



**CHILDREN'S EDUCATION SOCIETY (Regd.)**

Administrative Office:

1<sup>st</sup> Phase JP Nagar, Bengaluru – 560 078

☎: 080-61754501 – 502 Fax: 080-2654 8658

## **THE OXFORD COLLEGE OF ENGINEERING**

(Recognized by the Govt. of Karnataka, Affiliated to Visvesvaraya Technological University, Belagavi & Approved by A.I.C.T.E. New Delhi, accredited by NAAC with A Grade & NBA New Delhi and Recognized by UGC Under Section 2(f))  
Bommanahalli, Hosur Road, Bangalore –560068.

☎: 080 -61754601/602, Fax: 080 – 25730551 E-mail: [engprincipal@theoxford.edu](mailto:engprincipal@theoxford.edu) Web: [www.theoxfordengg.org](http://www.theoxfordengg.org)

### **Performance Appraisal Policy**

The following factors are effectively scrutinized in the appraisal system for teaching staff. The student's feedback, University Examination results, involvement, commitment and achievement of a faculty with respect to his/her non-academic activities. The duly filled Self appraisal form is received from each faculty at the end of every semester.

According to the class room teaching, presentation techniques, course delivery, evaluation of test papers, syllabus coverage and fulfilling the academic commitments in time; the performance of a faculty is assessed based on the mark allocation to the above criteria. An effective performance appraisal system helps the faculties in improvising their performance, enhancing their professional growth and contributing to institutional performance. The performance appraisals offer an opportunity for evaluation and discussion of employee weaknesses and strengths.

The faculty appraisal process is based on Self-appraisal report; Providing the information about academic performance, Research activities, developmental activities of department and institute. The student's feedback based on online and oral in class committee meeting. The HOD's evaluation based on the above analysis subsequently the following actions are implemented, Faculty members are encouraged to evaluate and identify their strengths and weaknesses aspects.

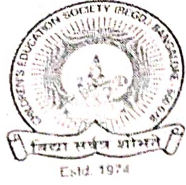
The pace of their deliverables as per the students' requirements is satisfactorily matched by the faculty members. The completion of the syllabus on time is done by the faculty members based on the suggestions given to them and extra lecture classes are arranged if necessary. The result analysis of external assessment is done regularly and the remedial classes are arranged to low performing students in reference to academic progress of the students. Faculty members are encouraged to undertake R&D projects, consultancy work and apply for research grants.

Encouragement is given to the faculty members, to participate in conferences and publish the research papers in the international / national journals. By granting OD to the faculty members based on their competency requirement, are counseled to attend FDP, STTP and workshops organized by the reputed Institutions / universities. The faculty members are encouraged to organize national/ international seminars/ guest lecturers/ workshops/ conferences by sponsoring such events from the institute.

Periodically appraisal interviews are conducted to evaluate the teaching skills, depth of subject knowledge. The performance of the faculty is observed by a team of subject experts, Head of department and Principal. The report of the Head of the department is considered for the performance of non-teaching staff members.

**Principal**

**PRINCIPAL**  
The Oxford College of Engineering  
Bommanahalli, Hosur Road  
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The duly filled Self appraisal form is received from each faculty at the end of every semester.

The following parameters are considered in the Performance Appraisal System:

- Students feedback,
- Performance of students in IATs,
- University exams result analysis
- Faculty research activities
- Faculty registration for PhD
- Faculty paper publication in reputed journals, and
- Faculty achievement in non-academic activities.
- Faculty involvement in University work.

Students' feedback will be taken at the end of each semester for each subject. Based on the students' feedback analysis is being done.

If the faculty member scores less than 75% then proper counselling is given by Head of the Department.

The performance of a faculty is assessed based on the mark allocation to the above criteria.

Duly filled self appraisal form is received from every faculty at the end of the semester. The HOD's evaluation is done at department level and consolidated report will be prepared by HOD and submitted to the Principal for further action.

Principal

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