UNNAMALAI INSTITUTE OF TECHNOLOGY
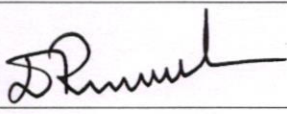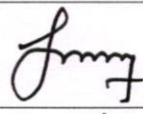
SubaNagar,Kovilpatti–628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

An ISO 9001:2015 Certified Institution

HR POLICY

POLICY NO	ISSUE/REVISION NO	DATE OF REVISION	NEXT REVISION
UIT/IQAC/POLICY/019	01/01	15.03.23	2025

PREPARED BY	VERIFIED BY	APPROVED BY
D.BAKIALAKSHMI Administritive officer	Dr.S. Mathurmohan IQAC Co ordinator	PRINCIPAL Unnamalai Institute of Technology Suba Nagar, KOVILPATTI-628 502. Thoothukudi (Dt)

1. About the Institution:

a) Name of the Institute & Address of the Institute:

UNNAMALAI INSTITUTE OF TECHNOLOGY
Suba Nagar, Kovilpatti.
Thoothukudi (District) - 628502.
Tamil Nadu, India
Website: www.uitkovilpatti.ac.in
E-mail: uitkpt@gmail.com

b) Contact Details Tel: 9942490023

c) Fax: 04147 – 241552

d) AICTE Approval ID: F.No.Southern/1-4092411/2023/EOA/ Dated24/03/2023

e) Anna University Approval ID: 4941

Details of the Institution:

Working Hours:

No.	College	Time	Office	Time	Holiday
1	**Monday to Friday** * Saturday will be working day as per Anna university norms.	**9.30am to** **4.15pm**	**Monday to** **Friday**	**9.20am to** **4.35pm**	**As per Govt and University concern and all Sundays**

Discipline:

ID Card:

There should be a formal dress code for all faculty members on campus. All employees on campus should carry ID cards, and they must show them upon request from administrative officials at any time.

Reporting on duty upon arrival:

All the employees are required to enter their attendance in the Attendance Master by 9.20am every day.

Late arrival:

On all working days, employees are expected to report for duty five minutes before the reporting time. Ten minutes delay is acceptable with valid reason. The department head (or his/her deputy) must be notified of no more than two requests every month. Any additional permission it will be regarded as leave. If you arrive late frequently, it will be noted and will cost you points on your performance review.

Leaving the campus before time:

Staff members typically aren't permitted to depart the premises before the designated working hours. Special concession or On-duty leave are the only exceptions to this provision. A random check is conducted by authorized individuals, and any abnormalities are then reported to the disciplinary committee for further action.

On-Duty leave:

All employees must complete the ON-DUTY form, obtain the necessary authority's authentication and submit it to the principal for approval. The form, which has been formally reviewed and signed by the principal, must be returned in to the college office for records. Suitable documentation must be submitted with the On-Duty form. Such documentation must be delivered to the college administration within two business days. The late proof submission is treated as a leave of absence for the relevant period. The sanctioning authority must determine the veracity of the case in cases where proof is not available.

2. Guiding Principles:

Leadership:

The leadership of the Institute communicates the institution's goals and values at all locations and in all capacities, promotes teamwork, collaboration, and partnership. To recognizes achievement of desired outcomes, encourages continuous learning and improvement and supports the ability to innovate and adapt to change. The leadership of the institute promotes the growth and usage of each employee's talent while also encouraging each employee to actively contribute to the Institute's goal and vision.

Quality of Employment:

The Institute is dedicated to building a long-lasting workforce of highly skilled faculty and employees to fostering a happy work environment for everyone, and to supporting a healthy balance between work and personal obligations.

Compensation, Reward and Recognition:

For activities like Excellence in Academics, Placements, Admissions, Research, Paper Publications in Reputable Journals, Consultancy, Funded Projects, Patents, etc., The Institute's compensation a reward and recognition are administered fairly and equitably, strengthening the link between pay, performance and organizational success.

Continuous Learning and Development:

The Institute supports in continuous learning and encourages ongoing education activities while also acknowledging that each employee has primary responsibility for it. In order to achieve this, it will offer organized growth that combines the institutional mission, organizational and personal requirements, and performance objectives.

