



## Office-Principal

**Govt. Jagannath Munnalal Choudhary Mahila  
Mahavidyalaya, Mandla, Madhya Pradesh**



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College Code: 3502

## Institutional Performance Appraisal System for Teaching and Non-Teaching Staff

The institution strictly follows the following appraisal systems for teaching and non-teaching:

**Teaching Staff:** Every year the college seeks information from the teachers about their academic achievements and the same is recorded. This record reflects the publications, conferences attended, papers presented, participation in orientation and refresher courses by the faculty members. These records of achievements and participations by the faculty as well as that of the works done by the administrative staff are maintained. At the time of appraisal, as per UGC guidelines for the API calculation and such records are assessed. Further the engagement of faculty members in other spheres like corporate life, membership in different bodies and societies are also considered for performance appraisal. Performance appraisal record is collected in prescribed format and the achievements of the faculty are kept in IQAC for their inclusion in the AQARs of the college. These are communicated to the concerned authority for the preparation of ACR of the faculty members.

**Non-Teaching Staff:** For non-teaching staff ACR (Annual confidential Report) is sent by the principal to higher authorities like Additional Director and Commissioner, Higher Education. ACRs are taken into consideration in DPC (Departmental Promotion Committee) meeting.

  
**Principal**  
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