Performance Management System for Teaching Staff (PMSTS)

GSFC UNIVERSITY

GSFC University

This document prepared based on the approval of contents granted by the Governing Body in its meeting held on 19th January 2017 and notified as on

Contents

Performance Management System
For Teaching Staff (PMSTS).

1. Preamble:

The Performance Management System for Teaching Staff (PMSTS) has been framed by the Governing Body of the University by virtue of powers vested in its favour by Section 20 (5) (d) of Gujarat Private Universities Act 2009.

This Performance Management System for Teaching Staff (PMSTS) is to align the larger objective of preparing the student industry ready, apart from devising the system for assessment of teaching staff. The operation of PMSTS is envisaged to evolve a system which has at its core value of treating student as a client and balancing with the need to make the students industry ready. The ultimate goal and objective of University is to make 100% student industry ready, so as to make at least 90% of them employable.

The System is designed based on regulations of University Grants Commission (UGC), namely "Minimum Qualification for Appointment of Teachers and other Academic Staff in University and Colleges and Measures for Maintenance of Standards in Higher Education (4th Amendment), Regulations, 2016", as relevant for assessment of Academic Performance Indicators(API) .

The said regulation allows the University to detail the activities (parameters stated in the tables below) in various categories of performance indicators, and adjust the weightages without changing the minimum total API scores required under that category. Accordingly, the parameters of the activities have been

clearly defined and adjustment have been made in the maximum score without changing the minimum total API score required under the respective category having regards to the aforesaid goal and objective of the University.

This Performance Management System for Teaching Staff (PMSTS) will be used for the purpose of grant of Annual Increment, Performance Linked Incentive Scheme (PLIS), Career advancement and deciding the eligibility and confirmation in tenure post at the GSFC University.

2. Definition:

a) **Teaching staff** means the Faculty appointed on fixed term contract(s) and on a tenure post(s) as an Assistant Professor/ Associate Professor or Professor on full time basis. It does not include visiting or industry faculty, for which separate guidelines for evaluation shall be issued.

b) **Academic year** means the period starting from June to May and also includes time spent with students on compulsory internship.

c) **Faculty Industrial attachment:** The faculty is required to associate with any industry for at least 80 hours per year. He/she is expected to gain detailed knowledge in a specific plant process (related to their subject) of the industry which in particular will be beneficial to the students and help students to understand applicability of theoretical concepts in real life situations.

d) **Students' Academic Seminar:** Academic seminars of GSFCU will be educational events organised by the Teaching staff under the direction of Provost which will feature one or more subject matter experts who are expected to impart

information primarily via lecture and discussion to the students on a specific topic or theme.

e) **Performance Evaluation Committee (PEC):**

PEC means a committee as constituted vide clause 5 (d) (i) of these policy guidelines.

f) **Selection committee:**

Selection Committee means a committee as constituted vide clause 10 of these policy guideline.

g) **Assessment Committee:**

Assessment Committee means a committee as constituted vide clause 14(b) (ii) of these policy guideline.

h) **Minimum API for Performance Linked Incentive:**

Minimum API for performance Linked Incentive as described in para 14 of these policy guidelines.

i) **Direct Teaching Hours:** Direct teaching hours shall include class room lectures. In addition to this 50% of the hours spent on practicals and remedial classes will be computed for this purpose, while 25% of the hours spent by the faculty on field visit, internship and seminar will be counted as it is expected that part of such activities will be carried out with the assistance of student counsellors.

3. Workload norms for Teaching Staff:

a) **Working Hours:**

The working hours of the University are from 9:15 to 5: 15 i.e. 8 hours including 30 minutes of Lunch Break on weekdays (except 2nd and 4th Saturdays).

