

# ST. ANN'S COLLEGE FOR WOMEN

(Permanently affiliated to Andhra University)

Recognized under 2(f) of the UGC Act, 1956

Malkapuram, Dist. Visakhapatnam, Andhra Pradesh 530011

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## Performance Appraisal Policy

The institute has a well framed performance appraisal system which is transparent and time bound. The Institution follows triple method of appraisal system:

1. Academic and administrative appraisal
2. Students evaluation
3. Self-appraisal

Objectives:

- ✓ It motivates the faculty to perform better.
- ✓ Helps in the growth of the employee which further helps in the progress of institution.
- ✓ Friendly and Competitive atmosphere in the institution.
- ✓ Helps to keep a track in the progress of the employee and aids in the decision of promotion or upgrading of faculties.


### Academic and administrative appraisal:

Key indicators of academic and administrative appraisal documents include the following attributes i.e., Job knowledge, Attitude towards work, Initiative, Quality of work, Care of entrusted materials, Compliance of institutional policies, behavior and discipline, Reliability, Relationship with HOD/immediate supervisor/with peers/with patients/with subordinates and attendance. All parameters are analyzed by the respective Head of the departments and reviewed by the Principal and report is submitted to the trustee.

Positive and negative appraisals are brought to the notice of individual faculty to progress further and to perform better in forth coming years.

Regular evaluation of departments and teachers are done by the feedback received from the students. Performance appraisal of the non-teaching staff is done by head of the departments or respective administrative head. Self-appraisal is considered in case of ambiguity in the evaluation appraisal at all the levels.

All non-teaching faculties are continuously motivated to attend training programs and skill development programs. Yearly submission of such program attendance is considered for non- teaching staff during their performance.

  
Principal



Principal  
St. Ann's College for Women  
Malkapuram, Visakhapatnam - 530 001