

EMPLOYEE APPRAISAL

For effective performance appraisal of the employees of the college, LPCPS makes sure that the teaching and non teaching staff understands the requirements, responsibilities and expectations of their job. Appraisal is done in a systematic manner for all the teaching and non-teaching staff of the institute at the end of every academic year.

1. APPRAISAL OF TEACHING STAFF

- **SELF APPRAISAL** - Each faculty member has the opportunity to self-appraise their efforts towards teaching-learning and evaluation related activities. Necessary forms are designed by the college for undertaking the exercise of performance evaluation and are circulated to all the employees for submitting their self-evaluation along with supporting documents wherever applicable. Each parameter in feedback form is evaluated on 4 point scale.

Thereafter, the forms are forwarded to the coordinators of the college to give their opinion, recommendations or suggestions on the performance of that staff which is finally forwarded to the Principal/Dean of the college to verify/correct the rating on the different activities performed by the staff. If the HOI feels that the rating is appropriate with the performance of the staff then it remains unchanged but if he finds it to be below/above actual performance then he corrects the rating and counsel the staff to motivate and perform better.

- **STUDENT FEEDBACK-** Appraisal of teaching staff is also done on the basis of feedback given by the students as their learning and understanding is the primary objective of the institute and it will also be more logical to take their feedback as they are at the ultimate end to receive the services of the college. Based on this feedback information, corrective measures are initiated.

The Institute strongly believes that the outcome of this process must be comprised of a shared communication, constructive criticism and healthy discussions on strengthening the institutional growth and finding probable solutions for the same as well as inclination to realistically make sincere efforts to achieve with a definite objective in the near future.

The feedback is shown through statistical representation which reveals the impact of the appraisal system with respect to the number of employees who have outperformed. This has also directly or indirectly shown considerable enhancement in the initiatives and achievements of the employees thereby contributing to the continued growth of the Institute.

2. APPRAISAL OF NON-TEACHING STAFF (Excluding IV class employees)

- **SELF APPRAISAL** - Each staff member has the opportunity to self-appraise their efforts towards the administrative task performed and goal achieved by them. Self-appraisal enables non-teaching staff members to evaluate their work priorities and performance versus the vision and mission of the college.

3. APPRAISAL OF IV CLASS EMPLOYEES

Training and guidance is provided to IV class employees every year at the end of the academic session by the supervisor and their report is prepared on the basis of various pre-communicated parameters. Outstanding performer is felicitated and under-achiever is counseled and motivated to perform better.