

**BENCHMARKS FOR ASSESSMENT OF FACULTY MEMBERS APPOINTED ON CONTRACT
AND ALSO THOSE UNDER PROBATION**

- A. A faculty is appointed on contract and/or probation in order to assess his/her suitability for absorption in the service to which he/she has been appointed. Probation should not, therefore, be treated as a mere formality.
- B. The government guidelines notified from time-to-time have necessitated that there should be a very careful assessment of the work done during the period of probation, outlook, character and aptitude for the kind of work that has to be done in the service before a probationer is confirmed. The same is also applicable for a faculty appointed on contract against a regular vacancy, if being considered for regular appointment on completion of contract period.
- C. In view of the above, and to maintain the objectivity of the process, benchmarks have been established for performance assessment of the faculty appointed on contract and those under probation.
- D. The performance of Faculty members appointed on contract and those under probation will be assessed on following standards/benchmarks:
1. 4 to 5 PGP courses per year and student feedback above 4.0 in each course.
 2. Minimum 2 SCI papers.
 3. One case study written or communicated per year
 4. 2 MDP conducted jointly with senior faculty
 5. 1 MDP conducted individually
 6. 4 to 5 industry visits conducted each year for the purpose of exploring collaboration and research in opportunities.
 7. Visit to SIP companies of the students guided.
 8. Carrying out administrative responsibilities as assigned by the institute authorities.
- E. The performance is reviewed by a committee constituted by the Director. The decision of the Committee is communicated to the concerned faculty following institute rules.
- F. The faculty is informed about the date and time of interaction with the Committee constituted for performance assessment. The faculty is expected to compile all the details of the work done (sl. 1 to 8) during the period of service in NITIE (on contract / under probation) for the period under review, and present it before the review committee along-with another relevant information like (awards/professional membership etc.).
- G. The responsibility to furnish correct information about his/her performance lies with the candidate. The committee or the Institute shall not be held responsible for any deficiencies or lack of information or discrepancy shared during the process of faculty performance review /assessment.
- H. A probationer/contract employee, who is not making satisfactory progress, will be informed in writing of his/her shortcomings so that he can make special efforts at self-improvement.
- I. The appointing authority may declare successful completion or extend the period of probation or terminate the services of a contract employee / employee on probation, on the basis of evaluation or performance.

GENERAL INFORMATION:

Availing leave for long duration during probation period or initial period of contract may be avoided. If an employee does not complete 75% of the total duration prescribed for probation /contract period on account of availing any kind of leave as permissible to a probationer under the Rules, his/ her probation period may be extended by the length of the leave availed.