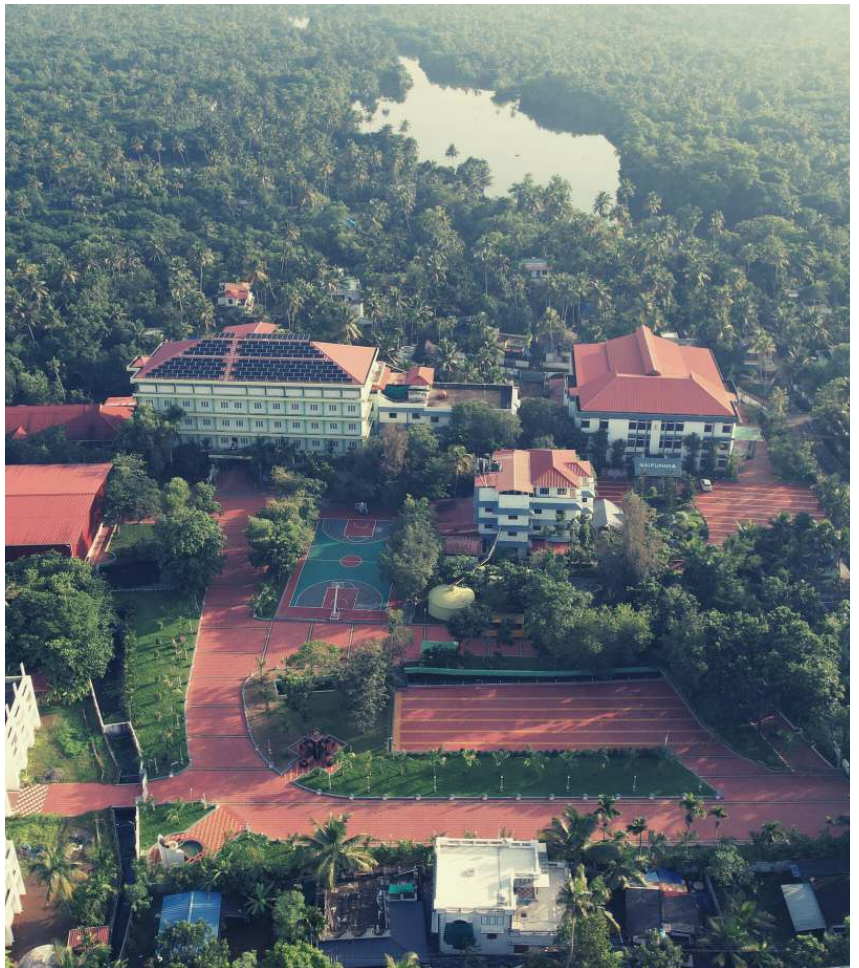


NAIPUNNYA SCHOOL OF MANAGEMENT

A Project of the Archdiocese of Ernakulam - Angamaly
Affiliated to the University of Kerala

Accredited by NAAC with A Grade

An ISO Certified Institute



POLICY DOCUMENT ON PERFORMANCE APPRAISAL

1. INTRODUCTION

In the classical language Sanskrit, Naipunnya means ‘expertise’ or ‘mastery’. Naipunnya, as the name signifies, aims at professionalism, discipline and holistic development of the students. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. **Naipunnya School of Management, Cherthala (NSMC)**, a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. Naipunnya affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnya became synonymous with academic and professional excellence.

2. POLICY STATEMENT

Performance appraisal is the process of evaluating individual job performance as a basis for making objective personnel decisions, Its objective is to motivate faculties to adapt and maintain a standard that leads to attainment of expected goals. Performance appraisal is an essential part of any forward-looking organization as they are necessary for every individual, department or an organization to grow, to recognise their drawbacks, to take corrective actions, to steer towards its goal.

This policy sets out the framework for a clear and consistent assessment of the overall performance of teaching and non-teaching staff for supporting their development within the framework of the institution plans. The broad purpose of appraisal is to help them for their professional growth and

development. The staff appraisal is evaluation of their performance on measurable parameters.

Only teaching staff and non-teaching staff who are working in the institution on March 1 of every academic year will be included in the performance appraisal report. Members of management committees are excluded from this performance appraisal mechanism. The entire process of the 4D performance appraisal system will be conducted online.

