

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff


• Performance based appraisal system

Starting from the academic year 2021-22, our institute has implemented a performance-based appraisal system for the teaching staff. As we all know, quality teaching and guidance from our teachers are essential for academic excellence and the overall development of students. The performance appraisal system is designed to determine the performance index of every faculty, which encourages them to engage in professional learning opportunities and improve their academic, intellectual, and social growth. This system also helps to identify opportunities for overall development and improve the working standard of non-teaching staff. Every year, the teaching and non-teaching staff members fill out the self-performance appraisal forms, which are then evaluated by the Principal. The performance indicators evaluated for teachers include the number of lectures, practical engagement of students, evaluation of student results for the subject taught, classroom planning and control, practical planning, arrangement of special lectures, student guidance and counselling, assignment given and evaluated, learning resources development, seminar and training attended, awards received, and involvement in co-curricular and administrative activities. The Principal reviews the performance appraisal form and provides suggestions to teachers on how to improve their performance in various indicators. Furthermore, the Principal motivates faculties to attend conferences and seminars, prepare e-content, deliver guest lecturers/talks at seminars and conferences, write research proposals, and more. After carrying out the assessment, the Principal submits a performance appraisal report to the management. The appraisal form consists of various grades, including outstanding, Excellent, Very Good, satisfactory and unsatisfactory. If a staff member is unsatisfied with the grade given by the Principal, they can appeal for re-evaluation. We believe that this performance-based appraisal system will help us achieve our goal of providing quality education and guidance to our students while promoting the professional growth of our teaching staff.

Non-Teaching Staff:

The non-teaching staffs at our college are evaluated based on several performance indicators. These include technical adequacy, general impression, judgment, promptness in work, capacity




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to get work done and administrative ability. To ensure a fair and transparent performance appraisal process, we use a confidential report system. Each staff member is required to fill out this form and submit it to the Registrar of the college. The Registrar then forwards it to the Principal for the final remark. This helps us maintain high standards of performance and ensure that our non-teaching staff members are providing the best possible support to our students and faculty.




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