

ADITYA

COLLEGE OF PHARMACY

Approved by AICTE & PCI - NEW DELHI, Affiliated to JNTUK KAKINADA
(Formerly known as Sri Sai Aditya Institute of Pharmaceutical Sciences & Research)

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Institution's performance appraisal system:

The organizational competence of an educational institution relies on the working potential of the teaching and non-teaching staff. Therefore, the institute attempts to recognize this potential by evaluating the employee performance and rewarding them with an appraisal. This not only promotes the employee growth but also motivates the staff.

Objectives of the system:

- To give the employee the extra push to achieve targets
- To promote a sense of competition for both, employee and institute's advancement
- The performance evaluation will not only give a picture of the staff's strengths but will also depict their weaknesses.
- A validation on performance followed by a positive feedback creates a feeling of satisfaction which is essential for a working environment.

Challenges addressed:

Being a healthcare educational institute, the institute must walk hand in hand with the developing scientific advancements.

Therefore the teaching staff has to remain updated while contributing their review to the field by publishing research papers and article reviews.

The non-teaching staff also has to go an extra mile as their qualifications are limited to the administrative aspects of the institute. They are provided with various training and developmental programs to cope up with such limitations.

The performance appraisal system is so built that the institute is able to recognize these challenges faced by the staffs who are consequently rewarded.



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Implementation of the system:

The system involves the following components:

- Feedback system to assess the teaching staff's knowledge, behavior and attitude towards their concerned subjects
- Qualifications of both teaching and non-teaching staffs
- Pass percentage of the students
- Workshops and conferences attended by teaching and non-teaching staffs
- Research and article reviews published

These components are evaluated to quantify the employee's performance into monetary units.

The performance appraisal is of 3 types:

- Annual appraisal system for teaching faculty:

An annual appraisal form is used to gather information on the staff's experience, pass percentage, student feedback, research publications, academic contributions, conference etc. The Principal provides remarks based on these aspects to decide the level of increment.

- Appraisal system for lab technicians:

The principal evaluates the performance based on language, punctuality, support towards students, skill development, lab and equipment maintenance and academic contributions.

- Appraisal system for administrative department :

The principal evaluates the performance based on skill development, qualifications and overall performance and provides remarks to decide the annual appraisal.



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