

### 6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

The organization has a systematic and effective performance appraisal system. This system is designed for the personal, professional skills and advancement of an employee as well as participation in various academic/administrative tasks. It leads to the overall development of the college. A Performance appraisal system has been implemented for both teaching and non-teaching staff. Teachers teaching, academic work, their research, administration work as well as their contribution to the development of teaching resources are taken into consideration on the that basis. The academic participation of the teacher is evaluated. The purpose is not only to evaluate the performance of the faculty and staff but also to identify potential aspects for improvement. This purpose is helpful for the future progress of the employees.

The performance of each faculty member is assessed according to the annual self-assessment for the performance based appraisal system. Promotion of professors is also based on API score.

UGC career advancement scheme is based on PBAS Proforma. The college carries out various activities besides, academic. For this additional responsibilities are assigned to the professors. Professors are given prior idea regarding their promotion. PBAS Proforma is. are also checked.

Professors should be dedicated for solving the students problems. It should also treat all students equally, contribute to changing times and encourage the creation of an environment. They should be able to convert their knowledge of the subject among the students.

Non-teaching staff is evaluated by an annual confidential report and an annual performance appraisal. Annual performance of employees is evaluated at various



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levels such as their ability, skills, discipline, character, habits, relationship with colleagues and senior and student relations, drafting, efficient organization of documents, technical efficiency etc, also leadership and teamwork, problem analysis and decision making.

The annual confidential reporting and performance evaluation system helps to evaluate employee's performance. Motivate them, analyze their performance and weaknesses, and ensure good performance.

Non-teaching efficiency is assessed by taking into account planning organization and collaboration, willingness to learn new skills, methods, processes and other things related to it.



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