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

1.The teaching faculty members of the departments are asked to submit the filled in API (Academic Performance Indicator) form at the end of the academic year prepared by the IQAC of the college in accordance with the UGC guidelines. The document segregated into five categories (i) Teaching, Learning and Evaluation, (ii) Co-Curricular and Professional Development (iii) Research Publications and Academic Contributions (iv Administration (v)Membership of Professional bodies ,Awards received, Internships for students

2. Student Feedback on Faculty – Subject based feedback is collected every semester to gauge the teaching performance of the faculty in Theory/Lab based on parameters: ‘Subject Knowledge, Discipline/Behaviour, Method of Teaching, Completion of Syllabus ,Tests and Evaluation .

3. Annual Academic Audits – Department level audit is performed annually (a) External Audit done by an external expert, members of reputed organizations (b) Internal Audit comprises of inter department stock verification and Administrative Audit done by Institution members. Based on Audit Report, departments will make a necessary action plan.

4. Action Taken Report – This report is prepared to enumerate the action based decisions undertaken. The Principal conducts regular meetings to take cognizance of the faculty performance.