

**Faculty Performance Appraisal and
Development System
&
Career Advancement Scheme (CAS)**

Praxis Business School

Institute Vision

To become a trusted and influential management education institution that is equipped to make a compelling difference to the business world and the community.

Institute Mission

- M1: address the need for creating industry-ready professionals who will have an analytics-based approach to problem-solving
- M2: offer an education experience founded on strong core values built on the twin pillars of theory and practice
- M3: foster academic excellence in cutting-edge areas through learning and research
- M4: contribute towards learning opportunities for the rural and weaker sections of the society to make them equal participants in the digital world

FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM (FPADS)

Process:

- i. Individual faculty member submits the performance appraisal system (PBAS) form to the director of the school at the end of academic year.
- ii. Director's office collects the student feedback report on faculty members and the courses taught.
- iii. Director evaluates the self-evaluation report and overall appraisal of the faculty is done on following basis:
 - 50% for assessment of self-appraisal – (Minimum API score as per AICTE norms should be required)
 - 30% for the students' feedback – (Minimum 70% feedback should be required)
 - 20% for assessment by the Director based on academic and administrative loads shared by the faculty member
- iv. Director's recommendations are shared with the faculty members and the same is linked to the career advancement scheme (CAS).

CAREER ADVANCEMENT SCHEME (CAS)

Eligibility Criteria:

Rules & Regulation for career advancement Schemes for the faculty members is followed as per AICTE gazette notification dated March 1, 2019 regarding pay scales, service condition and qualification for teachers and other academic staff in PGDM institution regulation, 2019.

Process of Career Advancement Scheme

- i. A faculty member who wishes to be considered for promotions under CAS should submit in writing to the Director.
- ii. The faculty should submit PBAS proforma duly supported by all credential as per API guidelines set out by AICTE.
- iii. Director forms expert assessment system as per the AICTE guidelines.

<u>Sr. No.</u>	<u>Post/Pay Scale</u>	<u>Entry Pay</u>
1.	Assistant Professor	57700
2.	Associate Professor	131400
3.	Professor	144200
4.	Senior Professor	182200

- iv. Recommendation given by the Director is submitted to the Board of Governors for final approval.

Faculty Performance Appraisal Form

From the period of _____ to _____

Part I

(To be filled in by Director's Office)

Name:

Designation:

Qualifications:

Date of appointment to the present post:

Date of confirmation with the designation of the post in which confirmed:

Part II

Self-Assessment Report

(to be filled in by the faculty member)

1. No. of courses taught during the year (5):
2. Names of courses taught during the year:

3. New course introduction (if any) (5):
4. Total contact hours (5):
5. Administrative responsibilities handled (15):
 - i)
 - ii)

iii)

iv)

6. Research (15)

i) No. of Journal papers:

ii) No. of Conference papers:

iii) No. of student's project guided:

iv) No. of Ph.D. scholar guided:

v) No. of Book Chapter published:

vi) No. of Books published:

7. Any initiative taken for student development (5):

8. Contribution in Curriculum Development (10):

Total (A): _____

Signature of the faculty member

Part III

Assessment by the Director

Sr. No.	Responsibility/Initiative	Remarks
1.	Teaching load and regularity in taking class (5)	
2.	Innovations / experiments introduced in the course (2)	
3.	Intellectual capital (Books / Articles/ Patents/ Talks) (3)	
4.	Publication in Refereed Journals (4)	

5.	Organizing and participation in Seminars/ workshops, special lectures, FDP's, Summer institutes (5)	
6.	Contribution to the corporate life of the school (3)	
7.	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work) (5)	
8.	Interpersonal relations and team work (5)	
9.	Integrity and Trustworthiness (5)	
10.	General conduct (3)	

Total (B): _____

General assessment taking all the above parameters Total (A) + (B): _____

(Outstanding - 91 to 100; Very Good - 71 to 90; Good - 51 to 70; Satisfactory - 40 to 50

Unsatisfactory - up to 40)

Signature of the Director:

Seal

Date:

**SCORECARD FOR EVALUATING CANDIDATES FOR RECRUITMENT TO
ASSISTANT PROFESSOR LEVEL**

Allotment of Marks

<u>Sl. No.</u>	<u>Particulars</u>	<u>Maximum Marks</u>
1.	<i>Academic Background</i>	65
	Bachelor's Degree	15
	Master's Degree	40
	Ph.D. Degree	10
2.	Experience	05
3.	Academic awards (Medals, fellowships etc.)	08
4.	Publications in relevant field	07
5.	Interview	15
	Total	100

1. Academic background: 65 (Maximum Marks)

<u>Sl. No.</u>	<u>Degree</u>	<u>Up to % marks obtained</u>	<u>Score</u>
1.	Bachelor's Degree	<55	05
		60	10
		65	11
		70	12
		75	13
		80	14
		>80	15
2.	Master's Degree	<55	05
		60	10
		65	11
		70	12
		75	13
		80	14
		>80	15
3.	Ph.D. Degree*	N.A	08 - 10

**Note (For Ph.D. by thesis only):*

- (i) Ph.D. From Indian Universities = 8.0 Marks
- (ii) Ph.D. From Indian Universities = 9.0 Marks
- (iii) Ph.D. From Overseas Universities = 10.0 Marks

2. Experience: 05 (Maximum Marks)

The weightage for relevant experience in Teaching/Research/Extension/R.A./T.A/ S.T.A/ S.R.F. after completing Master's degree/Post-doctoral fellowship: 0.5 mark for every six months or part thereof experience: 05 Marks (The time spent for obtaining Ph.D. degree will not be counted towards experience)

3. Academic Awards (Medals and fellowships): 08 (Maximum Marks)

- i) Gold medal/certificate for securing the first position in University (B.Sc.): 2.0 Marks
- ii) Gold medal/certificate for securing the first position in University (M.Sc.): 3.0 Marks
- iii) JRF (ICAR/UGC/CSIR/DBT etc): 3.00 Marks

4. Publications: 07 (Maximum Marks)

- i) Published papers in standard scientific referred journals: 1.00 per paper
- ii) Best Paper/ Poster award at a National / International Symposium / Conference = 1.0 Marks.
- iii) Paper presented and documented in national symposium/conference at national/international level 0.5 mark per paper.
- iv) Popular articles published in leading farm Journal/ Magazines 0.5 Mark
- v) Books published by Universities, National Institutes / Standard publishers
 - (a) Authored book 1.25 mark
 - (b) Edited Book 0.75 Mark
 - (c) Chapter/Bulletin 0.50 Mark