JAGRAN COLLEGE OF ARTS, SCIENCE & COMMERCE

(Self Financing Co-Ed English Medium Post Graduate College Affiliated to CSJM University, Kanpur)

620-W, Block, Saket Nagar, Kanpur – 208014

Tel.No.3243435 Fax: 0512-2604965 E-mail:jagrancollegeasc@gmail.com Web: jagrancollege.ac.in

POLICY ON PERFORMANCE APPRAISAL SYSTEM FOR TEACHING

AND NON-TEACHING STAFF

Performance appraisal system forms an important mechanism for quality enhancement. Students are the major stakeholders therefore feedback is taken regularly from all the classes covering all crucial aspects. The employees who have contributed significantly with utmost responsibility deserve a reward that helps them stay motivated in future. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee and institution.

Encouraging a healthy work-life balance, promoting mindful practices and offering resources for mental health support are one the major priorities of the management so that teachers and staff do not feel burdened and able to accomplish challenging targets with great ease and contentment. Despite of appraisal system, all the teaching, admin and support staff members have been granted minimum 10% increment since the start of the institution, as per their dedication and work place ethics.

SELF APPRAISAL MECHANISM FOR TEACHING STAFF:

In this direction, the institute has structured an objective assessment mechanism with scope for improvement. The three-tier assessment involves:

- Self-appraisal by the faculty
- Peer evaluation by the principal and management
- Student's feedback

For the appraisal of the staff, an appraisal form is developed by the IQAC coordinator in consultation with Head of the Institution. Each staff member is assessed on rating scale from 1 – 15 on the basis of teaching content quality and delivery, regularity and punctuality in class, completion of assigned task, remedial/extra classes, admission, counseling and mentoring, maintaining college discipline, examination and evaluation, initiative in organizing extra-

curricular, initiative in introducing innovation in academic/general, contributing and supporting actively i.e. initiative in organizing a seminar/FDP/workshop, participation in academic activity and representing college in national and international seminar/conference/workshops, awards and recognition i.e. examiner-ship/paper setter/ chairing a session/jury member. All the required information is collected from teachers to support their performance appraisal matrix.

The principal along with IQAC reviews student's feedback, appraisal forms, puts in the score under each of the above criteria, and measure the efficiency of each faculty. The appraisal forms are then sealed and final report is prepared for management consideration for increment.

APPRAISAL MECHANISM FOR NON-TEACHING STAFF:

The performance of administrative staff is also evaluated through the PBAS using Confidential Reports. Non-teaching staffs' performance is evaluated based on various criteria such as:

- Regularity and punctuality
- Completion of assigned task on time
- Comprehension and file management
- Technical proficiency
- Proactive and vigilant attitude
- Work efficiency and commitment
- Initiative towards learning newer trends
- Leadership and team work
- Discipline and regularity