NPR
COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)
NPR Group of Institutions
Reach the Star
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NAAC

PERFORMANCE APPRAISAL POLICY

Policy for Appraisal of Teaching Faculty (The Faculty appraisal is to be carried out on twelve parameters)

S/N	Parameter	Weightage
1	Result Percentage	100
2	Students Feedback	25
3	Systematic work	25
4	Additional responsibilities	10
5	Contribution to institutional growth	20
6	Contribution to Student development	20
7	Contribution to Research & Development	25
8	Publications	20
9	Project work	10
10	Consultancy	10
11	Self -development	10
12	Discipline and Team work	25
	Over all points secured	300

The self- assessment mechanism does not have any negative impact on the staff as he is provided with the opportunity to comment on the evaluation outcomes and give opportunity for improvement. The Academy rewards and recognizes teachers commending them for their teaching approaches and research initiatives, which helps them to work with renewed zeal.

The Academy and its constituent colleges have Self-Appraisal Mechanism for Non-Teaching Staff.

The works of the non-teaching staff are assessed periodically through a structured mechanism;

➢ Work efficiency and commitment.

➢ Initiative towards learning newer trends in their respective areas.

➢ Leadership and team work.

➢ Discipline and regularity

POLICY ON PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

Background

The policy document is designed by HoDs of all departments in consultation with Principal and Management. It is discussed with teaching and non-teaching staff in department meetings. The inputs and suggestions are taken into account for designing policy. The policy document is approved in the meeting of HoDs, Principal and Management on 01.03.2019. This appraisal system will be effective from the academic year 2019-20.

Performance appraisal policy is the way to ensure the performance-oriented work environment in the organization, it helps employees to achieve the set objects and act as a reward for their contribution in the progress of the organization. NPR College of Engineering & Technology continuously makes efforts to improve the academic training and research environment..

This is achieved not only by improving the infrastructure facilities but also by using effective teaching and learning methodologies. To assess the success of the inputs given by the Constituent Colleges as well as the Academy, it is important to understand, whether the user of such facilities is indeed satisfied and getting the expected outcomes from the initiatives made.

The Academy and its constituent colleges have Self-Appraisal Mechanism for Teaching staff:

In this direction, the Academy has structured an objective assessment mechanism with scope for improvement. The Three tier assessment involves:

- ✓ Self-appraisal by the faculty & Result Percentage - 100 Mark
- ✓ Student Feedback, Systematic work, Additional Responds, contribution to Development of institution& Students - 100 Mark
- ✓ Contribution to Research & Development, Publication in National & international Conference, Journal Publication, Project, Consultancy, Self- development, Team work - 100Mark

The above assessment mechanism has resulted in the teaching staff understanding and getting acquainted about the following:

- ✓ Teaching style and abilities with the feedback from the peers and the students
- ✓ Scope for improvement in teaching resources and methodologies

✓ The research outcomes and relevance of the work being done with the current developments in the respective fields.

Policy for Appraisal of Non -Teaching Faculty (The Faculty appraisal is to be carried out on ten parameters)

S. No	Parameter
1	Technical Knowledge
2	Job Performance
3	Staff/Student Relationship
4	Practical Lab Knowledge
5	Related Accomplishment
6	Regular Attendance
7	Communication
8	Lab Maintenance
9	Involvement in Higher Studies
10	Attitude

The non-teaching staff are periodically trained and also encouraged to pursue their higher studies.

The feedback had helped take the following decisions.

✓ Conduct of language and soft skill programme for non-teaching and administrative staff.

✓ Leadership training programme for senior faculty to identify the succession lines'

✓ Deputation of staff to various orientation programs relating government policies and rules concerning HR management and Education.

✓ Sensitize teachers and international students with regard to cultural issues and sensitivities.

Conclusion of appraisal

Student's feedback, appraisal by HOD and Principal will be taken into consideration for final conclusion as per following table.

S/N	Observations, Conclusion	Remedial action
1	Excellent	Not required. However, staff will be encouraged to maintain the performance with Increment/Incentive.
2	Appreciable	Not required. Staff will be encouraged for further improvement if required.
3	Below expectations	Need improvement in weaker areas. Motivation and support will be given for improvement.
4	Poor	Need overall improvement. Motivation and support will be given for improvement.