

GOVINDA DASA COLLEGE

(Managed by HINDU VIDYADAYINEE SANGHA (R.), Surathkal)

Affiliated to Mangalore University

INTERNAL QUALITY ASSURANCE

CELL (IQAC)

POLICY FOR STAFF

PERFORMANCE

APPRAISAL SYSTEM



GOVINDA DASA COLLEGE

(Managed by HINDU VIDYADAYINEE SANGHA (R.), Surathkal)

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Policy for Staff Performance Appraisal System

Preamble:

The success of an institution depends on the quality of its staff. A good performance management system should work towards the continuous improvement of the inclusive performance of individuals for ensuring the achievement of the overall institutional mission and vision. An effective performance management system therefore plays a crucial role in managing the institution in an efficient manner.

Objectives:

This policy sets out the framework for a clear and consistent assessment of the overall performance of teaching and non-teaching staff for supporting their development within the context of the institution plans. The broad purpose of appraisal is to help them for their professional growth and development.

1. Reflect specific dimensions of each position relevant to an approved job description for that position.
2. Provide an opportunity to review the job.
3. Align annual individual goals with unit and institutional goals
4. Endeavor to maintain and improve employee/job performance.
5. Improve communication between the employee and his/her immediate principal/supervisor by providing an opportunity to provide specific feedback to individual employees on their job performance.
6. Provide an opportunity for employees to reflect on their own performance and to set professional goals that will support professional growth and career planning.
7. Assess employee training needs.

Scope:

This policy sets out the basis of appraisal and applies to all the teaching and non-teaching employees employed in the institution.

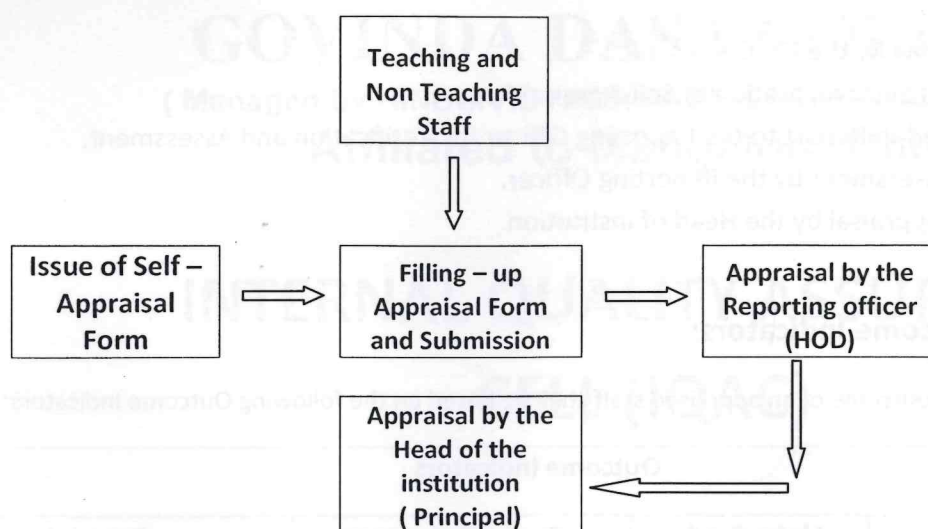
Appraisal Period:

The performance of all the teaching and non-teaching employees will be reviewed on an annual basis.

Appraisal Form/Proforma:

The IQAC shall devise appropriate proforma of Self-Appraisal for both teaching and non-teaching staff and consider for its revision from time-to-time.

Process Flow of Performance Appraisal System of the Staff



Guidelines and Procedure:

1. A schedule of the Annual Performance Appraisal process and issue of forms shall be notified by the IQAC.
2. Every staff member shall submit his/her annual performance report in the appraisal format prescribed by the college. Instructions issued in this regard have to be followed scrupulously.
3. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual, clear and accurate, supported by evidence wherever necessary.
4. Different proforma for performance appraisal exists for teaching and non-teaching staff.
5. The Criterion-wise and metric-wise weightages have been specified in the proforma
6. Upon filling the proforma, the Appraisee shall forward the same to the Reporting Officer i.e., the immediate superior-Head of the respective Departments and in case of Head of the Department -the next in the line of Principal will be the Reporting Officer for Assessment by the Reporting Officer.
7. It is incumbent on the part of Reporting Officer/Head of the Department, to verify the entries, make an assessment on the said parameters and append his / her remarks in an unbiased manner taking into account the interest of the department. Thereafter forward it to the IQAC for Data Validation process
8. The peer review process i.e., validation and assessment shall be carried out based on the clearly prescribed benchmark.
9. On concluding the data validation process, the report shall be forwarded to the Reviewing Officer i.e., the Head of the Institution for final appraisal.
10. On completing the review process, a final score will be computed on a 10 point scale and graded accordingly as per the Outcome Indicators (OIs).
11. On completing with all the above processes, on a stipulated date, the appraisee will be communicated about the performance outcome with necessary feedback if any, on one-to-one basis.

12. The head of the institution then prepare the consolidate Appraisal Report.

Schedule and Timelines for carrying out the Appraisal Process:

1. Issue of the Proforma by the IQAC.
2. Filling in the details and preparation of Self-Appraisal Report.
3. Forward of the filled-in Report to the Reporting Officer for Verification and Assessment.
4. Verification and Assessment by the Reporting Officer.
5. Final Review and Appraisal by the Head of Institution.

Performance Outcome Indicators:

The final performance outcome of an appraised staff shall be based on the following Outcome Indicators:

Outcome Indicators			
Score	Alpha Grade	Scale/ Outcome	Descriptor
9.1 – 10.0	A+	Outstanding	Performance is exemplary
7.1 -9.0	A	Very Good	Performance is proficient
5.1 – 7.0	B+	Good	Performance is developing
4.0 – 5.0	B	Satisfactory	Performance calls for concern
Below 4.0	C	Unsatisfactory	Performance is unacceptable



Prof. Krishnamoorthy.P,

Principal

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