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Version 01		Effective Date: 1 <sup>st</sup> July 2016

### **Policy on Faculty Assessment and Development Scheme (FADS)**

**Preamble:** The Faculty Assessment and Development Scheme is being introduced in order to usher in the newly established Academic Performance Indicator (API) mechanism of UGC, in lieu of the Incentive Policy for Research & Publication that has been in force hitherto, keeping in mind the Vision and mission of GMR Institute of Technology.

**Objective:** The objective of initiating FADS is to ensure that the faculty would enhance their academic credentials in line with the UGC expectations by participating more actively in reaching-learning, research, and administrative duties. The policy is also expected to result in a more rational incentivisation of the key areas of Institutional Development reflecting the importance the Institute attaches to these functions.

#### **Policy and Guidelines:**

The FADS is based on three major categories:


1. **Teaching and Learning Related Activities**
2. **Co-curricular, Extra Curricular and Professional Development Activities**
3. **Research and Related Academic Activities**

#### **1. CATEGORY 1 :- Teaching and Learning Related Activities**

- 1.1. Maximum Score: 140 pts.
- 1.2. Minimum Score to be eligible for incentive in category I is 100 points.
- 1.3. The incentive pattern in this category is as follows :

Points Scored	Incentive
<100	NIL
101 - 115	2500
116 - 130	5000
131 - 140	10000



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## 2. CATEGORY 2:- Co-curricular, Extra Curricular and Professional Development Activities

2.1. Maximum Score: 50 pts.

2.2. Minimum Score to be eligible for incentive in Category II is 30 points.

2.3. The Incentive pattern in this category is as follows :

Points Scored	Incentive
<30	NIL
31-35	1500
36 - 40	2000
41 – 45	2500
46 – 50	3000

## 3. CATEGORY 3 :- Research and Related Academic Activities

3.1. In the ordinary course, in Category 3 (A, B and C together), the Institute expects:

3.1.1. Every Assistant Professor to have a minimum of 15 points,

3.1.2. Every Associate Professor to have a minimum of 35 points, and

3.1.3. Every Professor to have a minimum of 45 points.

3.2. These minimums are subject to re-set in each academic year, based on the Institute's experience.

3.3. The Institute recognizes that there could always be cases where faculty members may not acquire the required minimum score in this category in a given year due to some delays in publication processes. To account for such delays, the Institute may regard the points cumulatively over the next successive year, so that the incentive would also in such cases be carried forth to the next year. The accumulation can be done maximum for a period of two years.


3.4. The incentives in this category would be as follows:

3.4.1. For each point Scored in the Sub - category 3 (A) to 3(E), except 3C (ii) and 3 D, the Incentive would be Rs.1000 per point applied to the total points obtained, provided the score is in excess of the minimum required score.

*(For example, in this Category 3 as a whole, except 3C (ii)), a faculty who has, for example, one publication in an internationally refereed journal (15 points); two in non-refereed reputed journals (having ISBN/ISSN numbers) (total 20 points), a chapter in an edited book*





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by a national publisher (10 points) and one major sponsored project (20 points) could would have a total of 65 points, and would be eligible for an incentive of Rs. 65,000. )

3.5. In order to distinguish the quality of publication in a fair manner, the Rubrics indicate differential scoring for different category of journals.

**4. Eligibility and other conditions :**

- 4.1. The Assessment period of FADS for all Faculty members will be from July –June cycle which will be one Academic Year (two semesters).
- 4.2. FADS Incentives will be over and above the Annual Increment and DA revisions.
- 4.3. The FADS will supersede all the existing Cash Incentive policies in GMRIT Policy manual except for the provision of TA/DA for attending National and International conferences.
- 4.4. In case, a faculty resigns before completing one academic year (two semesters of assessment), he/she will be eligible for the FADS incentive scheme for Category 3 only.
- 4.5. In case, a faculty member resigns by serving less than one year with the Institution, he/she will not be eligible for any of the Incentive under FADS.
- 4.6. The Self Appraisal for Category 1 and Category 2 done by the faculty member must be screened thoroughly by the respective Head of the Department as per the rubrics defined for each category and reviewed by Vice Principal and Principal.
- 4.7. The Self-Appraisal for Category 3 must be screened by the respective Head of the Department, Reviewed by the Research Committee and approved by Vice Principal and Principal.
- 4.8. All the approved supporting documents along with the filled API sheet must be submitted in the HR Department by 15th May every year for final consolidation and verification of calculation of API Scores.
- 4.9. HR Department will prepare the consolidated sheet and take the final recommendation from Vice Principal /Principal and send for the final approval of CEO for release of Incentives.
- 4.10. The FADS policy will supersede the Incentive Policy for Research and Publication except for incentives mentioned in Clause 5, 6 and 7 of this policy.
  - 4.10.1. Clause 6
  - 4.10.2. Clause 8.
- 4.11. Faculty must route their papers intended for publication or presentation in Journals or conferences through the Principal. The Principal will Chair a Screening Committee



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which may hold discussions with the authors and run the submission through a plagiarism check prior to approving the papers for submission. However, the onus of plagiarism will be squarely on the faculty concerned. The Institute views plagiarism as a serious misdemeanor and has a zero-tolerance policy towards it.

