



**MACFAST**<sup>TM</sup>  
Igniting wisdom since 2001

# PERFORMANCE APPRAISAL POLICY



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)**



**MACFAST**  
igniting wisdom since 2001

**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)**

---

## **POLICY DOCUMENT APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF**

The Mar Athanasios College for Advanced Studies Tiruvalla herein after referred to as MACFAST College follows a multilayer appraisal system for the evaluation of performance of both teaching and non-teaching staff.

### **Purpose of Appraisal System**

This policy establishes the basis for a clear and consistent assessment of teaching and non-teaching staff's overall performance in order to promote their growth in accordance with the institution's aims. The overall goal of appraisal is to assist them in their professional progress. The staff appraisal is a metric-based review of their performance. This evaluation is performed on a critical parameter for future appreciations. The feedback benchmark is explicitly specified. The benchmark will be communicated to the employees well before the start of the academic year

### **Policy for Appraisal of Teaching Staff**

The evaluation of the teaching staff is evaluated on a 3 tier system:

- Self-appraisal by the teacher
- Appraisal by students
- Appraisal by Administrative Council.

#### **1) Self**

All members of the teaching faculty are required to participate in the college's self-appraisal system. All of the teaching staff is given a well-designed self-appraisal form that meets UGC requirements. Part A of the appraisal form contains the teacher's general information, whereas Part B contains academic performance indicators per category. (API). API's main components are teaching, learning, and evaluation-related

activities, which include the creation of study materials and lab manuals, student comments, and results, as well as professional and research-related contributions.

Membership in professional bodies, participation in extracurricular activities, participation in professional development programmes, and publications were used as evaluation criteria. With the agreement of the Head of Department, the duly completed Self-appraisal form is delivered to the college administration. In Self-appraisal, the maximum API score is 100, and the minimum score is 60

### 2) Appraisal by student

The students' input on each course teacher's performance is collected using a Google sheet with a 5-point scale evaluation option. Subject knowledge, communication quality, teaching competence and style, classroom management, and attitude toward student support are the components for evaluation. The responses of the students are verified by the Consent head of departments.

### 3) Appraisal by Administrative Council

The college's administrative council, which includes the principal, academic administrator, and office superintendent, assesses each teacher's overall performance in terms of regularity, timeliness, attitude, commitment, and professionalism.

On the basis of these three levels of evaluation a final API score is generated and is communicated to each teacher. This API score is the basis for granting annual increments.

Principal will carry out a personal interaction with all teaching Staff. After evaluating all parameters, the remark will be given by Principal.

Sl.No	API score	Feedback	Grade	Percentage of Increment
1	85-100	Feedback is good	A	7 % of Basic Pay
2	70-85	Feedback is Satisfactory	B	5 % of Basic Pay
3	<70	Needs improvement	C	3 % of Basic Pay

**Policy for Appraisal of Non-Teaching Staff** (Administrative, Technical, General)

Individual technical contributions such as topic knowledge, alertness, productivity, quality, innovation, readiness to learn, diligence, and others are observed in evaluating non-teaching staff's performance. They also evaluate relevant aspects such as teamwork, acceptability, professionalism, and so on.

Principal will carry out a personal interaction with all Non –teaching **Staff**. After evaluating all parameters, the remark will be given by Principal.

Sl.No	API score	Feedback	Grade	Percentage of Increment
1	85-100	Feedback is good	A	7 % of Basic Pay
2	70-85	Feedback is Satisfactory	B	5 % of Basic Pay
3	<70	Needs improvement	C	3 % of Basic Pay



  
**Fr. Dr. CHERIAN J KOTTAYIL**  
PRINCIPAL  
Mar Athanasios College For Advanced Studies  
Tiruvalla- 689101, Kerala