



“ Let's help each other, be on a righteous path”  
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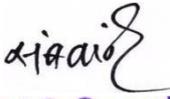
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### 6.3.5: Institutions Performance Appraisal System for teaching and non-teaching staff

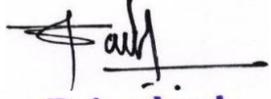
The institution has a system for assessment of yearly performance of the teaching and non-teaching staff members. The annual assessment of the performance of the teaching staff is done as per the norms of the UGC. The University has generated proforma known as the performance based appraisal system. Apart from PBAS, the feedback of teachers' performance is also used to appraise overall performance from the student. The performance of the non-teaching staff is made by collecting information from non-teaching employees in a format provided by the Government of Maharashtra.

#### **Mechanism:**

The institution follows the performance based appraisal system (PBAS) developed by UGC and the University for the promotion of teachers. The college has a separate API-CAS committee to verify the PBAS forms. After verification by the committee, the Principal recommends the proposals of eligible teachers to the University for Promotion. Before the end of an academic year, the forms are given to both the teaching and non-teaching staff to fill in individual information. A stipulated time is given for the submission of the same to the office. The filled forms are submitted to H.O.Ds concerned with all enclosures for assessment and evaluation. The HODs verify the information and then submit them collectively to the principal with proper remarks. The Principal then verifies the information given and gives his remarks. The evaluation of the teachers' performance is made by HODs concerned and the Co-ordinator of IQAC. A separate committee is formed to analyze feedback of teaching faculty. The committee distributes feedback forms among students of various classes and in the absence of teachers, feedback is taken from students. The committee members give instructions to the students about how to fill the forms. Then enough time is given to students to fill-in the given forms. The filled in forms are collected and analyzed and put before the IQAC. If there are some suggestions for teachers then he/she is called by committee and instructions are given orally to the teachers concerned for improving their performance. The non-teaching staff submits their filled in forms to the Office Superintendent, who puts remarks on the forms. These forms are sent to the Principal for further verification and action.

  
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