

6.3.1: The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff.

Additional Information

Contents

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 - Performance Appraisal System at MU
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 - Child Education Subsidy Policy
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 - Faculty Industry Immersion Program
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Marwadi University

Annual Self- Assessment for the Performance Based Appraisal System (PBAS)

(For, Faculty of Engineering, Science, Architecture/Planning, Law, Commerce, Management and Mathematics & Humanities)

CATEGORY : I

TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I -a Direct Teaching (Lectures / Tutorial / Practical / Project Supervision / Field Work) – To give Semesterwise / Termwise details wherever necessary

Cadre	Teaching hours per week	Cadre	Teaching hours per week
Assistant Professor	16 hours including Lectures/Tutorials/Practicals/Project Supervision/Field Work.	Associate Professor and Professor	14 hours including Lectures/Tutorials/Practicals/Project Supervision/Field Work.

Formula for API computation

Cadre/ Post	Maximum score	Formula of calculation
Professor	60	Actual hours spent per academic year / 7.75
Associate Professor	60	Actual hours spent per academic year / 7.75
Assistant Professor	70	Actual hours spent per academic year / 7.50
University has decided minimum cut-off - 75%, below which no scores may be assigned in these sub-categories.		

Category – I – b - Examination Duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment.

Formula for API computation = Actual hours spent per academic year / 10

Maximum API score for Professor – 10. for Associate Professor and Assistant Professor – 20

Category – I – c - Innovative Teaching – Learning methodologies, updating of subject contents / courses, mentoring etc.

Formula for API computation = Actual hours spent per academic year / 10

Maximum API score for Professor – 20. for Associate Professor – 15, for Assistant Professor – 10)

- (i) Innovative Teaching - Learning methodologies
- (ii) Updating of subject contents / courses
- (iii) Mentoring

Total API score calculated by the Faculty for I C (i) + (ii) + (iii) = _____

Summary of API for Category I

Total API score verified and endorsed by constituted committee is as under :

	API score
I (a)	
I (b)	
I (c)	
Total -> (*)	

CATEGORY : II

**PROFESSIONAL DEVELOPMENT,
CO-CURRICULAR AND EXTENSION ACTIVITIES**

Based on the teacher's self-assessment, Category II API scores are proposed for Professional development, co-curricular and extension activities; and related contributions. The minimum API required by teachers for eligibility for promotion is fixed in **Appendix – C**. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and selection committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Formula for API computation :- Actual hours spent per academic year / 10

Maximum API score for (a) - 15, for (b) - 15 and (c) - 15

(Evidences of hours spent should be attached as supporting documents)

Category II (a) : Student related co-curricular, extension and field based activities

- (i) Discipline related co-curricular activities (eg. Remedial classes, career counselling, study visit, student seminar and other events)
- (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc)
- (iii) Extension, dissemination activities (Public/popular lectures/talks/seminars, etc)

Category II (b) : Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.

- (i) Administrative responsibility (including as Dean/Principal/Chairperson/ Convener/Teacher-in-charge/similar other duties that require regular office hrs for its discharge)
- (ii) Participation in Board of Studies, Academic and Administrative Committees
- (iii) Others

Category II (c) : Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses, dissemination and general articles and any other contribution)

Summary of API for Category II

Total API score verified and endorsed by constituted committee is as under :

	API score
II (a)	
II (b)	
II (c)	
Total -> (*)	

CATEGORY : III**RESEARCH AND ACADEMIC CONTRIBUTIONS**

=Category – III A - Research Papers Published in :

(a) Refereed Journals as notified by the UGC/ Cases published in Harvard Business Publishing or IVEY Publishing

Maximum API score - 25 per publication (*)

(*)Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows :

- (i) papers with impact factor less than 1 : 5 points
- (ii) papers with impact factor between 1 and 2 : 10 points
- (iii) papers with impact factor between 2 and 5 : 15 points
- (iv) papers with impact factor between 5 and 10 : 20 points
- (v) papers with impact factor above 10 : 25 points
- (vi) The API for joint publications shall be calculated in the following manner.

