



6.3.5: Institution has Performance Appraisal System for teaching and non-teaching staff

Institutional Performance Appraisal Systems (PAS) are critical components for assessing the efficacy and productivity of both teaching and non-teaching personnel in educational institutions. These systems make it easier to monitor individual and group performance against defined goals and standards, promoting continual growth and responsibility. Here's an example of a typical PAS for teaching and non-teaching staff:

Components of the Performance Appraisal System:

1. Establishing Clear Objectives:

- The PAS begins with the establishment of clear, measurable objectives aligned with the institution's mission, vision, and strategic goals. These objectives provide a framework for assessing staff performance.

2. Performance Criteria and Standards:

- Criteria and standards are established for assessing both teaching and non-teaching personnel. For instructors, this might involve classroom management, lesson planning, student engagement, and academic performance. Non-teaching personnel may be evaluated based on administrative efficiency, collaboration, communication skills, and adherence to institutional regulations.

3. Data Collection Methods:

- Various data collection methods are employed to gather performance-related information. These may include self-assessment, peer evaluations, student feedback, supervisor observations, and objective metrics such as attendance records or project completions.

4. Performance Evaluation Process:

- The evaluation process typically involves periodic reviews conducted annually, semi-annually, or quarterly, depending on institutional preferences. Evaluation meetings between supervisors and staff members provide opportunities for feedback, discussion of strengths and areas for improvement, goal setting, and professional development planning.

5. Feedback and Coaching:



- Constructive feedback and coaching play a crucial role in the PAS. Supervisors provide specific feedback on performance, highlighting accomplishments and areas needing development. Coaching sessions may focus on skill enhancement, training opportunities, or addressing performance gaps.

6. Recognition and Rewards:

- Acknowledging and highlighting exceptional achievement inspires employees and promotes desired behaviours. Institutions may offer incentives such as performance-based bonuses, promotions, public recognition, or increased responsibility.

7. Performance Improvement Plans (PIPs):

- In cases where performance falls below expectations, Performance Improvement Plans (PIPs) may be initiated. PIPs outline specific steps, timelines, and support mechanisms for employees to enhance their performance and meet established standards.

8. Documentation and Record Keeping:

- Accurate recording of performance assessments, feedback sessions, and performance improvement plans is critical to ensuring openness and accountability. Detailed records provide consistency in the review process and serve as references for future evaluations.

Benefits of a Performance Appraisal System:

1. Enhanced Accountability and Transparency:

- PAS promotes accountability by clearly defining performance expectations and providing mechanisms for evaluation and feedback.

2. Professional Development:

- Regular performance assessments identify professional development needs and opportunities for skill enhancement, contributing to staff growth and career advancement.

3. Improved Organizational Performance:

- By aligning individual performance with institutional goals, PAS helps improve overall organizational effectiveness and efficiency.

4. Employee Engagement and Satisfaction:



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- Providing feedback, recognition, and opportunities for growth fosters employee satisfaction and engagement, leading to higher morale and retention rates.

5. Data-Informed Decision Making:

- Data from performance appraisals may help decision-makers make better decisions about personnel, training, resource allocation, and performance management.

6. Continuous Improvement Culture:

- PAS encourages a culture of continuous improvement by promoting reflection, goal setting, and feedback loops, driving organizational excellence.



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