3. PERFORMANCE APPRAISAL OF TEACHING FACULTY

Naipunnya, conduct a 4D faculty performance appraisal;

Sl. No	Parameters	Points
1	Students feedback about classroom teaching taken by the Head of the Department	50/Sem
2	Assessment by the Head of the Department	50
3	Assessment by the Management Committee	50
4	Self-Appraisal	0
Total Weightage		150

3.1 STUDENTS FEEDBACK

In each semester, student feedback is taken on an online system for all teaching faculty. Students are informed about the questionnaire before the start of the feedback. The parameter of student feedback will carry 50 points in the appraisal system. Appraisal will be conducted online using **PAS-Annex-1**. Total weightage secured by a faculty at the end of each academic year will be calculated in the following method;

Students' feedback will be collected based on the following points:

- a) Regularity and punctuality of teacher
- b) Accessibility & Approachability
- c) Confidence, effective content delivery and preparedness
- d) Timely feedback & assessment
- e) Participative and interactive teaching

- f) Exam preparation
- g) Providing teaching material
- h) Academic motivation and support
- i) Grooming standards of the teacher
- j) Inclusivity

The student's feedback will be based on a 5-point scale and feedback grade of faculty will be as per following:

Feedback Tier	Points	Conclusion
A (Highest)	5	Feedback is Excellent
B	4	Feedback is Very Good
C	3	Feedback is Good
D	2	Average
E (Lowest)	1	Below Average

Total score is equal to the total points earned for each question. Final Points obtained in student's feedback = Average of Points secured in each semester

3.2 APPRAISAL BY HEAD OF THE DEPARTMENTS

In each academic year, faculty appraisals by the Head of the Department are taken online. The parameter of appraisal by the Head of the Department will carry 50 points in the appraisal system. The total weight secured by faculty at the end of each academic year will be calculated. Appraisal will be done online in digital format and will **PAS-Annex-2** be used to collect feedback.

Appraisal by the Head of the Department will be collected based on a 5-point following points:

- a) Professional ethics and academic honesty
- b) Personal and academic commitment for the well-being of students.
- c) Punctuality in department
- d) Professional Development
- e) Research Activity
- f) Contribution in co-curricular and extracurricular activities.
- g) Participation in extension and outreach programmes

- h) Contribution and initiative for development of the department
- i) Academic Flexibility
- j) A good team player

The heads of the departments appraisal do not fall under this section. The appraisal by Head of the department will be based on 5-point scale and feedback grade of faculty will be as per following:

Feedback Tier	Points	Conclusion
A (Highest)	5	Feedback is Excellent
B	4	Feedback is Very Good
C	3	Feedback is Good
D	2	Average
E (Lowest)	1	Below Average

Total score is equal to the total points earned for each question.

3.3 APPRAISAL BY MANAGEMENT COMMITTEE

In each academic year, faculty Appraisal by management committee is undertaken online. The parameter of this appraisal will carry 50 points in the appraisal system. Appraisal will be done online in digital format and **PAS-Annex-3** is used to collect feedback.

Appraisal by management committee will be collected based on the following points:

- a) Professional development
- b) Professional Grooming
- c) Involvement in college level programmes
- d) Contribution for development of the College
- e) Regularity and punctuality
- f) Efficient usage of college resources
- g) Adhering to service rules and code of conduct
- h) Contribution to NAAC, ISO and other recognitions
- i) Involvement in university related assignments

j) Teamwork and effective cooperation with colleagues

Appraisal by the management committee will be based on a 5-point scale and feedback grade of faculty will be as per following:

Feedback Tier	Points	Conclusion
A (Highest)	5	Feedback is Excellent
B	4	Feedback is Very Good
C	3	Feedback is Good
D	2	Average
E (Lowest)	1	Below Average

Total score is equal to the total points earned for each question.

Management committee –The following members are included in the management committee;

- Principal
- Exe. Director
- Asst. Exe. Director
- Vice-Principal
- IQAC Coordinator

Average score will be calculated and same will consider as the final score in Appraisal by Management committee.

3.4 SELF-APPRAISAL

Every teacher should complete a self-appraisal using the prescribed form. This will be recorded and may be used for future purposes. IQAC will make the self-appraisal form available online. – **Annex 4 of PAS**

3.5 FINAL SCORE

For deciding the final grade of the faculty, grades of the three parameters i.e., student's feedback, appraisal by HOD and Principal will be taken into consideration.

HoD final score will be calculated out of 100 points only. Final score will be can calculated by following method;

FINAL SCORE = *Average Points obtained in student's feedback + Total score in appraisal of Head of the department + Average score in the appraisal of Management Committee*

The final score will be converted into a 100-point scale.

