

Performance appraisal system for teaching and non-teaching staff

Govt. rules and regulatory system works towards the improvement of the overall institutional performance of teams and individuals for ensuring the achievements of missions and visions of various constituted and affiliated institutions. An effective performance management system as directed plays general role in managing the organisation an efficient manner. Institute is following the ACR appraisal scheme suggested by the Govt. of Haryana.

Performance based appraisal system (PBAS) is in place with well-defined protocol. The evaluation is based on following parameters

- i) Teaching activities
- ii) Co-Curricular activities
- iii) Research Publications and Academic Contributions
- iv) National and International official assignments

At the end of each academic session, relevant information is acquired from each faculty member in the designed formats. Based on the information collected, categorization is effected that initiates competitiveness among the faculty. These score based well parameters is taken into consideration for career advancements to faculty members and non-teaching staff. The rationale of the system is such that only competent persons would get appreciation. Feedback is obtained from the students through google form. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Head of the Department and Senior Professor in the Department goes through the feedback forms collected from the students and suggest suitable measures to improve the teaching-learning process. Performance appraisal system followed for non-teaching staff is meant for their efficacy evaluation and honesty mapping to improve the efficiency of institution. The protocol evaluates the performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

Teaching Staff:-

Objectives of the performance appraisal system are as under:

1. The performance of each faculty member is assessed according to Annual Confidential Report (ACR).
2. Promotions are based on the PBAS proforma in force in the University.
3. The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary and some of them are mandatory. The University accords appropriate weightage for these contributions in their overall assessment.
4. The faculty members are informed well in advance for procedural protocol for their promotion.
5. Well casted scrutiny committee does evaluation of submitted reports of individuals.

Non-Teaching Staff:-

All non-teaching staff are also assessed through annual confidential reports and special work and conduct report. Parameters of evolution for staff members are assessed under different categories like attitude, handling office work, character and Habits, Departmental Abilities, Capacity to do hard work,

Discipline, Reliability towards superiors, subordinates, colleagues, students and public, Power of efficient organisation of documents (in case of Ministerial staff) and technical abilities (in case of workshop staff). The whole scenario has resulted in motivating all teaching faculty and non-teaching staff.