**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

* The performance of employees especially teaching faculties are assessed annually after completion of one year of service. The objective is not only to evaluate the performance but also to identify potential aspect for improvement which lead to further progress and growth of employee.
* Group-B cadre non-teaching employees also submit their performance appraisal report through HRMS
* Each employee submit his/her Performance Appraisal Report (e-PAR) online to Higher authorities (Reporting, Reviewing & Accepting) through Human Resource Management System (HRMS), Odisha.
* There is also provision to submit Performance Appraisal Report of Group-C employees by the concerned DDOs to the next level higher authorities.