



### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

The institute has a well-structured performance appraisal system that is transparent and time-bound. The institution adheres to a two-step process of the appraisal system.

1. Academic and administrative appraisal
2. Self-appraisal

The academic and administrative appraisals are calculated for the performance of teaching as well as non-teaching staff while students evaluation is included only for the teaching faculty. The head of the department does the performance appraisal annually and forward to the head of the institution for appraisal. Each head of the department is responsible to monitor, evaluate the teaching staff in the department. The principal does the performance appraisal for all the heads of the department and the Principal is appraised by the trustee based on which yearly increment is calculated.

**ACADEMIC AND ADMINISTRATIVE APPRAISAL:** The components of academic and administrative appraisal documents include the criteria such as job knowledge, attitude towards work, initiative, quality of work, care of entrusted materials, compliance of institutional policies, behaviour and discipline, reliability, relationship with HOD / immediate supervisor/ with peers/with patients/ with subordinates and attendance. The head of the departments analyze all the parameters, reviewed by the Principal and the final report is submitted to the trustee. Positive and negative points of appraisal are notified to the individual faculty to progress further and to perform better in the future. Regularly feedbacks are received by the students to evaluate the teachers in each department. The head of the department does the appraisal of the non-teaching staff and submitted to the Principal.

**Self appraisal** is considered at all levels of evaluation. All faculty members are constantly motivated to attend training programs and skill development programs which are considered for their performance appraisal every year.

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