

Maharashtra Shikshan Samiti's

Maharashtra Mahavidyalaya, Nilanga



Staff Performance Appraisal Policy

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Staff Performance Appraisal Policy

Introduction:

The staff performance appraisal is a basic tool of evaluation the performance of the institution. Our college is focused on attaining utmost quality in all aspects of higher education. Our patron Hon. Dr. Shivajirao Patil Nilangekar saheb has always emphasized on selection of teaching and non-teaching staff on the basis of their merit and quality. The present Chairman of Maharashtra Shikshan Samiti, Hon. Vijayji Patil Nilangekar saheb is also following the footsteps of Late Dr. S.P. Nilangekar saheb with regards to selection of teaching and non-teaching staff.

All the vacant posts of teaching and non-teaching staff are recruited after following all the guidelines of UGC and State Government. Only qualifying candidates are considered in the entire selection process without any discrimination of caste, creed or other social norms. The college follows the guidelines of UGC, State Government and the Parent University in Performance Appraisal of its teaching and non-teaching staff. The present policy is focused on a robust and transparent staff performance appraisal mechanism that enables our staff to evolve in a professional manner.

Objectives of the Policy:

The policy has following major objectives-

1. To help teachers to evolve in their respected subjects through participation in various training programs.
2. To help non-teaching staff to participate in administrative and official trainings to develop their skills.
3. To assess the performance of teachers based on their overall contribution in teaching, learning and research.

4. To monitor the growth of teaching staff periodically.
5. To give suggestion to the administration regarding annual appraisal of the staff.

Scope of the Policy

The policy is applicable to all employees of the institution across all cadres including teaching staff, non-teaching staff and support staff working in Maharashtra Mahavidyalaya, Nilanga, Dist. Latur- 413512.

The Policy

This policy is in accordance with the performance appraisal of all teaching and non-teaching staff working in our college. The period of this policy would be five years i.e. 2019-2024.

Mechanism for Teacher Training and Development

- The IQAC shall inform all teachers regarding the training programs organized by different UGC HRDC's across the country.
- The important courses required for teacher's training like-
 - ◆ Orientation/Induction Program
 - ◆ Refresher Courses
 - ◆ Short Term Courses
 - ◆ Pedagogy based training programs
 - ◆ Faculty Development Programs etc. Shall be well informed to the teachers.
- Application for attending such training programs shall be taken from the teaching staff.
- The received applications shall be forwarded to the Principal for further procedures.
- Teachers shall also be encouraged to participate in different research conferences, seminars, workshops, symposiums etc. to upgrade their knowledge.

Performance Appraisal Mechanism for Teaching Staff

❖ Annual PBAS Forms

- The IQAC shall issue notices to all teachers to submit their Performance Based Appraisal System (PBAS) forms along with all relevant documents at the end of the academic year.
- IQAC shall scrutinize and analyse the received PBAS forms.
- IQAC shall confirm the scores entered by the teachers in their personal PBAS proposals.
- IQAC shall prepare annual report of the received proposals and submit the same to the Principal.
- IQAC shall make recommendations to the Principal for further procedure of annual increments.
- The Principal; after verifying the IQAC report shall forward the files to CDC and get its approval.

❖ Career Advancement Scheme (CAS)

- IQAC shall issue notices to the teachers who are eligible for promotions under Career Advancement Scheme (CAS)
- The detailed CAS proposals of teachers shall be received by IQAC in the stipulated time period.
- All the received proposals shall be thoroughly analyzed by the IQAC and marks shall be confirmed as per the guidelines of UGC and State Government.
- IQAC shall forward the proposals to the Principal for further necessary approvals.
- The final proposals shall be forwarded to the University for further actions.
- IQAC shall take periodic review of the promotions of teachers as per the Govt. Norms.

Performance Appraisal of Non-Teaching Staff-


- IQAC and Office Superintendent (OS) shall collect the Confidential Reports (CR's) about the performance of non-teaching staff.
- The OS shall further report to the Principal regarding performance of non-teaching staff in respect of their skills, timely work, accuracy in work and other aspects as and when notified by the higher authorities.

Expected Outcome of the Policy:

- Well trained and more empowered teachers will cater higher education to our students.
- Learning of the students will be more progressive and enlightened which may reflect in annual results of the University
- Teacher welfare will be attained through their timely and transparent promotions to their next academic levels as per the Govt. Norms.
- More administrative and management oriented training programs will be organized in the college to up-skill the non-teaching staff.
- More efficient, skilled and empowered non-teaching staff will cater to all the stakeholders of the college.


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