



VTM NSS College
Dhanuvachapuram, Neyyattinkara
Thiruvananthapuram, Pin – 695503
Affiliated to the University of Kerala
Accredited by NAAC at B+ Level
www.vtmnsscollege.ac.in

PERFORMANCE BASED APPRAISAL SYSTEM POLICY




Principal
V.T.M.N.S.S. College
Dhanuvachapuram

Introduction

VTMNSS College is a vanguard institution established by Nair Service Society in 1964 to provide congenial ambience for academic pursuits to the students from the remote areas of Southern Kerala. The institution caters to a heterogenous academic community with well-defined procedural methodologies and strategies for its academic and administrative faculties. The Institution has the following Performance Appraisal System for Teaching and Non-teaching staff.

For Teaching staff: The institution appraises the faculty annually by taking the inputs from Heads and the respective faculty member. Self-appraisal forms, in the prescribed format approved by University of Kerala, are distributed to the faculty for their self-appraisal. Appraisal is the main criteria for confirmation, promotion, review for premature termination or retirement etc. Writing and maintenance of appraisal assumes importance not only in the interest of service but also in the interest of the employee.

For non-teaching staff: The Non-teaching staff are appraised by the concerned departmental Heads and the Principal, and is based on their performance on the assigned duties.

PERFORMANCE APPRAISAL DESCRIPTION OF THE PROCEDURE

Performance appraisal is an objective assessment of the work and conduct of an employee. Appraisal is the main criteria for confirmation, promotion, review for premature termination or retirement etc. Writing and maintenance of appraisal assumes importance not only in the interest of service but also in the interest of the employee.

- Self-Appraisal is done by each faculty giving details on their achievements in teaching, administration, department duties, research and extension work.
- The Head of the Department gives feedback on the performance of the faculty and their participation in various departmental and institutional duties.
- The Heads of the Department are appraised by the Principal based on the departmental achievements and activities organized during that academic year.
- The data collected is verified by IQAC of the College and report was given to The Principal on every year.
- Appraisals and personal development plans are to be written for all categories of employees.




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- On arriving the Promotion or Placement due date, the faculty member has to give request to The Principal to initiate the procedure for the Promotion or Placement.
- The completed and approved Self-Appraisal of assessment period of the faculty will be assembled and submitted in front of respective committee (Screening/ Selection), appointed by the University of Kerala.
- After the successful completion of the committee the Manager Appraises or Places the faculty in higher grade or Academic Level. Which will be approved by the University and Government.

For non-teaching staff:

The non-teaching staff are appraised by the concerned Office Head and the Principal based on their performance, punctuality, technical skills, communication, work standard etc. on the assigned duties.




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SOPs for Staff Performance Appraisal for Teaching and Non-Teaching Staff

Teaching Staff

- Every year the performance appraisal form should be filled by every faculty.
- Faculty should provide all the details given in the prescribed format.
- Proofs for all the claims also should be attached along with the form in the given format by IQAC
- Any FDPs, workshop, conference, refresher course attended should be mentioned along with the certificates.
- If any paper presentation or any publications or books authored should be clearly mentioned.
- Any seminar, workshop, conference organized should be mentioned

Non-Teaching Staff

- Non-teaching staff should improve their performance every year
- They should be punctual and should be present on time
- They should have technical skills, especially lab in-charge should know about the complete information about the lab.
- Proper communication should be there among the non-teaching staff and all should work in coordination.
- The assigned duties should be completed on time with utmost diligence




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