



BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

(B.C.M. College)

KOTTAYAM

(NAAC REACCREDITED)

Kottayam, Kerala

India - 686 001

Tel: 0481-2562171

Fax No: 0481-2560307

e-mail: bcmktm@yahoo.com

www.bcmcollege.ac.in

FACULTY EMPOWERMENT STRATEGIES AND PERFORMANCE APPRAISAL POLICY

One of the essential resources in providing quality in the higher education sector is human resources. This includes innovative administrators, effective teaching staff and efficient non-teaching staff.

The institution makes the following efforts to enhance the professional development of its teaching and non-teaching staff

- A. The Institution believes in value-based, culture-oriented quality education.
- B. Every year, the college will organise various programmes such as Workshops, Faculty Development Programmes and seminars, in which the faculty are to be actively involved.
- C. Encouragement to attend seminars, conferences, workshops, and faculty development programmes organised by other institutions.
- D. Encouragement to take up research projects in various fields of interest.
- E. The institution encourages the staff to become members of professional bodies and participate in their programs.
- F. Training programmes to improve computer proficiency and communication skills and to use technology in their respective field of work are organised for non-teaching staff. They are also motivated and encouraged to take up higher education in the field of their interest. Adequate support from the institution is extended for the same.
- G. The college encourages its faculty to publish research papers every year.
- H. The young faculty members are encouraged to register for PhD within a reasonable time frame.
- I. The college shall provide the platform to improve the competence of the faculty in their own subjects by preparing the study material
- J. Incentives are also provided to faculty members for attending seminars, workshops, publications in journals of repute and membership in professional bodies.



- Develop accessibility to students outside the class.
- Prepare adequately before the classes.
- Ensure syllabus completion.
- Maintain regularity in conducting classes.
- Adopt better presentation skills.
- Time-bound publications to be produced.
- Concentrate on research projects
- Present papers at conferences and workshops
- Contribute to the specific events organised by the institution.
- Participate in faculty development programs.
- Book Publications
- Involve in the development of course material.
- Plan and schedule classes.
- Initiate proper academic record keeping.
- Encourage assignments/tutorials.
- Maintain regularity and punctuality.
- Display all the qualities required of the nobility of the profession.

Measures To Be Taken by the Institution

The institution has taken several measures to attract and retain faculty to improve its service quality.

- (1) Good infrastructural facilities and a positive work environment are offered to the faculty members.
- (2) Encouragement is given to the faculty members in pursuing research and consultation activities.
- (3) Competitive remuneration is offered for all levels of faculty.
- (4) Opportunity is provided to participate in programmes organised by the institute.
- (5) Training and Faculty development programmes are organised for the professional development of the faculty.
- (6) Encouragement in presenting papers in conferences, seminars etc. organized by other institutions.
- (7) Various welfare facilities are provided to the faculty members.



Details on the Performance Appraisal System:

The components of the Performance Appraisal System to evaluate and encourage the staff members in their improvement are as follows

- A. At the end of each semester, a filled-in feedback form will be collected from the students about the faculty engaging the classes, which evaluates teaching methodology, creativity and level of understanding.
- B. The teaching faculty will fill in the self-appraisal form by providing the details of teaching, results obtained in internal examination and varsity examinations, books and papers published, conferences, seminars, workshops, training programmes attended, research, consultancy and academic administration carried out during the academic year.
- C. In the appraisal form, the Head of the Institution gives feedback about the overall performance of the faculty based on the information provided by the staff members in their self-appraisal form and also through regular presentations where the faculty contributes the information and ideas in the improvement.

The institution utilises such evaluations to improve the teaching/research capability of the faculty. The information helps the faculty to gain insights for improvement in the areas of enhancing competency through strengthening knowledge in the following areas:

- Development of better evaluation practices.
- Acquire higher qualifications.
- Involve in the admission of students.
- Deliver expert lecture at invited talks.
- Chair technical sessions.
- Win recognitions in professional bodies.
- Receive honours in industry/community service.
- Obtain better peer group evaluation.
- Introduce variety of teaching methods suitable to the requirements of the subject.
- Increase interaction with students and promote participation in learning.



Conclusion:

1. The institution takes sustained interest in recruitment and promotion aspects of its employees.
2. The institution adheres to GOI/ State Govt. policies on recruitment (access, equity, gender sensitivity and physically disabled).
3. The institution has an effective welfare mechanism for teaching and non-teaching staff.
4. The institution ensures transparent use of Performance Appraisal Reports.
5. The institution conducts programmes to enhance the competency of its staff.
6. Effective welfare mechanisms of the institutions are available to its staff.
7. The institution conducts programme for professional development of its staff.



A handwritten signature in green ink, appearing to read "Dr. B. S. S. S.", written over a horizontal line.

Principal

***Bishop Chulaparambil Memorial College
Kottayam***