



MEENAKSHI COLLEGE OF ENGINEERING
No-12, Vembuli Amman Koil Street, West K.K Nagar,
Chennai - 600 078

APPRAISAL POLICY

Introduction:

At Meenakshi College of Engineering (MCE), we recognize the importance of regular appraisal in evaluating the performance of our faculty and non-teaching staff. This policy outlines the framework for conducting annual performance appraisals to foster professional growth, recognition, and motivation among employees.

1. Appraisal Process:

Annual performance appraisals are conducted for all teaching and non-teaching staff members. Staff members are required to submit duly filled self-appraisal forms at the end of each academic year.

2. Performance Appraisal Criteria:

For Teaching Staff:

- Number of subjects handled, student feedback, and university results.
- Participation in seminars, conferences, workshops, and Faculty Development Programs (FDPs).
- Organization of seminars, conferences, workshops, and FDPs.
- Papers presented at conferences.
- Papers published in national and international journals.
- Book publications.
- Attendance in certificate courses (NPTEL, Coursera, MOOC, etc.).
- Additional responsibilities held by faculty members.
- Proposals submitted to funding agencies.
- Ratings by Heads of Departments (HoDs), Principal, CEO/Management.
- For Non-Teaching Staff:
- Non-teaching staff members are evaluated based on their performance, technical skills, lab and record maintenance, timely participation in college events, and other relevant criteria

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3. Appraisal Review Process:

- Performance appraisal forms are collected from staff members and forwarded to their respective HoDs.
- HoDs provide comments and feedback on the performance of staff members.
- The forms are then submitted to the principal for final approval and action.

4. Rewards and Recognition:

Performance scores are calculated based on a maximum score of 200.

0-129: Need Improvement

130-179: Meet Expectations (Appreciation Certificate)

≥180: Exceed Expectations (Special Incentives)

Staff members who fall below expectations are advised by the committee members to improve their performance.

Conclusion:

The appraisal policy at MCE aims to promote continuous improvement, professional development, and recognition among our valued staff members. Through regular appraisal processes, we strive to maintain excellence in education and service delivery.


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