



BUDGE BUDGE INSTITUTE OF TECHNOLOGY (BBIT)

(A unit of Jagannath Gupta Family Trust)

(Approved by AICTE, Govt. of India and Affiliated to MAKAUT & WBSCTVESD)

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HUMAN RESOURCES POLICIES

'FACULTY PERFORMANCE APPRAISAL PROCEDURES'

PART 1 - INTRODUCTION

Appraisals provide the opportunity to recognize and reward employees and to ensure they feel valued for the work that they do by monitoring performance and progress against objectives employees can assess whether to reward staff with salary increases, promotions, or bonuses.

The Appraisal processes are designed to assist the employee with professional development, document the quality and effectiveness of their work, complete the probationary process, and support individuals in becoming outstanding faculty. The College recognizes that because the professional tasks of faculty members are very diverse and complex, the performance appraisal process offers options to develop an individualized plan and to identify what is required to perform a job (goals and responsibilities).

Performance appraisal is a formal system that evaluates the quality of teacher's performance. An appraisal should not be viewed as an end in itself, but rather as an important process within a performance management system that links:

- Universities Objectives
- Day to Day Performance
- Professional Development
- Promotions and Incentives





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PART 2 – PURPOSES

Salary increase Performance appraisal plays a role in deciding the absolute achievement of an employee. Normally salary increase of a faculty member depends upon their performance in their work activities. There is a continuous evolution of their performance either professionally or unprofessionally. This may disclose how well a teacher is performing and how much he should be compensated by way of salary increase.

Promotion Performance appraisal creates a significant role where promotion is based on assessment and superiority. Performance appraisal discloses the status of the employee, diligence, addressing all tasks likely, and performing beyond expectations. In the light of these, it can be decided whether the concerned working member can be promoted to the next higher position based on their Factors of personnel method that involves the recording of behaviours and job performance.

Training and Development Performance appraisal tries to identify the strengths and weaknesses of an employee on his present job. This information can be used for devising training and development programs appropriate for overcoming the weakness of employees and also Counselling, Direct, and Clear Communication, supporting the employee's efforts at improvement via feedback and assistance, and ensuring the employee's involvement and commitment to improving his or her performance.

Feedback Performance appraisal provides feedback to teachers about their performance. A person works better when he knows how he is working. This works in two ways, firstly, the person gets feedback about his performance. Secondly, when the teacher gets feedback about his performance, he can relate his work to the universities objectives.

Motivation Performance appraisal puts a sort of pressure on the employee for better performance. If they are conscious that they are being appraised in respect of certain factors and their future largely depends on such assessment.




Prof. (Dr.) Enabes Shattacharya
Director General Academics
Budge Budge Institute of Technology

"Committed to provide Quality Professionals to the world"

Courses Offered : Management (MBA), M.Tech (CSE, Power System), Engineering : B. Tech in CE, ME, EE, ECE, CSE; Polytechnic : CE, ME, EE, ETCH, CST
Member of International Societies : 1) IUCEE, USA 2) IFEEES, USA.