



Faculty Appraisal Policy

Purpose

This appraisal process encompasses aspects that reflect and govern commitments to designated responsibilities of faculties. It will also give an insight to the areas of concerns that need focus attention to enhance the learning process of the faculty to update themselves.

Scope

The appraisal process will apply to all staff who have successfully completed their probationary period. This includes staff on part-time or fixed-term contracts, although in the latter case, adjustments to assessment periods etc., may be required.

Process Description

The evaluation will be done on the performance on various parameters like Teaching Learning, Curriculum development, Assessment, Governance, Use of ICT, Organizing programs for faculty and students, Mentoring, Involvement in Placements, Institutional Building and Contribution to Brand value. The consolidated score of a faculty is calculated and the same is communicated to the HR manager for final appraisal.

Self -Evaluation

Each faculty member is required to carry out his/her self appraisal along with the contributions and any significant achievements made during the appraisal period and submit the same to the HOD. The HOD in turn will review the same and forward it to the Director along with his/her recommendation.

Management Evaluation

On receipt of the appraisal form from the HOD's the Director will review the same. Management evaluation will be personal interaction of the faculty with the Individual staff member. Once the discussion with the Management is complete, the final rating is done and forwarded to HR.

Appraisal Cycle:

During the year annual appraisal will be carried out in two cycles - one in February and the other one in September. Staff who have joined during October to February their appraisal will be done in February, while staff who have joined During March to September, the appraisal will be done in September.

The quantum of increment is purely based on the performance of individual staff and meeting the KRA's as mutually agreed upon.