Final results will be categories by following mechanism;

Final Score	Grade	Remarks	Action required
150-135	A	Excellent	Not required. However, faculty will be encouraged to maintain the performance.
120-134	B	Appreciable	Not required. Faculty will be encouraged for further improvement if required.
105-119	C	Satisfactory	Improvement is required in WEAK parameters. Motivation and support will be given for improvement.
90-114	D	Improvement required	Improvement is required in ALL parameters. Motivation and support will be given for improvement.
Below 89	E	Below expectations	Improvement is required in ALL parameters. Corrective actions are at the discretion of management.

4. PERFORMANCE APPRAISAL FOR NON-TEACHING STAFF

The non-teaching staff are evaluated by Asst. Executive Director on an annual basis. There is a structured evaluation form used to analyse them. After collecting all the inputs, the Assistant Executive Director will prepare a report and submit the same to Executive director. Executive director may ask the non-teaching staff to attend for a one-to-one meeting were suggestions and corrective actions will be recommended.

The appraisal of non-teaching staff will be done on following parameters;

- 1) Job knowledge and skills
- 2) Regularity and punctuality
- 3) Quality of service
- 4) Interpersonal skills, cooperation and collaboration
- 5) Planning, organization and achievement of goals
- 6) Problem analysis
- 7) Decision making
- 8) Documentation
- 9) Leadership and teamwork
- 10) Overall evaluation

The performance appraisal of non-teaching staff will be based on 5-point scale and feedback grade of the staff will be as per the following metrics;

Final Score	Grade	Remarks	Action required
45-50	A	Excellent	Not required.
40-45	B	Appreciable	Not required. Encouraged for further improvement if required.
35-40	C	Satisfactory	Improvement is required in weak parameters.
30-35	D	Improvement required	Improvement is required in all parameters.
Below 30	E	Below expectations	Improvement is required in all parameters. Corrective actions are at the discretion of management.

5. REMEDIAL ACTIONS FOR TEACHING AND NON-TEACHING STAFF

The HR department and Management committee shall analyse the appraisal ratings and communicate the same with the concerned staff, and necessary decisions shall be taken. In cases of unsatisfactory performance during training or probation, the same period will be extended by giving an opportunity for improvement by imparting the required training improvement programmes at the discretion of the management.

Amendments/Review: This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any stakeholders of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.

FACULTY PERFORMANCE APPRAISAL BY STUDENTS

Questionnaire

State your level of satisfaction in a 5-point scale

1. Clarity of the communication during lectures.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

2. Fairness and transparency in the assessment and grading.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

3. Use of technology in teaching and learning.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

4. Organization and structure of the course materials provided.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

5. Inspire critical thinking and analytical skills in the subject matter.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

6. Create an inclusive and respectful learning environment.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

7. Punctuality in teaching and other academic activities.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

8. Grooming and professionalism demonstrated by the faculty.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

9. Ability to cover the syllabus in a timely manner.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

10. Approachability for addressing academic queries or concerns.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

FACULTY APPRAISAL BY HEAD OF THE DEPARTMENTS

Questionnaire

1. Adhere to professional ethics and promote academic honesty in teaching, research, and interactions with students.
 - A. Highly Dissatisfied.
 - B. Dissatisfied.
 - C. Neutral.
 - D. Satisfied.
 - E. Highly Satisfied

2. Demonstrate a personal and academic commitment to the overall well-being, success, and development of students.
 - A. Highly Dissatisfied.
 - B. Dissatisfied.
 - C. Neutral.
 - D. Satisfied.
 - E. Highly Satisfied

3. How consistently was the faculty member punctual in attending departmental meetings, classes, and other scheduled commitments?
 - A. Highly Dissatisfied.
 - B. Dissatisfied.
 - C. Neutral.
 - D. Satisfied.
 - E. Highly Satisfied

4. Engage in professional development activities, such as attending workshops, conferences, or pursuing further education, to enhance their skills and knowledge.
 - A. Highly Dissatisfied.
 - B. Dissatisfied.
 - C. Neutral.
 - D. Satisfied.
 - E. Highly Satisfied

5. How actively did the faculty member engage in research activities, including publications, collaborations, or participation in research projects?
 - A. Highly Dissatisfied.
 - B. Dissatisfied.

