	<b>GMRIT Policy Manual</b>	Policy Ref. No.
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 teaching-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 (Max. 140 pts.)**
- 2. Co-curricular, Extra Curricular and Professional Development Activities (50 pts.)**
- 3. Research and Related Academic Activities (No upper limit)**

### **Eligibility and other conditions :**


- 1.1. The Assessment period of FADS for all Faculty members will be from July –June cycle which will be one Academic Year (two semesters).
- 1.2. FADS Incentives will be over and above the Annual Increment and DA revisions.
- 1.3. 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.
- 1.4. 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.
- 1.5. 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.

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- 1.6. 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.
- 1.7. 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.
- 1.8. 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.
- 1.9. 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.
- 1.10. The FADS policy will supersede the existing Incentive Policy for Research and Publication.
  - 1.10.1. Clause 6
  - 1.10.2. Clause 8.
- 1.11. No paper may be submitted to Conferences or Journals without being cleared by the Internal Screening Committee for proper referencing.
- 1.12. The Incentives for FADS will be released through payroll.
- 1.13. In general, the FADS Committee's decision on the scores shall be final and binding.
- 1.14. FADS Committee: The FADS Committee shall comprise:
  - 1.14.1. The Principal (Chair)
  - 1.14.2. The Vice-Principal (Alternate Chair)
  - 1.14.3. Associate Dean (Research)/ Professor
  - 1.14.4. Three external members
- 1.15. 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.

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

- 2.1. 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.


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- 2.2. Faculty members pursuing their PhD are advised to ascertain the credibility of the Institution they are registered under, with the Principal. The Institute may also proactively advise the faculty on the credibility of relevant institutions.
- 2.3. 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.
- 2.4. 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.
- 2.5. 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.
- 2.6. Two Additional non-compounded increments over and above the standard annual increment will be paid upon successful completion of Ph.D. 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 promoted along with completion of PhD, two additional increments over the minimum basic salary applicable to the new position will be payable.
- 2.7. 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.

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

- 3.1. 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

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actuals for presenting the paper subjected to the condition, that paper has been published in the proceedings of the conference.

- 3.2. 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.
- 3.3. 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.
- 3.4. 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.
- 3.5. 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.