

Channabasaveshwara Institute of Technology

NH 206 (B.H. Road), Gubbi, Tumkur – 572 216. Karnataka.

Performance Appraisal Policy





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Institution Performance Appraisal Policy

Mandatory Disclosure:

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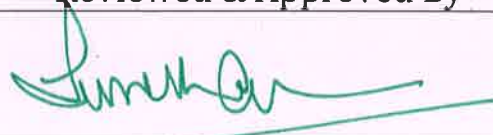
**Institutions Performance Appraisal System for
Teaching and Non- Teaching staff**

The institution has a Performance Appraisal System for teaching and non-teaching staff of Channabasaveshwara Institute of Technology strictly follows the VTU/UGC/AICTE Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in College. All amendments made therein from time to time, for its teaching and non-teaching staff.

The performance of each employee is assessed annually after the completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows:
Teaching Staff

- a) The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System.
- b) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and

Particulars	Reviewed & Approved By
Signature	
Name & Designation	Dr. Suresh DS Director & Principal

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Institution Performance Appraisal Policy

Date: 14.07.2023

Version - 1.0

Page: 02

responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.

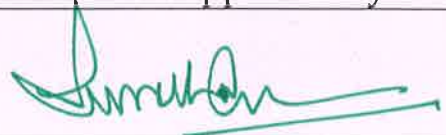
c) The faculty members are informed well in advance of their due promotion.

d) The Faculty Member has to provide all the details regarding their performance, which is checked and verified by the Heads of the Departments, followed by the Dean, and the Director.

e) Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee comprising of Secretary & MD, Director, Principal, Vice principal, Governing Council member, HoD, University nominee Committee member.

All non-teaching staff is also assessed through annual confidential reports, HoD shall submit the report or discuss with the director or and suggest such members for annual performance appraisals.

The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students, and public, Power of Drafting (where

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Institution Performance Appraisal Policy

Date: 14.07.2023

Version - 1.0

Page: 03

applicable), an efficient organization of documents (in case of Ministerial Staff) and technical abilities (in case of workshop staff).

The Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analysing their strengths and weaknesses, and ensuring better performance.

Performance appraisal process system:

1. Establishment of the Appraisal Committee
2. Submission, Review, or Interaction with the Head of Department (HoD) Regarding Department Staff Performance, or Confidential Report Submission by the Department Head
3. Faculty Interaction with the Director:
4. Final Approval Process

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Institution Performance Appraisal Policy

Date: 14.07.2023

Version - 1.0

Page: 04

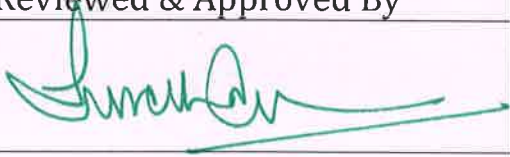
Conclusion:

All personnel within our organization are hereby instructed to take cognizance of the performance appraisal policy for both teaching and non-teaching staff, as it is exclusively designed for employees of CIT. The Channabasaveshwara Institute of Technology places a strong emphasis on the significance of these evaluations, as any promotions or financial increments will be contingent upon individual performance.

In the event of any inquiries arising regarding the interpretation of these regulations, they should be formally referred to the management, whose determinations will be considered as conclusive.

Furthermore, any modifications or amendments to this policy will be formally integrated through an official office memorandum.

Lastly, it is important to note that all legal matters pertaining to this policy are subject to the jurisdiction of Tumkur.

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Signature	
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