

## FACULTY PERFORMANCE APPRAISAL POLICY

### INTRODUCTION

The Faculty performance appraisal policy ensures that the weight to performance should be appropriately given and need to perform should be developed among the teaching and nonteaching faculty. The performance review policy is a way to convey to the faculty that the college appreciates their dedication towards teaching and research. This policy is also considered as a motivational tool used by the management to make sure that faculty use their full potential to perform. It includes the performance appraisal form which is filled by the concerned faculty, feedback from students, HOD and vice principal. The policy provides that review of the performance is a fundamental right of Faculty. HODs, vice principal and principal should be fairly executing the performance review process. The final decision in review process is held by principal.

### NEED OF FACULTY PERFORMANCE APPRAISAL POLICY

The faculty performance appraisal policy is a major part of Teaching and learning system and promotes talent faculty in B V Raju College. The successor planning is another outcome of Faculty appraisal policy.

Overall the Faculty performance appraisal policy is the way to ensure the performance-oriented work environment in B V Raju College, it helps employees to achieve the set objects and act as a reward for their contribution in the progress of the college.

The faculty performance appraisal policy is created to provide a brief idea about the real-time performance appraisal process carried out in B V Raju College. The policy is designed for enhancement of Teaching and Learning among Faculty and students of B V Raju College.



# **FACULTY APPRAISAL FORM- INTRODUCTION**

Faculty Appraisal is a process in which the achievement of set objectives is verified, the demonstration of good behavior and values are appreciated and necessary action is taken to ensure the development of individual Faculty, both teaching and Non teaching working in B V Raju College. Here, appraisee is the Staff whose performance is assessed while appraiser is the one who assesses the performance. The objective against which the performance is assessed has to be conveyed to the Faculty by HOD and necessary resources should be provided to achieve the set objectives. It is a step taken by the College Management to know about the ability, potential, and aspirations of the Staff. The appraisal Form is designed to ensure the proper conduct of performance appraisal of all the teaching and non teaching staff working in B V Raju College. This Form is simple to understand and write down the performance of the faculty during one year or two semesters.

## **PURPOSE OF FACULTY PERFORMANCE APPRAISAL POLICY**

The purpose of the faculty performance review policy is to make staff aware of the College performance appraisal system, participation and mandatory actions.

The aim of the performance review policy is-

- To ensure that performance of every teaching and nonteaching staff is assessed as per the set norms of the college
- To make sure that grading is carried out in a fair manner and performance review is undertaken each academic year.
- To create trust among the faculty regarding College performance appraisal system.

## **OPPORTUNITIES FOR THE EMPLOYEES**

- To bring job satisfaction among the staff.
- Identify successors for the critical, high responsibility positions in the college.

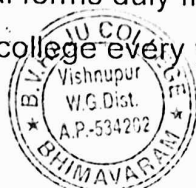
## **RESPONSIBILITIES**

The performance appraisal policy provides certain responsibilities to the individual employees and their respective HODs to execute the performance review process.

## **RESPONSIBILITIES OF INDIVIDUAL EMPLOYEES**

The responsibilities of individual employees include-

- Submission of self-appraisal forms duly filled with all details and work progress against the set objectives assigned by the college every year in time.



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- Post-performance review every individual teaching and non teaching staff should agree to follow the suggestions by respective HOD or AO.
- Providing evidence of teaching and learning process followed throughout the year
- Completion of training program/courses as suggested by HOD or AO.

## RESPONSIBILITIES OF HODS/AO

The HOD or AO plays important role in the execution of performance management policy. The responsibilities of appraisers include-

- To provide feedback on performance, achievement, and progress throughout the year to vice principal/principal/management.
- To identify the successor for critical positions in the College.
- To ensure the healthy communication between staff members and create the supportive working environment.
- To follow fair performance appraisal process and provide a deserved grade to the staff.
- To keep a record of yearly performance appraisal data.

## RESPONSIBILITIES OF VICE PRINCIPAL/PRINCIPAL

The main responsibility of vice principal/principal is to evaluate appraisal forms in time and send the recommendations in time to Management through campus directors.

To inculcate good teaching, learning and behavioral procedures through regular appraisals from staff.

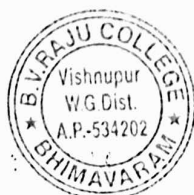
To encourage research motive among staff.

To encourage staff to learn and implement latest pedagogy by staff members

To establish faith in all the teaching and nonteaching members regarding fair grading and grievance redress in time.

## SCHEDULED OF PERFORMANCE APPRAISAL

The company will organize the performance appraisal once a year. The months of June and July will be considered as appraisal months. However principal may change the schedule by the Recommendation from vice principal and HODs. The specific date of submission of self-appraisal forms and evaluation process will be informed by vice principal to all HODs.



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## PERFORMANCE GRADING AND FURTHER ACTIONS

The grading under performance appraisal system is done on overall performance during the year. Other important Factors which are considered for appraisal are behavior with peer and students and essential skills compliance.

Overall performance assessment is the combination of performance grade, behavioral grade, and essential skill compliance. Based on the overall performance assessment the further action of salary hike, incentives and bonus will be taken by the management.

## SALARY INCREMENT BANDS

The salary increment will be applied once a year based on the overall performance assessment. The teaching Staff who successfully reaches the 75% cut off of the overall performance assessment will be eligible for salary increment. The employees with less than 50% of the score as compared to the set ideal score will be considered for skill improvement and could receive warnings/memo for poor performance. The staff with extraordinary 90% and above ratings will be eligible for performance incentives. Nonteaching staff will get a bonus of Rs 500 to Rs 1000 based on their gross salary after completion of 10 years of service. Teaching staff will get Rs 500 bonus if they pass NET/SLET/SET exams conducted by UGC/CSIR and State universities. Teaching staff after completing PhD is awarded with additional increment (between 10 to 15 percent) on their gross salary. The additional increments and bonus amounts may vary depending on gross salary, years of service and their department.

The teaching staff evaluation is done by concerned HOD, vice principal and principal. Non teaching evaluation is done by AO, vice principal and principal. Final decision is taken by the management and implemented by campus Directors.

## MANDATORY ACTIONS

It is mandatory for the faculty to generate proofs of their performance in the College and show to Principal. The task completion of the teaching and non teaching will get verified from the respective HODs, AO and vice principal. The HODs should provide fair grades to the team members and shall be responsible to generate proofs regarding the given grades. The submission of self-appraisal form and team evaluation form should be done on or before the given deadline. To make the process transparent staff will receive the information about their overall performance through respective HODS, AO and vice principal. However, the specific grades given to each faculty will remain confidential. The employees can approach the grievances cell for any dissatisfaction or clarification required.

The above Faculty performance management policy of B V Raju College can act as a guideline to develop a customized performance management policy.



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