



Staff Members Performance Evaluation Policy

The Performance Appraisal/Evaluation system is a statistical way to assess or measure the performance of staff members' academic, research, administrative, and other contributions to the institution. It is a guiding tool to analyze the staff performance for their benefit to formulate proper salary incentives and directions in the Institute. It helps the employees with self-development and contributes more towards the growth of the Institute and individual enhancement.

The faculty member shall submit an open and transparent performance report (Academic Performance Indicator-API) every year, containing the staff members teaching-learning, research activities, and achievements. The API form will be updated every year as requested by the staff members based on their potential upgradation. The individual is asked to fill in the API and the concerned department HoD shall check their entries and observation on the report. The Committee (Principal/HODs) shall review the reports and finalize them. The assessment shall be used for the following purposes.

1. Recommend annual increments.
2. Recommend special increments and awards for superior performance.
3. Promotion and career advancement.
4. Monitoring and recording the regular growth of each faculty member.