The working hours of GSFC University as approved by the BOM in its meeting held on 26th September 2017 are as per the following table:

Particulars	Time
Monday to Saturday (except 2nd and 4th Saturday)	9:15 am to 5:15 pm (30 minutes Lunch break from 12:30 pm to 1:00 pm)
2nd and 4th Saturday	Weekly offs

b) **Flexibility in working hours:**

GSFCU has introduced Biometric punching system for keeping time records. All employees of GSFCU shall mark their attendance through biometric attendance system including key officials.

Uniform timing for all employees of GSFC University will be followed with the provision of 60 minutes grace period in daily reporting time and such delay needs to be compensated in the same calendar week by working extra hours or at least the same amount of time has to be compensated by staying back after the regular working hours so that the total working hours as envisaged are completed.

Provided that the teaching staff while availing the flexibility in reporting time, shall ensure that no class which was scheduled to be engaged by him remain unattended and the faculty shall make alternate arrangement for engaging the class.

Provided that in case an employee is late for more than 60 minutes in a day, ½ day Causal Leave shall be deducted from his/her leave balance. In case CL balance is nil, equivalent EL will be deducted during the same month.

c) **Workload norms:**

The workload norms shall be as per the following table:

Work	Minimum duration
Number of working days in a week (except 2nd & 4th Saturday)	6 days
Days of actual teaching during the year	180 days
Direct teaching hours	16 hours/ week or 480 hours/year
Administrative, examination & non-instructional activities	60 days
Vacation	4 weeks
Public holidays	As Notified by Government of Gujarat
Industry Attachment	80 hours
Availability in University	8 hours (with 30 minutes lunch break) on all working days

4. Evaluation:

a) The performance evaluation of the teaching staff (Assistant Professor, Associate Professor and Professor) shall be carried out on the basis of three (3) categories of activities, i.e.,

- Category-I: Teaching, learning & evaluation related activities,
- Category-II: Professional development, co-curricular and extension activities, and
- Category-III: Research and academic contribution activities.

The relative parameters of each category of activities along with assessment method (criteria) and maximum Academic Performance Indicators (API) score for each of the sub-categories of each category shall be as per the following tables for each assessment year;

I. Category-I: Teaching, learning & evaluation related activities as per the table below:

Category- I Teaching, learning & evaluation related activities				
Activity	**Parameter**	**Max. Score**	**Assessment method (criteria) & Actual score**	**Assessing Person**
Direct teaching	Replication of skills acquired during institutional/ industrial training	10	Number of hours of industry related teaching ÷ 10	Self-appraisal form along with verifiable records duly certified by the Provost. Final evaluation by PEC
	Time spent on direct teaching	30	Number of hours of teaching ÷ 17.5	Weekly Time sheet to be submitted by the concerned Faculty and duly certified by the Academic coordinator. Final evaluation by Provost and submitted to PEC.
	Quality of class room performance as rated by students	30	Students' assessment score to be awarded directly by multiplying the student feedback factor.	Report of the QCC based on Student's Feedback and Final evaluation by PEC.
Examination duties	Examination related work	20	No. of hours spent on paper setting, invigilation, assessing answer sheets, assignments, students' presentation, viva, practical evaluation etc. ÷ 10	Time sheet submitted by faculty duly certified by Examination Officer and Academic Coordinator. And submitted to Provost*. Final evaluation by PEC

Innovative teaching	Number of case studies prepared	6	2 points per case study and the faculties are required to submit 5 case studies in a year.	QCC** will assess the quality of the case study which will be approved by Provost and reviewed by PEC
	Quality of case studies and its use in teaching	4	Students' assessment score as provided by Quality Control Cell	QCC report based on Student's assessment score and approved by Provost and finally reviewed by PEC.

* Academic coordinator while considering the time sheet for determining the number of hours spent by the faculty, shall give due consideration to number of paper set, number of student assessed, number of students' viva conducted and other examination related activities and suitably extrapolate the time spent for such activities while calculating the API score under this sub category of the activity.

** The QCC while assessing the quality of case studies, shall take into account the opinion of the representative of the industry to which the case study relates. In the eventuality of the divergent opinion between QCC and industry expert, the opinion of the industry expert as to the quality of the case study shall be final.

