



## NEW ERA SENIOR SECONDARY SCHOOL

# PERFORMANCE APPRAISAL POLICY

### 1. Introduction

New Era Senior Secondary School is committed to maintaining high standards of teaching, learning, and professional conduct. The Performance Appraisal Policy is designed to systematically evaluate faculty performance, recognize excellence, and support continuous professional development in alignment with CBSE guidelines and institutional goals.

### 2. Objectives

- To assess teacher effectiveness in academic delivery and student outcomes
- To promote accountability, professionalism, and innovation in teaching
- To identify training and development needs
- To provide a transparent basis for promotions, increments, and recognition
- To ensure holistic contribution beyond classroom teaching

### 3. Scope

This policy applies to all teaching staff (PRT, TGT, PGT) and academic coordinators of the school.

### 4. Components of Appraisal

The appraisal system is divided into two major components:

#### A. Academic Performance (Weightage: 100 Marks)

##### 1. Performance of Classes (Student Results & Outcomes)

- Subject-wise result analysis
- Class average vs school average
- Improvement over previous years
- Board results (for Classes X & XII)

##### 2. Assessment Criteria

- Achievement of learning outcomes
- Student progress and value addition
- Remedial measures for weak students



## NEW ERA SENIOR SECONDARY SCHOOL

### B. Other Performance Indicators (Weightage: 100 Marks)

Based on structured indicators (as reflected in the appraisal form), including:

#### 1. Academic Planning & Preparation

- Lesson planning and timely syllabus completion
- Use of teaching aids and ICT tools
- Innovative pedagogical practices

#### 2. Classroom Teaching & Methodology

- Clarity of concepts and subject knowledge
- Student engagement and interaction
- Use of activity-based and experiential learning

#### 3. Assessment & Evaluation Practices

- Regular conduct of tests and assignments
- Timely correction and feedback
- Maintenance of records

#### 4. Classroom Management & Discipline

- Maintaining discipline and decorum
- Time management and punctuality
- Positive classroom environment

#### 5. Student Support & Mentoring

- Individual attention to students
- Career guidance and counselling
- Emotional and academic mentoring

#### 6. Co-curricular & Institutional Contribution

- Participation in school events, assemblies, competitions
- Organizing activities, clubs, exhibitions
- Contribution to school development initiatives



## NEW ERA SENIOR SECONDARY SCHOOL

### 7. Professional Development

- Participation in workshops, training, seminars
- Continuous upgradation of skills
- Implementation of learned practices

### 8. Interpersonal Relations & Conduct

- Teamwork and collaboration
- Communication with parents and colleagues
- Professional ethics and attitude

### 5. Weightage Calculation

- Academic Performance: **100 Marks**
- Other Performance: **480 Marks**
- Leave performance : **110 Marks**
- **Special Weightage by Competent authority : 10 Marks**

**Total Score = 700 Marks**

**Divide total weightage by 7**

Converted into final grade based on cumulative performance.

### 6. Final Grading System

Total Score (%)	Grade	Remark
90% & above	A+	Outstanding
75% – 89%	A	Excellent
60% – 74%	B	Good
50% – 59%	C	Satisfactory
Below 50%	D	Needs Improvement



## NEW ERA SENIOR SECONDARY SCHOOL

### 7. Appraisal Process

1. Self-Appraisal by the teacher
2. Evaluation by Reporting Authority (Coordinator/Vice Principal)
3. Review by Principal
4. Final Consolidation & Feedback Discussion

### 8. Frequency

- Conducted **annually** (end of academic session)
- Mid-term review may be conducted for performance monitoring

### 9. Outcomes of Appraisal

- Salary increment and promotion decisions
- Recognition and awards
- Identification of training needs
- Performance improvement plans (if required)

### 10. Confidentiality & Transparency

- The process will remain confidential yet transparent
- Feedback will be shared constructively with the teacher

### 11. Review of Policy

This policy will be reviewed periodically to align with CBSE norms and institutional goals.

**Principal**  
New Era Sr. Sec. School  
Nizampura, Vadodara.