

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

The institution has a Performance Appraisal System that evaluates its employees on a regular basis to maintain its strict quality parameters. Through internal and external evaluations as well as self-evaluation processes, it aids teaching and non-teaching employees in advancing their careers.

#### **Teaching Staff**

- All Faculty members are required to submit the **(AAA)** Academic and Administrative Audit which records the annual performance of teachers which include curricular, co-curricular, extra-curricular activities and research and academic contributions.
- **API** based promotion for faculty.
- Other Departmental Mechanism such as staff meetings, Department Action Plan, Monthly report, ensures the faculty is moving forward in line with the vision and mission.

#### **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.