



## **SURANA COLLEGE**

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[www.suranacollege.edu.in](http://www.suranacollege.edu.in) | ISO Certified | NAAC A+ Grade

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### **POLICY ON PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF**

Performance appraisal policy is the way to ensure the performance-oriented work environment in the organization, it helps employees to achieve the set objects and act as a reward for their contribution in the progress of the organization. Surana College continuously makes efforts to improve the academic training and research environment in its constituent colleges. This is achieved not only by improving the infrastructure facilities but also by using effective teaching and learning methodologies.

#### **SELF APPRAISAL MECHANISM FOR TEACHING STAFF:**

In this direction, the Institute has structured an objective assessment mechanism with scope for improvement. The three-tier assessment involves:

- Self-appraisal by the faculty
- Peer evaluation by the Department heads/ Principal
- Student's feedback

The above assessment mechanism has resulted in the teaching staff understanding and getting acquainted about the following:

- Teaching style and abilities with the feedback from the peers and the students.
- Scope for improvement in teaching resources and methodologies
- The research outcomes and relevance of the work being done with the current developments in the respective fields.

The self-assessment mechanism does not have any negative impact on the staff as they are provided with the opportunity to comment on the evaluation outcomes and give opportunity for improvement.

The Institute rewards and recognizes teachers commending them for their teaching approaches and research initiatives, which helps them to work with renewed zeal.

#### **SELF APPRAISAL MECHANISM FOR NON-TEACHING STAFF.**


The works of the Non-teaching staff are assessed periodically through a structured mechanism:

- Work efficiency and commitment.
- Initiative towards learning newer trends in their respective areas.
- Leadership and teamwork.
- Discipline and regularity

The non-teaching staff are periodically trained and encouraged to pursue their higher studies.

The feedback had helped take the following decisions.

Conduct of language and soft skill programme for non-teaching and administrative staff.  
Leadership training programme for senior faculty to identify the succession lines.  
Deputation of staff to various orientation programs relating government policies and rules concerning HR management and Education.  
Sensitize teachers and international students about cultural issues and sensitivities.

  
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**Annual Performance Increment Policy – 2019 – 20 ONWARDS**

**I Performance Increment (Parameters):**

Performance indicators for individual faculty to get the incentive / performance increment (for one Academic Year only- **data from Last academic year** )

1. Results - the subject handled in previous academic year (for semester system average of all the subjects handled - May 18-& Nov 18 results )
  - a. If the results are above 95%
  - b. If the results from 81 to 94%
  - c. If the results from 71 to 80%
  - d. If the results are less than 70%      **Reduce the regular increment by 40%**
  
2. Contribution to the college in various capacities (by taking the inputs from HOD, Principal- the Management will decide)
  - a. Star contributor      -    Multiple roles / task force
  - b. Moderate contributor    -    Committee Co-coordinators
  - c. Contributor                -    Members in the Committees
  - d. None of the above        -
  
3. Self / professional improvement - Paper presented / published/ books published/ seminars / workshops /Conferences / Research Projects and development activities
  - a. Three or more of the above.
  - b. At least two
  - c. At least one
  - d. Nil (No Self professional improvement)- **Reduce the regular increment by 20%**
  
4. General Behavior and Attitude
  - a. Regularity & punctuality
  - b. Leaves consumption – CL, EL ,LOP & ML – May-18 to June-19.
  - c. Willingness to take up the work from time to time
  
5. Outstanding Achievement (Ranks)
  - a. University Ranks, additional qualifications like NET, SLIT, M.Phil, Ph.D or any other distinguished achievement – personal or institutional
  
6. Students Feedback
  - \* If the results are less than 70% and the self professional improvement is nil – the regular increment will be reduced by 50%

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