



6- Governance, Leadership and Management

6.3 Faculty Empowerment Strategies

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

Faculty performance appraisal is conducted at the end of every academic year. Performance Appraisal Form is provided to every faculty member for self-evaluation.

The assessment is done based on the self-appraisal evaluation form. Academic results and mentoring outcome attainment are filled by the faculty. Individual faculty's contribution to students' development, Staff development, R&D are considered in their self-appraisal form.

Parameters considered for Appraisal

- Academic performance
- Mentoring (Mentees progress in academics & skill development)
- Knowledge upgradation through attending FDP, workshops, etc. and organizing various activities for students and staff.
- Completing Certification courses.
- Research and Development, paper and patent publications & funds received
- Contributions to the department as Guest Lecture coordinator, Industrial Visit Coordinator, Alumni Coordinator, NPTEL coordinator, Co-curricular & Extra Curricular activities Coordinator.
- Contributions to the Institution as social media Coordinator, Technical Club Incharge, coordinator & member of various College level activities.
- Assist the department, institute and university committees.
- Afford professional services to the university and community

Suggestions and feedback will be given by HODs to improve their contribution in the subsequent year. This Performance Appraisal System reveals an opportunity for every faculty member to know their strengths and weaknesses. The accomplishment of this evaluation process is the development of the institution along with self-growth of every faculty member.

The students' feedback about the traits the teachers with respect to class room delivery effectiveness , lesson plan/session plan/lecture notes preparation/execution, teaching methodology(initiatives), Academic planning & execution ,Assessment & enhancement of student learning and Class room management are collected by HODs and Principal through interactions with students during Class Committee meetings and other informal discussions.

The feedback for each faculty, department wise is taken, formatted and sent to HoD with a copy to the Principal. The HoD discusses this with the faculty on a one on one basis and appreciates or counsels depending on their feedback.

The scores obtained in the feedback are taken as one part that qualifies the faculty for the “Best Teacher Award”. If the faculty has not met the commitments, they will be called and mentored by the Principal for improvement. The scores are also considered for increments. The system has been implemented successfully and found to be more effective to enrich the credentials of the faculty members and in turn to the development of students and Institution.

Department Appraisal:

The HoDs present their department activities for the academic year in front of a committee which constitutes of Management, Principal, and an external expert. The strengths and weaknesses of the department will be thoroughly discussed and suggestions will be given by the committee for the next academic year. The Non-Teaching technical and administrative staff's performance appraisal system is based on various Self-developmental activities.

Appraisal for promotion

A Screening Committee is constituted with the following Members:

1. Chairman or any Authorized person
2. Principal
3. HOD concerned

The Screening Committee will review the performance appraisal, academic performance, confidential report and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in order of merit and submit to the management for approval. A self

evaluation sheet is also circulated amongst the staff to enlist their activities throughout the year which would be forwarded by the HOD with necessary recommendations. The list of faculty will be obtained from all the departments and the list will be placed before the Governing Council along with the Service Register of the individuals for approval to get promoted.

Note:

The promoted staff will be eligible for increment after successful completion of one year service in that cadre, however they are eligible for DA as applicable.

Implementation and Effectiveness of Faculty Appraisal System

This Performance Appraisal System reveals an opportunity for every faculty member to know their strengths and weaknesses. The accomplishment of this evaluation process is the development of the institution along with self-growth of every faculty member.

File Description	Document
Faculty Appraisal Format	View
HR POLICY	View