

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- Performance assessments of teaching and non teaching staff are made by the various academic and administrative heads respectively and supervisors and students feedback through constant monitoring & entrusting the confidential reports/ feedback to director.
- Senior teachers visits classes by time to time are also in practice and reports with remarks are submitted to the management through principal and thereafter also proper steps are taken to improve the teaching.
- The performance appraisal of teaching staff is collected at the end of every academic quarter and evaluated by the principal also.
- Feedback of teaching staff is collected from students quaterly and analysed by management, which is a main criteria for performance appraisal.
- Performance of the non-teaching staff is also evaluated by the heads of the department and the principal.
- The principal conveys both satisfactory and non satisfactory report to the management.
- Management suggests for the improvement about the performance of teaching and non teaching staff.
- Appropriate action is taken by the management by reviewing the performance appraisal reports of the employees.
- The principal communicates to the concern employee whose performance is below average or managment directly ask to the person for improvement.