- C. Neutral.
 - D. Satisfied.
 - E. Highly Satisfied
6. How well did the faculty contribute to co-curricular and extra-curricular activities that enhance the overall student experience and departmental culture?
- A. Highly Dissatisfied.
 - B. Dissatisfied.
 - C. Neutral.
 - D. Satisfied.
 - E. Highly Satisfied
7. Faculty participate in extension and outreach programs, connecting the department with the community or industry.
- A. Highly Dissatisfied.
 - B. Dissatisfied.
 - C. Neutral.
 - D. Satisfied.
 - E. Highly Satisfied
8. How actively did the faculty contribute to and take initiatives for the overall development and enhancement of the department?
- A. Highly Dissatisfied.
 - B. Dissatisfied.
 - C. Neutral.
 - D. Satisfied.
 - E. Highly Satisfied
9. How flexible and adaptive was the faculty in addressing the diverse learning needs of students, considering different learning styles and preferences?
- A. Highly Dissatisfied.
 - B. Dissatisfied.
 - C. Neutral.
 - D. Satisfied.
 - E. Highly Satisfied

10. To what extent did the faculty member collaborate effectively with colleagues, contribute to a positive work environment, and actively participate in departmental teamwork?

- A. Highly Dissatisfied.
- B. Dissatisfied.
- C. Neutral.
- D. Satisfied.
- E. Highly Satisfied

FACULTY PERFORMANCE APPRAISAL BY MANAGEMENT COMMITTEE

Questionnaire

State your level of satisfaction in a 5-point scale

1. Commitment to their professional development and staying updated with current trends in their field.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

2. Overall professional appearance, conduct, and adherence to the college's grooming standards.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

3. Level of involvement and participation in various college-level programs and events.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

4. Contributes to the overall development and growth of the college.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied
 - E. Highly Dissatisfied

5. Regularity and punctuality in attending classes, meetings, and other professional commitments.
 - A. Highly Satisfied
 - B. Satisfied
 - C. Neutral
 - D. Dissatisfied

- E. Highly Dissatisfied**
-
- 6. Efficient utilization of college resources, including laboratories, libraries, and other facilities.**
 - A. Highly Satisfied**
 - B. Satisfied**
 - C. Neutral**
 - D. Dissatisfied**
 - E. Highly Dissatisfied**
-
- 7. Adhere to the service rules and the code of conduct set by the college.**
 - A. Highly Satisfied**
 - B. Satisfied**
 - C. Neutral**
 - D. Dissatisfied**
 - E. Highly Dissatisfied**
-
- 8. Contribution to activities and initiatives aimed at achieving NAAC, ISO, or other institutional recognitions.**
 - A. Highly Satisfied**
 - B. Satisfied**
 - C. Neutral**
 - D. Dissatisfied**
 - E. Highly Dissatisfied**
-
- 9. Involvement in assignments and activities related to the university.**
 - A. Highly Satisfied**
 - B. Satisfied**
 - C. Neutral**
 - D. Dissatisfied**
 - E. Highly Dissatisfied**
-
- 10. Ability to work effectively as a team member and their cooperation with colleagues in achieving common goals.**
 - A. Highly Satisfied**
 - B. Satisfied**
 - C. Neutral**
 - D. Dissatisfied**
 - E. Highly Dissatisfied**

SELF-APPRAISAL FORM (Digital format only)

Use black colour ink to answer

1. **Name (CAP):**
2. **Age & DOB:**
3. **Department:**
4. **Current Designation:**
5. **P.hD / M.Phil equivalent (Status):**
6. **Academic Qualifications:**

Exam Passed	Board University	Course	Year

7. **Date of Appointment:**
8. **Experience in the institution (Years):**
9. **Address:**
10. **Phone Number:**
11. **Whether acquired any degrees or fresh academic qualifications during the year:**

Qualification	Year	Duration	relevant document attached / Link

**Attach digital copy of relevant document*

12. Refresher Course / FDPs attended during the year:

Name of the programme	Organised by	Duration	Upload relevant document

**Attach digital copy of relevant document*

13. Research experience

Name of the programme / Project	Organised by / Name of the funding agency	Duration

**Attach digital copy of relevant document*

14. Research Publication

Sl.NO	Title & ISSN	Journal	UGC Care or NOT

**Attach digital copy of relevant document*

15. Books Published

Sl.No	Title	ISBN

16. Seminars, Conferences, Symposia, Workshops, etc. Attended

Name of the programme	Name of the Sponsoring Agency	Place and Date

**Attach digital copy of relevant document*

17. Teaching experience

Sl.No	Courses taught	Name of the University /College/ Institution	Duration
Total			

18. Co-curricular, extra-curricular and extension activities conducted.

Sl. No	Name of the programme	Date

19. Additional Duties

Sl.No	Designation	Details

Signature of the teacher (.png Format)

Every piece of data must be verified by the head of the department and forwarded to the IQAC through email once every teacher in the department submits it. Online, submit individual files, not as combined, and make sure that the necessary relevant supporting document's digital copy is attached.



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