Phone No.: 0591-2476813

Ref.	:	TMU/R.O./2024-25/Adm/031	Date:	10.08.2024

Circular

Subject: Implementation of Performance Management System (PMS) from Academic Session 2024-25 onwards

With reference to the above subject, this is for the information for all Faculty Members that the revised Performance Management System (PMS) will be implemented from the Academic Session 2024-25. The Standard Operating Procedure for the same is attached as Annexure-1 for your reference.

This is issued with the approval of Hon'ble Vice Chancellor.

(Dr. Aditya Sharma)
Registrar

Enclosure:
Annexure-1

Copy To:

1. P.S. to Hon'ble Chancellor for info. Please
2. P.S. to Hon'ble Group Vice Chairman for info. Please
3. Hon'ble Executive Director
4. Director (Administration)
5. Director- Governance (Dental & Allied Health Sciences)
6. Director- HR
7. Finance Officer
8. Joint Registrar
9. Jt. Registrar (Alumni Relations)
10. Jt. Registrar (Administration)
11. Dy. Director (Accounts)
12. Manager (Payroll)
13. Guard File

1. Hon'ble Vice Chancellor
2. Dean (Academics)
3. Controller of Examinations
4. Deans/ Principals/ HoDs
5. Dean Students' Welfare
6. Director (CTLD)
7. Associate Dean (R&D)
8. Associate Dean (Academics)
9. Associate Dean (Ph.D. Cell)
10. University Librarian
11. Joint Director (CRC)

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Annexure-1

Standard Operating Procedure
PMS for Faculty Members

Academic Session: ....

Purpose: PMS aims to facilitate individuals to perform to one's potential through direction guidance, support & review. The performance evaluation system is developed to be flexible transparent & objective to support the performance.

The teaching faculty will be evaluated on various criteria with the relevant Academic Performance Indicators (APIs):

Criteria	Academic Performance Indicators (APIs)	Maximum API Score
	API Score through Self-Assessment	
A	Academic Performance	250
B	Research & Development	200
C	Professional & Personal Competency	100
D	Administration	100
	API Score through Reporting Authority	
E	Faculty Assessment by Reporting Authority	50
F	Student's Feedback	50
	Total	**750**

Required Minimum API Score:

Criteria	Academic Performance Indicators (APIs)	Max. API Score	Required Minimum API Score			
			Demonstrator/ Lecturer/ Tutor (UG/PG)/ Senior Resident/Clinical Instructor/ Trainer	Assistant Professor	Associate Professor	Professor
A	Academic Performance	250	100	120	130	140
B	Research & Development	200	80	110	140	150

C	Professional & Personal Competency	100	40	45	50	60
D	Administration	100	25	40	60	70
E	Faculty Assessment by Reporting Authority	50	25	30	30	40
F	Student's Feedback	50	30	35	40	40
	Total	750	300	380	450	500

Faculty categorization based on API Score:

S. No.	Faculty Cadre	API Score Range	Category
1	Demonstrator/ Lecturer/ Tutor (UG/PG)/ Senior Resident/Clinical Instructor/ Trainer	<300	Average
2		300-380	Good
3		>380	Excellent
4	Assistant Professor	<380	Average
5		380-450	Good
6		>450	Excellent
7	Associate Professor	<450	Average
8		450-500	Good
9		>500	Excellent
10	Professor	<500	Average
11		500-550	Good
12		>550	Excellent

Criteria-A: Academic Performance

(Max. API Score: 250)

Based on the teacher's self-assessment, API scores are proposed for **(a)** teaching-related activities; **(b)** developing new Courses/Programmes; **(c)** Contribution as a member of BOS, BOF,

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Senate/Academic Council, Curriculum development team **(d)** Supervision of Project Work **(e)** Innovative Pedagogy etc.

		Max. API Score	Scores per activity (A)	Required activities in Numbers (B)	Total API Score through Self-Assessment (A*B)	Assessment by Reporting Authority through API Score	Upload relevant documents (pdf, jpg with <200 kb size)
A)	**Classroom Teaching**						
a.1	Score for credit of Courses taught by faculty during current Session (Odd & Even Sem) including practical (lab) & tutorial *(3 scores for each credit)*	100	3				
B)	**New Courses/Programmes developed**						
b.1	Revised/ developed a new course(s) for a Programme *(Max. 3 courses will be considered)*	9	3				
b.2	Contribution to developed/ modified a new programme	5	5				
b.3	Revised/developed an experiment for a Programme *(Max. 3 experiments will be considered)*	6	2				
b.4	Developed lab manual *(Max. 3 experiments will be considered)*	9	3				
b.5	Developed the content for Short-term Courses/FDPs	6	6				
b.6	E-contents developed for a Programme *(Max. 5 E-contents will be considered)*	15	5				
C)	**Contribution as member of BOS, BOF, Senate/Academic Council, Curriculum development team etc.**						
c.1	A member within TMU of any of the above bodies *(Maximum 6 Marks will be allotted if faculty is a member of single or all committees)*	6	6				
c.2	A member of an external	8	8				

