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ANNUAL PERFORMANCE REVIEW
POLICIES AND PROCEDURE
Version 6.0

INTERNAL QUALITY ASSURANCE CELL (IQAC)
RVS COLLEGE OF ARTS & SCIENCE
COIMBATORE

POLICY FOR ANNUAL PERFORMANCE REVIEW (APR)

Preamble:

- To encourage excellence in the areas of teaching, research and service, our institution introduced APR System in the year 2007. Over the years the system has gotevolved and fine-tuned based on the feedback obtained and currently, version 6 of the manual is in vogue.APR has enhanced the quality level of various components drastically, by encouraging a healthy competition among the faculty members, serving as a morale booster.

Policies

1. To assess actual performance and accomplishment in the areas of teaching, research and professional service.
2. To provide a record of faculty performance
3. To recognize and maximize special talents, capabilities and achievements of faculty members.
4. To arrive at ratings based on performance: reward the high performers with trophy and cash wards, and performers with citations: identify satisfactory performers and unsatisfactory performers to indicate their strengths deficiencies

Procedure

- Performance cycle: June to May
- APR System is error free, computerized and easy to operationalize.

- There is a review committee comprising of Managing trustee, Secretary, Principal, IQAC Coordinator and Senior faculty from the sister institutions.
- The faculty members fall into following categories *
  1. Faculty with less than 5years experience
  2. Faculty between 5-10 yrs experience
  3. Faculty with more than 10 yrs experience
  4. HoD's
- Performance review components, are considered under 3 heads viz., Teaching, Professional responsibilities and scholarly activities. Each head consists of measureable parameters with due weightages for a maximum score of 100 points. However the parameters and weightages vary depending on the categories especially more under scholarly activities the review components of HoD's are more exclusively different.
- The evaluation process of each parameter is well defined and is laid down in the manual reflecting transparency of the evaluation.
  *A customized version has been formulated for members of Catering Science department.

Evaluation Procedure
- The students' evaluation of faculty is carried out electronically through the form at and forwarded to the Head of the Department
- Professional responsibilities of the faculty are assessed by the concerned department head and faculty will be evaluated by the peer members in the department.

- Self appraisal is carried out by the faculty on the scholarly activities
- Contribution to the department goals achieved is to be furnished, signed by the appropriate authority.
- The performance level will be as follows:

  80 – 100 – Meritorious

  60 – 79.9 – Good

  40 – 59.9 – Satisfactory

  Less than 40 - Unsatisfactory

- The level of performance is assessed and performance review discussion is carried out with the faculty by the HOD and a copy is issued to the faculty
- If the faculty disagree with any aspect, an appeal is made and the appeal is looked into with utmost care and justice is done if found to be an error, by the appeal committee which will be formulated on adhoc basis.
- Feedback to faculty is given by the Secretary/ Managing Trustee/ Principal along with a copy of the consolidated statement sheet.
- Annual Performance reports are conserved in the departmental/college personnel files.

Table 1. Performance Review Components for faculty with less than 5 years experience

No	Components	Weight	Total
1.	**Teaching**		**45**
	• Students' evaluation	35	
	• End semester results	10	
2	**Professional Responsibilities**		**45**
	• HOD's evaluation	5	
	• Peer evaluation	10	
	• Teaching/ communication skill	5	
	• Contribution to department goals	10	
	• Contribution to college		
	o Involvement in Admissions	5	
	o Code of conduct	5	
	• RAVES Entry	5	
3	**Scholarly Activities**		**10**
	• Paper presentation in one National Seminar	4	
	• Participation in in-house Training programs - (3points/ program)	6	
	TOTAL		**100**

Table 2. Performance Review Components for faculty between 5 – 10 years experience

No	Components	Weight	Total
1.	**Teaching**		**35**
	• Students' evaluation	30	
	• End semester results	5	
2	**Professional Responsibilities**		**45**
	• HOD's evaluation	5	
	• Peer evaluation	10	
	• Teaching/ Communication	5	
	• Contribution to department goals	10	
	• Contribution to college		

No	Components	Weight	Total
	o Involvement in Admissions	5	
	o Code of conduct	5	
	• RAVES Entry	5	
3	**Scholarly Activities**		**20**
	• Publication in journals (6 points/ publication)	6	
	• Paper presentation		
	o One International seminar (10 points/seminar) or Two National seminars (5 points / seminar)	10	
	• Participation in in-house Training programs (2points/ program)	4	
	TOTAL		**100**

Table 3. Performance Review Components for faculty with more than 10 years experience

No	Components	Weight	Total
1.	**Teaching**		**30**
	• Students' evaluation	25	
	• End semester results	5	
2	**Professional Responsibilities**		**45**
	• HOD's evaluation	5	
	• Peer evaluation	10	
	• Teaching/ communication skill	5	
	• Contribution to department goals	10	
	• Contribution to college		
	o Involvement in Admissions	5	
	o Code of conduct	5	
	• RAVES Entry	5	
3	**Scholarly Activities**		**25**
	• Publication of book/ Consultancy (6 points)	6	
	• Publication in journals (5 points/ publication)	5	
	• Paper presentation		
	o One International seminar (10 points/seminar) or Two National Seminars (5 points / seminar)	10	
	• Participation in in-house Training programs (2points/ program)	4	
	TOTAL		**100**

Table 4. Performance Review Components for HOD

No	Components	Weight	Total
1.	**Teaching**		**15**
	• Students' evaluation	10	
	• End semester results	5	
2	**Administrative skills**		**20**
	• Superior's evaluation	5	
	• Department faculty evaluation	15	
3	**Scholarly Activities**		**15**
	• Publication of book/ Consultancy	4	
	• Publication in journals (4 points/ publication)	4	
	• Paper presentation		
	o One International seminar (5 points/seminar) / Two National seminars (2.5 points / seminar)	5	
	• Participation in in-house Training programs (1point – subject related)	2	
4	**Placement Activities**		**10**
	• * Placement target	5	
	• ** Training and placement support	5	
5	**Contribution to the Institution**		**5**
	• Admissions	5	
6	**Achievement of Departmental goals**		**35**
	• Completion of Annual academic Strategic Plan inclusive of the General and Department specific activities	35	
	TOTAL		**100**

* 5 marks – Achievement of department placement target

** 5 marks – Based on the support to the training and placement activities
- o Good attendance of registered students for on-and off-campus interviews
- o Staff and student volunteers support on interview days