Ref. AQAR/202021/6.3.5   Date- 17/10/2021

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

The institution has performance-based appraisal system for the assessment of teaching and nonteaching staff. The appraisal report is based on the annual performance of the employees on the basis of their academic, research and other extra- curricular activities. The assessments for teacher's performance are appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc.

The performance of the faculty is evaluated based on professional contribution to academics, contribution to short-term training courses, performing invigilation duties, contribution to college administrative bodies such as college academic council, Various Council, Planning and Development Committee, NAAC, BOS, etc. Financial Support to the faculty is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops, publications in Scopus indexed journals, book publication, sponsored projects consultancy, research supervision, awards, honors, fellowships etc.

A good performance management system works towards the improvement of the overall organizational performance of teams and individuals for ensuring the achievements of the overall organizational mission and vision. An effective performance management system plays a crucial role in managing the organization in an efficient manner. In line with this, the Institute is following the appraisal scheme suggested by UGC - Performance Based Appraisal System (PBAS). In this scheme, the performances are classified into three categories.

(i)   Teaching, Learning and Evaluation related activities -100 Marks
(ii)   Co-Curricular, Extension and Professional Development related activities -75 Marks
(iii)   Research Publications and Academic Contributions – 300 Marks
         The weightages are assigned to these categories: These are called Academic Performance Indices (API). At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the proforma suggested by AICTE. Based on the data collected, API scores are calculated for eac h of the three categories. The Principal in consultation with senior Professors fix certain minimum API scores to be achieved by the faculty members in the three categories. These scores are used for the award of career advancements to faculty members and for promotion to next higher position.

Performance appraisal system for non- teaching staff:

A few strategies are observed in appraising non-teaching staff's performance this includes technical contribution of individuals such as Computer knowledge, awareness, productivity, quality, innovation willingness to learn, diligence etc.

Place: Idar   IQAC   Principal

Date:17/10/2021