6.3.5

Institution has Performance Appraisal System for teaching and non-teaching staff

Upload a description of the functioning status of the Performance Appraisal System for teaching and non-teaching staff in not more than 300 words

The institute has implemented Performance Appraisal of the teaching staff in three levels: Student appraisal (dealing mostly with curriculum implementation), self-appraisal (dealing mostly with career improvement) and management appraisal (dealing with faculty suitability).

Student appraisal is carried out towards the middle of each semester. Sometimes, the students are given a questionnaire to assess their teachers. At other times, they are asked for descriptive assessment of their teachers. Confidentiality is ensured in this process. Principal reviews the assessment given by the students, makes a summary of the same and discusses it with the faculty members. The assessments are normally positive, with simple suggestions for improvement.

Self-appraisal is practiced in every semester by all faculty members. Principal emails the appraisal form to the teachers; they fill it up and returns it to the principal. The performance of the faculty with respect to teaching responsibilities, guiding responsibilities, participation in FDPs/Workshops, participation in conferences/research work, additional responsibilities carried out etc. are reviewed in the self-appraisal.

The management appraisal of all the faculty members are carried out at the end of the academic year. The management council views the summary of the students’ appraisal and self-appraisal of each faculty. Their suitability is assessed and suggestions, if any, are communicated through the principal.

Non-teaching staff are assessed in two levels. Principal carries out an informal appraisal about them with the students and parents. The reports have been always positive and no corrective measures were required. In the second level, the management discusses their performance towards the end of the academic year. Suggestions, if any, are communicated through the principal.