

## **Institutions Performance Appraisal System for teaching and non-teaching staff**

The appraisal system is developed in such a way that it motivates each faculty member to willingly involve themselves in each criterion to improve their individual scores. Most of the appraisal criteria are financially supported by the college management system so that faculty can improve their professional career.

The following factors are deeply analysed in the appraisal system for teaching staff

- Experience
- Skill upgradation through participation in Conferences, Workshops, Faculty Development Programs and others
- Innovative teaching practices
- Pursuing higher studies (Ph.D, PDF)
- Result percentage produced in the University Examination
- Publication works in the Scopus indexed / impact factor / e - journals & conference proceedings
- Publication of chapters in books and publication of books
- Mentoring and Counselling methods
- Contribution to Institution and Department
- Feedback from HOD and Principal
- Feedback from students
- Active participation in team work
- Undertaking new academic ventures and being team leads
- Rewards for outstanding achievements in their studies pursued after joining the institution

The following factors are deeply analysed in the appraisal system for non-teaching staff

- Experience
- Skill upgradation through Orientation Programs, Refresher Course, Short Term Courses and Faculty Development Programs
- Higher Studies
- Feedback from HOD and Principal
- Active participation in team work
- Work Discipline
- Outstanding Achievements in their studies Participation in Community services

## **Promotional Procedures**

### **Eligibility:**

The HOD shall be asked to prepare a list of all qualified and eligible candidates for promotion as Assistant Professor, Associate professor and Professor in the month of 31st July every year. The HOD shall also request the faculty members to submit an annual performance appraisal report from various departments, along with the personal remarks of the HOD for each individual.

### Screening Committee:

A Screening Committee will be constituted with the following Members:

- 1.Chairman
- 2.Advisor/Director
- 3.Principal
- 4.VP or HOD concerned

### Selection Procedure for Promotion:

The Screening Committee will review the performance appraisal, academic performance and other capabilities of each candidate and personally interview the candidates. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval. The list will be placed before the Governing Council along with the Service Register of the individuals for approval. The approved candidates shall be promoted.



  
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