

## PERFORMANCE APPRAISAL SYSTEM

The college has adopted a Performance Appraisal System for teaching and non-teaching staff. At the end of every academic year, systematic evaluation is done by IQAC and the same is forwarded to the Principal. The system is explained below.

- **Faculty Self-Appraisal:** The institution had implemented the system of performance appraisal since its inception. This appraisal form is revisited every year by IQAC to implement the current changes happening in the academic arena. Faculty members of our college are given the opportunity to carry out self-assessment which helps them to identify where they stand, and what skills they possess. Faculty self-appraisal is carried out through a well-structured staff self- appraisal form, which is to be filled and submitted by each faculty at the end of every academic year. Research publications by the faculty members, innovative teaching methodologies carried out by the staff members, examination duties, the outreach programme, committee activities initiated by teachers play a vital role in the appraisal . Faculty is also evaluated on the basis of students feedback, execution of the responsibilities and their leadership effectiveness in heading committees.
- **Appraisal for the Non-teaching Staff:** The Principal and the Registrar of the college observe the performance of the non-teaching staff. Non-teaching staff is provided with an appraisal form for self-assessment. The Principal and Registrar counsels those who lag.
- **Importance of the system:** The Appraisal system facilitates the promotion/increment process in a transparent manner. This helps in maintaining the consistent development of the institute.