

### 6.3.5

#### **Response:**

#### **Performance Appraisal System**

Performance appraisal is a method of evaluating a person's professional competence as well as contributing to the achievement of institutional goals. Teaching is a lifelong learning process that includes meaningful feedback and self-appraisal forms. The institution's performance appraisal system for teaching staff consists of three phases: self-appraisal, appraisal by the department head, and appraisal by the institution's head.

The staff fills out the self-appraisal form by listing the conferences, seminars, workshops, and training programmes they attended, as well as the books and scientific papers they presented and published, as well as the research and academic administration they did during the academic year. Each Department Head reviews the information submitted by staff members in their appraisal forms and provides input to the Education Committee on each faculty member's performance. On the basis of the information provided by the Heads of Departments, the committee then provides assessment on overall performance to the Principal. Management then decides on annual increments and promotions based on the Principal's suggestion.

#### **Objectives**


1. To concentrate on the development of individual employees as well as the institution's objectives.
2. To determine an individual's strengths and weaknesses.
3. To determine where improvements in training and development are needed.
4. To identify employees who have the capacity to advance in their roles and responsibilities.

#### **Performance evaluation process:**

The Management and the Principal have identified key performance indicators (KPI): On the basis of which the faculty performance will be evaluated

#### **1. Academic competency**

1. Subject mastery
2. Classroom effectiveness- student's attendance and involvement
3. Innovative teaching aids
4. Pass percentage of students in subject taught
5. Student feedback

  
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6. New initiatives by the staff

7. Additional responsibilities

**2. Research activities**

1. Research initiatives

2. Publishing activities, paper presentation

3. Updating of knowledge by attending conference and workshop etc

**3. Behavioral attitude**

1. Attitude/flexibility and adaptability

2. Work relations

3. Commitment to achieve goals


4. Punctuality

5. Attendance

6. Dependability

**For Non-Teaching staff**

Non-teaching, administrative, and technical employees play a critical role in the efficient operation of an institution; as a result, performance evaluations are conducted to assess their strengths and weaknesses. The Heads of Department fill out a performance appraisal form to report on the non-teaching staff's performance, with an emphasis on punctuality, efficiency, and soft skills. After that, they're sent to The Principal for review. Management then decides on non-teaching staff increments/promotions based on the Principal's proposal.

  
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