

### 6.3.5 Performance appraisal system

Performance appraisal is an assessment of professional competence of staff and also as a contributory to achieving institutional goals

#### Objectives

1. To focus on individual staffs growth along with the goals of institution
2. To identify strength and weakness of the individual
3. To identify training and development needs for improvement
4. To identify the staff who have potential for higher role and responsibilities

Performance evaluation process: The Management and the Principal have identified key performance indicators (KPI):

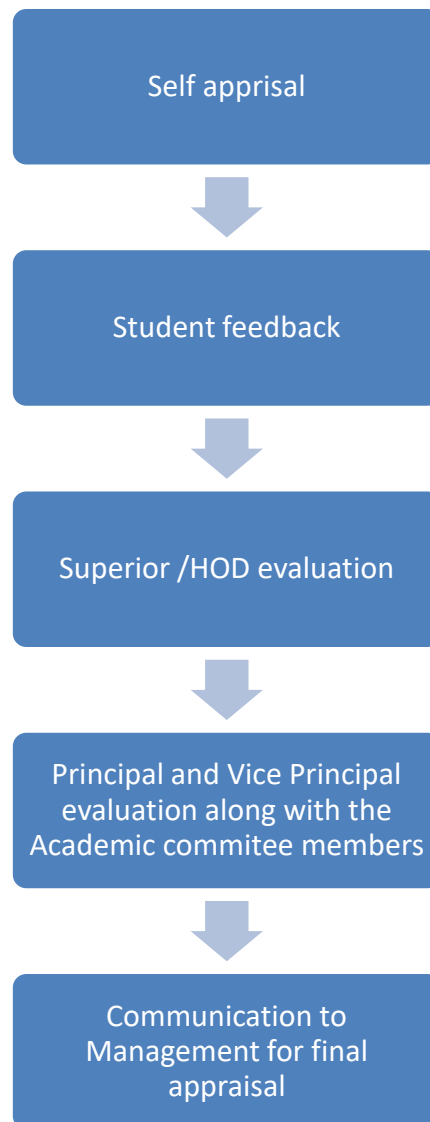
On the basis of which the faculty performance will be evaluated

- 1) Academic competency
  - i) Subject mastery
  - ii) Classroom effectiveness- students attendance and involvement
  - iii) Innovative teaching aids
  - iv) Pass percentage of students in subject taught
  - v) Student feedback
  - vi) New initiatives by the staff
  - vii) Additional responsibilities
- 2) Research activities
  - a) Research initiatives
  - b) Publishing activities, paper presentation
  - c) Updating of knowledge by attending conference and workshop etc
- 3) Behavioural attitude
  - a) Attitude/flexibility and adaptability
  - b) Work relations
  - c) Commitment to achieve goals
  - d) Punctuality
  - e) Attendance
  - f) Dependability

Taking into consideration of all these KPI, the institution does comprehensive and meaningful performance evaluations of the faculty

- 4) Evaluation components
  - a) Self evaluation
  - b) Student evaluation
  - c) Superior or HOD evaluation

## 5) Appraisal process



## PRINCIPLES DERIVED FROM PERFORMANCE EVALUATION

- a) For faculty
  - a) Understanding of objectives of expectations of management
  - b) Constructive feedback for improvement
  - c) Promotes faculty growth
- b) For department
  - a) Co-ordinated and team effort towards achievement
  - b) Involvement and commitment
  - c) Motivation for better performance
- c) For institution
  - i) Realisation of institutional vision
  - ii) Stakeholders satisfaction
  - iii) Helps in formulating or steps to be taken to overall improvement or development or betterment of staff and as well as the institution

The self appraisal, student feed back form of individual staff are evaluated by the committee and forwarded to the management.

This evaluation helps in accurate assessment of each employee's job performance. Depending upon the evaluation, each employee will be informed about the level of performance and how can they improve their performance.

Any shortcomings or weak points of each employee are identified and necessary steps to be taken in improving their performance, personality, attitude and behaviour are informed to the respective employee.

The performance appraisal works as a mirror to employee's about their level of performance in aspects of academic, research and behavioural attitude. It also helps the institution to formulating the guidelines or steps to be taken to achieve the determined goal.