



# Kalyan Post Graduate College

Bhilai Nagar, District Durg, Chhattisgarh, India

Affiliated to Hemchand Yadav Vishwavidyalaya, Durg, Chhattisgarh

Criterion-6: Governance, Leadership and Management

## 6.3 - Faculty Empowerment Strategies

*6.3.5: Institutions Performance Appraisal System for teaching and non-teaching staff*



**Submitted to National Assessment and Accreditation Council**

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Performance appraisal is a systematic general and periodic process that assesses an individual employee's job performance and productivity in relation to certain pre-established criteria and organizational objectives. Other aspects of individual employees are considered as well, such as organizational behavior, accomplishments, potential for future improvement, strengths and weaknesses, etc.

### **Functioning status of the appraisal system for teaching staff**

- feedback on faculty members on teaching-learning process
- Self-appraisal, peer review and student feedback
- Performance based appraisal system (PBAS) comprises of various criteria such as teaching, learning and evaluation strategies such as teacher diary, details of classes taken per years, apsidal of college rules and regulations, details of research paper publication , book , Ph.D. supervision details, guidance counseling to slow learner and remedial classes details , details of leave taken during the year and extension activities.
- Review of staff participation in following area such as NCC, NSS , Examination conduction and other college activities.
- Appraisal is given once in a year in one slot i.e. in January.
- The details submitted by the employee were verified and authenticated by the concern in charge Faculty and final submission to the principal.

### **Functioning status of the appraisal system for non-teaching staff**

- Appraisal is given once in a year in one slot i.e. in the month of January.
- Institutional appraisal format for non-teaching staff comprise two part A and B. Part A contain self-assessment of employee, student feedback, Hods and Principal peer review. Part B contain punctuality , performance on duty work, physical fitness, efficiency of performance and work and any disciplinary action taken.
- The details submitted by the employee were verified and authenticated by the concern heads of the department then concern in charge Faculty and final submission to the principal.
- Performance Appraisal System undergoes various level of scrutiny to ensure correctness and promptness in the organization.



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