Policy Document

Appraisal System for Teaching and Non-Teaching Staff

Scope: This policy facilitates the overall development of Teaching and Non-Teaching Staff by continuous assessment.

Policy statement: This policy is set to have a clear and consistent assessment of the overall performance of teaching and non-teaching staff for supporting their development within the context of the institution plans. This also helps in achieving their goals and improve self-confidence within them by self-assessment.

Objective: The purpose of appraisal policy is to help Teaching and Non-Teaching Staff for their professional growth and development.

Procedure:

I. **Appraisal Policy for Teaching Faculty:**
    The faculty appraisal is to be carried out on three parameters:

S No.	Parameter	Weight age
1	Student's Feedback about the classroom teaching	40
2	Self-evaluation followed by assessment by HOD and Principal	30
3	Results of university exams	30
	Total	100

Parameter-1: Student's Feedback (40 Points)

The parameter of student's feedback will be of 40 marks in appraisal policy

Feedback on 1st parameter is on following criteria:

*   Regularity and punctuality of teacher in classroom
*   Communication skills and ability to manage classroom
*   Confidence, extent of subject preparation of teacher and content delivery
*   Participative and interactive teaching.
*   Initiation of group discussion in class.
*   Conduct of class tests/Seminars/Workshops/Projects.
*   Giving feedback of student's performance in tests.

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- Accessibility of the teacher in and outside the classrooms..
- Teacher's attitude towards the students (Inspiration / motivation / support).
- Overall impression of teacher

S No.	Points given by student's feedback	Grade of teacher	Conclusion
1	85 - 100	A	Excellent
2	70 - 85	B	Satisfactory
3	< 70	C	Needs improvement

Parameter-2: Self-evaluation followed by assessment by HOD and Principal (30 Points)

Feedback on 2nd parameter is on following criteria:

Staff will be given Self-appraisal form. Principal and HOD's will interact personally with faculty if required after taking the student's feedback.
Appraisal of faculty will be done on the basis of following parameters:
- Effective execution of lesson plan (theory and practical)
- Availability of teaching material to students & Guidance and support to students
- Personal development &Research and development activities
- Contribution in co-curricular and extra-curricular activities
- Contribution and initiative for development of department and College.

S No.	Points given by Principal & HOD	Grade of teacher	Conclusion
1	25 -30	A	Excellent
2	20 - 25	B	Satisfactory
3	< 20	C	Needs improvement

Parameter-3: Results of university exams (30 Points)

Feedback on 3rd parameter is on following criteria:

- After the declaration of university results in every semester, the result analysis is carried out. In the appraisal system, a weight-age of 30 points is given to this parameter.
- After careful analysis of the trends of results, benchmarks for results are set.
- Following facts are taken into account while relating students' results with faculty appraisal:
  - ✓ A) More efforts are required for first years. As student goes to higher classes from Second year to Final year, her understanding and maturity level goes on increasing and subsequently her performance improves.
  - ✓ b) Adaptability to the subjects and hence exam results goes on increasing from first year to final year.

Overall Conclusion

S No.	Total points	Grade of teacher	Conclusion
1	85 -100		Excellent
2	70-85		satisfactory
3	<70		Needs improvement

II.   **Appraisal Policy for Non-Teaching Faculty :**
        Policy for Appraisal of Technical Staff (Technical / Laboratory Assistant) Student's Feedback
        In each semester, student feedback is taken on lab engagement staff. Students are informed about the questionnaire before start of the feedback.

HOD and Principal Appraisal

Self-appraisal form will be given to technical staff every year. Personal interaction will be carried out by Principal and HOD in person with technical staff. After evaluating all parameters, the remark will be given by Principal in consultation with HOD.

Appraisal of technical staff will be done on the basis of following parameters: -

- Planning and management of practical / lab-sessions
- Lab maintenance - Regularity and punctuality
- Assisting students in performing practical/lab-sessions
- Personal development - Contribution in co-curricular and extra Curricular activities

Contribution and initiative for development of department and college Conclusion of appraisal Student's feedback, appraisal by HOD and Principal will be taken into consideration for final conclusion as per following table.

III.   **Policy for Non-Teaching Staff**
        The appraisal of Non-Teaching staff will be done on following parameters:
        a. Job knowledge and skills –
- Understanding the job responsibility
- Knowledge and skills necessary to perform the job effectively
- Ability to deal with critical issues and solving them in timely manner
- Willingness to learn new skills, methods, processes
- Multitasking abilities

b. Regularity and punctuality

- Quality of students service
- Interpersonal skills, cooperation and collaboration
- Planning, organization and achievement of goals
- Problem analysis and decision making
- Documentation h. Leadership and teamwork
- Overall evaluation Principal will carry out a personal interaction with library and office staff.

After evaluating all parameters, the remark will be given by Principal.

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