



## Criteria: 6.3.5

### *Teacher's Self Appraisal*

Every year, the college mandates its educators to submit a self-assessment report, utilizing a designated format known as the APAR form, easily accessible on the college's official website. This form plays a pivotal role in empowering teachers to appraise their own progress and to present their ongoing professional growth, evident through activities like paper presentations, publications, participation in seminars, conferences, and faculty development programs. Also the data collected by various departments is consolidated to generate annual reports, which are subsequently collectively deliberated upon during departmental meetings with the Principal. Students are also actively involved in the evaluation process as they provide feedback on the Teaching-Learning process. This constructive feedback procedure is facilitated by the college's Internal Quality Assurance Cell (IQAC).

### *Non-Teaching Staff Appraisal*

Each employee is tasked with completing an Annual Performance Appraisal Report (APAR) online, a document subsequently endorsed by their respective Reporting Officer and further affirmed by the Reviewing Officer. Performance appraisal protocols mandated by the University Grants Commission (UGC) for its staff members engaged in diverse departments are followed. The Principal regularly conducts periodic review meetings with the Administration section, Accounts section, and Library staff to ensure the institution's smooth functioning .