Note: With a view to reinforcing a student-centric and caring approach the teaching staff are encouraged to work with students, beyond the structure of classroom teaching. Indicatively, this could entail mentoring, guiding and counselling students. In particular, teaching staff would be the best placed to identify and address the needs of students who may be differently abled, or require assistance to improve their academic performance, or to overcome any disadvantage. There are no prescribed hours for such efforts, measured either in weeks or months, or in the context and calculation of the API scores, these are nevertheless important and significant activities that could be carried out by teaching staff. Performance Evaluation Committee (PEC) will take note of it, while approving the assessment of teaching staff.

II. Category-II: Professional development and extension activities as per the table below:

Category II API scores are proposed for Student related activities, Administrative Responsibilities and Professional Development activities. The self-assessment score should be based on objectively verifiable records and shall be finalised by the PEC.

Activity	Category-II Professional development & extension activities			
	Parameter	**Max. score**	**Assessment method(criteria)**	**Assessing Person**
Students related activities	Students' seminars, remedial classes	10	No. of hours spent ÷ 10	Report submitted by the concerned Faculty to be certified by Academic Coordinator/Dean and reviewed by Provost.
	Planning & organizing popular talks	5	5 points per talk as may be assessed by Quality Control Cell of EDC.	Report of the quality of Talks to be submitted by QCC and reviewed by Provost
Administrative responsibilities	Performance in Committees and other administrative tasks assigned to him from time to time that requires regular office hours for its discharge	8	No. of hours spent ÷ 10	Monthly consolidated report to be prepared by Director (Admin. & EF) on the basis of weekly time sheets submitted by concerned teaching faculty.
	Organizing seminars	7	7 points per seminar as may be assessed by Quality Control Cell of EDC.	Report on quality of seminar to be submitted by QCC based on evaluation by participant through Director (Admin. & EF)

Administrative responsibilities	Developing industry profiles	5	1 point per profile as may be assessed by Quality Control Cell of EDC.	Industry profile develop by faculty shall be assessed by QCC and Chief Industrial Internship based on its potential of developing industry connect, industry internship and placement, etc.
Professional development activities	Performance during institutional / industrial training (80 hours of industrial attachment is required)	5	Assessment score during training	Report submitted by the teaching staff through academic coordinator/Dean/Provost and assessed by QCC
	Quality of work done in industry attachment and R&D work	10	Score assessed by the industrial unit concerned	Evaluation Report from the industry submitted through Dean/Provost and assessed by QCC

III. Category-III Industrial Research and academic contribution activities as per the below tables;

In category III, the API scores are proposed for industrial research and academic contributions. The minimum API scores required for teachers from this category are different for different levels. The assessment shall be based on verifiable records and shall be evaluated and finalised by the Performance Evaluation Committee (PEC).

Category-III Research & academic contribution Evaluation of Assistant Professors			
Activity	**Parameter**	**Max. score**	**Assessing Person**
Industrial Research & development work	R & D Paper published in journals as notified by University/UGC or patent applied	35 per publication/ patent	Provost/QCC+EDC
	Article in a Journal as notified by University/UGC	35 per article	Provost/QCC+EDC

Grant obtained for Industrial research	Rs. 1-5 lakh grant from industry	10 points		CFO + Provost
	Rs. 5-30 lakh grant from industry	15 points		
	Over Rs. 30 lakh grant from industry	20 points		
Lecture & paper presentation in seminars	Level	Per Lecture	Per Paper	Provost
	International	7	5	
	National	5	3	
	State	3	2	
Development of e-learning delivery material	Top 20% lectures as per students' assessment	10 per module to be determined by Quality Control Cell(QCC) using student feedback		Submission by QCC based on student's feedback and review of E-learning material. Approval by Provost and review by PEC.

