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SUPPORTING DOCUMENT

6.3.5

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff



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Response:

The institution has a well-established and foolproof Performance Appraisal System for faculty members. Every year they are required to fill the annual confidential report in which they give each information regarding the result of the classes they have taught, application of new teaching methods in classes, research work during the year including participation, presentation of research papers in National/ International seminars/conferences, publication of research articles and text books; in service training, extra classes for weak students, contribution in the college activities and in administration as member of different committees, number of days spent in admission, teaching, evaluation, examination work, maintaining cordial relation with administration etc.

In addition teachers are required to score a minimum score in API under CAS, 2010 by UGC, spreading over three categories for the promotion. This evaluation is done by IQAC of the college the same is sent to Director, Higher Education, Haryana for approval of senior and selection grade for teaching faculties. Afterwards it is approved by Director, Higher Education Haryana. The performance of part-time lecturers is also analyzed critically through result of their classes, their participation in other activities and duties performed as well as by taking feedback from their Head of Department and students. The performance of Non-teaching staff is analyzed on the basis of their intelligence, knowledge of computer, their efficiency in maintaining records and doing all clerical works efficiently. The regular nonteaching staff is also required to fill ACR to provide details about their performance.


Principal
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