



PRINCE SHRI VENKATESHWARA ARTS AND SCIENCE COLLEGE

Gowrivakkam, Chennai-600073.

**Affiliated to University of Madras, ISO 9001:2015 Certified Institution
Recognized by UGC under section 2(f) of UGC Act 1956**

HANDBOOK ON APPRAISAL POLICY



APPRAISAL POLICY

1. Self-appraisal:

In a self-appraisal, a person evaluates his own performance. The self-appraisal policy mainly focuses on major areas like teaching learning process, co-curricular, profession related activities, research and related publications. 100 marks have been allotted for self-appraisal.

(i) Teaching and evaluation related activities:

This parameter mainly focuses on teaching learning process and networking with outside world. This parameter promotes the faculty to cover 100% syllabus, conduct seminar and tutorial classes. This also encourages the faculty to conduct remedial classes for the needy. This parameter emphasizes on innovative teaching-learning methodologies that can be used by the faculty in imparting knowledge to the students. In addition to this, faculty's involvement in university related activities like question paper setting, valuation, squad duties are considered.

(ii) Co-curricular, extension and profession related activities:

This parameter emphasizes on teacher student interaction with outside world and continuous learning. This includes value-based programme, community services and social orientation activities, interaction with government (regulatory) bodies, co-curricular and extracurricular activities, interaction of faculty with professional body etc. Performance metric has varied according to the nature of the work involved. Faculty's interaction with outside world can be measured by looking into parameters like FDPs, conferences and seminars attended by the faculty. Faculty invited as session chair, judge, reviewer, editorial board member of journals, institutional and departmental publication is also a criterion for self - evaluation. Faculty's involvement in continuous learning is measured through the certification courses that the faculty has undertaken for that academic year.

(iii) Research and Related Contributions:

This parameter focuses on publication in indexed journals, presentation in conferences, applying for funding, patent and technology transfer. In this, to promote the researches at the entry level, the number of publications with Google scholar indexing is more in comparison with Scopus

and H-indexed publications. At the same time, to promote quality research, more weightage is given to Scopus indexed & H-indexed journals in comparison with other journals. Faculty members are encouraged to author books, book chapters and knowledge-based volumes. To promote more publications, equal weightage is given to all authors. **This parameter also gives lot of importance to sponsored projects.** The weightage of marks has varied in accordance with the amount mobilized. To encourage more number of proposals from the institution, separate marks has been allocated for applying and sanctioning. To motivate the faculty for patent and technology transfer, maximum marks is being allotted which includes applying as well as sanctioning.

2. Head of the Department appraisal:

The immediate superior/HoD is in a very good position to evaluate the performance of his/her subordinates. This is because they have direct and accurate information about the work performance of their subordinates. Faculty will be evaluated for 75 marks. The evaluation includes punctuality; involvement in teaching, planning the topics in allotted time, effective classroom teaching, maintenance of documents like lesson plan, attendance etc. This also includes team work, supporting department with innovative ideas etc.

3. Head of the Institute appraisal:

Principal evaluates the performance of all the employees including HoDs and professors. The performance is evaluated for 50 marks and the evaluation includes management of staff/students, management of department documents, encouraging interpersonal relationship among staff members, leadership quality and professionalism, ensuring that the faculty meets the college curriculum, contribution towards departmental / institutional growth, vision and strategic thinking.

4. Management appraisal

The top management evaluates the performance of all the employees. The criteria considered are awareness of Vision, Mission, PEOs, POs, Cos, Policies and faculty hand book. In addition to these, parameters like team work, professional development, involvement in research activities, reaching out to students, job satisfaction level etc. is also considered. Management appraisal will be for 50 marks.



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