Note:

a) Reviewing Official will issue the guideline as to the verification of self-assessment including documentation required in support their off by the teaching staff.

b) Provost will notify list/ criteria of the Publications, Journals, and seminars participation as per UGC guidelines which will be taken in to account for evaluation. While doing so, he will suggest industrial R & D journals only.

c) IT cell of GSFCU will develop ERP based Performance Management System for teaching staff at the earliest.

5. Modes of assessment and its frequency:

a) The assessment shall be carried out at every six (6) months' during training and probation and annually for contract and tenure post by Performance Evaluation Committee (PEC), based on self-assessment report supported by verifiable records received from Provost or his nominee.

b) Annual performance of the teaching staff shall be assessed through the following means-

    i.   Submission of monthly time sheet by teaching staff on the work done by them;

    ii.   Assessment carried out by the students

    iii.   Comments of the submitting officials and QCC; and

    iv.   Provost will be the approving authority for academic part of the performance while Director (Administration & Enabling Functions) will approve administrative activities related performance. Decision of President regarding clarification of academic and administrative activities will be final.

    v.   PEC shall have powers to review the annual parameters, method of assessment, overall assessment, etc. It will also approve the list of faculty who need not be continued due to their poor performance.

c) Summarised version of performance evaluation report will be communicated to the concerned faculty with the aim to facilitate improve his performance.

d) Composition of Performance Evaluation Committee (PEC) and its procedure for carrying out the evaluation.

    i.   The Performance Evaluation Committee shall be constituted comprising of President or his nominee, a nominee of Board of Management and Provost.

    ii.   The PEC can decide its own procedure for carrying out the performance evaluation. However, the PEC, inter alia, shall consider monthly time sheets of the teaching staff and the

student assessment while making the assessment of the teaching staff.

    iii. <u>Grievance Handling</u>: Teaching staff can make a representation against the decision of PEC to the Board of Management or its Sub-Committee constituted for the purpose.

6. Qualifying criteria of minimum API score required to be achieved during various stages of employment for career progression:

Category of Activities	Duration	Minimum eligibility score		
		(a) Training	**(b) Probation / Contract Period**	**(c) Tenure post**
(I) Teaching, learning & evaluation activities	per year	60	70	80
(II) Professional development & extension	assessment period	40	45	50
(III) Research & academic contribution	assessment period	15	17	20

7. Eligibility and confirmation to tenure post:

a) <u>Eligibility</u>: After successful completion of four years period as Assistant Professor under the contract and achieving minimum API score prescribed in clause 6(c) above, an Assistant Professor shall be eligible to apply for the tenure post.

b) Selection criteria and terms of tenure post of Assistant Professor: Selection criteria and terms of tenure post of Assistant Professor shall be governed as follows:

i. Tenure post shall be considered as a long term post provided the selected candidates has successfully completed probation period of one (1) year which can be extended by another year.

ii. The maximum period of tenure post shall be Six (6) years at the time of appointment to the tenure post and can be extended to another blocks of 7 and 8 years respectively based on annual assessment record to be evaluated by Performance Evaluation Committee (PEC) at the end of every tenure blocks.

iii. Minimum 10 % of total teaching post in the GSFC University will be Tenured Posts after sixth year of establishment.

iv. The Selected person can be reverted to non-tenure post if he/she fails to successfully complete probation period.

c) The composition of Selection Committee (SC) shall consist of the President or his nominee, a nominee of Governing Body and a nominee of Board of Management.

d) The President may relax the requirement of completion of minimum four (4) years as stated in sub clause (a) of clause 7 at his discretion having regards to the requirement of the University. Such relaxation shall, however, be made only in exceptional cases and giving reasons in writing.

8. Advisory and discontinuation of employment:

Irrespective of any of the provisions in this guidelines, the following shall be having an over-riding effect and will prevail over the other provisions. And at the sole discretion of the University, the following may be applied:

a) In context of the 7 (b)(iv) above, if the employee scores less than 50% in student's feedback then an advisory letter is to be issued to him/her.

b) If the employee scores less than 40% in student's feedback then he/she may be terminated from the employment without giving any prior intimation.

