

## **FACULTY AND STAFF APPRAISAL POLICY**

### **(Extract of HR Manual)**

#### **Performance Appraisal Process**

NSB gives due importance to all employees' performance by measuring the identified Key Performance Indicators and the points scored against expected scores. A Performance Plan is a written and guidance document for all teaching and non-teaching employee. The performance appraisal document provides a roadmap on what has to be done during the performance cycle, how well it has to be done, and how the accomplishment will be measured with identified Key Performance Indicators. The appraisal document prepared with the participation of representatives from all teaching / non-teaching staffs and disseminated to all employees concerned.

The performance appraisal of teaching faculty follows the Academic Performance Indicators (Appendix-14) with following categories:

- I. Teaching, Learning and Evaluation Categories
- II. Research and Related Contribution
- III. Extension Activity
- IV. , Administration

For Non-Teaching staff, NSB shall adapt the KRI's relevant to their functions. The KRI (Appendix-15) includes the following criteria's:

- I. Professional Competence
- II. Quality of Work
- III. Personal Characteristics

#### **Reward and Recognition**

Performance appraisals and related documentation are strictly confidential. Only the top management, the Director, the Dean, HR Manager and the concerned employee will have access to the appraisals.

Rewards and Recognition will be recommended by a committee appointed for the purpose. The award will be in the form of citation with or without a monetary reward. The Board of Governors will decide the kind of award to be given each year.

### **Promotion**

Promotions at NSB depend on competence assessment by the top management, performance appraisal, experience, and merit. In addition, the following criteria shall also be looked into the promotion of an employee: (a) Job Knowledge; (b) Leadership skills and Teamwork; (c) required qualifications.

Promotion is not automatic and cannot be claimed by an employee as a matter of right. A promotion normally, but not necessarily, is accompanied by an increase in salary but with additional tasks, Assignments/Responsibilities.

NSB will always consider the regulations laid down by the appropriate regulatory authority in this matter for teaching and non-teaching employees. Promotion of any employee at NSB is processed by a committee. The performance appraisal committee reviews the faculty member / employee under probation after the completion of the probation period. The committee members include:

#### **For Teaching Staff**

- President
- Director
- One BoG member
- Dean
- One Full Professor from External Business / Management School /University Department

#### **For Non- Teaching Staff**

- President
- Director
- Section Head
- HR Manager

Appendix – 14

Performance Review Form – Faculty Members.

Category	KRA	Details	Points	Max. Points	Scored Points
Teaching	Teaching Work load	18 Credit 16 Credit 14 Credit 12 Credit 10 Credit Less than 10 Credit	60 Points 50 Points 40 Points 30 Points 20 Points 0 Points	60	
	Feedback	Director	10	60	
		Dean	10		
		Self Appraisal	10		
		Student	20		
		Peer	10		
	Number of Study Material(s) Prepared and Posted in LMS / MS Team	More than 2 = 5		10	
	Number of Video Lecture Prepared and Posted in LMS/Social Media/MS Team	More than 2 = 5		10	
	Innovative Assignment Implemented in the class	More than 2 = 5		10	
	Innovative Pedagogical Tool developed and practiced	More than 2 = 5		10	
	Action Taken for Slow Learners / Support & Encouragement to Fast Learners	Minimum 2 = 10		20	
	University Results (% Pass)	>=91	10	10	
		81-90	9		
		71-80	8		
		61-70	7		
		51-60	6		
		Less than 50	5		
Research	Course Based Guest Lecture	Minimum 2 = 5		10	
	Rubrics based assessment implemented in the course			10	
	Participation in FDP/STTP	Minimum 2=5		15	
				225	
	Number of Papers published in Scopus	1=5		15	
	Number of Papers published in CARE-UGC	2=5		10	
	Number of Cases Written	2=5		10	

	Number of Books (Authored)	1=20		20
	Funded Projects Received	Per Project = 10		10
	Proposal sent for Funded Projects	Per Project = 3		9
	Number of PhD Produced	1 and above	10	10
	Number of PhD students guided	Per Scholar = 5		20
	Number of MBA Project Guided	2 per supervision		10
	Number of UG Project Guided	2 per supervision		10
	Speaker at International level	Per Event = 5		10
	Speaker at National level	Per Event = 2		6
	Awards / Recognition	Per award = 5		10
	Number of Research Article Reviewed (Scopus / CARE)	>=5 Per Article-2	10	10
	Industry Consultancy Provided	Per Consultancy	5	10
	Article written with Foreign Professor	Per Article	5	10
	Article written with Indian Professor	Per Article = 1	5	5
	Innovative Research Tool Developed / Adopted	1=1	5	5
				<b>225</b>
Extension	MoU with Industries	1=5		5
	MoU with Academic Partners	1=5		5
	Professional Society Activity Organized	1=5		5
	Seminar / Conferences/workshop / MDP / Training Programs Organized	1=5		5
	Field visits / Community Development Participation	1=5		5
				<b>25</b>
Administration	Mentor - Mentee Effectiveness			5
	Responsibilities Handled-Chair/Office /club etc.	1=5		5
	Timely completion of task assigned by Reporting Authorities / Top Management			5
	Work Ethics			5
	Suggestion/Innovative ideas given to NSB			5
				<b>25</b>

S.No.	Criteria	Percentage of weightage assigned
1	Teaching	40
2	Research	30
3	Administration	20
4	Outreach/Extension activities	10

**Performance Review Form – Non-Teaching Staff**

Reporting period from \_\_\_\_\_ to \_\_\_\_\_

<b>NAME</b>					
<b>DESIGNATION</b>					
<b>DEPARTMENT</b>					
<b>APPRaisal CATEGORY</b>	<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
	5	4	3	2	1
<b>1. PROFESSIONAL COMPETENCE</b>					
Job Knowledge					
Ability to organize work and carry it out					
Ability and willingness to take up additional load in times of exigencies					
Ability to learn new duties					
**Capacity to supervise					
Technical Skills					
Work Relations					
Initiative					
<b>2. QUALITY OF WORK</b>					
**Ability to maintain Files/Records					
Creativity					
Accuracy & Speed of work					
Neatness & tidiness of work					
Completion of Work on Schedule					
Consistency in work					
<b>3. PERSONAL CHARACTEISTICS</b>					
Regularity					
Punctuality					
Attitude					
Enthusiasm					
Dependable					
Interaction with colleagues and students					

\*\* Not Applicable for Attendees and Housekeeping Staff

Any other contribution made by the employee: (2 points)

**TOTAL POINTS:**

Maximum 100 and Minimum 50

PROFESSIONAL COMPETENCE	QUALITY OF WORK	PERSONAL CHARACTERISTICS
GRAND TOTAL		
GRADE		

**GRADING BASED ON POINTS**

GRADE	POINTS
Excellent	80 and above
Good	60 & above
Satisfactory	50& above
Poor	Below 50

**REVIEW'S COMMENT**

**OPPORTUNITIES FOR IMPROVEMENT**

**TASK TO BE ACCOMPLISHED FOR NEXT YEAR**

**DIRECTOR'S COMMENT**

Employee Signature  
Date:

Reviewer's Signature  
Date:

Director Signature  
Date:

Signature (HR Department)  
Date: