



KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, TELANGANA STATE – 506001

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Policy for the Appraisal of Teaching and non-teaching Staff

Kakatiya Government College is committed to improving the quality in all aspects pertaining to the governance of the institution, especially in academic and administrative matters. Keeping in view of the quality policy of the institution, the IQAC designed a policy for the performance appraisal of teaching and non-teaching staff in consultation with the Principal and the in-charges of all the departments. Later, this is followed up with the other teaching and non-teaching staff and their inputs and suggestions were into consideration.

Policy statement

Periodic assessment in the form of performance appraisals is conducted to identify strengths and weaknesses in the employees and provide scope for further improvement and to keep up their morale.

Objectives:

- To provide feedback on the performance of each employee
- To serve as an instrument modifying or changing idiosyncratic individual behavior so as to develop effective institutional behavior
- To promote professionalism and excellence among the employees

Institutions Performance Appraisal System for teaching and non- teaching staff

A good performance based appraisal system (PBAS) works towards the improvement of the overall organisational performance. Our institution has the following PBAS mechanism for teaching and non-teaching staff.

The IQAC of the college has framed a policy for the Performance Appraisal of the teaching and non-teaching Staff in consultation with the Principal, Administrative Officer and the in-charges of all departments. The final draft of the policy document is discussed and finalized in staff council.

1. Performance Appraisal Process of the Teaching Staff:

- **API:** The faculty members fill in the Academic Performance Indicator (API) forms and individual Annual Quality Assurance Reports (AQARs) 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 format and NAAC. It is submitted to the IQAC and to CCE through Principal. Based on the API scores, the teachers are encouraged to take up innovative methods, continue best practices and take up more research-oriented projects.
- **Student Feedback:** At the end of every year, the students' feedback is taken and necessary steps for further improvement are initiated.
- **Academic audit:** An academic audit is conducted by the CCE every year. External academic officers appointed for the purpose visit the college and assess the performance of each and every department. An exit meeting is held in which the academic officers inform the staff of their shortcomings if any, and make suggestions for improvements. After the academic audit, the IQAC prepares Action Taken Report for overall improvement and the same is sent to CCE.
- **Results:** After the results are announced, the Principal conducts a meeting with all the in-charges of the departments and reviews subject-wise, department-wise and overall result of the college.
- **Academic Records:** The maintenance of academic records and their review by the principal is yet another well established mechanism for conducting the appraisal of the teachers.

2. Non-Teaching Staff

- **Continuous Monitoring:** The Principal along with Administrative Officer monitors the work of the Non-teaching staff
- **Regular Meetings:** Meetings with non-teaching staff are conducted periodically to assess their performance.
- **Assessment through Informal sources:** The Principal gets himself updated informally on the performance of non-teaching staff.
- **Assessment through Formal Inquiry:** At the end of each academic year, the non-teaching staff are required to fill up a proforma regarding their work done, based on which the principal evaluates their performance.



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