9. Fast Track Promotion:

The Fast Track Promotion Policy has been designed to meet the triple objective of:

a) Using the Performance Management System of Teaching staff (PMST) for fast track promotion;

b) Providing fair opportunities for the career growth and development of a high performing Assistant Professor, Associate Professor , Professor and in keeping with his/her individual aspirations and capabilities as well as the requirements of the GSFC University; and

c) Establishing an objective system for the assessment and selection of an Assistant Professor, Associate Professor for new or expanded roles

So that, teaching staff are encouraged to excel in the field of academics ensuring their accelerating career progression apart from fulfilling the objective of the University.

(A) General eligibility criteria for fast track promotion:

a) Top 20% of the high performers in API will be considered for Fast Track Promotion.

b) Minimum residence period as provided here in after will be reduced by one year in such cases of fast track promotion so

as to make them eligible for appearing before the Selection Committee.

c) The eligible Teaching Faculty shall be assessed by Selection Committee constituted for promotion of faculty in various levels.

10. Constitution of Selection Committee for faculty promotion:

Director (Admin. & EF) will timely propose to President for constitution of Selection Committee to recommend suitable faculty for promotion. The Selection Committee will consist of following members:

a. Provost;

b. Dean of concerned school;

c. Two external experts nominated by BOM;

d. A nominee of President; and

e. Director (Admin. & EF) – Member Secretary.

Recommendation of Selection committee will be submitted to BOM for consideration and approval. Suitability of short listed candidates for next grade and University's requirements will be the over-riding criteria for promotion.

11. Custody of performance assessment related records:

Director (Admin. & EF) will be custodian of all performance assessment and Selection Committee related records.

12. Designation:

Based on the designations mentioned in UGC Regulations, GSFCU has decided the following designations at various stages of career progression:

Stage	Title (Designation)
1	Assistant Professor
2	Sr. Assistant Professor
3	Associate Professor
4	Sr. Associate Professor
5	Professor
6	Sr. Professor and Mentor

13. Other eligibility criteria for fast track promotion:

(A) Academic qualifications, residence period for normal and fast track promotion:

Based on the related UGC Regulations, the following table provides for academic qualification and residence period for normal and fast track promotion

Sr. No	Existing Grade	Grade to be promoted to	Minimum academic qualification	Residence period for normal promotion	Residence Period for fast track promotion
1	Assistant Professor (Stage 1)	Sr. Assistant Professor (Stage 2)	PhD.	Completed 4 years of service	Completed 3 years of service
			M.Phil./PG Degree in Professional courses	Completed 5 years of service	Completed 4 years of service
			PG Degree in Professional courses	Completed 6 years of service	Completed 5 years of service

2	Sr. Assistant Professor (Stage 2)	Associate Professor (Stage 3)	"	Completed service of 5 years in Stage 2.	Completed service of 4 years in Stage 2.
3	Associate Professor (Stage 3)	Sr. Associate Professor (Stage 4)	"	Assistant Professors with 3 years of completed service in Stage 3.	Assistant Professors with 2 years of completed service in Stage 3.
4	Sr. Associate Professor (Stage 4)	Professor (Stage 5)	"	Associate Professor with 3 years of completed service in Stage 4.	Associate Professor with 2 years of completed service in Stage 4.
5	Professor (Stage 5)	Sr. Professor & Mentor (Stage 6)	"	Professor with 10 years of completed service (universities only)	Professor with 9 years of completed service (universities only)

(B) Minimum API score required for being eligible for fast track promotion.

Top 20 % of the high performers in API will be eligible for being considered for fast track promotion. The following table provides for minimum API score required for being eligible for fast track promotion.

