

Policy Document for Performance Appraisal

The institution conducts a review of the Performance Appraisal of the Faculty / Staff regularly which enhances teacher quality and performance. Every member of the faculty is given a Teacher's Manual at the beginning of the year in which all the details pertaining to teaching such as lesson plans, tests, assignments, projects, mentoring, remedial classes, etc. are noted. The Handbook also has a self-appraisal form which is filled in by the respective teacher at the end of each semester. The Heads of departments enter their remarks and submit the handbooks to the Principal. The Manager and the Principal evaluate them and provide encouragement, suggestions for improvement and corrective measures confidentially.

Faculty Evaluation in Santhigiri follows a circular model of evaluation consisting of: a) Faculty evaluation by students once every semester b) Peer evaluation by other faculty members of the department c) Faculty Self-Appraisal. d) Faculty Appraisal by Principal.

1 Faculty evaluation by students:

- a) The evaluation is to be conducted once in every semester.
- b) Online evaluation will be administered by the IT department.
- c) The Principal will monitor the evaluation process at all stages
- d) Confidentiality is to be maintained at all points by all the personnel involved.
- e) The evaluation graphs are accessible to the faculty concerned but do not give any comparative results with that of the others
- f) The evaluation reports will be discussed with the faculty member individually by the Principal.
- g) However, if the overall score falls below 2.5 (out of 5), it could be an issue needing attention on the part of the HOD.
- i) The questionnaire is developed to test the effectiveness of teaching techniques and interaction of the teacher with the students.

2 Peer Evaluation: Peer review is a form of evaluation designed to provide feedback to peers about their academic performance. Peer review may be used as a way to help faculty members to improve teaching and learning in their courses. The peer review process yields important information that can be combined with other sources to provide a comprehensive view of an individual's academic performance. The peer reviews can provide the teacher with insights into his / her academic contribution in the classroom learning environment unattainable in other ways.

- a) Peer evaluation must be done confidentially for all faculty members of the College.
- b) The assessment is based solely on official relationship.
- c) Peer evaluation is administered online, based on the questionnaire developed to identify interaction of the faculty with other members of the college.

3 Faculty Self-Appraisal: It is compulsory for every teacher to furnish the self-appraisal form to the principal. The teachers have to prepare and submit self appraisal report related to

teaching based on teaching techniques, teaching compliance, functional responsibility and interpersonal relations. The appraisal of extension activities is based on involvement in community service, departmental activities, institutional activities, professional development and student mentoring. Research and development related activities are assessed based on participation in publications, research projects and research guidance. The Self-appraisal form is then reviewed by the Principal

4 Faculty Appraisal by Principal: The Principal prepares a confidential report in a prescribed format evaluating their academic performance highlighting their strength and weakness.

The received feed-backs are systematically analyzed and the report is discussed in the college management, and remedial measures are taken, if necessary. The Principal analyses the final evaluation report and hands over the report to the concerned teacher. During the PTA meetings attended by the principal, heads of the departments and the faculty members, parents are given opportunities to pass their critical remarks on the teachers as well as administrative staff.

The teaching community is encouraged to attend orientation and refresher courses, faculty improvement programmes, workshops, research and to attend faculty development programmes to improve their performance.

Non-teaching Staff Evaluation by Students, Management and Teaching Staff: The Management evaluates the non-teaching staff every year through a performance appraisal system designed by IQAC. Students also get opportunity to rate the performance of non-teaching staff while conducting survey on the institutional performance. The Principal and Administrator get informal feedback from the non-teaching staff either individually or at non-teaching staff meetings. The feed-backs from the Heads of the Departments about the Non-Teaching Staff is received by the Principal. The Principal monitors the performance of non-teaching staff and gives them continuous feedback. In the case of any serious failure in duty, memos are issued and written explanations are received from them.