

Gopal Narayan Singh University, **Jamuhar, Sasaram, Rohtas (Bihar)**

A State Private University established under the Bihar Private University Act-2013



PERFORMANCE APPRAISAL POLICY


Coordinator
IQAC (NAAC)

Gopal Narayan Singh University
Jamuhar, Sasaram, Rohtas (Bihar)

INDEX


S. NO.	CONTENT	PAGE NO.
1.	Purpose	
2.	Scope	
3.	Appraisal Period and Timeline	
4.	Evaluation Framework	
5.	Component-Wise Evaluation Criteria	
6.	Documentation Requirements	
7.	Review and Evaluation Process	
8.	Performance Outcomes	
9.	Appeals and Redressal	
10.	Policy Review	

Lij
Coordinator
IQAC (NAAC)
Gopal Narayan Singh University
Jamuhar, Sasaram, Rohas (Bihar)

Performance Appraisal Policy Document Effective From Academic Year- 2021


1.	PURPOSE																														
	<p>This policy aims to establish a structured, transparent, and objective system for evaluating the academic and professional performance of faculty members at Gopal Narayan Singh University (GNSU). The appraisal process:</p> <ul style="list-style-type: none"> • Recognizes and rewards faculty contributions to teaching, research, institutional development, and outreach. • Identifies areas for improvement and guides professional development. • Helps align faculty efforts with the university's mission to promote academic excellence, innovation, and societal engagement. 																														
2.	SCOPE																														
	<p>This policy applies to all full-time faculty members at GNSU, including:</p> <ul style="list-style-type: none"> • Assistant Professors • Associate Professors • Professors <p>It covers all faculties, departments, and academic units within the university.</p>																														
3.	APPRAISAL PERIOD AND TIMELINE																														
	<ul style="list-style-type: none"> • The performance appraisal is conducted annually, covering activities from January 1st to December 31st of the calendar year. • Appraisal forms and supporting documentation must be submitted by faculty within the first quarter (January–March) of the following year. • Evaluation and feedback are completed by April, with outcomes communicated by May each year. 																														
4.	EVALUATION FRAMEWORK																														
	<p>The appraisal consists of five performance components, each with defined criteria and scoring guidelines. The total maximum score is 100 points.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">S. No.</th> <th style="text-align: center;">Component</th> <th style="text-align: center;">Max Points</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td style="text-align: center;">Teaching Process</td> <td style="text-align: center;">35</td> <td>Courses taught, student supervision, feedback, and development qualifications.</td> </tr> <tr> <td style="text-align: center;">2.</td> <td style="text-align: center;">Research</td> <td style="text-align: center;">25</td> <td>Research projects, publications, and innovations (e.g., patents).</td> </tr> <tr> <td style="text-align: center;">3.</td> <td style="text-align: center;">Institutional Development</td> <td style="text-align: center;">20</td> <td>Administrative roles, committee work, and academic contributions.</td> </tr> <tr> <td style="text-align: center;">4.</td> <td style="text-align: center;">Professional Events</td> <td style="text-align: center;">10</td> <td>Seminars, workshops, FDPs, MOOCs – attended or organized.</td> </tr> <tr> <td style="text-align: center;">5.</td> <td style="text-align: center;">Outreach Activities</td> <td style="text-align: center;">10</td> <td>Social outreach, health camps, rural projects, technology transfer, etc.</td> </tr> <tr> <td></td> <td style="text-align: center;">Total</td> <td style="text-align: center;">100</td> <td></td> </tr> </tbody> </table>			S. No.	Component	Max Points	Description	1.	Teaching Process	35	Courses taught, student supervision, feedback, and development qualifications.	2.	Research	25	Research projects, publications, and innovations (e.g., patents).	3.	Institutional Development	20	Administrative roles, committee work, and academic contributions.	4.	Professional Events	10	Seminars, workshops, FDPs, MOOCs – attended or organized.	5.	Outreach Activities	10	Social outreach, health camps, rural projects, technology transfer, etc.		Total	100	
S. No.	Component	Max Points	Description																												
1.	Teaching Process	35	Courses taught, student supervision, feedback, and development qualifications.																												
2.	Research	25	Research projects, publications, and innovations (e.g., patents).																												
3.	Institutional Development	20	Administrative roles, committee work, and academic contributions.																												
4.	Professional Events	10	Seminars, workshops, FDPs, MOOCs – attended or organized.																												
5.	Outreach Activities	10	Social outreach, health camps, rural projects, technology transfer, etc.																												
	Total	100																													
5.	COMPONENT-WISE EVALUATION CRITERIA																														

PERFORMANCE APPRAISAL POLICY





Coordinator
IQAC (NAAC)
 Gopal Narayan Singh University
 Jamuhar, Sasaram, Rohtas (Bihar)