4.12. The Incentives for FADS will be released through payroll.

4.13. In all cases of award of FADS scores, the FADS Committee's decision shall be final.

4.14. FADS Committee: The FADS Committee shall comprise:

4.14.1. The Principal (Chair)

4.14.2. The Vice-Principal (Alternate Chair)

4.14.3. Associate Dean (Research)/ Professor

4.14.4. Three external members

4.15. In exceptional cases, faculty may appeal the FADS Committee's decision to the Chairman of the GC. However, frivolous appeals which result in no change may be penalized.

#### **5. Incentive for Completion of PhD while in service :**

5.1. The degree awarding Institution will be a UGC-approved University or an Institution of national standing. In case the institution is a deemed University or a private one, a duly appointed Committee shall certify the credibility of the Institution awarding the degree.

5.2. Faculties pursuing their PhD are advised to ascertain the credibility of the Institution they are registered under, with the Principal. The Institute will also pro-actively advise the faculty on the credibility of relevant institutions.

5.3. A Ph.D. will be deemed to have been completed when a Certificate of successful Thesis Defense is formally issued by the Institution awarding the degree.


5.4. A One-time ex-gratia award of Rs.75,000/- and Rs.50,000/- for Engineering and Basic Sciences respectively, shall be given, provided the faculty has served for a minimum of three years at the Institute and submitted the thesis within the stipulated time of 5 years from the date of registration.

5.5. Another Rs.25, 000 will be awarded if the Ph.D. thesis results in at least two publications in reputed journals (listed in Annexure I and II) with the affiliation of GMRIT, before the end of one year from completion of the Ph.D.

5.6. Two Additional non-compounded increments over and above the standard annual increment upon successful completion of Ph.D., payable when the next regular increment falls due. These increments being non-compounded in the current position shall not get carried forward in case of a future promotion. However, in case a faculty is





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promoted along with completion of PhD, two additional increments over the minimum basic salary applicable to the new position will be payable.


- 5.7. A Special flat allowance of Rs. 2,500/- for Basic Sciences & Humanities and Rs.5,000/- per month for Engineering will be paid towards market correction after acquiring their Ph.D., payable when the next regular increment falls due. However in case of faculty who are promoted simultaneously with their completion of Ph.D. this market correction is not applicable; instead it will be ensured that the financial benefit after promotion is not less than financial benefit without promotion.

Note: The above incentives will not be applicable to faculty who join with a special stack up sheet which already captures the completion of Ph.D. Nor shall they apply in cases where Ph.D. is the mandatory qualification for the position, including faculty members who may have been ratified before May 2010.

#### **6. Entitlements for Registration & Travel for presenting papers at National & International Seminars/Conferences**

- 6.1. For the faculty attending national conferences as a first author: Registration charges (maximum ceiling of Rs. 2,000/- per paper) and eligible DA with sleeper class fare at actuals for presenting the paper subjected to the condition, that paper has been published in the proceedings of the conference.
- 6.2. For the faculty attending international conferences held in India as a first author: Registration charges (maximum ceiling of Rs. 5,000/- per paper) and eligible DA with sleeper class fare at actuals for presenting the paper subjected to the condition, that paper has been published in the proceedings of the conference.
- 6.3. For the faculty merely participating in international conference: Travel grant within India plus registration fee with a combined ceiling of Rs 5000/- to 10% of the faculty members from each department, on first come first served basis, provided the conference/seminar is hosted by a reputed institution. The ceiling of faculty members will not apply when the travel expenses have been provided for in the project/research budget.
- 6.4. In cases, for presentation of papers, when the conference is hosted by reputed Institutions/Universities abroad, faculty members may be considered for travel outside India (50% of travel expenses or a maximum of Rs. 50,000) and registration fee (100%). Ideally, the Faculty member should have applied to the funding agency to sponsor for the travel grant. The faculty member must submit the copy of the travel grant proposal wherein he /she has applied to the funding agency prior to applying to the Institution.



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6.5. When more than one faculty wishes to present a single paper, the total travel grant shall remain unchanged (to be divided between/among the faculty) and the registration fee shall be limited to one.

6.6. In order to claim the incentives, the following documents/e-documents should be submitted to HR:

- i. A copy of notification of Conferences/Seminars.
- ii. Copy of the mail submitting the draft copy of the paper.
- iii. Copy of the acceptance mail in case of Conferences/Seminars.
- iv. Copy of the reviewer's remarks (in case of Reviewed Journals).
- v. ISSN number; Impact factor; Editorial board; Name of the publisher and Age of the journal (in case of journals); Evidence of participation (in case of Conferences/Seminars).
- vi. Original Receipt towards payment of registration fee (in case of Conferences/Seminars).
- vii. Copy of the paper published in the proceedings of the Journals/conferences/Seminars.
- viii. Copy of the Index page of Journals/Conference/Seminars proceedings.
- ix. HOD's certification of the paper having been presented in the department.
- x. Original Travel Tickets (when claiming TA/DA).

