

QIF

6. Governance, Leadership and Management**6.3 Faculty Empowerment Strategies****6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff****Answer:**

The college has performance appraisal systems in place. The performance appraisal system is administered at different levels involving stakeholders throughout the academic year.

Self Appraisal form-

Self Appraisal is done to assess the contribution of the faculty to academics and administration related assignments. The appraisal is based related on qualification enhancements, exam results, conferences attended, papers published, research undertaken, courses completed, awards/ recognitions won and participation in various academic and administrative bodies both within and outside the college. This is an annual exercise and is anchored by HOD who collates the data and forwards the same to the Principal. After their remarks, Principal sends it to the chief administrative office. After discussion with Management faculty mentoring is undertaken by the Principal to such faculty members who need improvement and further guidance.

Feedback- The institute receives feed-back from students at the end of the academic year to rate the faculty on parameters related teaching, subject knowledge, punctuality, commitment and teacher-student relationship.

Alumni Feedback- When the students complete the course and come to college to get mark sheets and T.C. it is required to fill up the feed-back form. And on the bases of these forms HOD and Principal analyses and share with the faculty to improve / change their teaching skills/methods, if necessary.

Parent's feedback is obtained face to face when they have meeting with HOD/Principal/Faculty and give their feedback related to performance of the faculty, curriculum covered and other such issues.

Result Analysis - after the publication of the university results, Principal organizes a meeting of all faculty exclusively to present, review and analyse the semester results, subject wise results are presented and a thorough critical analysis is undertaken to understand the factor responsible for good or poor performance. The appraisal system helps to appreciate faculty who produce good results and fix accountability on the specific subject teacher whose performance needs improvement in the forthcoming semester exam.

Administrative staff - Feedback is obtained of the non-teaching and administrative staff and data is shared with the management on set intervals.