

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Functioning of self appraisal system in college for teaching and non teaching staff

The institute has an established performance appraisal system which is used to refine, modify and change the working skills of the employees.

Self appraisal is taken annually from each employee in a standard proforma detailing the academic performance & achievements. This is then evaluated by the respective heads of the departments which is forwarded to the principal along with a consolidated report. Principal scrutinizes the reports and initiates appropriate actions.

The self-appraisal form seeks the details such as of teaching-learning & evaluation related activities; co-curricular, extension & professional development related activities; professional related contributions; research related contribution; conferences, seminars, workshops, training programs and involvement in institutional activities.

The outcome of the appraisal is communicated to the employee with appreciations and suggestions if any. Following are the some of the measures suggested in light of the review of the performance appraisal report.

- Enhance competency through strengthening knowledge in the subject.
- Increase interaction with the students and promote participation in the learning.
- Concentrate on research and development activities.

Contribute to the specific events organized by the institution. Participate in faculty development programs.