

**Internal Appraisal Guideline for Teaching and Non-Teaching Staff of  
Durgalaxmi Multiple Campus**



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# **Internal Appraisal Guideline for Teaching and Non-Teaching Staff of Durgalaxmi Multiple Campus**

## **1. Introduction**

This Internal Appraisal Guideline has been prepared to establish a fair, transparent, systematic, and performance-based evaluation system for the teaching and non-teaching staff of Durgalaxmi Multiple Campus. The guideline aims to enhance institutional quality, accountability, professional growth, and effective service delivery through regular assessment and constructive feedback.

The appraisal system shall promote:

- Professional excellence and accountability
- Quality teaching-learning environment
- Effective administrative and support services
- Institutional discipline and responsibility
- Staff motivation and professional development
- Evidence-based personnel management

This guideline shall be applicable to all permanent, full-time, part-time, contract, and temporary teaching and non-teaching staff of Durgalaxmi Multiple Campus.

## **2. Objectives of the Appraisal System**

The major objectives of the annual appraisal system are:

1. To evaluate staff performance systematically and objectively.
2. To encourage professional growth and continuous improvement.
3. To identify strengths, weaknesses, and training needs.
4. To ensure accountability and institutional discipline.
5. To support decisions related to promotion, contract renewal, rewards, and responsibilities.
6. To improve teaching-learning quality and administrative efficiency.
7. To align individual performance with institutional goals and mission.

## **3. Guiding Principles**

The appraisal process shall be guided by the following principles:

- Fairness and impartiality
- Transparency and confidentiality
- Participation and self-reflection
- Evidence-based evaluation



- Professional ethics and integrity
- Continuous improvement
- Institutional accountability

#### **4. Scope of Appraisal**

The appraisal system shall cover:

##### **4.1 Teaching Staff**

- Permanent faculty members
- Full-time faculty members
- Part-time teachers
- Contract teachers

##### **4.2 Non-Teaching Staff**

- Administrative staff
- Account staff
- Library staff
- Office assistants
- Technical and ICT staff
- Support staff

#### **5. Appraisal Committee**

The Campus Chief shall form an Annual Appraisal Committee consisting of:

1. Campus Chief – Coordinator
2. Academic Coordinator – Member
3. Administrative Officer – Member
4. Head of Department/Section – Member
5. IQAC Representative – Member
6. Staff Representative – Member

#### **Responsibilities of the Committee**

- Prepare and implement appraisal schedule
- Ensure fair and transparent evaluation
- Verify appraisal records and evidence
- Provide feedback and recommendations
- Maintain confidentiality of appraisal documents
- Submit final appraisal report to the Campus Management Committee

#### **6. Appraisal Cycle and Process**

The appraisal shall be conducted annually at the end of each academic year.



## 6.1 Stages of Appraisal

### Stage 1: Self-Appraisal

Each staff member shall complete a self-appraisal form with supporting documents.

### Stage 2: Supervisor Evaluation

Immediate supervisor or head of department/section shall evaluate the staff member.

### Stage 3: Committee Review

The Appraisal Committee shall review all reports and evidence.

### Stage 4: Feedback and Discussion

Constructive feedback shall be provided to the staff concerned.

### Stage 5: Final Approval

The final appraisal report shall be approved by the Campus Chief.

## 7. Annual Appraisal Guideline for Teaching Staff

### 7.1 Evaluation Areas and Weightage

S.N.	Evaluation Area	Weightage
1	Teaching Effectiveness	30 Marks
2	Academic Responsibility	15 Marks
3	Student Support and Mentoring	10 Marks
4	Research and Publication	10 Marks
5	Professional Development	10 Marks
6	Institutional Contribution	10 Marks
7	Discipline and Conduct	10 Marks
8	Innovation and ICT Use	5 Marks
Total		100 Marks

### 7.2 Detailed Indicators for Teaching Staff

#### 1. Teaching Effectiveness (30 Marks)

Indicators:

- Regularity and punctuality in classes
- Lesson planning and preparation
- Subject knowledge and clarity
- Use of student-centered teaching methods
- Classroom management
- Use of teaching materials and ICT



- Completion of syllabus on time
- Student feedback and achievement

## **2. Academic Responsibility (15 Marks)**

Indicators:

- Preparation of teaching plans
- Conducting internal assessments
- Timely submission of marks and reports
- Participation in departmental activities
- Maintaining academic records

## **3. Student Support and Mentoring (10 Marks)**

Indicators:

- Academic counseling
- Guidance and mentoring
- Support for weak students
- Communication with students
- Participation in co-curricular activities

## **4. Research and Publication (10 Marks)**

Indicators:

- Research involvement
- Publication of articles/books
- Conference participation
- Seminar/workshop presentation
- Research supervision

## **5. Professional Development (10 Marks)**

Indicators:

- Participation in training/workshops
- Higher studies and certifications
- Membership in professional organizations
- Academic networking

## **6. Institutional Contribution (10 Marks)**

Indicators:

- Committee involvement
- Program coordination
- Event management



- Community outreach activities
- Contribution to campus development

### 7. Discipline and Conduct (10 Marks)

Indicators:

- Ethical behavior
- Respectful communication
- Compliance with campus rules
- Teamwork and cooperation
- Professional integrity

