



Bharatiya Shikshan Prasarak Sanstha, Ambajogai



## **Swa. Sawarkar Mahavidyalaya, Beed**



### **Internal Quality Assurance Cell**

#### **Criteria 6- Governance, Leadership & Management**

#### **Key Indicator 6.2: Strategy Development & Deployment**

**6.2.1: *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.***

### **PERFORMANCE APPRAISAL POLICY**



**Bhartiya Shikshan Prasarak Sanstha, Ambajogai**  
**Swa. Sawarkar Arts, Science & Commerce College**  
**Re-accredited by NAAC-B Grade**  
 Sawarkar Nagar, Jalna Road, Beed M.H., India - 431122



## PERFORMANCE APPRAISAL POLICY

Policy Title : Performance Appraisal Policy		
1.	Administrative Policy Number (APN): 04/IQAC/2019-20	Functional Area: Administrative
2.	Brief Description of the Policy	Placement/Promotion of Staff and non-teaching staff based on Annual Performance Indicators and Service Rules of Government of Maharashtra State
3.	Drafting	CDC, Principal and IQAC
4.	Policy applies to	Teaching Faculty, non-Teaching Staff
5.	Effective from the date	01/02/2019
6.	Approved by	CDC / Principal
7.	Responsible Authority	Principle
8.	Superseding Authority	Management
9.	Last Reviewed/Updated	NA
10.	Reason for the Policy	<ol style="list-style-type: none"> <li>1. Meeting objectives/expectations laid down by the UGC/affiliating University guidelines /Principal / Management for Self-appraisal</li> <li>2. To assess the strengths of the faculty</li> <li>3. Timely implementation of CAS for faculty/providing increment to the faculty</li> <li>4. Time bound promotions of non-teaching staff</li> <li>5. To take disciplinary action against the defaulting teaching staff and non-teaching staff</li> </ol>
11.	References for the policy	UGC/GR/Affiliating University circular.



## **Performance Appraisal Policy for Swa. Sawarkar Mahavidyalaya, Beed**

### **1. Introduction**

Swa. Sawarkar Mahavidyalaya, Beed, recognizes the significance of fair and transparent performance appraisal to enhance employee growth, development, and institutional excellence. This Performance Appraisal Policy outlines the principles, guidelines, and procedures that govern the assessment of employees' performance within the institution.

### **2. Objectives**

The Performance Appraisal Policy aims to achieve the following objectives:

- Promote a culture of continuous improvement and professional development among employees.
- Provide constructive feedback to employees regarding their performance and contributions.
- Align individual goals and achievements with the institution's objectives and values.
- Facilitate data-driven decision-making for career planning and performance enhancement.

### **3. Appraisal Process**

#### **3.1 Performance Appraisal System for Teaching Staff**

- 3.1.1 **Performance Based Appraisal System (PBAS)** Annual performance appraisals will take place. Faculty members are required to complete the PBAS format and submit it, adhering to University Grants Commission standards and the format specified by the parent university. This report comprises three components: i. Teaching, Learning, and Evaluation, ii. Curricular and Extra-Curricular Activities, and iii. Research. It provides an inclusive evaluation of an employee's contributions throughout the appraisal period.
- 3.1.2 **Confidential Report:** The teaching faculty is obligated to submit a self-evaluation report to the Head. This confidential report is forwarded through the appropriate channel. Following the inclusion of the Head's remarks, it must be submitted to the Principal. The Principal will assess the report and subsequently submit it to the

Management.

- 3.1.3 **Teaching Diaries:** Maintaining teaching diaries is a mandatory requirement for teachers. The Head of the departments will verify these diaries on a daily basis, while the Vice Principal will do so on a weekly basis. At the conclusion of each month, the Principal of the college will undertake the verification of the diaries.

### 3.2 Performance Appraisal System for Non-Teaching Staff

- Cadres clearly defined as per state rules and regulation for services.
- All promotions are carried out as per the rules and regulations of State Government
- **Confidential Report:** Non-teaching staff are required to submit their self-evaluation reports to the Office Superintendent. The confidential reports will be forwarded through the appropriate channel to the Principal. The Principal will evaluate the reports and subsequently submit them to the Management.

## 4. Development Plans

The institution will provide training and growth opportunities to enhance employees' professional skills and knowledge.

## 5. Communication and Awareness

The Performance Appraisal Policy will be communicated to all employees, fostering awareness and understanding of the appraisal process and its importance.

## 6. Review and Updates

The Performance Appraisal Policy will be periodically reviewed to ensure its effectiveness, alignment with organizational goals, and relevance.

Through this Performance Appraisal Policy, the college, demonstrates its commitment to fostering employee growth, engagement, and institutional advancement through a systematic and transparent performance evaluation process.

Date:

Place:

  
**IQAC Coordinator**  
**Dr. R. M. Dhere**  
Vice Principal & IQAC Co-ordinator  
Swa.Sawarkar Mahavidyalaya, Beed



  
**Principal**  
**Principal**  
Swa.Sawarkar Mahavidyalaya  
Beed.