- a. Of the total score for the relevant category of publication by the concerned teacher the First and Principal / Corresponding author / supervisor / mentor : 70% of the total points

b. the remaining 30% would be shared equally by all other authors.

(b) Other Reputed Journals as notified by the UGC / cases published by reputed publisher such as ECCH / registered moot cases.

Maximum API score - 10 per publication (*)

(*)The API for joint publications shall be calculated in the following manner:

- i) Of the total score for the relevant category of publication by the concerned teacher the First and Principal / Corresponding author / supervisor / mentor would share equally 70% of the total points
- ii) the remaining 30% would be shared equally by all other authors.

Total API score calculated by the Faculty for III A (a) + (b) = _____

Category – III B Publications other than journal articles (books, chapters in books) :

(a) Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Maximum API score - 30 per book for single author (*)

(*) The API for joint publications shall be calculated in the following manner.

- i) Of the total score for the relevant category of publication by the concerned teacher the First and Principal / Corresponding author / supervisor / mentor would share equally 70% of the total points
- ii) the remaining 30% would be shared equally by all other authors.

(b) Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.

Maximum API score - 20 per book for single author (*)

(*) The API for joint publications shall be calculated in the following manner.

- i) Of the total score for the relevant category of publication by the concerned teacher the First and Principal / Corresponding author / supervisor / mentor would share equally 70% of the total points
- ii) the remaining 30% would be shared equally by all other authors.

(c) Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website.

Maximum API score - 15 per book for single author (*)

(*) The API for joint publications shall be calculated in the following manner.

- i) Of the total score for the relevant category of publication by the concerned teacher the First and Principal / Corresponding author / supervisor / mentor would share equally 70% of the total points
- ii) the remaining 30% would be shared equally by all other authors.

(d) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The list will be intimated to UGC.

Maximum API score for National level – 5 per chapter and for International – 10 per chapter

Total API score calculated by the Faculty for III B (a) + (b) + (c) + (d) = _____

Category – III C Research Projects

(i) (a) Sponsored Major Projects with grants above Rs. 30 lakhs (For Faculty of Technology and Engineering, Science, Architecture/Planning) / Major Projects with grants above Rs. 5 lakhs (For Faculty of Law, Commerce, Management and Mathematics & Humanities)

API score 20 per project (*)

(*) Wherever more than one investigators are engaged,

- i) 70 % of total API score shall be granted to principal investigator
- ii) Remaining 30% shall be shared equally among all other investigators

In case the project is for the duration of more than one year then API score shall be granted for every year during sanctioned period of project

(i) (b) Sponsored Major Projects with grants above Rs. 5 lakhs upto Rs. 30 lakhs (For Faculty of Technology and Engineering, Science, Architecture/Planning and Pharmacy) / Major Projects with grants Rs. 3 lakhs up to Rs. 5 lakhs (For Faculty of Law, Commerce, Management and Mathematics & Humanities)

API score 15 per project (*)

(*)Wherever more than one investigators are engaged,

- i) 70 % of total API score shall be granted to principal investigator
- ii) Remaining 30% shall be shared equally among all other investigators

In case the project is for the duration of more than one year then API score shall be granted for every year during sanctioned period of project

(i) (c) Sponsored Minor Projects with grants above Rs. 1 lakhs upto Rs. 5 lakhs (For Faculty of Technology and Engineering, Science, Architecture/Planning and Pharmacy) / Minor Projects with grants above Rs. 1 lakhs up to Rs. 3 lakhs (For Faculty of Law, Commerce, Management and Mathematics & Humanities)

API score 10 per project (*)

(*)Wherever more than one investigators are engaged,

- i) 70 % of total API score shall be granted to principal investigator
- ii) Remaining 30% shall be shared equally among all other investigators

