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

The institution has Performance Appraisal System for teaching and non-teaching staff separately.

**Teaching staff:**

Based on the self-appraisal, API score will be submitted to the UGC in a Prescribed format and Annual Self-Appraisal Report (ASAR) for the College Teachers (As per G.O. Ms. No. 14, Higher Education (UE) Department, Govt. of A.P. Dated; 13-02-2019) by the each and every teacher to IQAC at the end of the every academic year. These formats are reviewed by the IQAC and the scores will be allotted by the Principal based on the evidences provided by them, and then submit to the Commissioner of Collegiate Education.

**Functioning Status or Performance Appraisal:**

The Performance Appraisal of the teaching staff is made by the Annual Self-Appraisal Report (ASAR).The ASAR comprises of two categories. Teachers who joined the college during any of the five Academic years shall give a self-appraisal report for every year in which they joined the college.

**CATEGORY I:** TEACHING: It is to bring in practice of each and every Lecturer to participate in the Practical, Remedial Classes and other teaching related Activities as much as possible.

**CATEGORY II:** ACTIVITIES:-It is to involve each and every Lecturer in the activities of the college relatedto the studentActivities or Research Activities.

The IQAC recommends the teaching staff to prepare ASAR as mentioned above and submit it at the end of academic year. IQAC scrutinizes and awards grades of each lecturer and submit to the Principal for awarding grades based on the performance of the Lecturer to both the categories.

**Overall Grading Criteria:**

**Good:** Good at Teaching (Category-I) and Good or Satisfactory in Activity (Category-II)

**Satisfactory:** Satisfactory in Teaching (Category-I) and Good or Satisfactory in Activity (Category-II).

**Not Satisfactory:** If neither Good nor Satisfactory in overall grading.

The Performance Appraisal Reports of the teaching staff are submitted to the Office of the CCE at the end of every academic year. The State Teacher Awards will be awarded based on the grades awarded to the teachers. These grades will be considered for Career Advancement Scheme later. Points will be allotted to the teaching staff during transfers, based on the given grades.

**Non-teaching staff:**

The principal has the authority to maintain confidential reports of Non- teaching staff of the institution and produce at the time of their promotions to whatever higher cadre, up tothe Senior Assistantand also during counselingat the time of transfers.

PRINCIPAL
Govt. Degree College
PORUMAMILLA, Kadapa (Dt.)