

GOVERNMENT DEGREE COLLEGE FOR WOMEN

BEGUMPET, HYDERABAD – 500 016



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PRINCIPAL

(Autonomous - Affiliated to Osmania University)
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OUR MOTTO: "LEARNING IS THE BEST ORNAMENT"

POLICY FOR STAFF APPRAISAL

The Government Degree College for Women in Begumpet is dedicated to increasing the quality of all parts of the institution's governance, whether academic or administrative. The quality and profile of teachers is one of the most essential of these considerations. The institution tries to understand about the faculty's adequacy, competency, and further professional development. Similarly, it is concerned about the non-teaching staff's performance in assisting with the college's administrative duties and providing other student support services.

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 behavior 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 fill details like workload in the Academic year, professional development, their contribution to the college and society as per the UGC proforma. It is submitted to the Principal of the college for remarks and feedback.
- b. **Academic Audit:** An Academic Audit is conducted by the Office of the Commissioner of Collegiate Education, every year, in which external academic counsellors visit the college and assess the performance of each and every teacher and department, based on performance appraisal submitted. . An exit meeting is held in which the lecturers are intimated about their shortcomings if any, and are encouraged to be improvised.
- c. **Action taken report:-After** the academic audit, the IQAC prepares Action Taken Report on the audit report submitted and sends it to the CCE within the stipulated time.
- d. **Results:** Meetings are conducted by the Principal in which results of subject-wise, department-wise and overall result of the college is discussed.
- e. **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. 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
Policy due for Review	February 2022


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