5.1	Teaching Process (Max 35 Points)
a.	Courses Taught (Max 20 Points): Points are awarded based on the number of unique courses (batches or classes) taught during the year. <ul style="list-style-type: none"> • 5 or more courses: 20 Points • 3-4 courses: 15 Points • 1-2 courses: 10 Points
b.	Supervision of Student Projects (Max 5 Points): Evaluates mentoring and supervision of undergraduate or postgraduate students. <ul style="list-style-type: none"> • 3 or more projects: 5 Points • 2 projects: 4 Points • 1 project: 2 Points
c.	Student Feedback (Max 5 Points): Points based on student evaluations for teaching effectiveness, assessments, and course delivery. <ul style="list-style-type: none"> • Outstanding: 5 Points • Very Good: 4 Points • Good: 3 Points • Moderate: 2 Points • Poor: 1 Point
d.	Faculty Development (Max 5 Points): Recognizes additional qualifications acquired during the year. <ul style="list-style-type: none"> • Postgraduate Degree (PG): 2 Points • NET: 3 Points • PhD: 4 Points • Postdoctoral Fellowship (PDF): 5 Points
5.2	Research (Max 25 Points)
a.	Research Projects (Max 5 Points): Active involvement as Principal Investigator (PI) or Co-PI in research/corporate projects. <ul style="list-style-type: none"> • 3 Projects: 5 Points • 2 Projects: 3 Points • 1 Project: 2 Points
b.	Publications (Max 15 Points): Credit is given for research outputs such as books, papers, chapters, and articles. <ul style="list-style-type: none"> • Research Publications (with ISBN/ISSN and indexing): 2 Points each • Chapters/Articles/Cases/Monographs: 1 Point each • Must include evidence like the cover page, first page, and indexing details.
c.	Innovations (Max 5 Points): Encourages IPR activities such as patents or copyrights. <ul style="list-style-type: none"> • 3 innovations: 5 Points • 2 innovations: 4 Points • 1 innovation: 2 Points

PERFORMANCE APPRAISAL POLICY


Coordinator
IQAC (NAAC)

Gopal Narayan Singh University
Jamuahar, Sasaram, Rohtas (Bihar)

5.3	<p>Institutional Development (Max 20 Points) Awarded for meaningful contributions to university operations and quality improvements. Each role/activity earns 2 Points, including but not limited to:</p> <ul style="list-style-type: none"> • Holding administrative roles (HoD, Dean, Principal, Director). • Coordinating certificate programs, admissions, or counselling. • Committee memberships (UGC, DRC, Proctorial Board). • Academic audits, curriculum design, e-content development. • Faculty/student exchange, alumni relations, hobby clubs. • Organizing student activities (cultural, Placement, discipline, green initiatives). • NEP Implementation, blended Learning, Training Non-Teaching Staff. 				
5.4	<p>Professional Events (Max 10 Points) Assesses faculty involvement in academic knowledge-sharing platforms.</p> <ul style="list-style-type: none"> • Organizing Events: 2 Points per event • Attending Events: 0.5 Points per event <p>Events considered:</p> <ul style="list-style-type: none"> • Seminars, Conferences • Workshops, FDPs, MDPs, EDPs • Webinars, MOOCs • Summer/Winter Schools (including ATAL Academy) 				
5.5	<p>Outreach Activities (Max 10 Points) Encourages community engagement and social responsibility.</p> <ul style="list-style-type: none"> • Organized Events: 2 Points per event • Participated Events: 0.5 Points per event <p>Qualifying outreach activities include:</p> <ul style="list-style-type: none"> • Health camps • Rural development projects • Cultural integration efforts • Entrepreneurship training • Technology transfer in agriculture • Other regional social impact initiatives 				
6. DOCUMENTATION REQUIREMENTS					
	<p>Faculty members must submit evidence for all activities claimed. Acceptable supporting documents include:</p> <ul style="list-style-type: none"> • Course schedules, student lists. • Feedback reports and surveys. • Degree/certificate copies. • Research project approval letters. • Publications (cover page, first page, ISBN/ISSN, indexing proof). • Patent applications or certificates. • Meeting minutes or nomination letters for committees. • Event brochures, participation certificates, photos. 				
7. REVIEW AND EVALUATION PROCESS					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Step</th> <th style="width: 50%; text-align: center;">Responsible Authority</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td style="text-align: center;"></td> </tr> </tbody> </table>	Step	Responsible Authority		
Step	Responsible Authority				
					

PERFORMANCE APPRAISAL POLICY

Coordinator
IQAC (NAAC)
Gopal Narayan Singh University
Jamuhar, Sasaram, Rohtas (Bihar)



	Submission of Self-Appraisal	Faculty Member
	Initial Review	Head of Department (HOD)
	Department-level Verification	Dean/Principal
	Central Review	Director of Academics / HR Department
	Final Approval	Vice-Chancellor / Pro Vice-Chancellor
	Archival and Processing	HR Department
8.	PERFORMANCE OUTCOMES	
	Final scores will be used for: <ul style="list-style-type: none">• Recommendations for promotions and career progression.• Performance-Based Incentives and awards.• Identification of training needs and faculty development planning.• Encouragement for future leadership and academic roles.	
9.	APPEALS AND REDRESSAL	
	Faculty members who disagree with the appraisal outcomes can: <ul style="list-style-type: none">• File a written appeal within 15 days of receiving results• The appeal must be addressed to the Academic Review Committee• The decision of the Review Committee will be final	
10.	POLICY REVIEW	
	This policy will be reviewed every three years or sooner, subject to changes in: <ul style="list-style-type: none">• University goals or structures• Regulatory requirements by UGC or other authorities• National Education Policy (NEP) implementation	


Coordinator
IQAC (NAAC)
Gopal Narayan Singh University
Jamuhar, Sasaram, Rohtas (Bihar)