

# IIBS Faculty Appraisal Policy

**Objective:** The primary objective of the IIBS Faculty Appraisal Policy is to evaluate faculty performance on a quarterly basis, with the overarching goal of enhancing teaching quality, research output, and institutional support. This policy aims to ensure alignment with institutional objectives and encourage ongoing professional development.

**Evaluation Periods:** The faculty performance evaluation will be conducted quarterly according to the following schedule:

- **January - March:** Evaluated in April
- **April - June:** Evaluated in July
- **July - September:** Evaluated in October
- **October - December:** Evaluated in January

**Evaluation Components:**

## 1. Core Activities (60% Weightage)

- **Teaching (T)**
  - **Weightage:** 10%
  - **Target:** Achieve 95% PG and 90% results
  - **Description:** Evaluation based on the SEE Results across all subjects/labs for the semester.
  - **Documentation:** Results sheet signed by the Principal.
- **Research (RP)**
  - **Weightage:** 20%
  - **Target:** Publish 1 paper in UGC Listed journals and complete 1 project or submit 5 proposals to various agencies.
  - **Description:** Details of paper title, journal name, authors, and project specifics.
  - **Documentation:** Copy of published paper, journal details, sponsorship letters, and amount received attested by the Principal.
- **Consultancy (C)**
  - **Weightage:** 10%
  - **Target:** Earn Rs. 1.00 lakh for IIBS or publish 2 books/chapters.
  - **Description:** Type of consultancy work, company name, participants' details.
  - **Documentation:** Amount received attested by the Principal.
- **Innovation (I)**
  - **Weightage:** 10%
  - **Target:** Earn Rs. 0.50 lakhs or submit 2 patents.

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- **Description:** Title, Patent ID, revenue generation mechanism, and participants' details.
- **Documentation:** Revenue documents and patent submission attested by the Principal.
- **Entrepreneurship (E)**
  - **Weightage:** 10%
  - **Target:** Earn Rs. 1 lakh or initiate 2 start-ups.
  - **Description:** Company name, product/services details, and revenue.
  - **Documentation:** Registration and revenue details attested by the Coordinators.

## 2. Non-Core Activities (40% Weightage)

- **Knowledge Upgrade (K)**
  - **Weightage:** 10%
  - **Description:** Involvement in mega projects, start-ups, MOOCs, tech-talks, FDPs, and external events.
  - **Documentation:** As applicable.
- **Support (S)**
  - **Weightage:** 30%
  - **Description:** Mentoring outcomes, participation in NBA/Institutional ranking activities, and other supportive roles.
  - **Targets:** 100% placement achievement for PG, contributions to various institutional activities.
  - **Documentation:** As applicable.

### Evaluation Process:

1. **Documentation:** Faculty must provide supporting documents for each activity outlined in the evaluation components.
2. **Auditor Review:** External auditors will provide remarks and grades for each activity.
3. **Faculty Signature:** Faculty members must sign the evaluation form to acknowledge the evaluation.
4. **Director Signature:** The Director will provide final approval and signature on the evaluation form.

### Additional Evaluations:

- **Key Additional Outcomes:** Any additional achievements not covered in core or non-core activities will be graded by the Principal. If the achievements fall under prescribed

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categories, they will be graded from the maximum score of the activity; otherwise, they will be graded as A, B, or C.

- **Strengths and Areas of Improvement:** The Principal or Coordinator will fill out sections regarding the strengths and areas of improvement for each faculty member.
- **Final Remarks:** The Director will provide final remarks, date, and signature.

## Key Evaluation Criteria:

1. Performance in core teaching and research activities.
2. Contribution to consultancy, innovation, and entrepreneurship.
3. Engagement in knowledge upgrade and support activities.
4. Proper documentation and evidence for all activities.
5. Continuous improvement and strategic contribution to institutional goals.

**Appraisal Committee:** The appraisal will be overseen by a committee comprising the Principal, Chairman, and Director. The external auditors, appointed as part of this process, will be responsible for evaluating the faculty and providing objective assessments.

This evaluation framework aims to provide a comprehensive assessment of faculty performance, encouraging alignment with institutional objectives and fostering ongoing professional development. The policy ensures that faculty members are evaluated fairly and consistently, with a focus on continuous improvement and excellence in their professional roles.

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