



Office of the Principal
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Appraisal System for Teaching and Non-Teaching Staff

Introduction: In order to assess and improve the performance of both teaching and non-teaching staff, the appraisal system is essential. It preserves institutional quality, guarantees ongoing professional development, and conforms to National Assessment and Accreditation Council (NAAC) standards.

Appraisal System for Teaching Staff The appraisal of teaching staff is conducted based on the following parameters:

- **Teaching Performance:** Student feedback, classroom engagement, innovative teaching methods.
- **Research and Publications:** Research papers, books, funded projects, and conference participation.
- **Academic Contributions:** Curriculum development, mentorship, and student guidance.
- **Professional Development:** Participation in faculty development programs, workshops, and training.
- **Institutional Responsibilities:** Administrative roles, committee participation, and event coordination.

Appraisal System for Non-Teaching Staff The appraisal of non-teaching staff focuses on:

- **Work Efficiency:** Punctuality, task completion, and problem-solving skills.
- **Technical and Administrative Skills:** Knowledge of office automation, record-keeping, and institutional procedures.
- **Interpersonal Skills:** Communication, teamwork, and responsiveness.
- **Professional Development:** Participation in training programs and skill enhancement workshops.
- **Contribution to Institutional Goals:** Support in academic and administrative functions.

Appraisal Methodology

- **Self-Appraisal:** Staff members submit a self-evaluation report.
- **Peer Review:** Colleagues provide feedback on teamwork and collaboration.
- **Student Feedback:** Teaching staff are assessed through structured student feedback.
- **Head of Department (HoD) and Principal Review:** Performance is evaluated based on reports and observations.
- **Annual Performance Report (APR):** A comprehensive report submitted to the management for final assessment.

Outcomes and Benefits

- Boosts both institutional and individual performance.
- Determines the requirement for training to improve skills.
- Promotes a culture of ongoing education and career advancement.
- Makes the institution more transparent and accountable.

Conclusion According to NAAC standards, an effective appraisal system guarantees staff members' productivity, motivation, and development, which greatly raises the institution's overall caliber and standards? Institutional excellence will be further enhanced by ongoing evaluation and enhancements to the appraisal procedure.



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