Reaction to Change:

The Institute is continually putting itself in position to meet future challenges. By doing this, the Institute gives its staff members the chance to develop the skills they need to continue advancing the Institute's goal during times of fluctuating demands. The Institute will use attrition as much as it can when a workforce reduction or change in the type of personnel is necessary.

The Institute invests sufficient resources for equal support of employee development, compensation, reward, and recognition across all units and among all employee classes in order to uphold these objectives.

3. Classification of Employees

Hierarchy of Reporting:

Reporting by different faculty members to higher authorities shall be according to the table below.

No	Staff	Reporting Authority
1	Principal	Chairman
2	COE	Principal
3	Administrative Officer	Principal
4	Head of the Departments	Principal
5	Placement Officer	Principal
6	Librarian	Principal
7	Teaching Staff	Head of the Department
8	Laboratory Staff	Head of the Department
9	Library staff	Principal
10	Office Staff	Administrative Officer
11	System Admin	Administrative Officer
12	Drivers	Administrative Officer
13	Security	Administrative Officer
14	Workers	Administrative Officer

In absence of reporting authority as defined above, the staff members shall report to next nominated person in-charge.

At Unnamalai Institute of Technology in order to maximize institutional efficiency, personnel are categorized on a functional basis, with each level's power and responsibilities being clearly delineated.

Organization Chart:

The organizational chart displays the hierarchy of institutional allocation of authority and duty as well as the line of responsibilities between departments
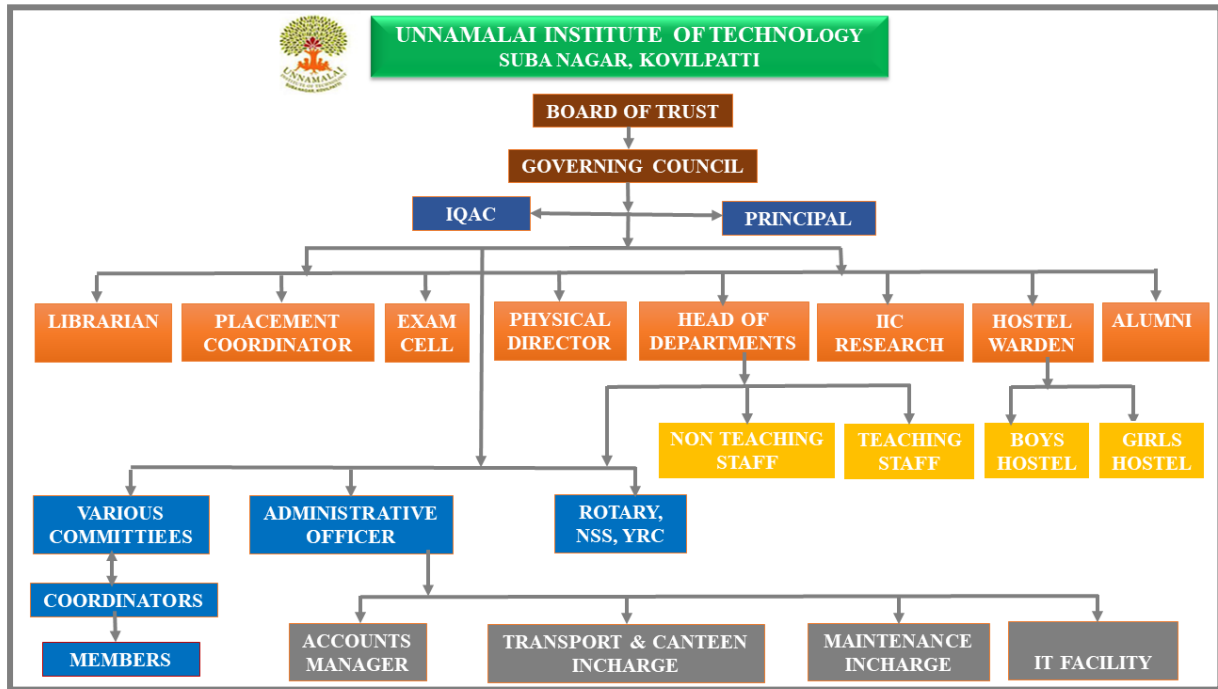

Fig- UIT Organization Chart

3.3 Duties and Responsibilities:

Every employee at the institute is responsible for their own duties, and they are expected to complete all tasks given to them to the best of their abilities.

