MECHANISM OF PERFORMANCE APPRAISAL

TEACHING STAFF ← **PERFORMANCE INDEX** → **NON-TEACHING STAFF**

Teaching Staff

TEACHING-LEARNING
- STUDENTS FEEDBACK
- ACADEMIC PERFORMANCE IN SUBJECT
- MODES OF TEACHING

RESEARCH CONTRIBUTION
- PUBLICATIONS
- PROJECTS
- SEMINAR/WORKSHOP/CONFERENCE/FDP ATTENDED

PARTICIPATION IN CO-CURRICULAR / EXTENSION ACTIVITIES
- FIELD VISITS
- ORGANIZATION OF GUEST LECTURE/SEMINAR
- ACADEMIC RESPONSIBILITIES ETC.

CONTRIBUTION OF TEACHER AS GFM

CONTRIBUTION TO THE DEVELOPMENT OF DEPARTMENT AND INSTITUTION

Non-Teaching Staff

- ATTITUDE TOWARDS JOB PROFILE
- ATTENDANCE AND PUNCTUALITY
- JOB KNOWLEDGE AND PERFORMANCE
- DEPENDABILITY
- CONTRIBUTION TO INSTITUTIONAL RESPONSIBILITIES OTHER THAN JOB PROFILE
- COMMUNICATION AND WORK EQUATION WITH COLLEAGUES

Staff are appealed to fill and submit appraisal form along with supporting documents to the Principal

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The assessment is carried out by principal and performance appraisal report is submitted to the management for further action