



VIVEKANANDHA
COLLEGE OF ENGINEERING FOR WOMEN (AUTONOMOUS)
Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.
Elayampalayam, Tiruchengode – 637205.

Faculty Appraisal Policy

1. Purpose:

The purpose of this policy is to establish a **transparent and systematic mechanism** for assessing faculty performance to promote **academic excellence, professional development, and accountability**. It ensures that each faculty member's contribution aligns with the **Vision and Mission** of the institution and supports **continuous quality improvement** in teaching, research, and service.

2. Policy Statement:

The institution recognizes that faculty members are the **backbone of academic excellence**. The Faculty Appraisal Policy aims to evaluate their performance based on clearly defined criteria, identify strengths, and provide constructive feedback for improvement. The appraisal outcomes will guide decisions related to **career advancement, recognition, training, and rewards**.

3. Objectives:

- To assess faculty performance objectively and holistically.
- To promote a culture of **accountability, motivation, and excellence**.
- To identify faculty training and development needs.
- To link faculty appraisal with **career progression** and **incentive mechanisms**.
- To ensure that faculty contributions align with **institutional goals** and **quality benchmarks**.

4. Scope:

This policy applies to **all teaching faculty members** — Professors, Associate Professors, and Assistant Professors — whether permanent, contractual, or probationary.

5. Frequency of Appraisal:

- Faculty appraisal shall be conducted **annually** at the end of each academic year.
- The appraisal report shall be maintained in the **faculty performance dossier** and reviewed by the **Head of Department (HoD)** and **Principal**.

6. Appraisal Committee Composition:

Member	Role
Principal	Chairperson
Head of Department	Member
IQAC Director	Member
Senior Faculty (Nominated)	Member

7. Evaluation Parameters:

Faculty appraisal will be based on the following **key performance indicators (KPIs)**:

Refer Annexure I & II

8. Performance Rubrics:

Performance Score (out of 100)	Action Taken
>80	Appreciation Letter/Reward
40 – 80	No action required
< 40	Action to be taken

9. Outcome and Utilization:

- Results of the appraisal will guide:
 - **Promotion, increments, and rewards.**
 - **Training and development programs.**
 - **Identification of mentors or leadership roles.**
- Consolidated appraisal data will be used by **IQAC** for institutional performance reports, NAAC/NBA documentation, and policy refinement.

10. Confidentiality:

All appraisal records shall be treated as **confidential** and accessed only by authorized personnel.

11. Review and Amendment:

The Faculty Appraisal Policy will be **reviewed every three years** or as recommended by the IQAC to align with evolving academic standards and institutional goals.

12. Conclusion:

This policy reinforces the institution's commitment to **fostering a culture of excellence, accountability, and continuous professional growth**. Faculty appraisal serves not merely as an evaluation mechanism but as a pathway for **mentorship, motivation, and quality enhancement**.



Director /IQAC

DIRECTOR IQAC

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