



प्राचार्य  
एम बी राजकीय स्नातकोत्तर महाविद्यालय  
हल्द्वानी (नैनीताल) - २६३१३९  
दूरभाष: ०५९४६-२२२०१७

(2024-25)

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

The institutional performance appraisal system for teaching and non-teaching staff involves the annual self-assessments and evaluations by department heads, the institutional head, and even by the students, when they render their feedback and satisfaction report. In fact, each faculty is mandated to submit the annual Performance Based Appraisal System (PBAS), through online mode in the Samarth portal, to be scrutinised by the Head of the institute, who then forwards the same to the higher authorities- The director (The Directorate of Higher Education), and subsequently to the Secretary, Higher Education, Government of Uttarakhand. The system appraises areas like academic and research contributions, the administrative support extended, awards and recognitions received during the interim period, etc. For the non-teaching staff, it's the interpersonal skills. Such self-appraisal is also required at the time of applying for promotion under CAS, where the performance is evaluated by the committee headed by IQAC co-ordinator, who then subsequently forwards the application to the principal. Key Components of the institutional performance appraisal, constitutes the following:

*Self-Appraisal* (as per PBAS)- Employees complete a self-appraisal report detailing their accomplishments over the past academic year.

*Evaluation by the principal*- The principal then evaluates the performance feedback, and appends his own remarks about the performance of the respective faculty, and finally appends grade to the faculty, not just based on the submitted self-appraisal of the individual faculty, but also upon his/her own appraisal of the said faculty.

*Student Feedback*- Though not customary, the students' feedback Report, and satisfaction reports are analysed, and the final cumulative report is made available to the teaching faculty for remedial measures. The report is also posted in the college website.

*Confidential Reports*: Annual confidential reports are maintained for the non-teaching staff.

*Performance-Based Appraisal System (PBAS)*- remains a structured format, which is used for the self-appraisal of the faculty, to evaluate academic, research, and extracurricular activities. It also includes his/her teaching effectiveness through the grades or marks obtained by the students in his/her subjects taught; the number of research publications, as also the quality of publications evaluated through, say number of publications in SCI, or SCIE indexed journals. It also involves details of the faculty's contribution in administration, in the organization of different academic and cultural events, sports, etc. and other additional responsibilities.

The parameters for the non-teaching staff still remains the Annual Confidential reports and the offline mode of PBAS, which involves the assessment of assigned responsibilities, technical competence, sincerity, and maintenance of office records, equipment. Participation in the administrative bodies, and his/her involvement in community engagement. Other features of the PBAS, include professional conduct, attitude towards colleagues, and ability to effectively work with students and the public. In brief, the various parameters for assessment are the following:

- Character and Habits,
- Departmental abilities,
- Capacity to do hard work,
- Discipline, Reliability, Cooperation with superiors, and colleagues, etc,
- The ability to Drafting, an efficient organization of documents (in the case of Ministerial Staff), and technical abilities (in case of workshop staff).

The overall assessment based on the cumulative grade is then forwarded to the Director of Higher Education.



The signage displayed outside, encouraging the students to participate in the students' feedback

This is to certify that the information provided above is correct to the best of my knowledge & belief.

(C S Negi)  
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