



## Performance Appraisal Policy

### Objective:

To establish and maintain a systematic procedure of performance appraisal for teaching and non-teaching staff at DME.

### Scope:

1. Applicable to all full-time teaching staff.
2. Applicable to all full-time non-teaching staff deemed to be in Category A or B as per the non-teaching cadres outlined in universities ([https://www.ugc.ac.in/pdfnews/0092915\\_Model-CRR.pdf](https://www.ugc.ac.in/pdfnews/0092915_Model-CRR.pdf)).
3. The guidelines covers all aspects of employee performance, including core tasks in the job, any specific duties/projects/targets assigned from time to time and professional conduct in all areas of functioning.

### Process:

1. The performance appraisal schedule, necessary formats and associated timelines shall be published by the Director or the personnel authorized by the Director.
2. The performance appraisal process shall be initiated through the Self-Appraisal Form that must be filled by all applicable employees. Self-Appraisal forms shall be filled annually by the applicable employees.
  - 2.1. Self-Appraisal Form for faculty members
  - 2.2. Self-Appraisal Form for non-teaching staff
3. In the case of faculty members, semester wise faculty feedback will also be considered for the overall performance appraisal.
4. As per the institutional requirements, the Director may also gather feedback on the employee from the reporting authority/Head of School
5. The self-appraisal form shall be examined, along with the faculty feedback form (applicable only to faculty members) by the Head of School.
6. The self-appraisal form shall be reviewed, along with the faculty feedback form (applicable only to faculty members) by the Director.
7. The institute follows the principle of management by exception and engages in performance improvement discussions with faculty members who score less than 70% in the faculty feedback.
8. The performance of an employee is appraised in a holistic manner, considering the faculty feedback form (for teaching staff), applicable feedback from reporting authority, the Director's review and the employee's self-appraisal.

Ravi Kant



# Delhi Metropolitan Education

Affiliated to GGSIP University, New Delhi & Approved by Bar Council of India



9. This performance appraisal forms the basis of determining increment ranges, salary revision and career progression applicable to the employee.

## Guidelines:

1. The self-appraisal form and the faculty feedback form should be made available to applicable employees at the start of every semester so that performance expectations are clear for all employees.
2. The self-appraisal form shall be circulated among the employees in a timely manner to ensure self-evaluation in a time bound manner.
3. The performance appraisal must be seen as a positive mechanism by authorities and employees, to support employees' performance and thereby improve organizational performance.
  - 3.1. The reporting authorities must act as custodians of the performance appraisal process and ensure fair and unbiased evaluations.
  - 3.2. Employees must be custodians of their own performance and make use of feedback and institutional resources for all round development.
4. Performance appraisal does not imply automatic salary increase. Employees' performance and existing salary is evaluated in relation to the job tasks, duties/projects/targets assigned, professional conduct, etc. so as to justify increase in salary.
5. Performance appraisal is a confidential exercise and all employees must practice due care in documentation and handling of appraisal processes and discussions owing to its sensitive nature.

*Ravi Kant Swami*





## Self-Appraisal Form (Faculty Members)

Appraisal Period ( )

1. Name: .....
2. Contact no: .....
3. Date of Joining DME:.....
4. Designation & Dept.:.....
5. Self-evaluation:

### Appraisal Summary Score (For Office Use Only)

S.no	Section	Total Marks	Marks Secured
1	Section 5.1 Teaching-Learning Processes	28	
2	Section 5.2 Administrative and Co-curricular Responsibilities	22	
3	Section 5.3 Contribution in Admissions/Placement/Outreach	15	
4	Section 5.4 Academic/Research Performance	20	
5	Section 5.5 Values, Attitudes, Efforts towards institutional focus areas	15	
<b>Appraisal Score (Sum of Section Wise Scores) *</b>			

\* Faculty members' extra-ordinary contribution and efforts for the institution may be considered and duly recognized as part of the appraisal process by the appraising authorities.



## Self-Appraisal Form (To be filled by faculty members)

### Section 5.1 Teaching-Learning Processes (Total Marks: 28)

#### (a) Class Conduct and Performance

Year/ Sem	Course/ Paper	No. of students in Course/ Class	Mode *	Total Classes Assigned	No. of Classes taught #	Classes %	Class Avg Attendance %	Class Pass %
* Lecture (L), Seminar (S), Tutorial (T), Practical (P) # As per documented record, i.e., Contact Hours (C)								
Classes include sessions on tutorials, lab and other teaching related activities.								
Classes % is calculated as: (No. of Classes taught/Total Classes assigned) x 100								
Class Avg Attendance % and Class Pass % shall be verified or as per the vetted numbers shared by the authorized personnel/Committee/HOD								

#### Faculty Remarks (if any)

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#### Grading/Remarks by the appraiser

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## (b) Student Feedback

Feedback to be filled as per the report/details shared by authorized personnel/HOD

Subject	Semester	Feedback

### Faculty Remarks (if any)

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### Grading/Remarks by the appraiser

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## (c) Adoption of ERP in teaching-learning

- Developing & uploading Master Session Plan/Session Plan
- Timely Uploading E-content on Coll poll (Course material/Lecture notes/ reading material/ content/reference material) etc.
- Timely uploading of attendance on Coll poll
- Timely uploading of internal Assessment marks on Coll poll

### Faculty Remarks (if any)

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### Grading/Remarks by the appraiser

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## Section 5.2 Administrative and Co-curricular Responsibilities (Total Marks: 22)

### (a) Contribution in Administrative Activities

E.g. As Head/Chairperson/ Dean/ Director/ Coordinator/Placement cell/Other administrative assignments etc.

Year /Sem	Detail of Activities	Achievements /Remarks

### Faculty Remarks (if any)

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### Grading/Remarks by the appraiser

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**(b) Contribution in Institutional/School Level Committees/Cells/Societies/Clubs**

E.g. Student related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services etc.

Year /Sem	Detail of Activities	Achievements /Remarks

**Faculty Remarks (if any)**

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**Grading/Remarks by the appraiser**

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### Section 5.3 Contribution in Admissions/Placement/Outreach (Total Marks: 15)

E.g. Admissions related responsibilities, internship and placement, outreach activities

S.no	Year /Sem	Detail of Activities	Achievements /Remarks

#### Faculty Remarks (if any)

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#### Grading/Remarks by the appraiser

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