

PERFORMANCE APPRAISAL MECHANISM OF TEACHING AND NON-TEACHING STAFFS

The Principal and the Governing Body of the college annually maintains a confidential performance appraisal report of teaching and non-teaching staffs with proper consultation with the IQAC and Vice-Principal of the college. The format for appraisal report used is the standard format of Performance Appraisal Report (Confidential) as per clause 26 of Assam College Employees (Provincialisation) Rules, 2010. The overall report involves four parts viz. PART-I, PART-II, PART-III and PART-IV. PART-I contains only the personal data of the employees, PART-III contains three point opinion of the reviewing authority on the employees and PART-IV have the signature of the accepting authority i.e. president of Governing Body.

Part-II is the annual assessment of the employees made by the Principal. It has 11 pointed opinion out of which only point no 10 is objective in nature which includes the data on total working days, class allotted and class taken are incorporated in a tabular form. All other 10 points are subjective in nature. These includes opinion about the aptitude, initiative, drive and efficiency for arrangement of works, exception of work, relationship with all the stakeholders of the institution including principal, other teaching and non-teaching staffs, library staffs, students. On the basis of objective analysis of the regularity, punctuality, obedience etc. if the overall performance is found satisfactory by Principal, then report is forwarded to Governing Body for its remarks and acceptance. Then after acceptance by the Governing Body the report is kept under the custody of the Principal and sent to higher authority whenever and wherever is needed. Moreover, the pointed necessary upliftment gap is discussed with the Vice-Principal and IQAC for future course of action.


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