Principal:

The principal, who serves as the institute's public face, should possess the initiative and leadership skills necessary to keep the college progressing.

Academic:

- To oversee and carry out the institute's academic activities with the help of the principal and heads of departments and with the direction of the administration.
- To consider institute, faculty input and take corrective measures as necessary.
- To organize and carry out the essential steps for enhancing academic performance and college results.
- To encourage collaboration between industry and academic institutions activity.

Administration:

- To organize faculty meetings on a regular basis to ensure efficient college administration.
- To ensure that the college's regulations, policies, and procedures are upheld by informing employees and students of them. To initate hiring teaching personnel and non-teaching staff in accordance with Anna University's and AICTE's established rules.
- To authorize resource providers as needed by the institute.
- To approve the staff's departure in accordance with the rules.
- To keep an eye on and update the institute's website with accurate information.
- To discuss compliance with University Grants Commission, Directorate of Technical Education, All India Council for Technical Education, and Anna University.
- To plan meetings of the Governing Body and keep meeting minutes, as well as to oversee, manage, and assess institution management.
- To carry out any additional tasks tasked by management.

Finance:

- To advise Management to allocate funds for the departments in accordance with the Head of Departments' requests.
- To approve cash advances for urgent expenditures the institute needs to make.
- To make sure that all financial transactions are carried out in accordance with the rules.

Promotion of Co-curricular and Extracurricular activities:

- To oversee and promote co-curricular and extracurricular activities such seminars, workshops, cultural and sporting events, placement and training, etc. Those are both technical and non-technical.

Head of the Departments:

Academics:

- Under the direction of the principal, monitor and carry out the department's academic activities.
- To consider departmental and faculty criticism and take corrective action as necessary.
- To organize and carry out the essential steps for enhancing departmental outcomes and academic performance.
- To oversee the evaluation of team work and the administration of practical and theory exams in accordance with Anna University regulations.

Administration:

- To uphold order and implement the department's norms as established by the institute.
- To keep an eye on the department's daily operations.
- To schedule activities, guest lectures, workshops, and other events for the benefit of students and faculty during the semester and academic year. to hold regular meetings with the class representatives, teaching staff, and support personnel to address any issues or questions regarding academics.
- To begin hiring non-teaching personnel and academic faculty in accordance with Anna University/AICTE regulations.
- To carry out any additional tasks tasked by the Management/Principal.

Finance:

- To oversee the purchase and deployment of any resource designated for the department.
- To develop the department's requirements and budget.

Teaching Faculties:

- Professor, Associate Professor and Assistant Professor are all included in the category of teacher. The following are the duties and responsibilities:
- To understand UIT's quality goals and quality management policy.
- To uphold and pursue the Institute's vision and mission.
- To abide by all guidelines established by the institute, such as those regarding working hours at the institute, muster signatures, updating of leave information, and filing of tax documents, among others.
- To diligently perform all academic obligations, such as organizing and carrying out lectures and practical's, preparing for the assigned course, conducting internal exams, and keeping the course file and personal file.
- Utilize cutting-edge teaching tools, embrace cutting-edge teaching and learning techniques, and make sure every student receives a passing grade.
- To provide supplementary instruction or revision lectures for students who need assistance.
- To plan, coordinate, and participate in a variety of seminars, workshops, STTP, and training programs.
- To actively take part in all research and development projects carried out by the department.
- To carry out additional academic and administrative responsibilities as delegated by the department head or principal.

Non-Teaching:

- Staff: System and Technical Support is in charge.
- To maintain and update the institute website with institute information.
- To manage and keep up servers, routers, manageable switches, batteries, and firewalls.
- To start the equipment acquisition process.
- To provide support for different software server platforms.
- To guarantee constant internet access during the designated times.
- To support technical training programs, seminars, workshops, and online exams.

