



Model Institute of Engineering & Technology (Autonomous)

PERFORMANCE APPRAISAL POLICY (FACULTY & NON-TEACHING STAFF)

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OBJECTIVE

The performance appraisal policy serves as a tool to evaluate employee performance, provide feedback, set performance goals, identify training and development needs, determine compensation and rewards, support performance management, and identify the potential for career growth.

APPLICABILITY

This policy is applicable to all the faculty and non teaching staff members in the institution.

PROCESS

A) **Faculty Performance Appraisal Policy:** The performance appraisal of the faculty is a continuous process and is done regularly. The elements of the appraisal process are:

1. 360⁰ Appraisal Technique is used for evaluating the performance of the faculty members. The management utilizes regular classroom visits to assess teaching effectiveness and evaluate faculty teaching abilities.
2. The appraisal process is fully automated, wherein faculty performance is captured on a multitude of parameters, analyzed, and benchmarked against peer performance. The faculty performance index is computed, and year-over-year performance is automatically analyzed.
3. The Annual Performance Appraisal Report for each faculty is submitted by the respective Head of the Department, which includes a self-appraisal section completed by the respective faculty member.
4. The appraisal report is finally assessed by the Director, and feedback provided by the Director is discussed with the concerned faculty members, who then sign their appraisals.


B) **Non Teaching Performance Appraisal Policy: The performance appraisal of the faculty is a continuous process and is done regularly.** The elements of the appraisal process are:

1. All non-teaching staff are also assessed through annual performance appraisal reports. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents and technical abilities (in case of workshop staff).
2. The comprehensive Annual Confidential Report comprises 6 broader parameters. Each one of them is graded on a five-point scale, i.e., Excellent, Good, Satisfactory, Average and Poor.

3. The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Director by the forwarding officer.

The management pursue the Performance Appraisal Report for:

1. Giving yearly increments to the faculty and non-teaching staff members and additional incentives to those who perform exceptionally well.
2. Providing constructive feedback to the staff member about the shortcomings in their performance and providing input to improve their performance.


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