



### 6.3.1 SUMMARY SHEET

#### **6.3.1 The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff**

##### **Annual Performance Appraisal Report (APAR)**

Another measure to assess faculty is by means of the APAR submitted at the end of every academic cycle. The objective of the APAR is to highlight faculty member's role and performance for the past year and it also summarizes the expectations from the faculty for future development. The reporting authority reviews the nature and quality of work faculty performed annually based on the parameters such as knowledge of the sphere of work, analytical ability, initiative taken, ability to inspire and motivate, supervisory ability, interpersonal relations, and teamwork.

Feedback received from students are further considered and incorporated in decision making process for continuous improvement..

The APAR cell appraises and evaluates the staff accordance to which the staff takes on the training for further skill development. The internal promotions are as per the standard code of promotion & policies. The institute on regular intervals also trains its supporting staff to make them informed stakeholders. Administrative staff members are oriented on all the official procedures like noting, drafting and filing etc. Staff is nominated for external

##### ***Additional requirements:***

<i>File Description</i>	<i>Documents</i>
Any additional information	<a href="#">APAR Format (Teaching Staffs)</a> <a href="#">APAR Format (Non Teaching Staffs)</a> <a href="#">Email Communication with Faculty/ Staffs</a> <a href="#">Office Order regarding distribution of Blank APAR</a>
Link for additional information	<a href="https://www.iift.ac.in/iift/docs/naac2023/qif/c6/m631/Blank_APAR_Faculty.pdf">https://www.iift.ac.in/iift/docs/naac2023/qif/c6/m631/Blank_APAR_Faculty.pdf</a> <a href="https://www.iift.ac.in/iift/docs/naac2023/qif/c6/m631/Blank_APAR_Staffs.pdf">https://www.iift.ac.in/iift/docs/naac2023/qif/c6/m631/Blank_APAR_Staffs.pdf</a>



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