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

A good performance management system works towards the improvement of the overall organisational functions of teams and individuals for ensuring the achievements of the overall organisational mission and vision. An effective performance management system plays a crucial role in managing the organisation in an efficient manner. In line with this, the Institute is following the appraisal scheme suggested by UGC/ NCTE. According to the Performance Based Appraisal System (PBAS), the performances are classified

Into three categories

(i) Teaching, Learning and Evaluation related activities

(ii) Co-Curricular, Extension and Professional Development related activities

(iii) Research Publications and Academic Contributions

The following weightages are assigned to these categories: 100:75:300, are called Academic Performance Indices (API). At the end of each academic year, the data pertaining the categories are collected from each faculty member in the proforma suggested by AICTE. Based on the data collected, API scores are calculated for each of the three categories. The Principal in consultation with senior faculty members fix certain minimum API scores to be achieved by the faculty members in the three categories. These scores are used for the award of career advancements to faculty members and for promotion to next higher position. Further, at the end of each semester, feedback forms are issued to the students for each of the

courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Principal and Senior faculty or assigned faculty goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process. As such there is no performance appraisal system followed for non-teaching staff in the institute except the informal validation by the Principal and the Manager. On-teaching staff members have to clear the departmental test and when the vacancies

reported for their promotion is done based on seniority.