In case the project is for the duration of more than one year then API score shall be granted for every year during sanctioned period of project

(i) (d) Sponsored Minor Projects with less than Rs. 1 lakh (For all faculties)

API score 5 per project (*)

(*)Wherever more than one investigators are engaged,

- i) 70 % of total API score shall be granted to principal investigator
- ii) Remaining 30% shall be shared equally among all other investigators

In case the project is for the duration of more than one year then API score shall be granted for every year during sanctioned period of project

Total API score calculated by the Faculty for III C(i) - (a) + (b) + (c) +(d) = _____

Category – III C (ii) Consultancy Projects / Testing / Training

Amount mobilized with a minimum of Rs. 10 lakhs (For Faculty of Technology and Engineering, Science, Architecture/Planning and Pharmacy) (API score 10 for every Rs. 10 lakhs) / Amount mobilized with a minimum of Rs. 2 lakhs (API score 10 for every Rs. 2 lakhs) (For Faculty of Law, Commerce, Management and Mathematics & Humanities)

Note :- Wherever more than one faculty member is engaged in consultancy projects / testing, API score shall be shared in proportion of the amount of sharing of professional fees

Category – III C (iii) Projects Outcome / Outputs

Patent / Technology transfer / Product / Process (For Faculty of Technology and Engineering, Science, Architecture/Planning and Pharmacy) (API score - 30 for each International level, 20 for each National level output or patent) / Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt. / Local bodies (For Faculty of Law, Commerce, Management and Mathematics & Humanities) (API score, Major policy document of International bodies – 30, Central Government – 20, State Government – 10 and Local bodies – 5)

Total API score calculated by the Faculty for III C (i) + (ii) + (iii) = _____

Category – III D - Research Guidance : Ph.D. programme

API score – 10 for Thesis submitted and 15 for degree awarded

Category – III E –Fellowships, Awards and Invited lectures delivered in conferences / seminars

(i) Fellowships / Awards

API score : Award/Fellowship from academic bodies for International-15 per award / fellowship, for National-10 per award / fellowship, for State / Uni. Level / Local bodies-5 per award.

(ii) Invited Lectures / papers.

API score : for International - 7 per lecture / 5 per paper presented, for National - 5 per lecture / 3 per paper presented, for State / Uni. level - 3per lecture / 2 per paper presented

The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.

Total API score calculated by the Faculty for III E (i) + (ii) = _____

III F Development of e-learning delivery process / material
 API Score: 10 per module

Summary of API for Category III

Total API score verified and endorsed by constituted committee is as under :

	API score
III (A)	
III (B)	
III (C)	
III (D)	
III (E)	
III (F)	
Total -> (*)	

Summary of API for Category I, II & III for Academic year _____

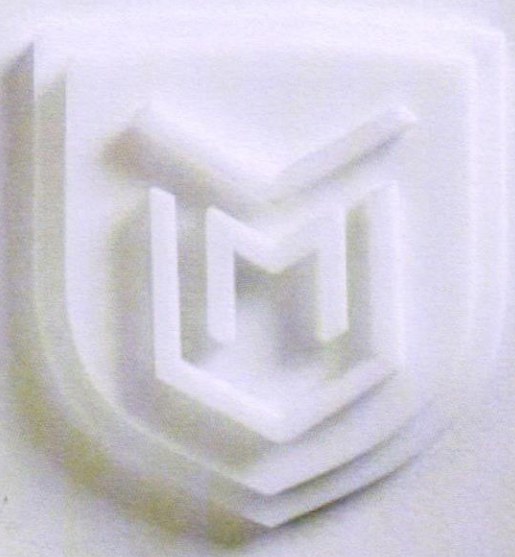
Total API score verified and endorsed by constituted committee is as under :

