



DEEPSHIKHA GROUP OF COLLEGES

Nurturing Talent, Empowering Futures



PERFORMANCE APPRAISAL POLICY

Recognizing Contributions.
Encouraging Growth.
Driving Excellence Together.



GOAL ORIENTED



PERFORMANCE



DEVELOPMENT



FEEDBACK



RECOGNITION

Performance Appraisal Policy

Preamble

Deepshikha College of Technical Education (DCTE), Jaipur, is committed to executing a robust and constructive Performance Appraisal Policy designed for the continuous evaluation of employee performance and the precise assessment of their professional development needs. This systematic process measures levels of achievement, appreciates exemplary workplace behavior, and aligns individual growth with the college's core mission.

The appraisal mechanism delivers valuable, data-driven feedback to pinpoint specific areas for improvement. By assessing an employee's Knowledge, Skills, and Attitudes (KSA), the policy safeguards institutional standards while fostering an environment where administrators can motivate both academic and non-academic staff to achieve excellence.

Key Benefits of the Appraisal Framework:

- Evaluates the comprehensive work performance of all employees.
- Utilizes a dedicated Performance-Based Appraisal System (PBAS) tailored for teaching and learning roles.
- Strategically identifies targeted training and capability-building needs.
- Promotes open institutional communication and transparent organizational dialogue.
- Establishes a transparent, merit-based foundation for deciding rewards, career advancements, and promotions.
- Measures the long-term efficacy of implementation programs and staff competencies.

Section 1: Definitions

1.1 College / Institution: Refers exclusively to Deepshikha College of Technical Education (DCTE), Jaipur.

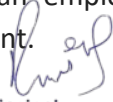
1.2 Employee: Anyone serving in a designated role at the college, spanning academic positions (professors, associate professors, assistant professors, and lecturers) and non-academic positions (administrative, technical, and support staff) across all tiers.

1.3 Performance: The effectiveness, quality, and overall efficiency with which an employee executes their role-specific duties.

1.4 Competence: The consolidated capability to perform institutional duties efficiently.

1.5 Competency: A demonstrable combination of knowledge, skills, and professional attitude required to clear job responsibilities seamlessly.

1.6 Feedback: Evaluative reactions provided to an employee regarding their performance, acting as the foundation for systematic improvement.


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1.7 Employee Development: The developmental process through which staff enhances existing capabilities and acquire new expertise via campus-facilitated training programs.

1.8 Training: Explicitly planned activities geared toward teaching individuals specialized operational skills.

1.9 Capacity Building: The systematic process of developing and strengthening the workplace skills, resources, and processes required to thrive in a rapidly changing educational landscape.

Section 2: Policy Statement, Purpose & Scope

2.1 The Statement

This policy commits to maximizing the college's operational effectiveness by systematically managing employee performance, enhancing job satisfaction, and prioritizing targeted professional training resources.

2.2 The Purpose

The core performance appraisal mechanism is designed to:

- Identify individual structural strengths and operational weaknesses.
- Gauge employee potential for future growth, institutional responsibilities, and promotion.
- Furnish transparent, objective feedback directly to the employee.
- Offer proactive opportunities for ongoing skill development and lifelong learning.

2.3 The Scope

This policy strictly applies to all academic and non-academic employees holding permanent, probationary, or tenure-based contracts at Deepshikha College of Technical Education.

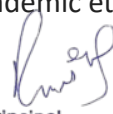
Section 3: Performance Appraisal Practices

3.1 Aligned Objectives: Managing employee performance and bridging skill gaps are paramount to achieving the college's educational milestones. The management ensures all review instruments are directly proportionate to the employee's role-specific duties.

3.2 Shared Responsibility: Evaluating performance is a cooperative responsibility shared between the employees, departmental heads, and appointed administrative review officers.

3.3 Structured Goals: The appraisal serves as a structured method to establish clear work expectations, celebrate career milestones, provide concrete feedback, and layout developmental trajectories.

