

ADITYA

COLLEGE OF PHARMACY

An AUTONOMOUS Institution

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6.3.5 INSTITUTIONS PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON TEACHING STAFF

Institutional appraisal is a systematic evaluation process that assesses the effectiveness and efficiency of an institution in achieving its goals. It is essential for ensuring quality, fostering accountability, and identifying areas for improvement. This process is integral to maintaining high standards in education, governance, and service delivery.

The appraisal typically involves evaluating academic programs, infrastructure, faculty performance, administrative efficiency, and student satisfaction. It includes both internal assessments conducted by the institution and external evaluations by accrediting bodies or peer reviewers. Feedback from stakeholders, such as students, parents, and staff, is also a vital component of the appraisal.

Key tools used in institutional appraisal include surveys, performance audits, and benchmarking against similar institutions. The findings help in understanding strengths, weaknesses, opportunities, and threats (SWOT analysis). Based on this, institutions can devise strategies for improvement, such as revising curriculum, upgrading facilities, or enhancing staff training programs.

Institutional appraisal also ensures compliance with regulatory requirements and accreditation standards, which is critical for reputation and funding. Moreover, it fosters a culture of continuous improvement by setting measurable goals and monitoring progress.

The ultimate aim of institutional appraisal is to enhance the quality of education and services offered, ensuring that the institution remains relevant and competitive in an ever-changing environment. By identifying areas of excellence and those needing development, appraisal helps institutions achieve their mission and vision effectively.

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.



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- 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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