

6.3.5 The institution has a performance appraisal system for teaching and non-teaching staff.

A robust performance appraisal system enforced from the academic year 2023 within the institution is instrumental in enhancing the overall organizational performance of both teams and individuals. By fostering accountability, dedication, and commitment, this system plays a pivotal role in maintaining high standards of performance across the institution, thereby contributing to its development and growth. Moreover, the performance appraisal system serves as a powerful tool for motivating faculty members and analyzing their strengths and weaknesses, ultimately leading to improved performance outcomes.

Performance Appraisal for Teaching Staff

The institution implements a comprehensive performance appraisal system for teaching staff, conducted on an annual basis as a mandatory process. Appraisal Proforma are utilized for teaching, tailored to capture relevant aspects of their respective roles and responsibilities. The primary objective of the appraisal process is not only to assess performance against established norms but also to identify areas for improvement that can facilitate individual progress and contribute to the overall advancement of the institution.

For teaching faculty, the performance appraisal process commences towards the end of each academic year. Faculty members are required to complete appraisal forms, providing details such as personal information, academic qualifications, research experience, and participation in professional development activities like seminars, workshops, and conferences. Additionally, faculty are encouraged to document innovations and contributions in teaching methodologies, curriculum design, evaluation methods, and student engagement initiatives. Furthermore, they reflect

on their involvement in extension activities, leadership roles held, and contributions to the institutional community. These performance appraisals are scrutinised by Performance Appraisal Committee which comprises of CEO, Principal and IQAC Coordinator. After scrutinisation , the report is sent to Chairman's desk for salary revision.

Appraisal system of Non-teaching Staff

Appraisal system of Non-teaching Staff is through observation of their performance and appraised eventually.

The Principal provides personalized feedback and suggestions, emphasizing a constructive approach aimed at enhancing the overall teaching-learning ecosystem of the institution. Importantly, the appraisal process is not viewed as a fault-finding exercise but rather as an opportunity for continuous improvement and development across the institution.

The institution's performance appraisal system plays a pivotal role in promoting excellence, fostering professional growth, and enhancing the overall quality of education delivery. By providing a structured framework for assessment, feedback, and reflection, this system contributes significantly to the ongoing enhancement of teaching and learning practices within the institution.