3.4 Productive Dialogue: The system actively fosters open communication between supervisors and employees to review performance against targets, manage potential underperformance gracefully, and maintain rigid compliance with academic ethics and university guidelines.


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Section 4: Kinds of Appraisal

The college implements two distinct streams of evaluation based on job profiles:

4.1 Self-Appraisal System for Teaching Staff

In direct alignment with the University Grants Commission (UGC) standards and University of Rajasthan criteria, the **Performance-Based Appraisal System (PBAS)** is instituted for all faculty members.

4.1.1 Annual Evaluation: Every faculty member must complete and submit their Annual Self-Assessment via the prescribed PBAS format at the end of every academic year.

4.1.2 CAS Promotions: Promotions under the Career Advancement Scheme (CAS) rely heavily on the Academic Performance Indicator (API) score computed through the verified PBAS records.

4.1.3 Institutional Contributions: Due credit and weightage are explicitly granted to faculty members fulfilling additional voluntary roles, administrative duties, or campus event management.

4.1.4 Verification Flow: The PBAS documents completed by faculty must be reviewed and verified by the respective Head of Department (HoD) / Director, followed by final clearance from the Principal/Dean.

4.2 Confidential Report System for Non-Teaching Staff

All non-teaching, administrative, and lab-support personnel are appraised through an annual **Confidential Report (CR)** system. Staff members are systematically verified by their respective controlling officers across crucial operational parameters, including:

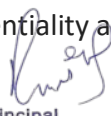
- Professional character and integrity.
- Technical competence in their departmental role.
- Discipline, punctuality, and workplace compliance.
- Sociability, collaborative teamwork, and support extended to peers, superiors, and students.

Section 5: Stakeholder Responsibilities

5.1 Institutional Management and Principal

The management along with the Principal holds chief executive responsibility for the fair implementation and oversight of this Performance Appraisal Policy. The Administrative cell is responsible for maintaining the strict confidentiality and secure custody of all appraisal records.

5.2 Employee Responsibilities


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- Active consultation with reporting officers to clear up ambiguities regarding the job expectations.
- Consistent accountability regarding the timely fulfillment of individual, departmental, and institutional targets.
- **For Academic Staff:** Mandatory submission of updated Academic CVs, research publication details, and completed PBAS forms within the set timeframe.
- Active engagement in professional capacity-building programs and respectful, ethical conduct towards peers and supervisors.

5.3 Head of Department (HoD) and Officer

- Ensuring that the annual appraisal timeline is rigorously followed for every subordinate employee.
- Evaluating performance objectively, ethically, and free from personal bias.
- Setting well-defined performance criteria and realistic timelines in full coordination with the staff.
- Identifying signs of underperformance early, formulating improvement strategies, and motivating staff through timely institutional recognition.

Section 6: Development and Remedial Aspects

6.1 Professional Learning Integration

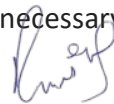
- The systematic data generated from annual appraisals will directly inform the college's annual faculty development and institutional capacity-building focus areas.
- Identified skill upgrades will be structurally integrated with the strategic operational roadmap of the institution.

6.2 Policy Training

- Departmental Heads and administrative officers are required to keep themselves fully updated on all aspects of the appraisal format.
- The college administration will conduct regular awareness programs to ensure that every new and existing employee understands how their performance is mapped.

6.3 Managing Underperformance

- Where underperformance is formally noted, the respective HoD/Supervisor will communicate transparently with the employee to outline key deficiencies.
- The supervisor will set reasonable milestone timelines within which required improvements must be achieved, while providing necessary institutional support.



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- If performance remains below acceptable institutional parameters despite documented warnings and assistance, formal disciplinary procedures for unsatisfactory performance will be initiated.

6.4 Equity Assurance

The entire performance appraisal cycle must remain firmly anchored to absolute equity principles, equal opportunity, and rigorous academic ethics.



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APPROVED BY

Principal

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