

Performance Appraisal System for Teaching Staff

Printed Performance Appraisal forms given to Teaching Staff members. Duly filled forms will be evaluated by the Head of the Departments and submitted to the Principal for approval. Principal instruct individual staff for the improvement of the academic, curricular and extracurricular activities for the student and College perspective. Approved appraisal forms by the Principal will be forwarded to the Management for the sanction of increment by the Chairperson.

Forms of the Head of the Departments will be evaluated and duly filled by Principal and instruct them for the improvement of department academics, curricular and extra-curricular activities.

Performance Appraisal System for Non-Teaching Staff

Printed Performance Appraisal forms given to Non-Teaching staff members. Duly filled forms will be evaluated by the Administrative officer/Office Superintendent and submitted to the Principal for approval. Principal instruct for the improvement of the staff in their area of work. Approved appraisal forms by the Principal will be forwarded to the Management for the sanction of increment by the Chairperson.

The Administrative officer form will be evaluate and duly filled by the Principal and instruct the improvement of his/her area of work.