



South Konkan Education Society's
RANI PARVATI DEVI COLLEGE OF ARTS & COMMERCE

Tilakwadi, Belagavi - 590 006, Karnataka, India

Ph.No. : 0831-2485079. Visit us @ rpdbgm.edu.in

° e-mail : rpdprincipal@gmail.com ° principal@rpdbgm.edu.in

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Ref. No. _____

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**INTERNAL QUALITY ASSURANCE CELL
POLICY ON PERFORMANCE APPRAISAL SYSTEM**

Performance appraisal policy of the institution sets out the framework for a clear and consistent assessment of the overall performance of the teaching and non-teaching staff. The broad purpose of appraisal is to achieve professional growth and development and to ensure performance-oriented work environment in the organization. Staff appraisal is the evaluation of performance on measurable parameters which helps to improve the academic training, research environment and administrative performance in the college.

Self-Appraisal Mechanism for Teaching Staff:

The College has structured a three-tier mechanism which supports scope for improvement. The three-tier assessment involves:


- Self-appraisal by the faculty
- Peer evaluation by the HoD/Principal/External Experts
- Student's feedback

Self-Appraisal Mechanism for Non-Teaching Staff.

The works of the Non-teaching staff is assessed through a structured mechanism, which involves Professional Competence, Quality of work and Personal Characteristics.


Procedure:

- Every staff member shall submit self-performance report in the appraisal format prescribed by the IQAC.
- Different proforma for performance appraisal exists for teaching and non-teaching staff
- As it is a self-introspection of his/her performance, reporting by the faculty member should be factual, clear and accurate, supported by evidence wherever necessary.
- The staff must ensure that in no way the proforma is modified
- After filling the appraisal form, it shall be forwarded to the IQAC office
- IQAC should forward the same to the HoD/Principal/External Experts.
- It is incumbent on the part of HoD/Principal/External Expert to verify the entries, make an assessment on the said parameters and append his/her remarks in an unbiased manner taking into account the interest of the institution. Thereafter forward it to the IQAC for data validation Process.


Coordinator
IQAC, R.P.D. College
R.P.D. College of Arts & Commerce
Belagavi


Chairperson

RPD College, Managing Committee


Principal
RPD College, Belagavi
PRINCIPAL
R.P.D. College of Arts & Commerce
BELAGAVI-8