



## **AURORA'S POST-GRADUATE COLLEGE (MBA)**

Accredited with A Grade by NAAC

Ramanthapur, Hyderabad – 500 013

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### **6.3.5 - Institutions Performance Appraisal System for teaching and non-teaching staff**

This institute is an amalgamation of employees classified into teaching and non-teaching from one side and the students on the other who are heterogeneous in character. The performance of the teaching faculty and non-teaching staff is measured separately using different techniques. The methodology of performance appraisal of teaching and non-teaching staff is;

#### **a. Self – Appraisal**

Self-appraisal is one of the critical components of the appraisal mechanism/ system. This is aimed at giving an opportunity to the faculty for getting into a reflective mood and this process is aimed at self- development of the individual faculty member.

#### **b. Review & Feedback from the Peers**

This part of performance appraisal essentially focuses on dimensions such as interpersonal relations; teamwork; collegiality. The colleagues will rate each other on a **10 point** scale on these dimensions.

#### **c. Review & Feedback from the Immediate Superior (HOD)**

This aimed at getting an understanding of the faculty's attitude towards task accomplishment, responsiveness, interpersonal relations, speed/ agility. The immediate superior will rate the faculty on these dimensions on a **10 point** scale.

#### **d. Review & Feedback from the Principal**

This part of performance appraisal system is aimed at getting an understanding from the Head of the institution about the individual faculty regarding appearance & bearing; discipline & regularity; communication skills; general conduct & social behavior; reactivity (willingness to accept additional responsibilities); contribution to the institution and dependability. The Head of the Institution will rate the faculty on a **10 point** scale for each of these dimensions.

#### **e. Review & Feedback from the Management**

In this section of the appraisal process, the management would rate the faculty on a **point scale** for dimensions such as commitment and loyalty; ethical conduct; and goal accomplishment.

#### **f. Student Feedback**

In this part of the appraisal mechanism, feedback would be collected from the respective students about personal knowledge; command over the class, communication skills/ verbal expression;

and ability to impart the knowledge. The data from the students will be collected on a **five-point** scale.

The Non-Teaching staff will submit the Self-Assessment filled-in proforma to the office superintendent on which Assistant Registrar (AR) will place his remarks and forward to the Principal upon which decision will be taken by the Principal for a constructive action on a case by case.

Together, all the sources of the **performance appraisal process will represent 100 points** for both teaching faculty and non-teaching staff. Based on the designation (rank), both the teaching and non - teaching staff require a minimum number of points. Based on the appraisal process, the employee would receive the promotion, variable pay, other pay etc. for their performance.

The teaching and non-teaching staff will be called in person by the Principal for personal counseling whose performance is below the set benchmark. After the counseling, their performance will be monitored periodically for their improvement. Faculty and non-teaching staff whose performance is above the benchmark will be appreciated in a suitable method.