



Babu Jagjivan Ram Government Degree College

Narayanaguda, Hyderabad. (T.S) 500029

(Established – 1974)

Phone: 040 – 23230354

Website: bjrgdc.in

E - mail: bjrnampally.ejkc@gmail.com

POLICY FOR STAFF APPRAISAL

Babu Jagjivan Ram Government Degree College, Narayanaguda, is committed to improving the quality of all aspects pertaining to the governance of the institution, be it in academic or administrative matters. One of the most important of these matters is teacher profile and quality. The institution is concerned about the adequacy, competence as well as the continuous professional development of the faculty. Similarly, it is concerned about the performance of the non-teaching staff that assists in the administrative activities of the college and provides the other student support related services.

Therefore, the Internal Quality Assurance Cell designed a policy for the Performance Appraisal of Teaching and Non-Teaching Staff in consultation with the Principal and the In-Charges of all departments. Later, this was followed up with discussions with the other teaching staff and non-teaching staff and their inputs and suggestions were taken into account. Accordingly, the final draft of the policy document was approved by the College Planning and Development Council.

Rationale:

Performance appraisals of staff are necessary to bring about quality assurance and quality sustenance in an institution. Individually, the employees feel valued when their contributions are recognized and appreciated. They are motivated to perform even better. Weaknesses, if any, can be rectified when they are identified and suggestions provided in a positive and constructive manner.

Organizationally, the appraisal process generates an atmosphere of excellence as it helps the Principal track employee strengths and weaknesses; identify the best person for specific tasks; offer feedback for improvements; and promote training programs, wherever necessary. Therefore, the concept of performance appraisal is central to effective management.

Policy Statement:

Periodic assessments in the form of performance appraisals shall be conducted to identify strengths and weaknesses among the Teaching and Non-Teaching staff with the purpose of improving their performance and thereby improve the performance of the institution. These appraisals shall help the institution to identify strengths and weaknesses in the employees and provide scope for further improvement.

Aims:

- To provide adequate feedback to each person on his/her performance
- To serve as a basis for modifying or changing behaviour toward more effective working habits
- To identify potential in an employee for future assignments
- To promote excellence in terms of staff performance

Implementation:**1. Teaching Staff:**

- a. **API :** The faculty members fill in the Academic Performance Indicator(API) forms at the end of the academic year in which they are asked about their workload participation, professional development, their contribution to the college and society as per the UGC proforma. It is submitted to the Principal and CCE. Based on the API scores, the lecturers are encouraged to take up innovative methods, continue best practices and take up more research-oriented projects.
- b. **Student Feedback:** At the end of every semester, the students' feedback is taken to assess the performance of the lecturers.
- c. **Academic Audit:** An Academic Audit is conducted by the CCE, every year, in which external academic counsellors visit the college and assess the performance of each and every teacher and department. An exit meeting is held in which the lecturers are intimated about their shortcomings if any, and are encouraged to be improvised.
- d. **Action taken report:-**After the academic audit, the IQAC prepares Action Taken Report and sends it to the CCE in which action taken and the steps proposed to be taken up further in the college to improve performance are intimated.
- e. **Results:** Meetings are conducted by the Principal in which results of subject-wise, department-wise and overall result of the college is discussed.
- f. **Academic Records:** The maintenance of academic records is yet another way of conducting the appraisal of the teachers.

2. Non-Teaching Staff:

- a. **Continuous Monitoring:** The Principal monitors the work of the Non- teaching staff

- b. Regular Meetings:** Meetings with non-teaching staff are conducted periodically to assess their performance.
- c. Informal inquiry:** The Principal keeps himself updated on their performance from various sources
- d. Formal Inquiry:** At the end of each academic year, the non-teaching staff are required to fill up a format regarding their work done, based on which the principal evaluates their performance.

Policy Title	Policy on Staff Appraisal
Ratified by College Planning and Development Council	February 2020
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Geetha Nahan

PRINCIPAL
B.J.R. Govt. Degree College
Vittal Wadi, Narayanguda,
Hyderabad. T.S.

