



# **MAR BASELIOS COLLEGE OF EDUCATION**

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## **Institutional Performance Appraisal System**

### **Institutional Appraisal System for Teaching and Non-Teaching Staff of MBC**

Mar baselios college of education is committed to academic excellence and holistic institutional development through ensuring the ongoing improvement of both teaching and non-teaching staff. The Internal Quality Assurance Cell (IQAC) spearheads the performance appraisal system for both faculty and non-teaching personnel, recognizing the indispensable role each plays in the progress and academic vibrancy of the college. These assessments take place annually, at the end of each academic year, monitored by the IQAC Cell and Principal.

The primary objective of this appraisal system is to recognize, encourage, and facilitate the professional and personal development of the staff. By systematically evaluating their performance, it provides a structured mechanism for feedback, personal improvement, and career progression. The appraisal system is crucial as it:

- Identifies strengths and areas that need improvement for staff members.
- Encourages a culture of continuous learning, innovation, and professional growth.
- Recognizes and rewards exceptional contributions and achievements.
- Fosters a sense of accountability and motivation among the staff to excel in their roles.

This appraisal system not only serves as a tool for assessing individual performance but also contributes to overall institutional growth and quality enhancement.

#### **Faculty Performance Appraisal System:**

The appraisal of teaching staff is conducted annually by the IQAC at the end of each academic year. This comprehensive assessment delves

into multiple criteria to gauge the academic and professional development of the teaching staff. The evaluation includes:

1. Courses Attended: Orientation programs, refresher courses, short-term courses, and workshops.
2. Publications and Presentations: Contributions to journals, edited books, paper presentations in national and international seminars.
3. Collaborations and Memberships: Collaborative initiatives with other faculty members, memberships in academic/professional bodies/NGOs.
4. Extension Activities: Involvement in curriculum development, consultancy, serving as a resource person, and contribution to question paper setting & scrutiny.
5. Awards and Fellowships: Recognition received for exceptional contributions and achievements.

### **Non-Teaching Staff Appraisal System:**

The appraisal system for the non-teaching staff encompasses different areas designed to assess their varied contributions and roles within the institution. These areas include:

1. Responsibilities and Duties Assigned
2. Participation in Administrative Bodies
3. Participation in Seminars/Workshops/Conferences
4. Memberships in Various Organizations
5. Awards/Recognitions Received
6. Innovative Ideas for College Development
7. Participation in Community Engagements
8. Involvement in Extracurricular Activities
9. Other Relevant Contributions

Mar Baselios college of education values the commitment and dedication of its staff and is dedicated to providing an appraisal system that supports their growth and the institution's advancement.

**Proforma for performance appraisal for Teaching Staff of MBC**

**Proforma of Performance Appraisal for Non-Teaching Staff**