

6.3.5

The institution has an effective Performance Appraisal System for teaching and non-teaching staff. Every year the outgoing students carry out and submit Teacher Evaluation and feedback forms.

Teaching Staff:

The Teacher Evaluation forms have two broad areas i.e. Attitude Related having 13 parameters and Subject Related having 12 parameters on which the opinion of the students is sought. The duly filled in forms are analyzed by the Principal and the Feedback thus obtained is judiciously addressed for the betterment of the Teaching-Learning process. In cases where lacunae is observed the teacher in question is counseled by the Principal and urged to improve their performance in the interest of professional up-gradation and better service-delivery to our primary stakeholders, namely the students.

Non-teaching Staff

The performance of the non-teaching staff is appraised and assessed on the parameters of efficiency, cordiality and overall helpfulness. An improvement in the subsequent performance of the said staff members has usually been noticed. The findings of the Teacher Evaluation are then summarized and graphically presented through pie charts and bar graphs and published on the institutional website in keeping with transparency norms. On the basis of non-teaching performance the best employee award is given at end of academic year