

Established: June 1992

Sahajvani Shikshan Prasarak Mandal (Tehri) Sanchali



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Policy No.10

PERFORMANCE APPRAISAL POLICY

Policy Title: Performance Appraisal		
1.	Administrative Policy number (APN): (suggested By IQAC)	Functional area; Administrative
2.	Brief Description of the Policy:	Placement / Promotion of staff and non-teaching staff based on annual performance Indicators
3.	Drafting	IQAC
4.	Policy Applies to:	Teaching faculty, non-teaching staff
5.	Effective from the date:	20/06/2019
6.	Approved by:	Principal, Management
7.	Responsible Authority	Principal
8.	Superseding Authority	Management
9.	Last Reviewed / Update:	-----
10.	Main Objective for the Policy	<ol style="list-style-type: none">1. To assess the strengths of the faculty2. Timely implementation of CAS for faculty / providing increment to the faculty3. Time-based promotions of non-teaching staff4. To take disciplinary action against the defaulting teaching staff and non-teaching staff
11.	References for the Policy	UGC/GR/Affiliating University circular



Introduction:

This policy is for making staff and non-teaching staff adhere to the timely submission of the self-appraisal forms to ensure smooth and unhindered career advancement. The Institute will follow all the rules and regulations of UGC affiliating University and submit the applications of the staff to the University Office of the Regional Joint Director for Higher Education after scrutiny for appropriate and action. This policy will ensure hassle free promotions of the staff and non-teaching staff.

This policy will also be a source to gauge the strengths of the staff and their weaknesses. It will also provide direction to the training programmes to be conducted for uplifting the quality of deliverables.

Policy Statement:

The teaching staff and the non-teaching staff (Grant in aid and Self-financed-Programs) will be required to submit their performance appraisal forms annually as per the prescribed format with all the necessary documentary proofs in the given stipulated time to ensure the smooth promotions/ continuations of their services as prescribed by the respective regulatory bodies.

Policy Statement

The teaching staff and the non-teaching staff will be required to submit their performance appraisal forms annually as per the prescribed format with all the necessary documentary proofs in the given stipulated time to ensure the smooth promotions/ continuations of their services as prescribed by the respective regulatory bodies.

Procedures

Grant-in-aid Teaching Faculty:

- Circulation of the PBAS format for Self-appraisal Form F1)
- Training for the awareness of miles for Promotion as per guidelines and API form filling
- Yearly submission of self-appraisal forms
- Submission of Application for CAS.
- Scrutiny of the application and preparation of consolidated score cards



- Appointment of Chairperson, Subject Experts, Government Nominee, Academicians of repute and other members as per UGC/affiliating University guidelines
- Conduct of Scrutiny Interviews as per UGC/ affiliating University guidelines
- Forwarding the files for approval of the recommendations of the committee to the University and subsequently to the Office of the Regional Joint Director of Higher Education.
- Implementation of the after receiving the approval from the above mentioned bodies
- Informing the staff about the status of their CAS application
- Appropriate changes in the ERP software, Office records (Personal file) and service books.
- The non-submission of appraisals in time will lead to losing the increment/promotion for the year.
- Objective based Institute appraisal form to support this policy

Grant-in-aid Non-Teaching Faculty

- Circulation of the format for Confidential Report (Form F4)
- Filling and authentication of the CR by the Heads of the Department to be done annually
- Submission of the CR to the Principal
- Scrutiny and authentication of the CR's by the Principal
- Scrutiny/Approval for Promotion by Internal Promotion Committee and subsequently by Administrative Committee of the Management
- Submission of CR's and all supporting documents to Joint Director office
- Implementation of the higher scale after receiving the approval from the Joint Director office
- Informing the staff about the status of their promotion
- Appropriate changes in the ERP software, office records (Personal file) and service books
- Objective based appraisal form to support this policy (For Administrative NT staff and lab Assistants only) (form f5)
- Appropriate changes in the ERP software, office records (Personal file) and service books
- The non-submission of appraisals in time will lead to losing the increment promotion OR termination of services



- Objective based appraisal form to support this policy (For Administrative NT staff and Lab Assistants only) (Form F5)

Key Words:

Academic performance Indicator, Career advancement scheme, confidential Report.


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