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	Institution/University of any of the above bodies *(Maximum 8 Marks will be allotted if faculty is a member of single or all committees)*						
D)	**Project Work Supervision**						
d.1	UG project supervised *(Max. 2 UG projects will be considered)*	8	4				
d.2	PG project supervised *(Max. 2 PG projects will be considered)*	12	6				
d.3	UG/PG field project supervised	8	8				
d.4	UG/PG Industry project supervised (real-time problem)	10	10				
d.5	UG/PG project of the student that has been shortlisted for the competition	12	12				
d.6	UG/PG project won any first three positions in a competition (irrespective of no. of students supervised)	16	16				
E)	**Exam related works**						
e.1	Scores for submission of examination /assessment work within stipulated time & quality in terms of objectivity & fairness (Question papers setting, timely uploaded of CT Marks/Assignment/Attendance/ Evaluation/Examiner (inhouse)	20	5				
		250					

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Criteria-B: Research & Development

(Max. API Score: 200)

Based on the teacher's self-assessment, API scores are proposed for **(a)** Research Papers & Book publication; **(b)** Research Supervision; **(c)** Research Projects; **(d)** Participation in Research Activities; **(e)** Consultancy etc.

		Max. API Score	Scores per activity (A)	Required activities in Numbers (B)	Total API Score through Self-Assessment (A*B)	Assessment by Reporting Authority through API Score	Upload relevant documents (pdf, jpg with <200 kb size)
F)	**Research Papers & Book Publication**						
f.1	Research Paper published in a Journal indexed in Scopus/WoS/ PubMed/ SCI/ABCD/UGC-Care *(Max. 4 Research Papers will be considered)*	32	8				
f.2	Article Published in a National magazine or newspaper or reviewing the article *(Max. 3 articles will be considered)*	6	2				
f.3	Book chapter Publication	5	5				
f.4	Authoring /co-authoring an edited book or Conference Proceeding by an International Publisher	6	6				
f.5	Authoring /co-authoring an edited book or Conference Proceeding by a National Publisher	4	4				
f.6	Book published through National Publishers	8	8				
f.7	Book published through International Publishers	10	10				
G)	**Research Supervision**						
g.1	Scores for each PhD awarded during the current session	5	5				
g.2	Pre-thesis submission, and presentation completed & approved	4	4				

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	by CRC						
g.3	Active PhD registered candidate (have been continually submitting progress reports without any break)	10	2				
H)	**Research Project**						
h.1	Patent awarded/published/ filed at the international level	8	8				
h.2	Patent awarded/published/ filed at National level	6	6				
h.3	Completed research project of more than 10 lakhs funded by government bodies	10	10				
h.4	Completed research project of less than 10 lakhs funded by government bodies	7	7				
h.5	Ongoing research project of more than 10 lakhs funded by government bodies	6	6				
h.6	Ongoing research project of less than 10 lakhs funded by government bodies	5	5				
h.7	Research Project funded by non – government bodies	4	4				
h.8	Research project (Seed money Project) funded by university	4	4				
h.9	Scores for published technical reports	3	3				
I)	**Participation in Research Activities**						
i.1	Research Paper presented at the National Conference	2	2				
i.2	Research Paper presented at the International Conference	3	3				
i.3	Research Paper publication in a Conference Proceeding	3	3				
i.4	Organized Workshops, Seminar, Conference, IPR, Tech-Fest, Industry-Academia Innovative Practice, Short-Term Courses, Value added Courses at	12	4				

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	the National level as Convenor, Secretary/coordinator of an activity *(Max. 3 activities will be considered)*						
i.5	Organized Workshops, Seminar, Conference, IPR, Tech-Fest, Industry-Academia Innovative Practice, Short-Term Courses, Value added Courses at the international level as Convenor, Secretary/coordinator of an activity *(Max. 2 activities will be considered)*	12	6				
J)	**Consultancy, Projects, FDPs/MDPs & Start-ups**						
j.1	• 4 scores for revenue up to Rs. 50,000/- • 6 scores for revenue between Rs. 50,000 to Rs. 1,00,000 • 8 scores for revenue between Rs. 1,00,000 to Rs. 2,00,000 • 10 scores for revenue between Rs. 2,00,000 to Rs. 3,00,000 • 12 scores for revenue more than Rs. 3,00,000	12	12				
j.2	Scores for incubating one start-up	13	13				
		200					

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Criteria-C: Professional & Personal Competency

(Max. API Score: 100)

Based on the teacher's self-assessment, API scores are proposed for **(a)** Self-Development; **(b)** Peer/Institute/Industry connect; **(c)** Student Support & Counselling etc.

