

# Performance Appraisal System of the Employees

## Haji Anfar Ali College

The Haji Anfar Ali College has an established system to measure the performance of its employees. The college regularly assesses the performance of its employees to enhance the quality parameters. The IQAC of the college collect and fill the performance parameters in the Performance Appraisal Proforma of individual employee and submit the same to the Principal for necessary action. The college provides substantial facilities to its employees for career advancement through the mechanism of internal and external appraisals of their performance.

### (A) Performance Appraisal for Teaching Staff:

- **The Internal Performance** is based on the appraisal system to identify the strengths and weaknesses and to determine the training needs. For the purpose the departmental activities, maintenance of time in attending routine classes, involvement in extracurricular activities are evaluated by the Principal and Governing Body of the college.
- **The External performance** basically lays emphasis on the open houses, Redressal platforms and students feedback on teachers. The feedback analysis reports are shared with the teachers.
- **Departmental performance** such as meeting of the staff, departmental plan of action, departmental achievements, and departmental results ensures the progress of the faculty.

### (B) Performance Appraisal of the Non-Teaching Staff:

- The appraisal system of the non-teaching staff evaluates their performance in tune with goals and objective of the college.
- The students feedback on the administration and office staff of the college and suggestions provided are considered.
- The central library of the college is also evaluated through the feedback of students on the library.



Principal

Haji Anfar Ali College, Doboka

Principal  
Haji Anfar Ali College  
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