PASS), subject to the satisfaction of the

following:

- i) A minimum Faculty Performance Index (FPI) of 2.0 as per PASS report system is necessary for staff in the cadre of Assistant Professor.
- ii) Should secure a minimum FPI of 2.5 in the PASS report system for the staff in the cadre of Assistant Professor (Senior and Selection Grade), Associate Professor and Professor.
- iii) Should secure grants from funding agencies / industries for carrying out research in thrust areas.
- iv) Should acquire Consultancy Projects and testing to enhance the visibility of the Institute.
- v) Should involve in all legitimate activities for the growth of the Institute
- vi) Should organize / participate in International / National Conferences / symposia / workshop / seminar, etc. The assessment components for the faculty appraisal as mentioned below.

(II) Career Advancement Scheme (CAS) : For all teaching faculty Career Advancement Scheme (CAS)/ Promotion will be given following the procedure and guidelines

prescribed by "UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the

maintenance of standards in Higher Education 2010" (published in the Gazette of India, September 18, 2010) with minimum duration of service and API score.

Category – I Teaching, Learning and Evaluation Related Activities.

- i) Lectures/Seminars/Practicals//Contact classes taken should be based on verifiable records.
- ii) Imparting of knowledge/Instruction as per curriculum with the prescribed material, syllabus enrichment by providing additional resources to students
- iii) Use of Participatory and innovative Teaching-Learning Methodologies, updating of Subjects Content, course Improvement etc.
- iv) Examination Related Work

Category – II Co-curricular, Extension and Professional Development Related Activities

- i) Extension and Co-curricular & Field Based Activities
- ii) Contribution to Corporate Life and Management of the Institution
- iii) Professional Development Related Activities

Category – III Research and Academic Contributions.

- i) Research Papers & Publications, Research Publications,
- ii) Research Guidance,
- iii) Training Courses And Conference/Seminar/Workshop Papers

(b) Its implementation and effectiveness

The circular for Career advancement is sent every year to enable the faculty to apply for promotion is attached for reference.

Total Marks 10.00



MEMO NO: 563: B1:2022

DATE: 22.04.2022

Sub: Estt: - General Review of performance of members of Teaching Staff
for Career Advancement Scheme - Reg.

It is proposed to review the performance of Teaching staff under the Career Advancement Scheme as per UGC norms and guidelines for elevation to the post of

1. Assistant Professor to Assistant Professor (Senior Grade)
2. Assistant Professor (Senior Grade) to Assistant Professor (Selection Grade)
3. Assistant Professor (Selection Grade) to Associate Professor

The eligible faculty members may submit the applications in the prescribed format along with necessary photo copies of certificates through the HOD of the Department/ Dean of School, taking into account the required minimum Academic Performance and serviced requirements for the Career Advancement Schemes as given below.

Sl. No.	Promotion of Teachers through the CAS	Service (As prescribed by the MHRD)	Academic Performance requirements
1	Assistant Professor from AGP Rs. 6000/- or 6600/- to AGP Rs.7000/-	4 years of service with Ph.D, or 5 years of service with M.Phil/PG Degree in Professional Courses such as LLM, M.Tech, M.V.Sc. & M.D.	Please refer the UGC Regulations 2018
2	Assistant Professor from AGP Rs. 7200/- or 7000/- to AGP Rs. 8000/-	i. 5 years' service at AGP of Rs. 7000/- or 7200/- ii. Ph. D Degree.	-do-
3	Assistant Professor from AGP Rs. 8000/- to Associate Professor with AGP Rs. 9000/-	i. Ph. D Degree. ii. 3 years' service in AGP of Rs. 8000/-	-do-

Note:

Services put in after M.Tech/M.Phil only will be considered.

Services rendered in this University alone will be taken into account.

The above proposal should reach the Registrar positively on or before 20/5/2022 in the form enclosed. The review will be held only once a year for elevation under CAS. Individuals need not apply as and when they become eligible.

If the faculty get selected based on the eligibility criteria of UGC, they shall be given the promotion under Career Advancement Scheme.


REGISTRAR

Encl: One Format & Pass Form.
All the HODs & Deans, Directors, COE.
Copy submitted to Vice Chancellor.



R. V. MURUGESAN
Registrar

PROCEEDINGS NO: 1766 : B1:2017, DATED 22.09.2017

Sub: Estt. - Appointment of HOD (EEE) - Orders Issued
- Reg.

Ref : Registrar's approval dated 22.09.2017

Dr. Y. Mohamed Shuaib, Associate Professor in the department of Electrical and Electronics Engineering is appointed as Head of the department of Electrical and Electronics Engineering from the date of his taking charge.

He is requested to take charge from **Dr. K.N. Srinivas**, Professor and HOD, Electrical and Electronics Engineering.

The Management is pleased to place on record its appreciation for the services rendered by **Dr. K.N. Srinivas**, as Professor and HOD, Electrical and Electronics Engineering.



26/9
REGISTRAR

To
Dr. Y. Mohamed Shuaib
Prof. & Head (EEE)

Dr. K.N. Srinivas
Prof. (EEE)

congratulate &
all the best
for you.


4/9/17


26/9/17