Technical/Laboratory Assistant:

- To set up the labs for a successful laboratory session.
- To support instructors and students during lab sessions.
- To keep up with the maintenance registry, instrument issue register, and dead stock register.
- To carry out new equipment installation and maintenance on existing equipment.
- To keep the list of authorized equipment suppliers and update.

Library/Library -in-charge:

- To put into effect all library regulations defined by management.
- To guarantee that the Quality Management System is followed through the various stages of library processes in an effective manner.
- Accountable for the library's general operation.
- Purchasing suggested books, daily newspapers, journals, magazines, films, CDs, e-books, online resources, etc., as well as renewing books and magazines comes under this responsibility.
- To showcase all technical material, articles, and fresh additions.
- Distributing magazines, books, and other materials to faculty and management while keeping track of all of it.
- To carry out any additional tasks assigned by Management.

Training and Placement Department:

- To keep accurate records of students participating in placement activities.
- To be maintained the placement operations are carried out smoothly and that all students are placed.
- To maintain and update the contact information for businesses involved in recruitment efforts.

- To invite businesses and industries to conduct campus recruitment, to inform students about the events, and to take the appropriate steps.
- To position students in Core companies with better salary.
- To gather input from the industry regarding the hired students.

Department Advisory Committee:

The HOD serves as the chair of the department advisory committee. He or she receives the committee's report and keeps track of the program's development.

- The committee creates and suggests new or updated program goals and objectives.
- The committee also examines and assesses the discrepancy between curriculum and industry standards, providing any necessary feedback or recommendations for further work.
- Value-added courses, NPTEL, Spoken Tutorial, FDP, and Guest Lecturer Monitoring.
- Examining the delivery and course plan
- Reports must be submitted to the IQAC/Head of the Institution in the format specified.

Academic Planning Committee:

- Creating the academic schedule for the year
- Verifying the Faculty Logbook for the following
  - ➢ Attendance Entry
  - ➢ Class and Series Test Marks
  - ➢ Syllabus Coverage
  - ➢ Identification of Slow Learners and Above Average Performers
  - ➢ HOD authentication
- Checking assessment records and grades
- Examining assignments and grades.
- Track and analyze student input.
- Keep tabs on faculty performance.
- Create action plans and improvement suggestions.
- Keep an eye on discipline and control of the student in the campus.

4. Recruitment Policy:

Recruitment Procedure: Teaching: (Assistant Professor /Associate Professor/Professor/ Principal) / Non- Teaching: (Lab In charge / Librarian / Placement & Training) /Administration:

Planning your manpower is the first stage in hiring.

This must be done at the beginning and conclusion of each semester the six-month period that makes up an academic term of the institute. The hiring of staff should be finished before the start of the semester.

- The Department Head is concerned with process planning. Throughout the semester, he will present the HR Department with the requirements for his or her particular department.
- The HR Manager will confer with the Management/Principal before deciding if the position can be filled internally or if a new hire needs to be chosen within a month.
- The Management, Principal, and HR Manager will make every effort to give all current employees the chance to apply for open positions.
- The Management/Principal/HR Manager shall make every effort to ensure that all current workers have the chance to apply for open positions if they so choose. It's crucial to screen candidates for advertised positions. The qualifying candidate is called in accordance with specific standards.
- The department head determines the need for human resources as follows: consolidation of the calculation of the teaching load by subject. Student-teacher ratio (according to AICTE recommendations).

Succession Plan:

Identification of certain employees as potential candidates to fill a critical or senior post includes a process. This method allows for the promotion of assistant professors to associate professors and associate professors to professors. There may be a succession.

Approval of Faculty by the University:

To the best of its ability and in accordance with the rules the institute will make sure that Anna University accepts all of the faculties. Even if a faculty member does not receive University clearance despite having the required credentials, experience, and competence, they will still be treated equally to other approved faculty members in terms of pay, allowances.

Filling temporary vacancy:

When a staff vacancy needs to be temporarily filled for a certain time that does not exceed one year. According to requirements given to the principal he may do temporary appointment.

