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1. SCOPE

The Performance Appraisal System at Naipunnya School of Management is designed to comprehensively evaluate, rank, and enhance the performance of both teaching and non-teaching staff.

2. NAIPUNNYA EMPLOYEE REVIEW PROCESS (NERP)

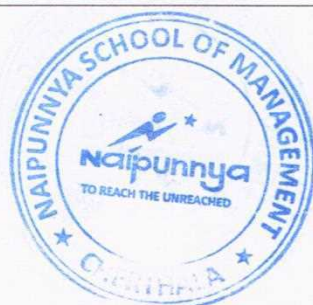
Naipunnya Employee Review Process (NERP) is the process of evaluating and ranking individual job performance as a basis for making objective personnel decisions, its objective is to motivate faculties to adapt and maintain a standard that leads to attainment of expected goals. Performance appraisal is 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 MECHANISM OF TEACHING FACULTY

Sl. No	Parameters	Points
1	Appraisal by students	5/Sem <i>(Average will be considered)</i>
2	Appraisal by the Head of the Department	5
3	Appraisal by the Management Committee	5
4	Self-Appraisal	0
Total Weightage		15



3.1 Appraisal by Students

Every semester, students' complete assessments of all teaching faculty via an online system. They are notified about the questionnaire before the evaluation starts. The evaluation criteria hold a value of 5 points in the overall appraisal system. Appraisal will be conducted online using PAS-Annex-1.

Assessment by students 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

Total points secured by a faculty will be calculated in the following method;

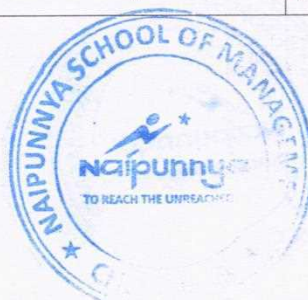
Step.1: Weighted values= Multiply the weight by each value

Step.2: Points Secured (Semester)= Add all the weighted values together/ Sum of all weights

Step.3: Final Points (Academic Year) = Average of Points secured in each semester

Assessment by students will be based on a 5-point scale and elevation grade of faculty will be as per following:

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



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 5 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. PAS-Annex-2 will be used to collect responses.

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

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

Total points secured by a faculty will be calculated in the following method;

Step.1: Weighted values= Multiply the weight by each value

Step.2: Points Secured= Add all the weighted values together/ Sum of all weights



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 5 points in the appraisal system. Appraisal will be done online in digital format and PAS-Annex-3 is used to collect responses.

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 evaluation grade of faculty will be as per following:

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

Total points secured by a faculty will be calculated in the following method;

Step.1: Weighted values= Multiply the weight by each value

Step.2: Points Secured= Add all the weighted values together/ Sum of all weights

Step.3: Final Points= Sum of all Points secured/No. of Management committee members



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

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

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., appraisal by students, appraisal by HOD and management committee will be taken into consideration.

HoD final score will be calculated out of 10 points only. Final score will be can calculated by following method;

Final Score = (Average Points Obtained from Student Appraisal) + (Points from Head of Department Appraisal) + (Average Points Obtained from Management Committee Appraisal).



Final results will be categories by following mechanism;

Final Score	Grade	Remarks	Action required
15.0 – 13.5	A	Excellent	Not required. However, faculty will be encouraged to maintain the performance.
12.0 – 13.49	B	Appreciable	Not required. Faculty will be encouraged for further improvement if required.
10.5 – 11.99	C	Satisfactory	Improvement is required in WEAK parameters. Motivation and support will be given for improvement.
9.0 – 10.49	D	Improvement required	Improvement is required in ALL parameters. Motivation and support will be given for improvement.
Below 8.99	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 where suggestions and corrective actions will be recommended.

The appraisal of non-teaching staff will be done on following parameters (PAS-Annex-5);

- 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 performance appraisal of the staff will be as per the following metrics;

Final Score	Grade	Remarks	Action required
3 - 4	A	Excellent	Not required.
2-2.99	B	Appreciable	Encouraged for further improvement if required.
1 -1.99	C	Satisfactory & Improvement required	Overall Improvement is required
Below 0.99	D	Below expectations	Overall Improvement is required. 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.

6. POLICY REVIEW

This policy shall be reviewed annually and may be amended as and when required to retain its contemporary relevance. Any stakeholder 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. Person in charge: 1) Principal 2) IQAC Coordinator

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Dr. BIJI P. THOMAS
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