	API score
Category I	
Category II	
Category III	
Total ->	

Masdar
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Marwadi University



Performance Appraisal System at MU



Marwadi
University

Performance Appraisal System at MU



Academic Performance Indicators



Academic Performance Indicators

View Employee Report

DR. RAMDEVSINH LALUBHA JHALA

PBAS Year

PBAS 01 Jun 2021 TO 31 May 2022

Total Hour

1540.00



(Manually Entered in PBAS)

CATEGORY : I - Teaching, Learning and Evaluation related activities

- Category : I-A** - Direct Teaching (Lectures / Tutorial / Practical / Project Supervision / Field Work) – To give Semesterwise / Termwise details wherever necessary
- Category : I-B** - Examination Duties (question paper setting, Invigilation, evaluation of answer scripts) as per allotment.
- Category : I-C** - Innovative Teaching – Learning methodologies, updating of subject contents / courses, mentoring etc.
 - Category : I-C(i)** - Innovative Teaching - Learning methodologies
 - Category : I-C(ii)** - Updating of subject contents / courses
 - Category : I-C(iii)** - Mentoring

Performance Appraisal System at MU

Academic Performance Indicators

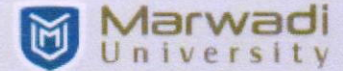
  MFE/PBAS C(iii) - Mentoring



CATEGORY : II - Professional development, Co-curricular and extension activities

- ✔ **Category : II-A** - Student related co-curricular, extension and field based activities.
 - ✔ **Category : II-A(i)** - Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events.)
 - ✔ **Category : II-A(ii)** - Other co-curricular activities (Cultural, Sports, NSS, NCC etc. - please specify)
 - ✔ **Category : II-A(iii)** - Extension and dissemination activities (public / popular lectures/talks/seminars etc.)
- ✔ **Category : II-B** - Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.
 - ✔ **Category : II-B(i)** - Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hrs for its discharge), please specify
 - ✔ **Category : II-B(ii)** - Participation in Board of Studies, Academic and Administrative Committees
 - ✔ **Category : II-B(iii)** - Others
- ✔ **Category : II-C** - Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher / faculty development courses, dissemination and general articles and any other contribution) please specify

Performance Appraisal System at MU



Academic Performance Indicators

CATEGORY : III - Research and academic contributions

- ✔ **Category : III-A - Research Papers Published in**
 - ✔ **Category : III-A(a) -** Refereed Journals as notified by the UGC / Cases published in Harvard Business Publishing or IVEY Publishing
 - ✔ **Category : III-A(b) -** Other Reputed Journals as notified by the UGC / cases published by reputed publisher such as ECCH / registered moot cases.
- ✔ **Category : III-B - Publications other than journal articles (books, chapters in books) :**
 - ✔ **Category : III-B(a) -** Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.
 - ✔ **Category : III-B(b) -** Subject Books, published by National level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.
 - ✔ **Category : III-B(c) -** Subject Books, published by other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.
 - ✔ **Category : III-B(d) -** Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The list will be intimated to UGC.
- ✔ **Category : III-C(i) - Research Projects**
 - ✔ **Category : III-C(i-a) -** Sponsored Major Projects with grants above Rs. 30 lakhs (For Faculty of Technology and Engineering, Science, Architecture/Planning) / Major Projects with grants above Rs. 5 lakhs (For Faculty of Law, Commerce, Management and Mathematics & Humanities)
 - ✔ **Category : III-C(i-b) -** Sponsored Major Projects with grants above Rs. 5 lakhs upto Rs. 30 lakhs (For Faculty of Technology and Engineering, Science, Architecture/Planning and Pharmacy) / Major Projects with grants Rs. 3 lakhs up to Rs. 5 lakhs (For Faculty of Law, Commerce, Management and Mathematics & Humanities)

MARWADI EDUCATION FOUNDATION GROUP OF INSTITUTIONS

**Internal Promotion-Faculty positions
Applicable for Academic Year 22-23**

Objectives:

It is important that employee grow in terms of their career path. Each employee seeks promotion and recognition of the contribution one makes to the organization. The objective is to give a promotion to the deserving employee with increase in the responsibility to motivate them and others.

