

6.3.5 Institution performance appraisal system for teaching and non-teaching staff

Performance Appraisal For Teachers:

There is prescribed appraisal system named as Performance Based Appraisal System (PBAS) -which is prescribed by the University Grants Commission , New Delhi. Under this system the Annual Performance Indicators (API) score is calculated annually and submitted to the Principal through concerned Head of the Department. This PBAS performance consists of the following three categories having different weightages.

Category I : Teaching Learning and Evaluation Related Activities.

Category II: Co-Curricular, Extension, Professional Development Related Inputs.

Category III : Research, Publications and Academic Contributions.

The Principal constitutes a verification committee to check the claims made by teachers on the basis of the documents submitted by the teachers. If there is any discrepancy in the inputs it is brought to the notice of the Principal who sends the document back to the teacher for revision. After the due revision the verification committee finalizes the PBAS forms and submit then to Principal. The Principal allots marks and grades to the teachers with his own remarks. These PBAS forms are finally considered as important document for the promotion of the teachers. All the teachers maintain academic diaries which is prescribed by Shivaji University, Kolhapur. These dairies consist of teaching plans, extra-curricular and co-curricular activities details, information regarding seminars, conferences attended and publications. It also consists of various types of leaves enjoyed by the teacher during academic year. On the basis of these API scores the Principal prepares a consolidated performance report of teachers and submits it to the Management.

Performance Appraisal Of Non-Teaching Staff: The Annual Performance of non-teaching staff is recorded through a prescribed proforma of the 'Estimate of General Ability and Character of Grade 'A' to Grade 'C' Officers and Employees'. Annexure 'B' Part 'IV'. Under this, some major criteria of assessment are Industry and Application, Relations with Colleagues and Public, General Intelligence, Technical Ability, Special Attitude, Administrative Ability, Integrity and Character etc. These reports are submitted to the Reviewing Officer that is The Registrar/Office Superintendent of the college and approved by the Principal.