

ST. JAMES' COLLEGE OF PHARMACEUTICAL SCIENCES
CHALAKUDY, KERALA

Report of Non-Teaching Staff Appraisal Report (SAR)

The annual non-teaching staff performance appraisal was collected for the academic year of 2021-2022. The non-teaching staff performance appraisal was evaluated based on determination of the performance index of every non-teaching employee. The assessment of performance index involves various parameters like ability to organize and carry out work, willingness to take up additional works in time of emergency, ability to learn new duties, accountability, maintenance of file/records, completion of work on time, approachable, discipline and punctuality, communication and grooming. The above-mentioned parameters were observed on annual non-teaching staff performance appraisal form and report is submitted to the Principal/Management.

Feedback Form Analysis Report

- It was observed that non-teaching staffs were able to carry out work the academic works and administrative works within the time.
- Non-teaching staffs maintained the files/records properly
- Non-teaching staffs were discipline ad punctual




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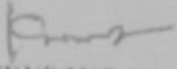
Report of Annual Staff-Appraisal Report (ASAR)

The annual staff- appraisal report (ASAR) of all teaching staffs was collected on annual basis using structured questionnaire for the academic year of 2021-2022. Based on the performance and feedback of staff-appraisal form, the principal takes personal interest in guiding the teachers in order to promote effective teaching-learning and research activities in the college.

Feedback Analysis Report

- The analysis of the staff appraisal form reflects that staffs were found to have adequate academic qualification for teaching process.
- All staffs were actively involved in the college administrative works.
- All staffs were effectively participated and organized the curricular, co-curricular and extension activities in the college.
- All staffs were efficiently participated the National/International seminars, conferences and workshops.
- All staffs were successfully conducted mentor-mentee programme for students in the college.
- Few staffs received the national and international awards.
- Submission of project proposal by staffs to be approved.
- Publication of research/review article by staffs in reputed index journal to be improved.




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