



**ADITYA COLLEGE OF ENGINEERING & TECHNOLOGY**  
Aditya Nagar, ADB Road, Surampalem-533437, E.G. Dt., A.P

## **PERFORMANCE APPRAISAL**

### **Institutions Performance Appraisal System for teaching and Non-teaching staff:**

The success of any Educational Institution depends on the quality of its staff- both Teaching and Non-teaching. Together they play a significant role and are the backbone of the Institution. Institutions cannot achieve their goals “Vision and mission” without them. To achieve the targets, the staff need to be motivated towards their work. The Performance Appraisal (PA) is one of the performance management tools that are widely used to measure the productivity of staff in different contexts.

### **Performance appraisal for teaching staff**

The faculty appraisal is undertaken with following objectives:

- To assist teachers in their professional development and career planning.
- To assist teachers to reflect about their potential and to carry out their duties more effectively
- To provide judgment to support promotions
- To provide feedback to staff about their behaviour, attitudes, skills or subject expertise
- To recognise the achievements of teachers and help them to identify ways of improving their knowledge, skills, attitudes and ultimately performance.
- To improve the quality of education for students

In short, it would be utilized as a tool to facilitate growth, development, efficiency and effectiveness of the teaching-learning process in the Institution.

Name, qualifications, experience, subjects taught, results, feedback of the students, pass percentage, mentoring, discipline, conferences/workshops attended, books published, research publications in conferences and journals, administrative responsibilities taken along with the remarks of HOD and the Principal will be considered for the appraisal of teaching staff.

### **The process of appraisal comprises of two parts:**

- A. Self-appraisal format to be filled by every faculty.
- B. Appraisal by HOD & Principal: This would also involve a review of the self-appraisal documents submitted by the faculty.

## **Performance appraisal for non-teaching staff:**

The employee appraisal is undertaken with following objectives:

- To assist employees to reflect about their potential and to carry out their duties more effectively
- To provide feedback to staff about their behaviour, attitudes, skills or subject-expertise
- To recognise the achievements of employees and help them to identify ways of improving their knowledge, skills, attitudes and ultimately performance.
- To assist employees in their professional development and career planning.

In short, it would be utilized as a tool to facilitate growth, development, efficiency and effectiveness of the administration and facility management process in the institution. Name, qualifications, experience, discipline and responsibilities taken along with the remarks of Lab In charge and HOD will be considered for the appraisal of non-teaching staff.

### **The process of appraisal comprises of two parts:**

- A. Self-appraisal format to be filled by every non-teaching faculty
- B. Appraisal by Lab In charge and & HOD

Appraisal formats are asked to fill-in by the staff members for self-evaluation and HOD will interact with every employee and remarks will be posted and forwarded to the Principal for evaluation. Final evaluation will be carried out by the panel consist the Management representative, the Director and the Principal and appraisal will be made in terms of increment/promotion based on the final evaluation.