

### 6.3.5 INSTITUTION HAS PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

1. Performance appraisal by the Principal
2. Performance appraisal by the HOD'S
3. Submission of self appraisal report by the faculty

The faculty is encouraged to participate and contribute valuable suggestions as a part of member of various committees

### Performance appraisal system for teaching and non teaching staff

Under the heading: Performance of Engaging Lecture/practical with percentage of Target achieved is asked. Performance is calculated in points e.g. If percentage is between 91-100 (Excellent) 1 point is considered which is multiplied by 5, so it comes to 5 marks.

The HOD evaluate the other performance under the table E, which includes Class Room Planning, Curricular Activity, student guidance and Counseling, Assignments/Evaluation, Curriculum or learning Resources development, Seminar on Training, Co-curricular activities, administrative junction under the heading of Excellent, Good, Average/Poor and Final



Assessment is calculated in points and Grade is given. Final Assessment & Evaluation with remark of Principal/Coordinator completes the process of Appraisal for that year.

**Appraisal for Non Teaching staff.** The procedure of filling the form is same as teaching staff, only difference is in the Format of Form. Form include the heading as follows i.e. General information like Name, Post (allotted to each staff), Department (to which staff being appointed), Length of service in present/similar post, Date of Appointment Description of duties with objective for given period, How that person assess his performance against the given target objective (in terms of marks or grade) and lastly any special/good work performed during that academic year. All the above information is filled by concern staff along with date, place, signature and designation.

The following points are evaluated by Reporting Officer (of the concern department) Like 1) Does the officer agrees with the assessment made by the staff. 2) Officer has to mention performance of the staff in grade e.g. 1,2,3,4, 5 like Application of skills, Inter-personal relation with students, colleagues, Authorities, Parents & Others. Intellectual abilities (General, technical & Special). Administrative capability & ability (including judgement, initiative & drive), Integrity, Coordination & Character. Any special work done, of special consideration. Fitness to continue in the present post, Fitness for Promotion & General assessment.

Finally, Remark on the Appraisal & Assessment by the Principal/coordinator is done.

Since 2022-23 MUHS has given the format of Faculty Evaluation Proforma for Teaching Staff. (Methodology for University and College : Teachers for Calculating Academic /Research Score ) It has total score 100 marks.

The appraisal forms are filled by all teaching staff every year from August to July .

**Part A** consists of Personal and Academic Information. Personal information is asked like Name, Date of Birth, Address with phone number, e- mail, qualification, Name of department, Designation.

**Part B** consists of

**1. Academic Engagement:** It has maximum score of 30 marks

It consists of following headings

- a) Performance of Engaging Lectures / Practicles
- b) MET Training Attended in last 5 years
- c) Curriculum Enrichment



- d) Contribution towards advanced learners and slow learners performance program
- e) Invited lectures / Resource Person / Paper Presentation in Seminars/ Conferences / Panel discussions.
- f) Any other Academic Engagement not listed above.in institute and in present post, total experience, leave record, number of seminar/conference workshop, ROTP, CME, attended. Number of article/Paper published and number of work as Resource person in other Institutes.

**2. Research: : It has maximum score of 20 marks**

- a) Research Guidance
- b) Research Projects completed
- c) Research Projects Ongoing
- d) Consultancy
- e) Intellectual Property Rights

**3. Publications :: It has maximum score of 20 marks**

- a) Books authored which are published by
- b) Paper Publications
- c) Member of Editorial Board / Reviewer/ Editor of any journal

**4. Recognition, Achievements and Awards : It has maximum score of 15 marks**

- a) Additional Qualifications
- b) Awards

**5. Co- curricular & Extra Curricular: It has maximum score of 10marks**

**6. Administrative roles performed at Institute level/ University Level : It has maximum score of 5 marks**

