

PERFORMANCE APPRAISAL POLICY

The Staff Self Appraisal Report (SAR) helps to motivate the faculty and support them in understanding the changing needs of students as well as the society. All faculty members are insisted to fill the prescribed Proforma for self-appraisal. SAR system encourages the faculty members to provide excellent performance in teaching –learning and research activities. The institution has faculty self-appraisal system for the Assessment of teaching and non-teaching staff. The Self Appraisal Report is based on the Annual performance of the faculty and that is based on their academic, research and other curricular activities. The views of the employee filled in the prescribed proforma are reviewed by HOD's and Principal. The overall report is further reviewed by the chairman of the governing body and the governing body has the authority to take decisions based on the report. The records of the self appraisal will be kept confidential. The faculty self appraisal report reflects the continuous improvement of the individuals for ensuring the accomplishments of the overall organizational vision and mission. An effective and energetic performance of the employee plays a crucial role in managing the organisation in an efficient manner. The institution has designed a proforma to evaluate the performance of the faculty as mentioned below:

1. Academic Contributions
2. Co-curricular activities
3. Self Improvement
4. Contribution to functioning, growth and development of the college
5. Research and Development,

at the end of each academic year, the data pertaining to the above stated categories are collected from each faculty member. Based on the data collected, Academic Performance Indices (API) scores are calculated for each of the above mentioned categories. The Principal, in consultation with senior Professors fix certain minimum

API scores to be achieved by the faculty members in the five categories. These scores are obtained for the award of career advancements and needed training to faculty members and for the promotion to next higher position in the institution level. Further, at the end of each semester, the institution conducts the feedback sessions to the students for each of the courses attended by them. The feedback forms in the form of questionnaire are collected to get the information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Principal and the Head of the Departments go through the feedback forms that are collected from the students and suggest most suitable and useful measures to improve the teaching-learning process in the institution and lead the institution to reach the level of the “centre of excellence”.