Particulars	Assistant Professor to Sr. Assistant Professor (Stage 1 to Stage 2)	Sr. Assistant Professor to Associate Professor (Stage 2 to Stage 3)	Associate Professor to Sr. Associate Professor (Stage 3 to Stage 4)	Sr. Associate Professor to Professor (Stage 4 to Stage 5)	Professor to Sr. Professor & Mentor (Stage 5 to Stage 6)
Teaching-learning Evaluation related activities (Category –I)	80 / year	80 / year	80 / year	90 / year	90 / year

Profession Development and Extension related activities (Category –II)	30 / year	30 / year	30 / year	40 / year	40 / year
Minimum total average annual score under Categories I and II*	125 / year	125 / year	125 / year	135 / year	135/ year
Research and Academic Contribution (Category –III)	10 / year or 40/ assessment period	20 / year or 100/assessment period	30 / year or 90/assessment period	40 / year or 120/ assessment period	50 / year or 500/ assessment period

(C) Weightage for recommending candidate for fast track promotion:

Selection Committee constituted in terms of clause 10 above, shall while evaluating the eligible teaching staff for fast track promotion as per this policy, shall accord the weightage for recommending the candidate for promotion to the Board of Management.

(a) 70% weightage to API score as derived from 13(b).
(b) 30% weightage to Personal Interview.

Provided that the Selection Committee shall consider the domain knowledge and teaching practices, etc. while giving the scoring in personal interview.

14. Performance Linked Incentive Scheme (PLIS):

a) Teaching staff of all category will be eligible for performance linked incentive up to 20% of annual remuneration or basic pay, whichever is less.

b) Provision applicable for operation of the Annual Performance Linked Incentive (APLI) scheme;

i.   The assessment shall be done at the end of academic year by the Assessment committee.

ii.   Assessment Committee shall consist of Provost, CFO, and Director (Administration) shall carry out preliminary assessment and submit the proposal to the Board of Management (BoM).

iii.   Annual Performance Linked Incentive (APLI), its amount and number of eligible teaching staff will be decided and approved by Board of Management (BoM).

iv.   Maximum up to 25% of the teaching staff shall be considered for grant of Annual Performance Linked Incentive (APLI).

v.   Annual Performance Linked Incentive (APLI) Assessment Committee constituted as per 14(b)(ii) above, shall consider the following parameters and weightage while carrying out the assessment;

Parameter	Weightage
API score	50%
Assessment by students	10%
Attitude & behaviour with staff, student and faculty (including on-going or pending disciplinary action)	10%
Quality of industrial attachment & students internship	10%
Quality & timely delivery of R & D work to industry	10%
Any exceptional work carried out for development of students or University	10%

c)   Eligibility: Teaching staff is required to obtain a minimum score of 70% in the assessment carried out by Assessment Committee based on the parameters and weightage as stated in clause 14(b)(v).

Provided that the Provost may relax the minimum score during first two (2) years in case sufficient number of teaching staff is unable to achieve the minimum score.

d) Assessment of any teaching staff who is a party in the litigation in respect of any administrative, service or remuneration related matter, shall be kept in a sealed envelope pending disposal of the case.

e) Annual Performance Linked Incentive (APLI) Scheme will be applicable from the academic year 2017-18.

15. Annual Increment:

a) All teaching staff will be granted annual increment on achieving the minimum API score as mentioned below:

Category of Activities	Minimum API score & gradation of increment	
	3% Increment	5% Increment
(I) Teaching, learning & evaluation activities	80	80
(II) Professional development & extension	25	30
(III) Research & academic contribution	10	12

b) Annual increment will be released in the month of July of every year after completion of academic session.

c) Irrespective of what is stated in (a) & (b) above, the President has a power to decide about granting of increment, including the percentage of increment in any year having regards to the financial position and other consideration at his discretion.

16. General:

a) The president has a power to remove any difficulty or ambiguity in implementing Performance Management System for Teaching Staff (PMSTS) and his decision shall be final as to the interpretation.

b) Further, in pursuance of (a) above or otherwise, if it is warranted to carryout modification, amendment, alteration etc. in the policy guidelines, the same would be carried out with the approval of Governing Body.