

**Subject: Faculty Performance Review Based on Student Attendance**

Dear Deans/HODs/Faculty Members,

In order to promote academic discipline, regular classroom participation, and effective teaching learning practices, the University introduces a Faculty Appreciation and Review Policy based on Students' Attendance.

The session begins on 10 February, and student attendance is monitored and reviewed on a bi-weekly basis as per the schedule defined below.

Student attendance is a key indicator of classroom engagement and instructional effectiveness. Accordingly, faculty performance shall be reviewed on a section-wise basis, using bi-weekly attendance data. **This review will be done every semester. The onus to gather, review and present the data lies on the Dean of the school.**

Attendance-Based Evaluation Rubric:

Students' Attendance (%)	Category
90% – 100%	Appreciation and at the end of semester will get 2 days Salary
80% – 89%	Satisfactory
60% – 79%	Below Average – Explanation Required
50% – 59%	Show Cause Notice
Below 50%	1 LOP with Show Cause Notice

**Bi-Weekly Attendance Monitoring Schedule**

- 1st Review: First two weeks (11 February – 26 February)
- 2nd Review: Till 4th week (27 February – 12 March)
- 3rd Review: Till 6th week (13 March – 26 March)
- 4th Review: Till 8th Week (27 March – 9 April)

*Subsequent reviews shall continue in the same bi-weekly pattern till the end of the academic session. **This report should be submitted to the Honorable Chancellor and Vice Chancellor by Deans of each school.***

**Implementation Guidelines**

- Attendance data shall be considered strictly from the official GU- icloudems.
- Evaluation shall be conducted section-wise, based on the cumulative attendance percentage of students for each bi-weekly review period.
- Faculty members falling under the category of less than 79% student attendance shall submit a written explanation along with an improvement plan in discussion with ALMs to the concerned authority within 3 days.

- Rewards and corrective/disciplinary actions shall be implemented in accordance with University academic regulations and HR policy.
- Any exceptional or justified cases may be reviewed by the Competent Authority.

#### **Defined Responsibilities: Deans/HODs/ALM**

To ensure this policy effectively drives student engagement, the following roles are established:

##### **1. Active Learning Mentors (ALMs)**

- **Engagement Coaching:** ALMs will work with faculty "Below 79% attendance" categories to help them adopt **G-SCALE** active learning techniques that naturally increase student attendance.
- **Classroom Dynamics Observation:** They will conduct observations to determine if low attendance is linked to a lack of interactive teaching or student-centered strategies.
- **Instructional Innovation:** ALMs assist faculty in designing "Active Sprints" and collaborative tasks to make every session a high-value experience for students.

**Accountability & Documentation:** ALMs shall maintain comprehensive logs of all mentoring interventions and instructional adjustments, which will serve as the primary evidence for faculty performance audits during the mid-semester review.

##### **2. Deans/HODs**

- **Bi-Weekly Review:** Deans/HODs must verify attendance data every two weeks as per the University schedule (e.g., Feb 11–26, Feb 27–March 12, etc.).
- **Written Explanations:** Deans/HODs are responsible for collecting and reviewing written improvement plans from faculty members with attendance below 79%.
- Deans/HODs will get corrective measures document from ALM for attendance below 79%.
- **Referral to Mentorship:** Deans/HODs formally refer faculty with consistently low engagement scores to the ALMs for pedagogical intervention.

**Administrative Documentation:** It is the responsibility of Deans/HODs to maintain systematic logs of all corrective actions taken.

**Non-compliance with these monitoring protocols will be viewed as an administrative failure, attracting disciplinary proceedings, including Show Cause Notices for the respective Deans and HODs.**

This policy aims to strengthen academic discipline, ensure regular student participation, and encourage faculty members to maintain consistent classroom engagement throughout the session.

All faculty members are requested to take note of the above and ensure strict compliance.

With regards,

  
(Dr. Ankush Mittal)

Vice Chancellor

To : All Deans/Heads of Departments/Faculties

Copy to : Secretary to Chancellor / Secretary to CEO / Secretary to Director Operations