



Bharatiya Shikshan Prasarak Sanstha, Ambajogai



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



### **Internal Quality Assurance Cell**

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

##### **Key Indicator 6.5: Internal Quality Assurance System**

**6.5.1: Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

#### **Role of IQAC in Performance Appraisal**

## **IQAC has contributed significantly in performance appraisal of teaching and non-teaching staff of the College.**

The Internal Quality Assurance Cell (IQAC) plays a crucial role in the performance appraisal of teachers and staff in a college by implementing various assessment and evaluation mechanisms. Here's how IQAC contributes to this process:

1. **Establishing Evaluation Criteria:** IQAC helps establish clear and transparent criteria for assessing the performance of teachers and staff members. These criteria could include teaching effectiveness, research contributions, professional development, administrative responsibilities, and community engagement.
2. **Developing Assessment Tools:** IQAC designs assessment tools and instruments that align with the established evaluation criteria. These tools could include Teachers Academic Diary, Confidential Report and PBAS as per the norms of UGC and parent University
3. **Conducting Self-Assessment:** IQAC encourages teachers and staff to conduct self-assessment of their own performance based on the established criteria. This promotes self-awareness and a proactive approach to professional growth.
4. **Performance Metrics:** IQAC may implement performance metrics of PBAS that objectively measure research output, academic publications, participation in workshops and seminars, and contributions to curriculum development.
5. **Professional Development:** IQAC supports teachers and staff in identifying areas for professional development and provides resources or opportunities for skill enhancement.
6. **Monitoring and Review:** IQAC continuously monitors the progress of performance appraisal activities and reviews their effectiveness. This ensures that the process remains relevant and contributes to overall improvement.
7. **Recommendations for Improvement:** Based on the assessment outcomes, IQAC provides constructive feedback and suggestions for improvement to individual teachers and staff. This helps them enhance their professional capabilities.
8. **Documentation:** IQAC maintains records of performance appraisal outcomes and improvement plans. This documentation is valuable for accountability, accreditation purposes, and future reference.

Overall, the IQAC's involvement in performance appraisal ensures a comprehensive, fair, and continuous assessment of teachers and staff members, fostering a culture of continuous improvement within the college.

### **PERFORMANCE APPRAISAL SYSTEM FOR TEACHING STAFF**

1. **Performance Based Appraisal System (PBAS):** The PBAS is monitored by the institute. It is obligatory for the faculty members to fill and submit the performance appraisal report

according to the standards of the University Grants Commission and in accordance with the format provided by the parent university. It is a three-part report whereby the teacher has to fill up the form containing the information of

- I) Teaching, Learning and evaluation
- II) Curricular and extra-curricular activities, and
- III) Research.

This form has to be filled at the end of each academic year which is then submitted to the Head of the Department with the essential documents. After evaluating the form, the head of the department forwards it to the IQAC. The IQAC of the college assesses, validates and evaluate the report submitted by the faculty. This report is submitted to the Principal. The performance appraisal is also used for Career Advancement Scheme (CAS).

2. **Confidential Report:** The teaching faculty submits self-evaluation report to the Head. The confidential report is submitted through proper channel. With remarks of the head it is submitted to the Principal. The Principal evaluates and submits to the Management.
3. **Teaching Diaries:** The teaching diaries are maintained by the teachers. This diary is verified by the Head of the departments and Vice Principal.

#### **PERFORMANCE APPRAISAL SYSTEM FOR NON-TEACHING STAFF**

- Cadres clearly defined as per state rules and regulation for services.
- All promotions are carried out in time as per the rule offering complete benefits to non-teaching staff.
- **Confidential Report:** The non-teaching staff submits self-evaluation report to the Office Superintendent. The confidential report is submitted through proper channel. With remarks of the head it is submitted to the Principal. The Principal evaluates and submits to the Management.



