



PROVIDENCE WOMEN'S COLLEGE, KOZHIKODE

INSTITUTIONAL PERFORMANCE APPRAISAL SYSTEM Guidelines on Institutional Practices

The handbook of the college, updated each year, provides the guidelines and practices followed by the institution, and also by which the staff abide to follow with

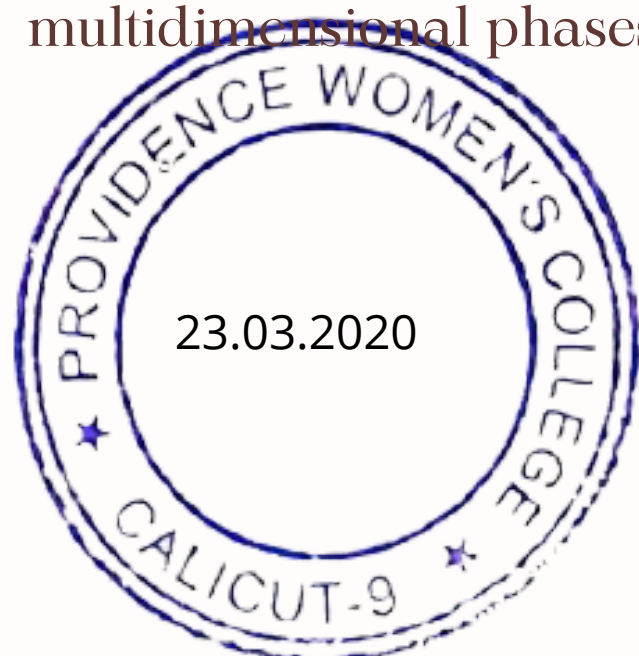
Annual Appraisal Form : Faculty submit individual appraisal reports each year, recordal of personal achievements at all levels. Teachers-in-Charge of various departments and Conveners of various committees also submit an annual updated report of activities, under their tenure .

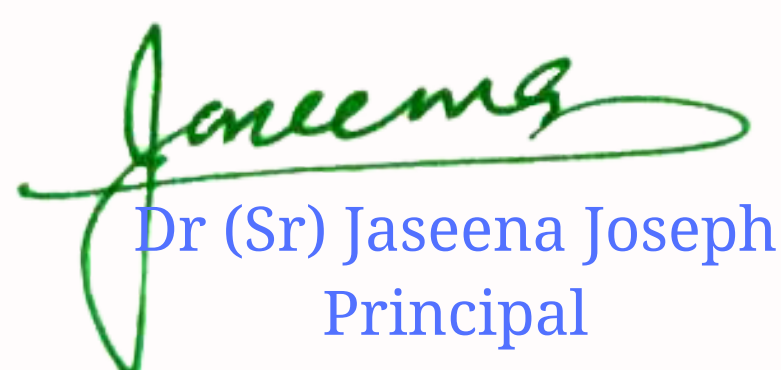
Website updations : Individual updations are required to be update on the personal profiles on the website.

Proforma for Performance Based Assessment System : Each faculty is required to submit the PBAS, in accordance with the UGC regulations, 2018, to ensure that the activities and initiatives required to be taken up by them, is followed. A Committee of senior faculty members is constituted to scrutinize the proforma submitted and validate the API scores. This process ensures and motivates faculty to work towards strengthening their profile, while keeping abreast with the latest developments in Higher education. This facilitates the Administrative Committee and Principal to nominate faculty members for further advancement and enrichment programmes, and awards.

Outcome : Faculty due for appraisal, submit their applications in the proforma, following which a committee is constituted, as per norms, for verification of API scores. The MGB screens and approves , the application, and requests for approval of a panel for Screening committee and Selection Committee for Assistant Professor and Associate Professor respectively. The outcome of selection procedure is reported to the MGB for its approval before being communicating to the University administration, for sanction.

All these together consolidate the individual contributions of each faculty, that goes into enhancing the multidimensional phases of the college




Dr (Sr) Jaseena Joseph
Principal