

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

The institution follows a structured and well defined annual appraisal system for teaching and non-teaching employees. Faculty members are required to submit **Academic and Administrative Audit (AAA)** which records the annual performance of teachers which help to find out their strength and weakness. **API** based promotion for faculty for aided teachers. The Proforma for teachers has been designed on the basis of recommendations of UGC, NAAC and other professional bodies. The components of this Proforma include:

- Research Papers, books published.
- Number of Patents.
- Funded research project.
- Revenue generated through consultancy.
- Membership of Professional Bodies..
- Awards/recognition as State/National/International level from government recognized bodies.
- Certification from government resources such as SWAYAM, NPTEL etc.
- Qualification Enhancement Doctorate, Certification etc.
- Development of new subjects and Technology/Systems, innovative way of learning and education imparted.
- Participation in Conference/Seminar/Workshops, Training Programmes.

#### **Non Teaching Staff**

The IQAC collects self-appraisal form from non-teaching staff to evaluate their performance, major indicators being efficiency and time bound completion of tasks assigned to them. It is countersigned by the superintendent and the principal. The appraisal records of staff are discussed with the authorities for optimum performance.