



ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

Accredited with 'B' Grade by NAAC, Recognized by UGC

AISHE-C-42763

ISO-9001:2015

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PERFORMANCE APPRAISAL POLICY

The institution has established a well-structured performance appraisal system that emphasizes transparency and adherence to deadlines. The institute employs a triple method of appraisal:

- Academic and Administrative Appraisal
- Student Evaluation
- Self-Appraisal

Objectives

- To motivate faculty to excel in their roles.
- To facilitate staff growth, this in turn contributes to institutional progress.
- To foster a friendly yet competitive atmosphere within the institution.
- To monitor staff progress and facilitate decisions regarding promotions or faculty upgrades.

Academic and Administrative Appraisal

The academic and administrative appraisal process encompasses key indicators that assess various attributes, including job knowledge, work attitude, initiative, work quality, responsible handling of entrusted materials, adherence to institutional policies, behavior and discipline, reliability, relationships with HoDs, immediate supervisors, peers, and attendance. The respective Heads of Departments analyze these parameters, which are further reviewed by the Principal.

Both positive and negative appraisals are communicated to individual faculty members, offering insights for improvement and advancement in subsequent years.

Regular evaluations of departments and teachers are conducted based on student feedback. The performance appraisal of non-teaching staff is overseen by the Principal or the relevant administrative head. Self-appraisal is taken into account when ambiguity arises during evaluation at all levels.

Continuous motivation is provided to non-teaching staff to attend training and skill development programs. Yearly submissions of program attendance are factored into the performance evaluation of non-teaching staff members.

Principal
St Xavier's College
Mahuadanr