		Max. API Score	Scores per activity (A)	Required activities in Numbers (B)	Total API Score through Self-Assessment (A*B)	Assessment by Reporting Authority through API Score	Upload relevant documents (pdf, jpg with <200 kb size)
K)	**Self-Development**						
k.1	PhD completed (During current session)	5	5				
k.2	PhD registered (During current session)	3	3				
k.3	Attended FDPs/Conferences/ Workshops/ Skill Enhancement Programmes/ Seminars at the National Level (Max. 3 activities will be considered)	6	2				
k.4	Attended FDPs/Conferences/ Workshops/Skill Enhancement Programmes/ Seminars at the International Level (Max. 3 activities will be considered)	9	3				
k.5	Attending UGC / AICTE sponsored Refresh Course/Induction Programme / FDPs conducted by any of the top University (NAAC 'A or higher graded or 'NIRF' ranking)	5	5				
k.6	Invited for extension lectures/ PG level project evaluation/ External Examination by College/University	6	3				
k.7	Thesis Examination	3	3				
k.8	Membership of Institutional/ Professional bodies	2	2				
k.9	Received Award/fellowship at the International Level	6	6				

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k.10	Received Award/fellowship at the National Level	5	5				
k.11	MOOC course completion	4	4				
L)	**Peer/Institute/Industry Connect**						
l.1	MOU for collaborative work & resource sharing etc. at the international level	5	5				
l.2	MOU for collaborative work & resource sharing etc. at National level	3	3				
l.3	Social/Rural/ NSS/ NCC/ Red Cross/ NGO project or activities *(Max. 3 activities will be considered)*	6	2				
M)	**Student Support & Counselling**						
m.1	Mentorship as a Mentor of batch/class	4	4				
m.2	Competitive classes for Govt. Services/NET/GATE/CAT/JRF etc.	3	3				
m.3	Organized & accompanied students for industry visits/Education trips/excursions as coordinator or member at the National Level	2	2				
m.4	Organized & accompanied students for industry visits/Education trips/excursions as coordinator or member at the International Level	3	3				
N)	**Innovative Pedagogy**						
n.1	Expert talk as an expert invited from the Institution/University except NIRF/NAAC	6	3				
n.2	Expert talk as an expert invited from NIRF/A or higher NAAC accredited	10	5				
n.3	Lecture(s) delivered by using recognized & proven innovative teaching methods	4	4				
		100					

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Criteria-D: Administration

(Max. API Score: 100)

API scores are proposed for Institution Building based on the teacher's self-assessment.

		Max. API Score	Scores per activity (A)	Required activities in Numbers (B)	Total API Score through Self-Assessment (A*B)	Assessment by Reporting Authority through API Score	Upload relevant documents (pdf, jpg with <200 kb size)
O)	**Institution Building**						
o.1	Administrative responsibility at College & University level	30	30				
o.2	Department & programme level responsibility at college	20	20				
o.3	Organized non-academic events as event coordinator	20	10				
o.4	Contribution for the work related to admissions/placements	10	10				
o.5	Contribution in Non-academic committee(s) as a member of organizing committee	20	10				
		100					

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Criteria-E: Faculty Assessment by Reporting Authority

(Max. API Score: 50)

Qualitative Assessment of Individuals by Reporting Authority:

P)	Faculty Assessment Points	Max. API Score	Score given by the Reporting Authority
p.1	Commitment towards work for the Department /University	5	
p.2	Relationships with Colleagues & Superiors	5	
p.3	Punctuality & Regularity (classroom delivery)	5	
p.4	Maturity & Temperament	5	
p.5	Work Knowledge	5	
p.6	Attitude	5	
p.7	Ability to deal in difficult situations	5	
p.8	Communication Skills	5	
p.9	Capability to work in Teams	5	
p.10	Leadership Skills	5	
		50	

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Criteria-F: Student's Feedback

(Max. API Score: 50)

Marks criteria of Faculty feedback which was given by Students through ERP as:

S. No.	Faculty Feedback in %	Marks
1	≥ 90%	50
2	80%-89.9%	45
3	70%-79.9%	40
4	60%-69.9%	35
5	50%-59.9%	30
6	40%-49.9%	25
7	30%-39.9%	20
8	20%-29.9%	15
9	10%-19.9%	10
10	0-9.9%	5

Faculty feedback in % = ………………..

Faculty obtained Marks out of 50 = ………………..

API Score Calculation

Maximum API Score: 750

API Score through Self-Assessment by Faculty

Criteria-A (Academic Performance):   …………..

Criteria-B (Research & Development):   …………..

Criteria-C (Professional & Personal Competency):   …………..

Criteria-D (Administration):   …………..

API Score through Reporting Authority

Criteria-E (Faculty Assessment):   …………..

Criteria-F (Student's Feedback):   …………..

_____

Total obtained API Score: …………….

_____

Faculty category based on API Score: …………….
(Average, Good, Excellent)

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Comments & suggestions after review of individual progress by Reporting Authority

a) ....

b) ....

c) ....

d) ....

e) ....

Signature with Date & Seal
(Reporting Authority)

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HR Department

Total obtained API Score: ………… / 750

Faculty category based on API Score: …………………………..
      (Average, Good, Excellent)

Required Improvement in the categories
(Academic Performance/ Research Development/
Professional & Personal Competency/ Administration):

1. …………………..........
2. …………………….
3. ……………………..
4. ……………………..

HR Recommendations:

a) ………

b) ………

c) ………

d) ………

Approval & Comments by Vice Chancellor:

………

………

(Vice Chancellor)
Signature