**6.3.5:** **Institutions Performance Appraisal System for teaching and non-teaching staff**

***Performance Appraisal System of Teaching Staff***

Institute follows a well-defined and framed model of performance appraisal system namely API (Academic Performance Indicator) as per UGC guidelines.

It is based on mainly three categories

**1. Teaching, learning and evaluation related activities**

a. Lectures, tutorials, practical hours

b. Lectures or other teaching duties

c. Preparation and imparting of knowledge

d. Use of participatory and innovative methodologies used

e. Examination Duties

**2. Professional development, co-curricular and extension activities**

a. Student related co-curricular extension and field based activities

b. Contribution to corporate life and management of the department and institution

c. Professional development activities

**3. Research and Academic Contribution**

a. Research papers published in refereed journal, journals and conference proceedings

b. Research publication as Book and Book Chapter.

c. Ongoing and Completed Research projects and consultancies

d. Training courses and conferences/seminar/workshop

Student satisfaction is given utmost importance at the Institute and hence it is a part of the faculty appraisal system. The feedback helps to review and improve the quality of the teaching-learning processes and measure the effectiveness of course design and delivery.

The feedback is conducted in online mode and complete confidentiality and anonymity is maintained. Apart from feedback, faculty is also assessed on performance of the students.

**Performance Appraisal Process:**

Every year faculty fills the confidential report at the end of the academic year. The confidential report is reviewed by the Head of the Department and then by the Principal and submitted to HR with recommendation for further consideration for appreciation or corrective action.

Apart from annual self-appraisal, every faculty have to update the details of faculty contribution and performance appraisal in the faculty handbook which is regularly reviewed by the Head of the Department.

***Performance Appraisal System of  Non-Teaching Staff:***

Every non-teaching staff also fills a self-appraisal form at the end of the academic year. The self-appraisal is first reviewed by the Head of the Department for Technical staff and by the registrar for the administrative staff and then by the Principal. The self-appraisal reports with recommendation is then sent to HR for further considerations for appreciation or corrective action.

**The following are the parameters for assessment in Self-appraisal form of Non-Teaching staff**