Job Announcement:

All opportunities are posted externally for a minimum of fifteen working days in the job announcement after that it will consider as close of the announcement. Only in the rarest of instances does the Management agree of exceptions.

Advertising:

Once the job posting is ready, it is published in online portal as well as in at least one local or national English or Tamil newspaper.

Employee Selection:

If an applicant contacts any department, he/she is referred immediately to the staff selection committee. The committee consisting of Principal and Head of the Department and senior faculty members will interview the candidates. A personal interview for all shortlisted candidates is always conducted at the end by the Management.

Appointment Order:

- The final list of candidates has been determined and appointment orders should be prepared.
- Management's approval for issuing appointment orders.
- The principal will issue the appointment orders.
- Acceptance Letter: To be considered for an appointment, the candidate must provide an acceptance letter.
- Joining Report: Faculty members must submit a joining report to the office at the time of hire, along with the principal signature.

Induction and Orientation:

Every newly hired employee is required to participate in a formal orientation program on their first day of work or within a week of starting. The history, facilities, and key policies of the Institute, as well as information on staff duties, benefits for faculty and staff, and educational possibilities, are all covered in orientation seminars.

5. Human Resource Policy

- Management and the principal are aware that department heads require rules in order to successfully recruit, hire, and promote staff members. It is crucial that our rules are updated and that department heads are kept up to date with changing regulations regarding employment-related concerns.

- The obligations of statutory and non-statutory bodies like AICTE, UGC, Anna University, and other pertinent bodies are not superseded by this manual. It aims to make sure that Unnamalai Institute of Technology, Unnamalai abides by those in order to establish itself as a top employer while driving forward its mission of providing high-quality, value-based education that meets international expectations.

- It is our goal to create uniform rules and procedures with the help of this human resource manual. We hope that by providing department heads with this guide, we can start to build common policies and processes for our staff.

- The Management pledges to assist with any policy interpretation. Each term, all workers are required to read the Human Resource Policy Manual in order to become familiar with any periodic policy revisions. Any necessary updates are made with the agreement of the institute management and in accordance with legislative regulations.

- A real effort has been made to write a manual that anticipates demands and problems in the future while still being simple enough for most people to grasp. All staff are encouraged to offer ideas and contributions to make the manual more effective and useful.

- Any ambiguity, clarification, or doubt resulting from the interpretation of this Manual's language will be resolved in accordance with the policies and guidelines established by Anna University. A proper decision on a particular topic is left to the sole discretion of the principal in the event of a discrepancy between the rules established by the AICTE, DOTE, and Anna University. Depending on the requirements that occasionally occur, this manual may be subject to periodic revisions.

6. Promotion Policy

A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.

Promotions during probation period are subject to an administrative approval for the same, by Principal.

Employees are encouraged to apply for any position for which they are qualified and should contact the principal for specific information.

When an employee is promoted either on applying for an advertised position or via there classification process the employee may receive appropriate pay/remuneration based on an employee's exceptional experience and/or education and job responsibility.

A faculty desiring of promotion to a higher post need to appear for presentation with necessary proof for claim in front of the Appraisal Committee appointed by the Management (Principal / Head of the Department) and only on the recommendations of the appraisal committee he /she is granted promotion.

Promotions are approved only when the faculty satisfies the eligibility criteria prescribed by Anna University and after successful presentation before the Appraisal Committee and based on the qualification points will be given in the Appraisal Form regarding promotion.

Assistant Professor	B.E/B.Tech. & M.E/M.Tech. in relevant branch with 1st class or equivalent either in B.E/B.Tech. or M.E/M.Tech.	
Associate professor	Qualifications as above that is for the post of Assistant Professor, as applicable and Ph.D., or equivalent, in appropriate discipline or those who are in the verge of completing Ph.D.,	Minimum 5 years of experience in teaching / research /industry
Professor	Qualifications as above that are for the post of Associate Professor, applicable.	Minimum of 10 years teaching/ research / industrial experience of which at least 5 years should be at the level of Associate professor. Or Minimum of 13 years of experience in teaching and / or Research and /or Industry.

