**6.3.5**:**Institutions Performance Appraisal System for teaching and non-teaching staff.**

The performance appraisal system consists of self-appraisal and appraisal by the reviewing officer (Principal). Faculty members submit their self-appraisal form at the end of every academic session which is endorsed by the respective Head of the Department. Faculty members have to highlight all their academic as well as other contributions/ achievements in their performance reports. The Head and the Principal go through the performance report submitted by faculty member to assess their performance with respect to different components including his/her teaching methodology, result analysis of subjects and capability which leads to the over-all academic development. Review of these appraisals and the annual reports keeps the staff conscious of their progress and efforts and helps them compare themselves *vis-a-vis* others. the self-appraisal format (shown in the attachment) considers varied contributions made by the concerned staff member *viz*., innovations in teaching, their teaching methodologies, research contribution, extension work towards community , industry and the institute interaction, various portfolios(departmental as well as institutional level) etc. Such a competitive approach to bring the section/department in the limelight helps improvement in the functioning of the organization. To sum up, the teacher appraisal involves the scrutiny of following documents/activities with a view to look at the contributions :

* The lesson plan, lecture notes, and other video contents developed by the teacher,
* The publication history of the faculty member,
* Counseling effort put forth by the faculty member,
* Any other administrative contributions such as working on NAAC/NBA etc.

Performance appraisal system is also available for non-teaching staff. Administrative, Technical and Support staff members submit their self-appraisal form at the end of every academic session which is endorsed by the Administrative Officer and/or respective Head of the department. They have to highlight all their administrative as well as other contributions/ achievements in their performance reports. The Administrative Officer and the Principal go through the performance report submitted by faculty member to assess their performance with respect to different components including his/her Punctuality, alertness and capability which leads to the over-all

administrative development. Review of these appraisals and the annual reports keeps the staff conscious of their progress and efforts and helps them compare themselves vis a vis others. The performance appraisal for non-teaching staff involves scrutinizing the following:

* The efforts put forth by the employee in learning a new skill either related to his trade or other trade.
* The efforts put forth by the employee in raising to an occasion and extending help in associated administrative efforts.



