

POLICY ON PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

Background

The policy document is designed by HODs of all departments in consultation with Principal and Management. It is discussed with teaching and non-teaching staff in department meetings. The inputs and suggestions are taken into account for designing policy. The policy document is approved in the meeting of HODs, Principal and Management on 01.08.2019. This appraisal system will be effective from the academic year 2018-19.

Performance appraisal policy is the way to ensure the performance-oriented work environment in the organization, it helps employees to achieve the set objects and act as a reward for their contribution in the progress of the organization. J.N.N College of Arts & Science continuously makes efforts to improve the academic training and research environment in its constituent colleges.

This is achieved not only by improving the infrastructure facilities but also by using effective teaching and learning methodologies. To assess the success of the inputs given by the institution, it is important to understand, whether the user of such facilities is indeed satisfied and getting the expected outcomes from the initiatives made.

The institution has Self Appraisal Mechanism for Teaching Staff:

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

- ❖ Self-appraisal by the faculty & Result Percentage - 40 Mark
- ❖ Contribution to Research & Development, Publication in National & International Conference, Journal Publication, Project, Consultancy, Self-development, Team work - 25 Mark

The above assessment mechanism has resulted in the teaching staff understanding and getting acquainted about the following:

- Scope for improvement in teaching resources and methodologies

- The research outcomes and relevance of the work being done with the current developments in the respective fields.

Policy for Appraisal of Teaching Faculty (The Faculty appraisal is to be carried out on three parameters)

| S. No | Parameter | Weightage |
|-------------------------------|---|------------|
| 1 | ACADEMICS | |
| | Internal Exam Results | 15 |
| | University Exam | 20 |
| | Regularity (95% & Above) | 05 |
| | Delivery of Subjects | 10 |
| 2 | CONTINUOUS LEARNING | |
| | Publications per year in a journal (or) | 25 |
| | One FDP per year (or) | |
| | Minimum two R&D students' Project award | |
| 3 | EXTENSION ACTIVITIES | |
| | Academic Awards/Prizes/Honours | 10 |
| | Participation in Affiliated University Activities | 5 |
| | Membership in Professional bodies | 5 |
| | Significant role | 5 |
| Overall points secured | | 100 |

The self-assessment mechanism does not have any negative impact on the staff as he is provided with the opportunity to comment on the evaluation outcomes and give opportunity for improvement. The institution rewards and recognizes teachers commending them for their teaching approaches and research initiatives, which helps them to work with renewed zeal.

The Institution has Self Appraisal Mechanism for Non-Teaching Staff.

The works of the Nonteaching staff are assessed periodically through a structured mechanism:

- Work efficiency and commitment.
- Initiative towards learning newer trends in their respective areas.
- Leadership and team work.
- Discipline and regularity

Policy for Appraisal of Non-Teaching Faculty (The Faculty appraisal is to be carried out on Five parameters)

| S. No | Parameter |
|--------------|--|
| 1 | Training Support |
| 2 | Skills Development |
| 3 | Active Participation in the team work |
| 4 | Involvement |
| 5 | Housekeeping and adapting Safety Practices |

The feedback had helped take the following decisions.

- Conduct of language and soft skill programme for non-teaching and administrative staff.
- Leadership training programme for senior faculty to identify the succession lines.
- Deputation of staff to various orientation programs relating government policies and rules concerning HR management and Education.

Conclusion of appraisal

Student's feedback, appraisal by HOD and Principal will be taken into consideration for final conclusion as per following table

| S. No | Appraisal Score | Observations, Conclusion | Remedial Action |
|-------|-----------------|--------------------------|---|
| 1 | More than 85 | Excellent | However, staff will be encouraged to sustain the performance with Increment/Incentive/Awards. |
| 2 | 60-84 | Good | Staff will be encouraged for further improvement if required. Staff will be encouraged to attend more FDP, Conference, and Publication. |
| 3 | Less than 60 | Fair | Need improvement in weaker areas. Motivation and Support will be given for improvement like FDP, Conference, and Publication. |