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Institutions Performance Appraisal System for teaching and non-teaching staff

For Teaching Staff:

The Success of any educational Institution depends on the quality of its staff both teaching and Non-teaching. Together they play a significant role and are the backbone of the institution.

The Performance appraisal is one of the performance management tools that are widely used to measure the productivity of academic employees in different contexts.

LPCPS strictly follows the UGC regulations on minimum qualifications for appointment of teachers and other Academic staff with all amendments made there in from time to time.

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The Institution regularly assesses the performance of its staff by the following methods:

1. Performance appraisal by the Management.
2. Submission of self appraisal report by the faculty which is based on following criteria:
 - Teaching related activity.
 - Co-curricular activities.
 - Research Activities.

The faculty appraisal is undertaken with the following objectives:

1. To assist teachers in their professional development and career planning.
2. To assist teachers to reflect about their potential and to carry out their duties more effectively.
3. To provide judgement to support promotion, demotion, confirmation or termination.
4. To provide feedback to staff about their behaviour, attitude, skill or subject expertise.
5. To recognise the achievement of teachers and help them to identify ways of improving their knowledge, skill, attitude and ultimately performance.
6. To improve quality of education for students.

In short, it would be utilized as a tool to facilitate, growth, development and efficiency and effectiveness of the teaching- learning process in the institution.

For Non Teaching Staff:

All Non- teaching staff is also assessed through annual confidential performance appraisal and verified by reviewing officer.

In that Appraisal various parameters are assessed under different categories i.e.

- Professional Competence
- Performance
- Attendance, Punctuality, Integrity and Behaviour; which is graded on a five-point scale.

The Performance Appraisal system has significantly helped in the evaluation of the performance of the employees, in motivating them, analyzing their strength and weaknesses and ensuring better performance.