

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

Performance appraisal of the faculty is accessed through the Academic Performance Indicator forms (API) filled by every faculty at the end of year and evaluated by IQAC.

The forms are designed to reveal the performance in all arena i.e., Teaching, research and institutional. The college addresses all the issues related to appraisal system of the staff and regularly evaluates it.

Self-appraisal for teaching staff is done on the basis of the following points:

1. Academic Performance which includes the subjects taught by faculty and average result of the subjects for last academic year, extra and remedial classes taken.
2. Workshops, seminars and conferences attended by Staff for improving skills and update of recent technology
3. Major contribution for the benefit of student/ staff / College.
4. Student Counselling and Mentor activities.
5. Awards/ Rewards obtained by the faculty.
6. Contribution in Institutional and departmental activity.
7. Contribution towards extracurricular and co-curricular activities.
8. Execution of examination duties and paper assessment.
9. Research contribution of staff in terms of research projects, publications, and guidance provided to students for involvement in research.
10. Books Published
11. Guest Lectures as an expert.
12. Efforts made towards admissions.
13. Contribution towards placement activity.
13. Activities related to the institute administrative work.

Finally for nonteaching staff appraisal is done by focusing on Job knowledge for carrying out experiments in the laboratory, students feedback, attendance and punctuality, Maintenance of Lab, glassware's and chemicals, labelling, SOP maintenance, procedure and instructions, Record Maintenance, Execution of the assigned task on time, Maintaining equipment's in Lab with working condition, ensuring availability of equipment during the schedule Lab class and finally HOD's feedback, based on this appraisal will be assessed.

The summary of self-appraisal report is submitted to management by Principal. The governing body carefully reviews the performance of the faculty and gives approval for necessary promotions and increments. This empowers the principal to take the appropriate action for improvement of performance of faculty. Counselling is done for faculties if required.