

**BETHLAHEM INSTITUTE OF ENGINEERING,
KARUNGAL**



PERFORMANCE APPRAISAL POLICY

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PERFORMANCE APPRAISAL POLICY

1. OBJECTIVE

The performance appraisal policy serves as a tool to assess employee performance, give feedback, set goals, identify training needs, support performance management, and recognize career growth potential.

2. APPLICABILITY

This policy applies to all teaching and non-teaching staff members of Bethlehem Institute of Engineering.

3. PROCESS

3.1 PERFORMANCE APPRAISAL SYSTEM FOR TEACHING STAFF

The Faculty Appraisal Policy evaluates faculty performance, improves teaching, research, and professional development, and contributes to the institution's growth. It ensures a transparent, fair, and ongoing process for assessing faculty.

Faculty performance appraisal is based on the following process:

- i. Each faculty member would submit the performance-based appraisal system proforma duly filled by themselves, enclosing all evidence and the calculated Academic Performance Indicator (API) score for each academic year.
- ii. The completed performance-based appraisal system proforma will be authenticated and forwarded to the Principal by the respective Head of the Department. The Principal will finalize it.
- iii. The entire activity would be assisted and coordinated, and data would be based on the institution's IQAC.

The faculty performance appraisal is based on the following scoring:

Sl.No.	Parameter	Score
1.	Teaching, Learning & Evaluation related activities	150
2.	Co-curricular, Extra-curricular and Professional development related activities	25
3.	Research, Publication related activities	20
4.	Other Relevant Information	05
	Total	200

3.2 PERFORMANCE APPRAISAL SYSTEM FOR NON-TEACHING STAFF

The performance of the Non-teaching staff is also assessed annually to review and appraise their performance.

Each non-teaching staff member is assessed on various criteria, such as personal characteristics, professional competence, and performance. The Non-teaching staff appraisal form comprises 15 parameters. Each one is graded on a three-point scale: Excellent, Good, and Poor. The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Principal.