

5.9. Faculty Performance Appraisal and Development System (FPADS) (10)

Faculty members of Higher Educational Institutions today have to perform a variety of tasks pertaining to diverse roles. In addition to instruction, Faculty members need to innovate and conduct research for their self-renewal, keep abreast with changes in technology, and develop expertise for effective implementation of curricula. They are also expected to provide services to the industry and community for understanding and contributing to the solution of real life problems in industry. Another role relates to the shouldering of administrative responsibilities and co-operation with other Faculty, Heads-of-Departments and the Head of Institute. An effective performance appraisal system for Faculty is vital for optimizing the contribution of individual Faculty to institutional performance.

The assessment is based on:

- A well-defined system for faculty appraisal for all the assessment years (5)
- Its implementation and effectiveness (5)

System for Faculty Appraisal

Focus on Quality

Using the medium of an innovative, comprehensive and flexible education policy, DEI attempts to chisel out the total quality person through a persistent focus on imparting quality education. In its pursuit of quality education, DEI has instituted an Internal Quality Assurance Cell (IQAC) based on the specific guidelines of the National Assessment and Accreditation Council, an autonomous body set up by the UGC. The activities of the IQAC envelop the University central administrative structure, University departments, P.G. centres and every component of the University system.

DEI relentlessly strives towards an institutionalized quality control process through the following quality focused approach: Admission Criteria -> Curriculum Design -> Programme Selection -> Curriculum Implementation -> Evaluation -> Employability.

The Internal Quality Assurance Cell of Dayalbagh Educational Institute was constituted on 16 September, 1995. It is performing following tasks on regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.

2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.

Students and staff give their feedback and suggestion on teaching and administrative performance by dropping their views in the Suggestion Box located in DEI Computer Centre, or through email to the Coordinator, IQAC at iqac@dei.ac.in.

ASSESSMENT OF THE PERFORMANCE

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Teaching

- Classes taught includes session tutorials, lab and other teaching related activities
- regular and punctuality to class, remedial teaching, clarifying doubts, counselling and mentoring, additional teaching etc.
- Examination, Evaluation Activities and Administrative Support & Participation in Students' Co-curricular & Extra-curricular Activities:

Involvement in students related activities/research activities

- (a) Administrative responsibilities such as Head/ Chairperson /Dean/ Director/ Co-ordinator, Warden etc.
- (b) Examination and evaluation duties assigned by the University or attending the examination paper evaluation.
- (c) Student related co-curricular, extension and field based activities such as students clubs, career counselling, study visits, students seminars and other events, cultural, sports, NCC, NSS and community services.
- (d) Organising seminars/conferences/workshops, other universities activities.
- (e) Evidence of actively involved in guiding Ph.D. students.
- (f) Conducting minor or major research project sponsored by national or international agencies.
- (g) At least one single or joint publication in peer reviewed or UGC list of Journals.
- (h) Presentation of papers and chairing of sessions
- (i) Guiding and carrying out research projects and publishing the research output in national and international journals

Implementation

- The Department follows the UGC approved self-appraisal method to evaluate teachers regarding research and other activities.
- The IQAC regularly monitors and collects the annual self-appraisals in the prescribed format from each Faculty member, duly forwarded by the Head of the Departments and respective Deans.
- A Key Performance Indicators (KPI) system has been introduced in the Department of Mechanical Engineering to align teachers' initiatives in teaching, research and administration areas.
- In the Key Performance Indicators System, an additional self-appraisal is undertaken for continuous quality enhancement.
- Reviewed by the Head and Dean.
- Teachers are individually apprised of their strengths and weaknesses by their respective Heads and encouraged to achieve higher goals.
- The appraisals also help to assess the merit of the faculty members in applying for personal promotions.

A well-defined Proforma of self- appraisal report for the faculty is available on the institute web site. It consists of academic, research, curricular and extra-curricular contributions for the academic year. It is filled by the faculty and submitted in the department.

The faculty submits self- appraisal reports for the academic year which is evaluated by the head of the department.

The contents of the self-appraisal are mentioned below:

- i. Steps taken to advance technical knowledge
- ii. Research contribution & other publications
- iii. Capacity to guide research UG/PG/Ph.D.
- iv. Development work in the Lab/Workshop
- v. Contributions to the Department/College
- vi. Any other additional information related to their academic excellence.