



KALINGA INSTITUTE OF SOCIAL SCIENCES (KISS)
Deemed to be University, Bhubaneswar - 751024
(Declared under Section 3 of UGC Act, 1956)

6.3.1 Performance Appraisal

Q: The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff.

A:

Yes, the Institution has a Performance Appraisal System, Promotional Avenues, and effective Welfare Measures for both teaching and non-teaching staff. Some of the provisions are as follows:

Performance Appraisal System

KISS-DU has an Annual Self-Assessment and Performance Based Appraisal System (PBAS), which operates based on the self-appraisal of the faculty members at the end of an academic session in a particular format. The format is thoughtfully developed with the purpose of capturing data pertaining to academic and non-academic activities from the faculty members. The format is sent by the Registrar to all individual members of faculty. The Deans of all Schools coordinate and supervise collection of the filled in Self-Assessment forms and ensure their onward transmission to the Competent Authority. Performance is based on their teaching-learning and evaluation activities; co-curricular, extension, professional development related activities, research and development activities, publications, projects, research guidance, training courses, faculty development programmes, refresher courses, papers presented or attended at national and international seminars and conferences, value added activities and innovative initiatives adopted in order to enhance the performance of the students. the curricular and extracurricular performance of the faculty members. Similarly, the annual performance appraisal is done for all non-teaching staff of the university.

Process of Performance Appraisal System

All the faculty members and staff affiliated with a university will engage in a collective and participatory process of annual appraisal of the work about their contribution to the centre's work. Each faculty/ staff receives feedback on the work undertaken during the participatory appraisal. The feedback and subsequent discussion is undertaken in a spirit of openness, understanding and mutual learning to enhance the centre's work. The chair also ensures that younger faculty members and those who are on probation are given timely support and feedback from the group of faculty in the centre regarding their performance and work.

Final assessment of the performance is done in co-ordination between programme / school and registrar's office. In cases of grievances involving faculty and staff the dean play facilitating role in redressal and/ or work with the appropriate redressal mechanism. Individual faculty members can approach the grievance redressal committee of the university when the issue cannot be resolved at the level of chairperson and/or dean of respective programme / school.

Promotional Avenues

The filled-in Self-Assessments forms are thoroughly discussed by the H.R. Head and the Senior Management which are further used for promotional avenues of the faculty members. A Selection Committee for the purpose recommends suitable employees for promotion.

Documents Attached

- [University Vision & Mission as reflected on the Website](#)