**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.

## Form of Performance Based Appraisal System

**DR.BABASAHEB AMBEDKAR MARATHWAD UNIVERSITY AURANGABAD**

### REPORT OF THE SELECTION COMMITTEE

Report of the Selection Committee under Career Advancement Scheme to implement the process of CAS promotions from \_\_\_\_\_ Academic Level \_\_\_\_\_ to \_\_\_\_\_ Academic level \_\_\_\_\_ in Pay at with rationalized entry pay of Rs. \_\_\_\_\_ to \_\_\_\_\_

**Name of the College:** - B. S. P. S. Ambajogai's- Swa. Sawarkar Mahavidyalaya, Beed  
**Dist. Beed - 431131**

**Name of the Teacher:** - \_\_\_\_\_

**Subject:** - \_\_\_\_\_

A meeting of the Selection committee appointed to consider and evaluate the performance of the Assistant Professor as reflected in the self appraisal report for CAS promotion of \_\_\_\_\_ (AL \_\_\_\_\_) to \_\_\_\_\_ (AL \_\_\_\_\_) in the College was held on **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_.

**The following committee members were present:**

Sr. No.	Committee	Name	Signature
1	The Chairperson of the Governing Body (Chairperson)		
2	Principal of the College (Secretary of committee)		
3	An Academician belongs to (Sc / ST / OBC / Minority /Women / Differently - abled categories) Nominated by Vice-Chancellor		
4	Two University Representatives Nominated by the Vice-Chancellor. 1) Dean of the college development council or equivalent position in the University.		



	
॥ केल्याने होत आहे रे आधी केलेचि पाहिजे ॥	
Bharatiya Shikshan Prasarak Sanstha, Ambajogai	
<b>SWA.SAWARKAR MAHAVIDYALAYA, BEED</b>	
ARTS, SCIENCE, COMMERCE, B.A., B.Sc., B.Com & M.Sc. - Chemistry	
Naac - Reaccredited 'B' Grade	
Name	: Gopal Martand Dhond
Department	: ZOOLOGY
Faculty	: SCIENCE
<b>TEACHER'S ACADEMIC DIARY</b>	
Academic Year 2022 - 2023	



## Personal Information

- 1) Name (in full) : Gopal Martandrao Dhond
- 2) Designation : Assistant professor
- 3) Department : ZOOLOGY
- 4) Educational Qualification : M.Sc Ph.D. M.Phil. B.Ed.
- 5) Date of Birth : 24/02/1972
- 6) Date of Appointment : 15.11.1995
- 7) Date of Joining : 15.11.1995
- 8) Address for Correspondence : Sarda Nagar, Beed
- 9) Telephone No. / Cell No. : 9421343751
- 10) E-mail ID : gmdhond@gmail.com
- 11) Blood Group : \_\_\_\_\_
- 12) Additional Responsibilities : \_\_\_\_\_

- 1) Teacher-guardien Scheme - Chairman
- 2) Vidyasabha- Member
- 3) Environmental Studies Member
- 4) IQAC- Member
- 5) \_\_\_\_\_

  
Signature

  
Principal

# LESSON - NOTES

Day : Wednesday

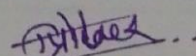
Date : 19/10/2022

Class Sem. Paper No. Time	Content of Syllabus	Teaching Methodology
BSc Fy I I 7.30 am	<u>Annelida</u> General characters and classification up to class Metamerism in Annelida	lecture Q&A
BSc Fy I I 8.50	<u>Arthropoda</u> General characters and classification up to class	lecture
BSc Fy I I 8.50	Unit-test on paper-I Protista to Echinodermata MCQs 10 Marks	evaluation
BSc Sy BSc Sy III VII 9.40 am	Migration in birds Reptilia General characters Calotes External morphology	lecture discussion

Other Activities (Co-curricular, Extra curricular etc)

  
Teacher

H.O.D.

  
Principal



### Abstract of Co-curricular Meeting

Date	Time	Meeting called By _____ for _____ Mandal / Department
29/9/22	12:00	Meeting - Principal - Academic
Arts, Science Commerce		• Syllabus completion report-departmental
		• Activities - co-and extracurricular
U.S. Salve		• Vidyasabha-teaching learning report
Pangarkar		• Exam-Evaluation-and Sports & culture
RB Kulkarni		• Youth-festival- 16-19 october वैज्ञानिक पर्यावरण
Nagergoje		Principal -
19/10/2022		Meeting - Term end Meet - Academic
		Hon'ble - Chandrakantji Mule Sir
		Hon'ble - Principal - Pohekar Mam
		Prize distribution -
		Mule sir - Presidential address
11/11/ 2022	11:00 दिवस	Meeting - परिचय बैठक - मा. मिलींदजी सर्वज्ञ, मा. प्राचार्या, मा.

