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Principal :
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Self-Appraisal System

स्व-मुल्यांकन

Performance Appraisal System for teaching and non-teaching staff

HRPIPER has well defined procedure for performance appraisal system for Teaching and Non-Teaching staff. That has been established to provide systematic employee evaluation across various performance dimensions and for quality enhancement.

Every employee performance is assessed after completion of academic year.

Systematic evaluation of the performance of employee is done to understand the ability of a person for his/her further growth and development.

The details are as below

1. Performance Appraisal System for teaching staff:

Tier 01 System (Faculty Performance Evaluation): This system gives an opportunity to the faculty members to evaluate themselves (Self Evaluation) through set of 3 criteria.

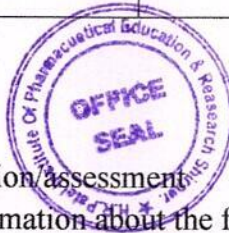
The criteria for the evaluation under this system is as under

A - Faculty Performance Evaluation

Criteria No.	Particulars of Evaluation Criteria in Performance Appraisal Form	Performance Indicators	Max. API score allotted	Min. API score required
1.	Teaching learning and evaluation related activities	25	200	100
2.	Co-curricular, extension and professional development related activities	25	70	35
3.	Research, Publications and Academic Contribution	20	130	65

The uniqueness of this form is that

- It provides scope for self-evaluation/assessment.
- This form provides realistic information about the faculty performance and gives a scope to understand individual performance.



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- Criteria-I: Academic performance, Punctuality and Discipline, Adaptation & Contribution to New Pedagogical Practices, Extension Activities, and Online Courses (MOOCs).
- Criteria-II: Departmental Activities, Institute level Activities, up-gradation in faculty qualifications, participation in FDP/SDP/training, seminars/conference/workshops, acting as a resource person, and Student Development activities.
- Criteria-III: Research and Development activities through publications, patents, externally funded projects, and consultancy work.

B. Feedback from stakeholders:

The overall performance of teaching faculties is evaluated by feedback from students. The students are provided with questionnaires of theory and practical and are asked for the grades excellent (E), Good (G), Average (A) below average (B), and Poor (P) to each faculty. A Percentage is calculated. The list of faculties with an overall score of more than 95% is made available for reward and below 80% is suggested for corrective measures.

Oral feedback from students helps to evaluate non-teaching employees on a regular basis.

Tier 02 System (Performance Appraisal for Faculty): Under this system, the performance of the faculty members are assessed on five point scale as

<i>Outstanding</i>	<i>Very Good</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>
5	4	3	2	1

This form has 70 Performance Indicators having a total score of 400 marks, which evaluate the performance of faculty members in all domains i.e. Academics, Research and Development, Extracurricular and Co-curricular activities, proactiveness in departmental and institutional development activities. A minimum of 50% marks has to be scored by each faculty member to be eligible for continuation of his/her services

Mode of Evaluation:

The individual faculty member fills the form and assigns his/her score and submits to the IQAC. The IQAC verifies the filled details and assigns a suitable score and finally submits the details to Principal for his assessment. After evaluation the Principal rates the overall performance of the faculty member and gives the final remarks.




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2. Performance Appraisal System for Non-teaching staff:

The performance of the Administrative and Support staff is evaluated by a structure based Confidential Report. The concerned staffs fills the report and submits to the HOD, who verifies and puts his/her remarks and forward to the Principal, who later evaluates the form and gives his final remarks for the necessary recommendations from the management.

Teaching and non-teaching members, on the basis of performance, are granted increment and promotion.

Performance Appraisal system has helped us to evaluate the performance of employees. The systematic procedure has helped the Management to motivate the employees for better performance.




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