

6.3.5 Institute performance appraisal system for teaching and non-teaching staff

Quality teaching is the crucial element for analysing and improving students achievement and outcomes. A detailed appraisal evaluation form is designed by the institute with all possible supporting parameters. The Performance Appraisal Report (PAR) is filled by every faculty and staff member at end of every semester for their performance evaluation. The Director and Head of Departments of respective departments award marks and analyse the performance of faculty and staff members based on given elements.

Elements of faculty appraisal (Self- assessment)

- Responsibilities and requirements to accomplish their jobs with effectiveness.
- Head of Department get blank self-appraisal form from HR department
- Faculty members fill and submit their self -appraisal form within 15 days to Head of Department
- Parameters considered for filling appraisal form:
 - Academic performance
 - Student feedback
 - Particulars of research paper presented/published and book published
 - Involvement in research
 - Other achievements in last year

Elements of faculty appraisal (HOD assessment)

- Review of self-assesment forms filled by faculty members
- Discussion of HOD and faculty on performance aspects where required
- Award marks to faculty members based on their performance on the basis of following parameters:
 - Academic performance
 - Student feedback
 - Research Paper presented/published and book published
 - Involvement in research
 - Joining academic related online courses, example MOOC courses
 - Involvement in department/college activities
 - Self-development actions
- HOD mention comments about faculty performance for each faculty and submit to HR department.

Elements of faculty appraisal (Director's assessment)

- Appraisal meeting is scheduled by director's office
- Along with respective HOD's, Director reviews the appraisal form of faculty member in one to one interaction
- Director provides counselling to faculty members wherever required
- Appraisal forms are filled in personal files of faculty members after Director's Review.

Elements of staff appraisal (Self- assessment)

- Appraisal form are given to every staff member by HR department
- Following details are requires to fill in form and submitted to Head of Department:

- Contribution to the department
- Steps taken to improve functioning in department
- Quality of service provided
- Record of mistakes committed and learning outcomes

Elements of staff appraisal (HOD assessment)

- Head of Department award marks in self- assessment form and assesses their performance on the basis of following parameters:
 - Work quality
 - Output
 - Attitude towards service
 - Cost consciousness
 - General attribute, conduct and management
- Depending on above points, Head of Department evaluates staff-members appraisal and submit it to HR department.

Appraisal Process: Implementation and effectiveness

1. The appraisal forms are filled by every faculty member and submitted to their respective HoDs. Faculty member submits their credentials, achievements, participation for the year of assessment.
2. Academic performance & student feedback evaluation values are provide by the HoD. It is also available in the respective faculty logins.
3. HoDs are required to cross verify all the submitted details & documents by concerned faculty.
4. HoDs also provides marks against each parameter in the form based on defined criteria for marking.
5. Subsequently the appraisal form is referred during the appraisal meeting involving Director, Faculty & concerned HoD.
6. Director re-evaluates the marks against each parameter during the appraisal discussion where the faculty is supposed to justify his/her claims.
7. Final appraisal & benefits to a faculty is entirely based on the overall marks scored and interaction done during the appraisal meeting.
8. Recommendations of HoD becomes an important element in the appraisal.
9. Final recommendations by the director is recorded and submitted for approval from the management.

The form is finally evaluated and it is assured that the evaluation function has been properly completed in a fair and objective manner. These evaluations serve a significant role in assessing faculty performance.

Criteria for promotions & increments

Quantitative evaluation is done on a scale of 100 points and faculty is put under

- Excellent Category (above 90%)
- Very Good (70 to 90%)
- Good (50 to 70%)
- Unsatisfactory (less than 50%)