## Form of Confidential Report

### परिशिष्ट-ब (भाग १)

गोपनीय प्रतिवेदनाचा नमुना  
(नव्याने नियुक्त झालेल्या कर्मचा-यांसाठी)

#### Form of Confidential Report

Full Name पूर्ण नांव	: अभय अनंतराव पांडव
Father's Name वडिलांचे नांव	: श्री. अनंतराव माधवराव पांडव
Date of Birth जन्म तारीख	: 27/05/1970
Place of Birth जन्मस्थान	: बीड. (Village / Town / Taluka / District) गाव / शहर / तालुका / जिल्हा
Nationality and Religion राष्ट्रीयता व धर्म	: भारतीय
Caste Category जात प्रवर्ग	: खुल्ला - ब्राह्मण
Home of Family कुटुंबाचे मुळ ठिकाण	: बीड.
Permanent Address कायमचा पत्ता	: अनंतदीप जवाहर कॉलनी नगर रोड बीड.
Whether any immovable property held कोणतीही स्थिर मालमत्ता आहे काय ?	: नाही
If so, what and where? असल्यास, कोणती व कोठे ?	: —
Date of Joining Government Service शासकीय सेवेत प्रविष्ट झाल्याची तारीख	: 04/08/1993
If service is not continuous, details of Previous Government Service सेवा अखंडित नसल्यास, पूर्वीच्या शासकीय सेवेचा तपशिल	: —
Mother tongue मातृभाषा	: मराठी

परिशिष्ट-ब (भाग ३)

(स्वयंमूल्यनिर्धारण अहवाल)

वैशिष्ट्यपूर्ण कामे

कालावधी : दिनांक \_\_\_\_\_ ते दिनांक \_\_\_\_\_

(१) शासकीय, विद्यापीठ अधिकार्यांचे / कर्मचा-यांचे मांव : साम्राथ सनंतराव पोडव

(२) पद : करीष्ठ लिपीक

(३) या वर्षी / कालावधीत नेमून दिलेल्या कामाची उद्दिष्टे :  
(असल्यास)

(४) वर्षभरात केलेली उल्लेखनीय अशी महत्वाची व  
वैशिष्ट्यपूर्ण कामे (उद्दिष्टांच्या संदर्भासह) :

दिनांक :

  
अधिकार-याची/ कर्मचा-याची सही, मांव व पद

(५) शासकीय, विद्यापीठ अधिकारी / कर्मचारी यांच्या वरील  
मलाशी सहमत आहात का ? :

(१४) फिटनेससाठी पात्रता	:	अयोग्य	ज्येष्ठतेनुसार योग्य		
(14) Fitness for Promotion	:	Unfit	Fit in normal course (according to seniority)		
(१५) प्रशिक्षणासाठी आवश्यक क्षेत्र (वेगळे आवश्यक त्या क्षेत्रांचा उल्लेख करावा)	:				
(15) Areas of training required (Mention required area)	:				
(१६) प्रवृत्तीमान	:	चांगले नाही	चांगले	अद्भुत	
(16) State of Health	:	Not Good	Good	Very Good	
(१७) क्षेत्रीय सराव काम करण्याची योग्यता	:	आहे	नाही	संबंधीत नाही	
(17) Fitness for field work	:	Yes	No	Not relevant	
(१८) संगणकवर काम करण्याची आवड :	:	आहे	नाही	दिसून नाही नाही	संबंधीत नाही
(18) Willingness to work on Computer	:	Yes	No	Not seen	Not relevant
(१९) अंगवजाहतवा दृष्टीकोन	:	मदतीला	सहानुभूतीला	असहानुभूतीपूर्ण	तटस्थ
(19) Attitude towards person with disability	:	Helpful	Sympathetic	Unsympathetic	Neutral
(१९) (अ) सर्वसाधारण गुणवत्ता	:				
(19) (A) General Assessment	:				

(२०) ग्राहणी	:	अ+ अद्भुत	अ अद्भुत	ब+ निश्चित चांगला
(20) Grading (Write in handwriting)	:	A+ Outstanding	A Very Good	B+ Positively Good
	:	ब चांगला	ब- साधारण	क साधारणपेक्षा कमी
	:	B Good	B- Average	C Below Average

ठिकाण / Place :

दिनांक / Date :

Principal  
हस्ताक्षर, नाव व पद  
Signature, Name & Designation of Reporting Officer