### 8. Innovation and ICT Use (5 Marks)

Indicators:

- Use of LMS and digital tools
- Innovative teaching practices
- Development of learning resources
- Integration of technology in teaching

## 8. Annual Appraisal Guideline for Non-Teaching Staff

### 8.1 Evaluation Areas and Weightage

S.N.	Evaluation Area	Weightage
1	Job Performance and Efficiency	35 Marks
2	Responsibility and Reliability	15 Marks
3	Communication and Service Delivery	10 Marks
4	Record Management and Accuracy	10 Marks
5	Discipline and Professional Conduct	15 Marks
6	Teamwork and Coordination	10 Marks
7	Innovation and ICT Skills	5 Marks
Total		100 Marks

### 8.2 Detailed Indicators for Non-Teaching Staff

#### 1. Job Performance and Efficiency (35 Marks)

Indicators:

- Timely completion of assigned tasks
- Work accuracy and quality



- Productivity and efficiency
- Problem-solving ability
- Time management

## **2. Responsibility and Reliability (15 Marks)**

Indicators:

- Accountability in assigned duties
- Dependability
- Regular attendance
- Confidentiality maintenance
- Initiative in work

## **3. Communication and Service Delivery (10 Marks)**

Indicators:

- Communication skills
- Courtesy and behavior
- Student and staff support
- Responsiveness to queries
- Public dealing and service orientation

## **4. Record Management and Accuracy (10 Marks)**

Indicators:

- Proper documentation
- Filing and record maintenance
- Data accuracy
- Report preparation
- Information management

## **5. Discipline and Professional Conduct (15 Marks)**

Indicators:

- Punctuality
- Ethical conduct
- Respect for institutional policies
- Professional behavior
- Workplace discipline

## **6. Teamwork and Coordination (10 Marks)**

Indicators:

- Cooperation with colleagues



- Coordination among departments
- Participation in institutional activities
- Positive work attitude

### 7. Innovation and ICT Skills (5 Marks)

Indicators:

- Computer and software skills
- Use of digital systems
- Innovation in office management
- Adaptability to new technologies

### 9. Rating Scale

The following rating scale shall be used for evaluation:

Score Range	Rating	Description
90 – 100	Excellent	Outstanding performance beyond expectations
80 – 89	Very Good	Performance exceeds expectations
70 – 79	Good	Satisfactory and effective performance
60 – 69	Average	Acceptable but improvement needed
Below 60	Unsatisfactory	Significant improvement required

### 10. Sources of Evidence

The appraisal committee may use the following sources:

#### For Teaching Staff

- Self-appraisal report
- Student feedback
- Class observation reports
- Teaching plans and records
- Result analysis
- Research publications
- Attendance records
- Departmental reports



#### For Non-Teaching Staff

- Self-appraisal report
- Supervisor reports

- Attendance records
- Work completion reports
- Office records and documentation
- Feedback from service users
- Institutional participation records

### **11. Student Feedback System for Teaching Staff**

Student feedback shall be collected confidentially and objectively.

Areas of feedback may include:

- Teaching clarity
- Subject knowledge
- Classroom interaction
- Punctuality and regularity
- Fairness in assessment
- Use of teaching methods and ICT

Student feedback shall contribute as supportive evidence in appraisal.

### **12. Performance Improvement Plan**

Staff members receiving “Average” or “Unsatisfactory” ratings shall:

- Receive written feedback
- Participate in professional development activities
- Prepare improvement plans
- Undergo follow-up review after a specified period

The campus administration shall provide necessary support and mentoring.

### **13. Reward and Recognition**

Based on appraisal results, the campus may provide:

- Certificates of appreciation
- Best teacher/staff awards
- Opportunities for professional development
- Recommendation for promotion
- Leadership responsibilities
- Incentives according to institutional policy



### **14. Confidentiality and Ethical Considerations**

- All appraisal records shall remain confidential.
- Evaluation shall be free from bias and discrimination.
- Staff members shall have the right to clarify or respond to evaluation remarks.

- Appraisal information shall be used only for institutional purposes.

### **15. Grievance Handling Mechanism**

If any staff member is dissatisfied with the appraisal result, he/she may:

1. Submit a written application to the Campus Chief within 7 days.
2. Request review of the evaluation.
3. Present supporting evidence.

The Campus Management Committee shall make the final decision.

### **16. Roles and Responsibilities**

#### **Campus Chief**

- Approve and supervise appraisal implementation
- Ensure fairness and transparency
- Take necessary administrative decisions

#### **Heads of Departments/Sections**

- Monitor staff performance
- Conduct evaluations responsibly
- Provide guidance and feedback

#### **Staff Members**

- Participate honestly in self-appraisal
- Maintain required records and evidence
- Cooperate with appraisal procedures

### **17. Documentation and Record Keeping**

The campus administration shall maintain:

- Appraisal forms
- Evaluation records
- Feedback reports
- Improvement plans



All records shall be securely preserved.

### **18. Review and Revision of Guideline**

This guideline may be reviewed and revised periodically based on:

- Institutional needs
- Policy changes
- Feedback from stakeholders
- Quality assurance requirements

Revisions shall be approved by the Campus Administrative Committee.