Scope:

All the current full time confirmed faculties of the organization

Promotion: Assistant Professor to Associate Professor**Mandatory requirements:**

PhD degree in the concerned/allied/relevant discipline

Masters Degree in the concerned/allied/relevant discipline with minimum 55% marks (Or equivalent CGPA)

Ten years of teaching experience with PhD or two years of teaching experience after PhD

Minimum five publications out of which two should be in Scopus indexed (or equivalent) journals in last five years

Must have guided/be guiding PhD students

Desirables:

Research

Patent registered/ applied for/ case studies developed

Funded projects

Development of MOOCS

Research guidance/Post doctoral

Consultancies

Prominent Awards and recognitions

Promotion: Associate Professor to Professor**Mandatory requirements:**

PhD degree in the concerned/allied/relevant discipline

Masters Degree in the concerned/allied/relevant discipline with minimum 55% marks (Or equivalent CGPA)

Ten years of teaching experience out of which five years should be as Associate professor

Minimum ten publications out of which four should be in Scopus indexed (or equivalent) journals in last five years

Must have guided/be guiding PhD students

Must have minimum two years of administrative experience

Desirables:

Research
Patent registered/ applied for/ case studies developed
Funded projects
Development of MOOCS
Research guidance/Post doctoral
Consultancies
Prominent Awards and recognitions

Process for promotion:

1. Any employee who thinks deserves the promotion may apply online on <http://career.marwadiuniversity.ac.in/OnlineApplication.aspx?p=1>
2. Employee must ensure that they fulfill the mandatory requirements before making an application
3. Employee to attach the relevant documents as evidence of mandatory requirements and desirables along with the application
4. A screening committee will scrutinize the application
5. An employee may need to make a presentation (called for the meeting) in presence of committee comprising of their past achievements making them eligible for the promotion and their next three years plan on getting promotion
6. The committee to take the final decision on promotion
7. The employee to be informed officially in writing
8. Proceedings to be filed

Do note:

The promotion will depend on the availability of the position
Organization reserves the right to decide on the promotion of any employee
Organization reserves the right to change the policy
Organization reserves the right to exception in the above criteria


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MARWADI EDUCATION FOUNDATION GROUP OF INSTITUTIONS

**Child Education Subsidy
Academic Year 2021-22**

Objectives:

To support employees in education of their ward

To attract and retain talent

To provide opportunity for world-class education to the child(ren) of the staff

Scope:

All the current full time faculties of the organization

Guidelines:

The child(ren) should be studying in the organization in any of the courses

This is only towards tuition fees. Other fees are to be borne at actuals by the employee

This is applicable only up to 2 children

This is applicable until the child passes in 1st attempt. The fees at actuals will be charged in case the ward is unable to clear any semester/year

This is applicable only if there are no complaints of indiscipline against the ward


On dissociation with employee for any reason the benefit will be withdrawn

Slabs for Fee Subsidy applicable:

Tenure in organization (as on 1 July of the year)	Fee borne by organization	Fee borne by the employee
0 to 2 years	10%	90%
2 to 5 years	30%	70%
5 to 10 years	40%	60%
Above 10 years	50%	50%

Process for availing the benefit

1. The application for the fee subsidy to be given to Student Section along with the admission form
2. Student Section to confirm the employment data with the HR
3. The Student section to complete the scholarship process for the ward


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MARWADI EDUCATION FOUNDATION GROUP OF INSTITUTIONS

**PhD Education Subsidy
Academic Year 2021-22**

MU/ PhD Education Subsidy Policy/010-2021/001

Objectives:

- To support employees in upgradation of their own qualifications
- To attract and retain talent
- To provide opportunity for world-class education to the staff
- To encourage research in the organization

Scope:

All the current full time faculties of the organization who are pursuing PhD

Guidelines:

