

## FACULTY PERFORMANCE APPRAISAL POLICY

Faculty performance appraisal policy has been formulated to assess the human resource on quality parameters of progress, achievements and growth during their service. The performance of faculty is assessed at the end of every year. Based on the assessment, the Principal recommends the faculty for promotion, increment or discharge to the Management.

### Objectives:

- To give performance feedback to staff members.
- To act as a foundation for changing or altering behaviour towards more efficient working practices.
- To motivate outclassing faculty by appreciating them in annual functions.
- To gauge the faculty capability for giving them additional responsibility.

### Process:

- ➔ At the end of every academic year, faculty submit their filled-in performance appraisal forms to HODs and HODs submit their forms to Principal.
- ➔ HODs review the faculty forms and forward to the Principal. Principal reviews the HODs' forms. A committee comprising University Representative, College Committee Member (External) and the Principal analyses the forms, prepares consolidated report and submits their recommendations to the College Committee/ Management.
- ➔ Based on the recommendations, promotion, increment or discharge is awarded.
- ➔ Additional responsibilities are given to outperforming faculty members.

**Performance of faculty is measured by their contribution towards**

- i. Teaching, learning & evaluation in terms of innovative pedagogy & exam results
- ii. Co-curricular, extension and professional development activities in terms of additional responsibilities & programmes organised
- iii. Research, consultancy and academic achievements in terms of funds received, publications, awards & achievements
- iv. Feedback from students and HOD in terms of communication, preparation & classroom management and
- v. Contribution to the corporate life of the college.



Principal

PRINCIPAL

**AJK COLLEGE OF ARTS & SCIENCE**

NAVAKKARAI,

COIMBATORE - 641 105