



## Policies & Procedures Manual

### Sir Syed University of Engineering & Technology

<b>Title of Policy: Policy and Procedure for Key Performance Indicator (KPI) for Academic Staff</b>	
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Policy Statement
It is the policy of SSUET to establish a quality management system that meets the quality standards expected by its stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	Name	Designation	Date
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<b>Reviewed by:</b>	Deans Committee SSUET		30-07-2020

## **Key Performance Indicator (KPI) for Academic Staff**

A *key performance indicator (KPI)* is a tangible measure an Organization may use to determine how well its employees are performing to meet its operational and strategic goals. In this regard, SSUET management has taken initiative to introduce KPI for academic staff. At First the management have selected following six Key Indicators among many and set a minimum criterion for each key indicator. The Key Indicators may subject to further extension after review by the competent authority as and when required.

### **1. Teaching and Supervision**

Since Teaching is the principal duty of the academic staff and it can be easily measurable, therefore it is added in the KPI for academic staff. Other indicators which are essential with the teaching are timely assessment, submission and documentation of Quizzes, assignments, Mid and Final exam paper. Furthermore, analysis of CLO/PLO and recommends up-gradation of the course through Continues Quality Improvement (CQI) using Course Analysis Report (CAR)/Course Review Report (CRR).

### **2. Research Project and Fundings**

Beside Teaching, the research counts as the key element to evaluate academic staff performance, that is why it is included in the KPI index. The Research and Innovation is further divided into Research Project, level of research involvement, research fund applied, and Supervision of MS/PhD students.

### **3. Writing and Publication**

Writing and Publication is another prime indicator in the list, as every researcher has to report his/her findings and outcomes to the research community in order to get acknowledgement for the contribution of his/her research.

### **4. Services**

This KPI includes task and assignments other than Teaching and Research. Primarily, the service includes administrative load within the department, this load is essential for the smooth operation of the departmental affairs. Furthermore, Services may include Professional bodies membership (like BOS, BOF of another university), Reviewer, Examiner, GEC member, Community, and consultancy services.

### **5. Mentorship**

Being a part of an academic organization means that the staff have to continuously involve in learning and training. Due to this, the Mentorship is incorporated in the KPI to measure academic performance. In this KPI, the Senior faculty will involve in the conduction of at least 2 workshops and seminar to groom the junior faculty. Since the youngsters are more adaptive towards change, this provides an edge to the junior faculty members, in order to utilize their energy, it is recommended to have at least one workshop/seminar to be conducted by the junior faculty member.

### **6. Discipline and Attitude**

Discipline and Attitude are two most essential traits required in a professional to be successful. Discipline ensures individuals behave in an acceptable way at the workplace and also adhere to the rules and regulations of the organization. Individuals who are

disciplined are not only successful professionally but also in their personal lives. In this KPI, the punctuality, adherence of the rules and regulations of the university and departments, plus self-development are selected as operational indicators.

S. No.	Key Indicator	Operational Indicators	Professor	Associate Professor	Assistant Professor	Lecturer	Jr. Lecturer/ Lab Engr	Research Assistant	
1	Teaching and Supervision	Teaching Load (contact hrs/semester)	6	9	9	12	15	15	
		Counselling Hours	2 per course per week						
		Quality of Teaching	✓	✓	✓	✓	✓	✓	
		Course Management: Timely submission and completion of followings i. Assignments ii. Quizzes iii. Attendance iv. Exam Papers v. Providing Solution/Grading vi. CAR/CRR vii. Other course related files and assignments	✓	✓	✓	✓	✓	✓	
		Co-curricular Involvement	✓	✓	✓	✓	At lab level	At lab level	
		Supervision of FYDP <sup>a</sup> (Supervisor/Co-Supervisor)	✓	✓	✓	---	---	---	
		Research Project Applied/Approved	2/year	1/year	1/year	Optional	Optional	Optional	
2	Research Projects and Funding	Research Involvement	As PI in 1 project	As Co-PI in 1 project	As a member in 1 project	✓	Optional	✓	
		Research Output/Completion	In the form of Research Article	In the form of Research Article	In the form of Research Article	As seminar/works hop presenter	As attendee	As attendee	
		Research Fund applied	Min. 0.5 million/year	Min. 0.3 million/year	Applied	Optional	Optional	Optional	

		Supervision of MS/PhD <sup>b</sup>	Min. 2	Min. 2	Min. 1	---	---	---
3	Writing and Publication	Academic Paper	Min. 2 “W” Category or 1 “w” & 2 “x” category or 4 “x” category	Min. 1 “W” Category or 2 “x” or “y” category	Min. 1 “x” or “y” category or 2 reputed conference paper	Min. 1 publication in a reputed conference	Min. 1 publication in a local conference/Journal	Min. 1 publication in a local conference/Journal
		Books/Book Chapter						
4	Services	Committee Involvement in dept.	Min. 2 with leading in 1	Min. 2 with leading in 1	Min. 2	Min. 2	Min. 1	Min. 1
		Govt./Professional bodies membership/reviewer or internal/External Examiner	Min. 2	Min. 2	Min. 1	Optional	Optional	Optional
		Community and Voluntary Services	✓	✓	✓	✓	✓	✓
		Consultancy/Industrial Attachment (IA) /Advisory Role	✓	✓	✓	IA	IA	IA
5	Mentorship	Conduct/attend Workshop/Seminar for students and Faculty (3 per year)	Min. 2 as Speaker and Min. 1 as an attendee	Min. 1 as Speaker and Min. 1 as an attendee	Min. 1 as Speaker and Min. 2 as an attendee	Min. 1 as Speaker and Min. 2 as an attendee	Min. 2 as attendee	Min. 2 as attendee
6	Discipline and Attitude	Punctuality	✓	✓	✓	✓	✓	✓
		Leaves with timely Approval	✓	✓	✓	✓	✓	✓
		Adherence to the Rules and Regulations	✓	✓	✓	✓	✓	✓
		Self-Development	✓	✓	✓	✓	✓	✓
		Reliability	✓	✓	✓	✓	✓	✓

<sup>a</sup> For faculty members where FYDP is offered.

<sup>b</sup> Subject to the availability of the Students.

1. The regular teaching load can be assigned in any degree program offered by SSUET as per the requirement.

2. The Teaching load of any level (Theory or Lab) may be assigned to any faculty.
3. The relaxation in teaching hours will be approved by the VC on the recommendation of Chairperson and Dean.
4. Upon assessment, if deficiency is found in the overall KPI of a faculty, then SSUET management has rights to adjust the deficiency by given additional Teaching load to the concern faculty member.
5. The publication (journal/conference/book chapter) is counted if and only if the faculty member's name is in the first three authors with the affiliation of SSUET.
6. Relaxation of workload for PhD candidate faculty is allowed under the "PhD Candidate relaxation Policy" of SSUET.