



Sree Narayana College of Education

(Affiliated to MG University, Approved by NCTE)

Muvattupuzha, Ernakulam Dist, Kerala, Pin - 686661

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KEY INDICATOR


6.3 FACULTY EMPOWERMENT STRATEGIES

METRIC: 6.3.5

The institution has a performance appraisal system for teaching and non-teaching staff

[Link for additional information](#)




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Academic and Administrative Audit

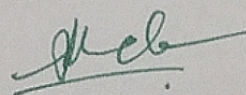
The Academic and Administrative Audit (External) is conducted by the M G University, Kottayam to which the college is affiliated.

The Academic and Administrative Audit (Internal) is conducted at the beginning of each semester by a committee which is headed by the Manager of the institution. The committee comprises of the Manager, Principal, Educational Officer, College coordinator and IQAC coordinator.

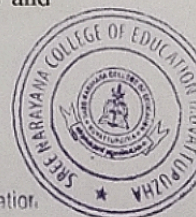
The feedback forms used to gather data for the audit is given below: -

Sl. No.	Feedback Form	Target Group
1	Feedback form for SNCE students (General Information)	Final semester B.Ed and M.Ed students
2	Feedback form for school teachers	Teachers of schools to which B.Ed students are attached for internship program
3	Feedback form for teachers of schools/TTIs	Teachers of schools/TTIs to which M.Ed students are attached for Internship program
4	Feedback form for Employers/ Institutions	Employers/Institutions where college alumni are currently employed
5	Feedback form for parents	Parents of student-teachers of SNCE, Muvattupuzha
6	Feedback form for SNCE students about the faculty	Final semester B.Ed and M.Ed students
7	Performance Based Appraisal System (PBAS) form for Teaching Staff	Teaching Staff
8	Performance Based Appraisal System (PBAS) form for Non-Teaching Staff	Non-Teaching Staff

PBAS: The institution follows a Performance-Based Appraisal System (PBAS) for both teaching and non-teaching staff. Each academic year, both teaching and non-teaching staff are asked to submit self-appraisal reports which enable them to make an assessment of their strengths and weaknesses, giving pointers to areas where further improvement could be possible.



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Appraisal of teaching staff: For evaluating the faculty, the institution adheres to 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.

Each academic year, the teaching staff fills up the self-appraisal report and submits it to the Principal. In the self-appraisal report, the teaching staff provide information on the number/duration of course lectures they have taken including e-content, theses work guided, co-curricular/extension activities, administrative responsibilities, University exam duties, faculty development workshops/seminars attended or organized, paper presentations/publications etc.

Semester-wise results of the B.Ed and M.Ed programs also enable the Principal to monitor the teaching-learning activities. Faculty evaluation is aided by the Exit Point Questionnaire, which is completed at the end of the course. Numerous facets of the curriculum and the process of teaching and learning are addressed.

Feedback from students: At the end of each academic year, the final semester students of both B.Ed and M.Ed programs are asked to grade the performance of each faculty member on several matrices such as subject knowledge, communication and inter-personal skills, professional ethics, sincerity, empathy etc. Feedback from the students are kept confidential.

The feedback from all these sources will aid the Principal in reviewing the performance of each individual faculty. The remarks of the Principal will be entered in the self-appraisal report and constructive feedback given to the faculty.

Appraisal of Non-teaching staff: The non-teaching staff also fills up a self-appraisal report. They assess their performance against 12 matrices in the self-appraisal report. The matrices include knowledge of rules and regulations, responsibility, sincerity, punctuality, efficiency, relations with management, faculty and students, interest to learn new skills etc. The Principal re-evaluates the staff based on their inputs and writes his/her remarks in the self-appraisal report.

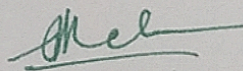
The originals of the self-appraisal reports (of teaching and non-teaching staff) are filed in the college office and a copy furnished to the individual staff. The Management is also appraised of the results of the feedback/appraisal reports. All the filled up feedback forms are collected, analyzed and appropriate actions taken.

The administrative and academic requirements are reported by the staff secretary and non-teaching staff in a standard format which is signed by the college coordinator or the IQAC coordinator for submission to the Principal. The Principal verifies and confirms the requirements, counter-signs and forwards to the Manager for approval and necessary action.

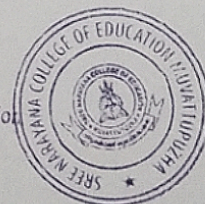
Financial Audit

Financial audit (External) of the institution is conducted every year by Ms. K.M.S Mohammed & Co., Chartered Accountants, Muvattupuzha.

Financial audit (Internal) is conducted periodically by the Manager (President of SNDP Union, Muvattupuzha) and the Educational Officer (appointed by the SNDP Union, Muvattupuzha).

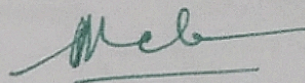


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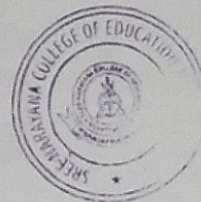


Given in the following pages are: -

- Eight sample filled up feedback forms
- Performance Based Appraisal System (PBAS) forms of 3 faculty members and 3 non – teaching staff
- One form on administrative and academic requirements




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Name of the Teacher	Feedback from students																								Overall A/B/C	
	Content Knowledge			Communication Skills			Interpersonal Skills			Professional Ethics			Honesty			Sincerity			Empathy							
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C					
Kanakkal Sharyia Mathew																										
Seema Baby																										
Uma PV																										
Adya G																										
Sanantha KJ																										
Saranya S																										
Amrutha Rajan																										
Sourya M																										
Arshi K S																										
Neetha John																										
Radhika Pradeep																										
Sani P M																										
Shravya Joseph																										
Suvarnal S																										
Vishva K																										
Aaradhya K Babu																										
Abhijanth K M																										
Sanjivitha P S																										
Paul Joseph																										
Subarshi A																										
Ramesh Ravi																										
Arshi P Chirackal																										
Dr Usha Parvathy																										
Dr Sijitha S																										
Dr Asha Jay																										
Sona Somya																										
Neeraj Mari																										
Jayna T J																										
Farida B																										
Sigra S																										
Aswathi Raju																										




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FEED BACK FORM FOR STUDENTS

Instructions: Kindly fill up the form by grading the given facilities of the college in a three point scale. Please note that grade A is the highest followed by B, C and D. a separate column is given for remarks. Give your responses by putting a tick mark in the corresponding column.

1	ADMINISTRATION	A	B	C	Remarks
2	FACILITIES				
	(a) Library				
	(b) Class rooms				
	(c) ICT Labs				
	(d) Language Labs				
	(e) Psychology Lab				
3	TEACHING				
	(a) Core paper - I				
	(b) Core paper - II				
	(c) Core paper - III				
	(d) Pedagogy - I				
	(e) Pedagogy - II				
	(f) Electives				
4	CURRICULAR ACTIVITIES				
	(a) Teaching practice				
	(b) Seminars				
	(c) Classes of Experts/Guest classes				
	(d) Camp				
5	CO-CURRICULAR ACTIVITIES				
	(a) Arts				
	(b) Sports				
	(c) Celebrations				
	(d) Social service				
6	OTHER FACILITIES				
	(a) Bathrooms				
	(b) Common rooms				
	(c) Canteen				

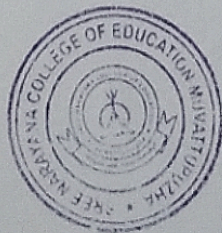


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Any other relevant information

IQAC - SNCF



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