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AL-AMEEN COLLEGE OF LAW
Affiliated to Karnataka State Law University and Recognised by Bar Council of India
ACCREDITED WITH NAAC B++

Institution has Performance Appraisal System for teaching and non-teaching staff

DEI strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education- rules together with all amendments made therein from time to time, for its teaching and non-teaching staff.

The performance of each employee is assessed annually after completion of one year of service and the employees appointed will be probationary. 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 and also self appraisal will be collected from teaching and non-teaching staff.

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.
- b) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and 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.
- e) The proforma filled by the Faculty Member is checked and verified by the principal,

The various parameters for staff members are assessed under different categories i.e. Character and Habits, Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting, efficient organization of documents and technical abilities. The comprehensive Annual Confidential Report comprises of 32 parameters. Each

one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, Satisfactory, Average and Poor. The overall assessment is based on the cumulative grade by the principal which is then forwarded to the principal to the management.

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