

6.3.5: INSTITUTIONS PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF
DOCUMENT1 : PERFORMANCE APPRAISAL POLICY



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.


Principal
St. Ann's College for Women
Malkapuram, Visakhapatnam-1

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.


Principal
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Malkapuram, Visakhapatnam.

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**TEACHING STAFF
ST.ANN'S COLLEGE FOR WOMEN
TEACHING STAFF
PERFORMANCE APPRAISAL SYSTEM FOR TEACHERS**

FACULTY ID:

1. Instructional Competence (70%)	Outstanding (10)	Very Satisfactory (8)	Satisfactory (6)	Unsatisfactory (4)	Poor(2)	Score
A. Lesson Planing and Delivery (45%)						
1. Formulates/adopts objectives of lesson plan		✓				8
2. Selects content and prepares appropriate instructional materials in teaching aids		✓				8
3. Select Teaching methods/strategies			✓			6
4. Relates new lesson with previous knowledge/skills	✓					10
5. Provides appropriate motivation	✓					10
6. Presents and develops lessons	✓					10
7. Conveys ideas clearly	✓					10
8. Utilizes the art of questioning to develop higher level of thinking		✓				8
9. Ensures pupils student participation	✓					10
10. Addresses individual differences		✓				8
11. Shows mastery of the subject matter Assessment	✓					10
12. Diagnoses learner's needs		✓				8
13. Use of innovative teaching- learning methodologies; use of ICT; Updated subject content and course improvement.			✓			6
14. Assesses lesson to determine desired outcomes within allotted time Management of time and learning environment		✓				8
15. Maintains clean and orderly classroom		✓				8
16. Nuber of Remedial / Bridge Courses and Counselling modules developed and imparted.			✓			6
Total Score						134
Total Score / total numberof questions = Value 134 /16 = 8.375						
Value X 45/100 = Final Value 8.375 X 45 / 100 = 3.768						
B. Professional Development Programs (20%)						
1. Assists in the conduct of in-service trainings/conferences.						
2. Number of soft skills / refresher course / personality development course undergone	✓					10
3. Number of FDP/Seminars/Webinar attended.		✓				8
4. Number of National and International seminar attended.						
5. Membership in University / Social clubs / other institutions	✓					10
Total Score						4.185
C. Learner's Achievement (5%)						
1. Improves learners achievement level		✓				8
						3.6
D. Community Involvement (5%)						
1. Organizes and maintains functional PTA		✓				8
2. Conduct PTA meeting to report learner's progress		✓				8
3. Disseminate College policies/plans/programs accomplishments to the stakeholder.		✓				8
4. Participates in community projects and program.	✓					10
5. Encourage involvement of parents in college programs and activities.			✓			6
Total Score						3.6
E. Professional and Personal Characteristics (20%)						
1. Honesty / Integrity	✓					10
2. Enthusiasm / Passion for teaching	✓					10
3. Initiative / Resourcefulness		✓				8
4. Human Relations		✓				8
5. Leadership	✓					10
6. Stress Tolerance	✓					10
7. Fairness / Justice.		✓				8
8. Proper attitude / Good grooming.		✓				8
9. Dedication / Commitment.	✓					10
10. Politeness		✓				8
Total Score						4.05
F. Punctuality / Attendance (05%)						
1. Punctual - Being on time			✓			6
2. Attendance - Number of days absent.		✓				8
Total Score						3.15

Final cum value= A+B+C+D+E+F =

22.353

S. Prasad
Principal
St. Ann's College for Women
Malakpuram, Visakhapatnam-1

NON TEACHING STAFF

**St. Ann's College for Women
Malkapuram, Visakhapatnam-530011**

ID No.

Self Appraisal Report of Non-teaching Staff by Principal

Name of the Staff:					
Subject	Very Good(20)	Good(15)	Satisfactory(10)	Poor(5)	Score
1. Ability to contribute to the goal of the organization.		✓			15
2. Planning and organization skills		✓			15
3. Communication skills and soft skills		✓			15
4. Obedience and relationship	✓				20
5. Leadership, Team spirit and initiative		✓			15
6. Willingness to learn new techniques,	✓				20
7. Ability to use workplace equipment	✓				20
8. Ability to solve workplace problems	✓				20
9. Innovativeness and creativity			✓		10
10. Involvement in social activities.			✓		10
11. Simplicity and sense of belonging	✓				20
12. Respect for values in life	✓				20
13. Hardworking.	✓				20
14. Dependable.		✓			15
15. Committed to their works.		✓			15
Suggestions if any:	Total Score				250


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