

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

The institution has a systematic and transparent performance based appraisal system for evaluation of faculty performance under different verticals. The appraisal process is developed in such a way that it takes into account the faculty contribution in all the academic and administrative areas. A self-appraisal form has to be duly filled and submitted through proper channel to the HR department. The evaluation of faculty performance and feedback for appraisal will be given by Head of the Department, Vice Principal and Principal. The approval of appraisal will be given by the Chairman and COO.

The following verticals are considered for teaching staff

- Academic Performance includes Percentage of results produced in University examination, use of innovative teaching methodologies, ICT tools, etc.
- Research Performance includes Journal, Conference, Patent, Articles and Book chapter publications, Consultancy projects/Funds/Grants received and Student Project Guidance
- Individual Professional development includes completed NPTEL and other Online courses, FDPs, Workshops, Seminars attended and Professional memberships.
- Contribution in extension activities like organizing funded conferences, seminars, supporting students for training, internships and projects.
- Contribution through additional responsibilities in major support systems.

For non-teaching faculty their contribution in laboratory activities, equipment maintenance and service, also contribution through additional responsibilities are considered.


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