

**SARDAR VALLABHBHAI PATEL EDUCATION SOCIETY MANAGED
N. G. PATEL POLYTECHNIC**

Promotion Rules

Faculty Performance Appraisal Report (FPAR) is collected from every faculty member on annual basis. In this report, they are required to give the details about the responsibilities they carried and duties performed of academic and / or administrative nature along with their contribution to co-curricular and extracurricular activities, STTP and FDP's attended for self-development, publication, results of their subjects in internal exams as well as University exams during the period of appraisal. Moreover, they are also expected to provide services to the industry and community for understanding and contributing to the solution of real life problems in industry/society. Additionally, faculty members have to work in harmony with colleagues, Head of the department and head of the institute.

Therefore, an effective performance appraisal system for Faculty is vital for optimizing the contribution of individual Faculty to the overall performance of the institute. We have adopted API based Performance Appraisal System which contains following criteria to measure performance of faculty.

API	Evaluation Criteria
API-I: Teaching, learning and evaluation related activities	<ul style="list-style-type: none">• Lectures, Seminars, Tutorials, Practical Contact Hours.• Reading / Instructional material referred and additional knowledge resources used to teach the students.• Use of Participatory and Innovative Teaching-Learning Methodologies.• Examination Duties Performed.
API – II: Co-curricular, personal development related activities	<ul style="list-style-type: none">• Co-curricular activities• Contribution for the Management of the Institution.• Professional Development Activities like qualification upgradation and participation in STTP's, FDP's, workshops, webinars/seminars, etc.
API-III: Research, publications and professional contributions	<ul style="list-style-type: none">• Published Papers in Journals / proceedings• Published Books as single author or as editor• Consultancy related work• Delivered expert talk

- Faculty appraisal system is well defined and transparent. Faculties are required to fill their appraisal report (FPAR) every year in the month of May. All the reports are reviewed by senior officers of two levels. After careful review by first reviewing officer, it is shown to the concerned faculty to let him/her know his/her performance. The reports are then sent to the second reviewing officer (Principal) for further process.
- The whole appraisal system is transparent and time bound. Every year based on the performance of faculty which is reflected in FPAR, eligibility for increment/promotion is determined.



President

- Apart from FPAR for promotion, it is also used to provide a change in grade pay from time to time.

**Table 1 Criteria for AGP movement from 5400 to 6000
(Basic Pay Scale: 15600-39100)**

Sr. No.	Criteria	AGP Movement 5400 to 6000
1	Service Length	8 Years in AGP 5400 for B.E./B. Tech. Entry Level at AGP 6000 for M.E./M.Tech.
2	API Category-1, 2 & 3	50% of Total Marks
3	Authority	Screening Committee

Table 2 Criteria for AGP movement from 6000 to 7000 (Senior Scale)

Sr. No.	Criteria	AGP Movement 6000 to 7000
1	Service Length	3 Years in AGP 6000 for B.E. / B.Tech. 7 Years in the AGP of 6000 for M.Tech.
2	API Category-1, 2 & 3	50% of Total Marks
3	Authority	Screening Committee

Table 3 Criteria for AGP movement from 7000 to 8000 (Selection Grade-I)

Sr. No.	Criteria	AGP Movement 7000 to 8000
1	Service Length	5 Years in AGP 7000 + Qualification upgradation (M.E./M.Tech.) for B.E. / B. Tech 5 Years in AGP of 7000 for M.E./M.Tech.
2	API Category-1, 2 & 3	50% of Total Marks
3	Authority	Screening Committee

**Table 4 Criteria for AGP movement from 8000 to 9000 (Selection Grade-II)
(Basic Pay Scale: 37400-67000)**

Sr. No.	Criteria	AGP Movement 8000 to 9000
1	Service Length	3 Years in AGP 8000
2	API Category-1, 2 & 3	50% of Total Marks
3	Authority	Screening Committee

- The faculty members are given career advancement on the basis of PBAS points obtained during the assessment period. The eligible faculty member aspiring for career advancement needs to submit his/her application, which is scrutinized by the reviewer committee in the Institute.



President

**Saradar Vallabhbai Patel Education Society
At : Isroll, Po. Afwa, Ta. Bardoli, Di : Surat**