7. Leave Policy:

Casual Leave (C L)

- Each faculty member and employee is entitled to 12 days of unpaid leave each year.
- Faculty and staff are only permitted to use 1 day of CL every month on a pro proportionate basis.
- Faculty and staff members can only use 3 days of their annual leave at once if they have accrued CL.
- Casual leave that was not used in a given year cannot be carried over to the next year.

- Declared holidays, non-working Saturdays, Sundays, and Sundays taken during a period of casual leave are not included in the calculation of either the casual leave or compensatory leave; they may be added before or after CL.
- Half a day C.L can be accessed either in the forenoon or afternoon as per the college schedules.
- The leave taken by the Faculty and Staff without any information would be classified as "Leave without pay"

Earned Leave (EL)

- Faculty and Staff who have completed the probationary period successfully are eligible for Earned Leave.
- Seven days of Earned leave per year is permitted for Faculty and Staff and this can be availed from the second year. (After completion of probationary period successfully)
- EL can be accumulated.

On Duty Leave (ODL)

- Faculty members sent by the college to conferences, seminars, meetings, and other college-related events are regarded as being "On Duty" or under the parameters set forth by management.
- During the academic year, any faculty member may attend any conference, seminar, SDP, FDP, or meeting for which the management will pay the registration price or conference fee (in accordance with our college's policies). With the Management's approval, the faculty may also go independently to conferences, seminars, or meetings, but the Management won't cover any costs. In this instance, the "On Duty" leave is only permitted during the conference days. Faculty members can attend the program by using their vacation time if it falls within the vacation period.
- Faculty members may work on University Examinations, Central Valuation, Laboratory External Examinations, and other University-related tasks for a maximum of 20 days per academic year; however, these tasks cannot be carried over to the following year. Faculty on such assignment must immediately upon return show verification of attendance in the office through the relevant HOD. Faculty members can attend the valuation process by using their vacation time if the university valuation falls during the vacation season.
- In a given academic year, there is a 20-day limit on on Duty leave for conferences, workshops, and University Exam-related work (practical and valuation work).

Permission:

- Faculty and staff are only permitted to request two one-hour permissions per month in an emergency.
- According to the college's schedule, the authorization might be obtained either in the morning or the afternoon.
- Any further permissions will be treated as a half-day CL.

Vacation Leave (VL):

- Faculty members completed one year of service at OUR INSTITUTION can avail 20 days as summer vacation and 10 days as winter vacation in a calendar year. Faculty members who have completed six months of service at OUR INSTITUTION are eligible for a vacation leave at pro rata at the discretion of the Management only. Those who have not completed six months of service at OUR INSTITUTION are not eligible for the vacation.
- The summer vacation leave (20 days) can be availed in two spell and winter vacation can be availed in one spell of 10 days including non – working Saturdays, Sundays and Governmental public holidays.
- Librarian and Physical Education Director who have completed one year of service at OUR INSTITUTION are eligible for vacation leave of 15 days in a year (5 days in winter and 10 days in summer).
- The office staff members, Lab instructors & Lab Technicians who have completed one year of service at OUR INSTITUTION are eligible for summer vacation leave of 10 days (5 days for Attenders). Those who have not completed one year of service at OUR INSTITUTION are not eligible for the vacation.
- Vacation leave mentioned above is inclusive of common vacation declared by the college at the end of the academic year.
- Unutilized vacation leave cannot be accumulated.

Marriage Leave:

- 10 days special marriage leave with full salary will be given to all staff members and in this leave 5 days will be adjusted in the summer vacation and 5 days will be granted by the Management.

Compensation off (CO):

Faculty who worked on holidays or leave days can avail compensation off leave during the working days.

Maternity Leave:

180 days maternity leave will be given to the women faculty during their pregnancy time.

8. **Financial Assistance to the Teaching staff members**

   Financial Assistance to attend Academic programs:

   - Recognizing the importance of continuing to develop teacher knowledge and skills, institutions provide program-level funding for teacher development. UIT supports the faculty to participate in conferences/workshops/orientation courses/development programs etc. by refunding registration fees subject to the approval of the principal.

   - Prior approval from the HoD and Principal is required before attending any conferences/workshops/seminars/other academic or professional programs.

