

### **6.3.5 The institute has performance appraisal system for teaching and non – teaching staff**

#### **Teaching Staff**

Annual Faculty Performance Appraisal system is in place whose purpose is to evaluate the performance of the Faculty over one calendar year, measured against well-defined parameters. The appraisal score is used to identify strengths and weaknesses of the employees. Based on this, faculty members are provided opportunities to improve their weak areas.

The comprehensive appraisal system consists of the following two components: Evaluation by the Head of the Department and Head of the Institution, and Self-Appraisal.

The Head of the Department grades the performance of the faculty member based on parameters like commitment of the faculty member towards students and Department, and sincerity of the faculty member in discharging of the academic and administrative duties. The maximum score awarded by the HOD is 10.

The Head of the Institution grades the performance of the faculty member viz. a viz. the commitment of the faculty member towards the institution and his / her contribution towards the overall Institutional development. The maximum score awarded by Head of the Institution is 5.

Self-Appraisal by the Faculty member is a major component of the Annual Faculty Performance Appraisal system. The faculty member is required to submit a comprehensive self-appraisal based on well-defined guidelines, along with documentary proof supporting the self-appraisal. The Head of the Department certifies the correctness of the information furnished by the faculty member and a committee chaired by the Dean (Academics) ratifies the same. The self-appraisal parameters are divided into three categories: Mandatory Parameters with maximum score of 100, Essential Parameters with maximum score of 100 and Desirable Parameters maximum score of 150. Thus, Self-Appraisal carries a maximum score of 350.

Mandatory Parameters represent the bare minimum compliance expected from a faculty member serving an educational institution. These parameters concentrate mostly on the academic activities of the faculty and to some extent on the administrative responsibilities. Some of the Mandatory Parameters are: Teaching workload, Discharge of examination duties, Results, Student Feed Back and other Administrative responsibilities.

Essential Parameters are necessary for a successful discharge of professional obligations. These parameters concentrate mostly on the academic extension activities and co-curricular and extracurricular activities of the faculty. Some of the Essential Parameters are: Contribution towards teaching learning process, Research Publications in Journals and Books, Participation in Conference / Seminar / Workshop / Refresher Course / Orientation Programs, Participation in Professional activities.

The Desirable Parameters indicate attainment of excellence and concentrate mostly on the additional academic and professional activities of the faculty. Some of the Desirable Parameters are: Sponsored and Non-Sponsored Research and Consultancy Work, Conduct of Seminars and Workshops, Research Guidance at M.E. / Ph. D. level, Awards and Recognitions.

### **Non-Teaching Staff**

Annual performance appraisal of non-teaching staff is based on the confidential report submitted by the Laboratory Incharge / Head of the Department / Administrative Officer. The format specified by Osmania University is followed by the institution.