- This is applicable to employees pursuing PhD from Marwadi University in any of our courses
- This is only towards tuition fees. Other fees are to be borne at actuals by the employee
- This is applicable only till the normal duration of the course. The fee subsidy will not be applicable towards any extension in completion of the course beyond its stipulated duration
- On dissociation with employee for any reason the benefit will be withdrawn

Fee Subsidy applicable:


25% subsidy per year on enrollment for 4 years

Applicable from: 1 July 2021

NB: Those employees who have enrolled before 1 July 2021 can also avail the benefit. However, the subsidy is applicable wef 1 July 2021 ONLY

Process for availing the benefit

1. The application for the fee subsidy to be given to Student Section along with the admission form
2. Student Section to verify the employment data and process after necessary approvals


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Faculty Industry Immersion Program

Industry Immersions

Industry Immersions offers collaborative and real-world learning experiences for faculty members at the Department. It explores take-away opportunities for students at the Departments. It also gives access for collaborative network and renders opportunities to engage and learn from top industry leaders and practitioners.

Highlights of Faculty Industry Immersion Program (FIIP)

- Gain hands-on experience from multiple departments in the organization with problem solving insights
- Learning sessions from senior executives
- Access to curriculum design to match with the current industry needs along with live case studies
- Exploring placement and internship opportunities for students
- Avenues to new areas of research and pursue professional development

Applicants of FIIP

- A regular faculty member of Marwadi University with relevance to industry or company his/her background and discipline
- Faculty member who offers potential for understanding industry practices and technical challenges
- With this Immersion, the faculty member will have improvement in classroom instructions, defining road map to address one or more technical challenges as Research Project and will have interdisciplinary/interdepartmental research
- Matching with the Teaching & Research activities of the Department

Application Form

- A faculty member shall apply in a prescribed format to his/her Head of the Department showcasing willingness to undertake industry immersion
- Preferences of (upto 3) company/organization, expected duration of immersion, what will be possible outcomes shall be presented in the application form
- Assistance requested from the Institutes shall also be described the concerned faculty member
- If any dialogue has been initiated with the organization/company may be share by the faculty member

Guidelines at the Department/Institute

- 5% of the total faculty members in the Department/Institute shall be encouraged and motivated to undertake Industry Immersion Program during the Academic Year
- Upon the receipt of willingness of Faculty member to undertake FIIP, the Head of the Department/Program shall present to Department Research Committee to evaluate the merits of application
- The recommendations of Department Research Committee shall be forwarded to Faculty Board of the Faculty for its approval


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MARWADI UNIVERSITY
Transport Fee Subsidy policy
Academic Year 2021-22

Objectives:

- To provide transport facility to employees for easy and timely commute
- To ensure safety of employees on traffic laden highways
- To provide a financial benefit to employees

Scope:

All the current full time employees of the organisation
Applicable wef : 1 March 2022

Guidelines:

- The transport is to be used at their normal bus timings
- The bus stops and routes may change keeping larger interest in mind
- Transport facility is a privilege and not the right
- Organisation reserves the right to change the fee structure and policy keeping larger interest in mind
- For outstation employees, fees applicable will be as per outstation fees charged and may slightly differ than the slab mentioned
- Please refer to transport policy for stopping the usage of transport in between the semester

Slabs for Fee Subsidy applicable:

Transport fees for AY 2021-22 : INR22000/-PA

Transport fees for AY 2021-22 for outstation: INR27000/-PA

Particulars	Fees to be paid (in %)	Fees to be paid PA (In Amt)	Fees to be paid PM (In Amt)	Fees to be paid PA for outstation (In Amt)	Fees to be paid PM for outstation (In Amt)
Salary upto 20000	0	0	0	0	0
20000 <= 40000	20%	4400	367	5400	450
40000 <= 60000	30%	6600	550	8100	675
60000 <	50%	11000	917	13500	1125


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