



ALL SAINTS' COLLEGE

Affiliated to University of Kerala, Thiruvananthapuram

<https://www.allsaintscollege.ac.in>

CRITERIA-6

GOVERNANCE, LEADERSHIP & MANAGEMENT

6.3.5

Functioning Status of
Performance Appraisal System
of Teaching and Non-Teaching
Staff

6.3.5 Institution's Performance Appraisal System for Teaching and Non- Teaching Staff

Describe the functioning status of the Performance Appraisal System for Teaching and Non-Teaching Staff within a maximum of 500 words

The institution maintains a mandatory Performance Appraisal System for assessing the performance of teaching and non-teaching staff. This is done in order to recognize the efficiency and commitment of our staff and to suggest corrections, if needed, for improving the delivery of academic and other services.

The assessment of the non-teaching staff is made on the basis of punctuality, efficiency, service-mindedness, timely delivery of services, percentage of assigned work completed and number of training programmes attended. The promotion is given based on the government rules after clearing the necessary tests and completing the required number of years in service.

The performance of our teaching staff is evaluated on the basis of her/his dedication and contribution to teaching-learning, research and extension/co-curricular activities. The Director and the Principal conduct a performance audit of all the departments. The Management Audit visit facilitates an open interaction with the Heads of the Departments and the faculty and the Non- Teaching staff, where the weaknesses, opportunities and challenges of each Department/Office are specifically addressed. Feedback is provided and the best practices identified are shared in order to institutionalize them.

Each member of the faculty is given a Teacher's Diary as a Performance Record at the beginning of the year in which all the details pertaining to teaching such as lesson plans, tests, assignments, projects, mentoring, tutoring, remedial classes, leave taken, etc. are noted. This is checked periodically by the HOD. They enter their remarks and submit the handbooks to the Principal. The Director and the Principal evaluate them and provide encouragement, suggestions for improvement and corrective measures confidentially.

Performance Appraisal is also taken for the teachers whose higher grade promotion is due. The Career Advancement and promotion to higher grade or higher posts for a teacher is done by a Screening cum Evaluation Committee constituted by the appointing authority with two external nominees. The IQAC does the internal evaluation of the PBAS Proforma of all the teaching staff of this institution. The appraisal forms are submitted to the Department of Collegiate Education for their assent. The non teaching employees are also assessed for their performance on the basis of the confidential report submitted to the higher authority by the Principal.

The IQAC conducts a Teacher Evaluation Survey every year and will submit a consolidated report to the Principal. It conducts teacher evaluation by the students

for two different purposes; for self-improvement of the teacher and to take appropriate corrective measures and reinforcement measures. It also ensures that adequate measures are taken subsequently to improve the shortcomings identified in the Survey.

In addition to these positive measures, the IQAC collects feedback from the students via an online Student Satisfaction Survey. The students are allowed to express their views and suggestions impartially and without any apprehension. The IQAC will study the feedback collected from the students and will present a detailed report to the higher authorities; the Principal, the College Council and the Governing Council. There will be department-level meetings to constructively analyze the student feedback data and to suggest suitable measures to establish a healthier teacher-student relation and academic environment in the campus.