   - Reimbursement of costs will only be made for claims supported by vouchers and proof of production or proof of participation.

   Financial Assistance to publish technical papers:

   Faculty members are also encouraged to publish their technical papers in leading Journals and rewarded suitably when their technical papers get published.

   Financial Assistance to file patents and professional body membership:

   Expenses related to patent filing of innovative ideas of faculty members are sponsored by the management. Expenses related to professional body membership for the faculty is also sponsored by the management.

   Faculty members seeking financial assistance must submit a formal application to the Head of Department with details of the intended program and associated costs.

   The HoD will review and forward the application to the Principal for final approval.

   Claim Process:

   Faculty members must submit claims for reimbursement supported by valid vouchers and proof of participation. Claims will be processed upon verification by the Finance Department.

9. Appraisal Policy Document System for Teaching and Non-Teaching Staff

The quality of any institution is based on the quality of its faculty in terms of academic as well as research achievements. Our institution follows proper academic schedule which enables the faculty members to feel relaxed in attending the allotted classes without any additional commitments. Our faculty members are provided full support in undergoing research activities. Therefore, it is essential to periodically review the performance of all the faculty members, which will motivate them to achieve further heights. The faculty performance appraisal process is followed in our institution in the following way:

- The principal and the HODs of the various departments review the faculty performance at the end of the academic year by means of various parameters.
- The faculty performance is measured in various aspects such as academic achievements, research achievements, engaging the students in co-curricular & extra-curricular activities and other relevant requirements / responsibilities, etc.,

If a faculty has the qualifications to get promoted to the higher position, his performance in the previous year appraisal process should fall under "Excellent" category.

Academic Activities / Achievements
- Faculty members are encouraged to use modern teaching aids (for example, multimedia presentation and demonstration) to perform effective teaching - learning activity.
- Faculty members are motivated to guide the students in performing quality projects
- The end semester results will be considered as one of the key criteria for measuring the efforts taken by a faculty member in academic activities.

Research Activities / Achievements

- Faculty members are encouraged to publish quality research articles in reputed national/international journals. The journal publications can be made by utilizing the final year students' project work or research works.
- Faculty members are motivated to register for Ph.D., to do quality research work, and to complete the Ph.D.

Engaging the students in co-curricular and extra-curricular activities

- Faculty members are expected to engage with the students' activities like department association activities, technical club activities, certification courses completion, attending seminars / conferences / paper presentations / technical quiz, etc.,
- Faculty members are expected to be a part of various departmental level and college level committees which include anti-ragging committee, discipline committee, grievance cell, etc.,

- Faculty members are also expected to involve the students in extra-curricular and social relevant activities through National Service Scheme (NSS), Youth Red Cross (YRC), fine arts club, etc.,

Other relevant activities

- Faculty members are expected to present their research works in seminars / conferences / Faculty Development Programs (FDPs) conducted by other premier institutions
- Faculty members are encouraged to organize technical programs which will be beneficiaries to the students as well as the faculty.
- Faculty members are motivated to be the mentors of their class students (for providing technical guidance, for motivating them to set a suitable career objective, etc.,)

Actions taken out of the performance appraisal

- Faculty members are motivated to improve the technical skills in their area of interest by attending relevant seminar / conference / workshop / FDP, etc.,
- Faculty members those who show excellence in teaching / research activities are appreciated and further motivated to achieve more.
- The appraisal system is helpful to know the areas in which each faculty is weak, and to rectify those weaknesses for the development of themselves as well as the institution.

Based on the results of the performance appraisal system, the performances of the faculty members are categorized into four groups.

- ➢ If the total consolidated score is 75% and above, then the performance is 'Excellent'.
- ➢ If the total consolidated score is 60% - 74%, then the performance is 'Good'.
- ➢ If the total consolidated score is 45% - 59%, then the performance is 'Satisfactory'.
- ➢ If the total consolidated score is below 45%, then the performance is 'Need to improve'.

Similarly, the performance of non – teaching faculty members is also assessed with different parameters, but their performances are also categorized into the same three categories. The management provides full support to all the teaching and non – teaching faculty members to improve their performance every year to meet the expectations and goals of the institution.