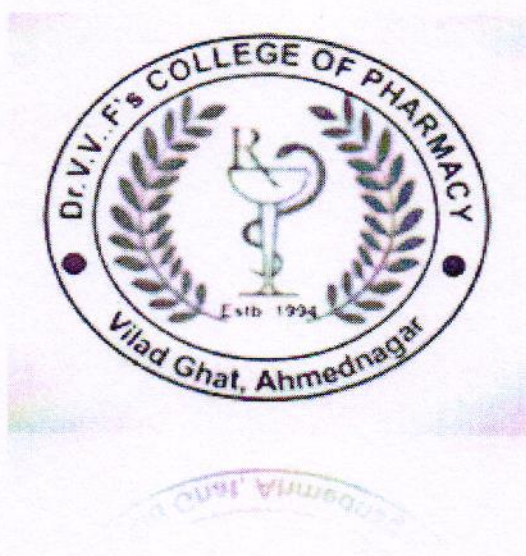


**POLICY FOR
PERFORMANCE APPRAISAL SYSTEM FOR
TEACHING AND NON-TEACHING STAFF**

PREPARED BY:



**Dr. VITHALRAO VIKHE PATIL FOUNDATION COLLEGE OF PHARMACY,
AHMEDNAGAR**

PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

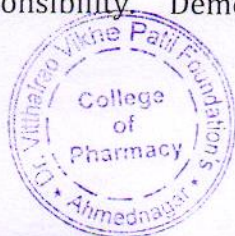
Institute has performance appraisal system for teaching and non-teaching staff. The performance of teaching and non-teaching staff is assessed on yearly basis.

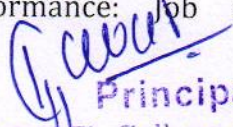
For Teaching staff-

Teaching staff performance appraisal is based on determination the performance index of every faculty. The assessment of performance index involves various parameters like Teaching-learning (academic performance of students in subject taught by teacher, modes of teaching used by teacher, percentage attendance of students), Participation in co-curricular/extension activities (organization of guest lecture/seminar, additional academic responsibilities etc.), Research contribution (publications/projects and seminar/workshop/conference/FDP attended by teacher), leave details, status of higher education, contribution of teacher as to the development of department and Institution. The principal of institute appeals the entire teaching faculty to fill the performance appraisal form and attach the supporting documents with reference to various activities carried out in academic year. The assessment is carried out by HOD for the concerned staff on parameters like(Personal Qualities: Punctuality in work, Ingenuity and initiative, Verbal & written expressions, loyalty to institute.Demonstrated performance: Professional knowledge & its application, Instruction abilities, academic conduct). Further Principal assess recommendation given by HOD and grades the performance along with recommendation and appraisal report is submitted to the management for further action. If the performance of staff is found to be unsatisfactory the appraisal is withhold and the staff is intimated above the same for further improvement.

For Non-Teaching staff-

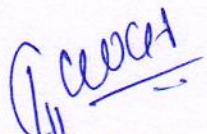
Non-Teaching staff performance appraisal is based on determination the performance index of every non-teaching employee. The assessment of Performance index involves various parameters like attitude towards job profile, attendance and punctuality, Job knowledge and performance, Dependability, contribution to institutional responsibilities. The assessment is carried out by HOD for the concerned staff on parameters like (Personal Qualities: Relation with superior, Relation with colleagues, Ingenuity and initiative, Verbal & written expressions, job responsibility. Demonstrated performance: Job related



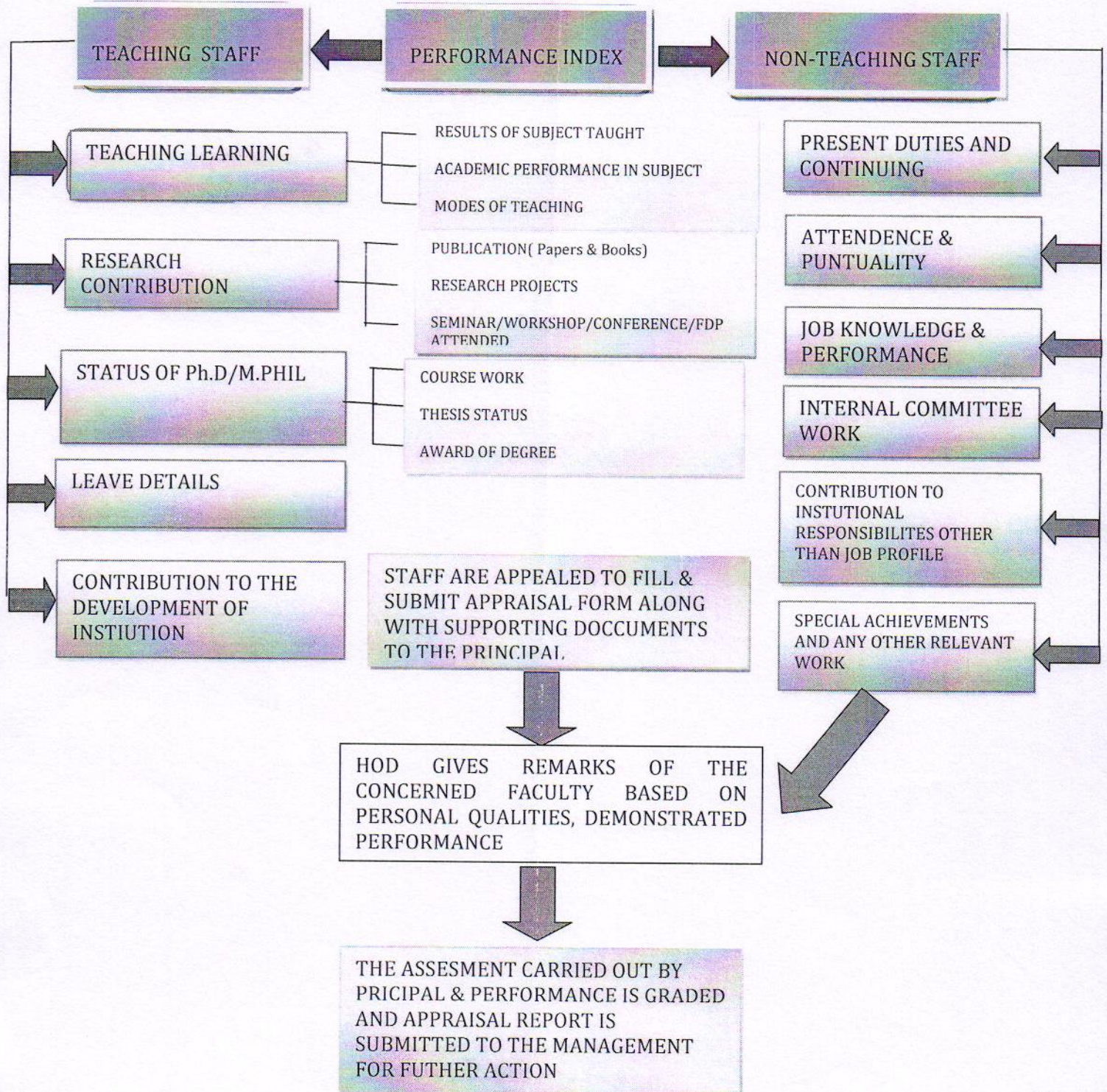

Principal
Dr. V.V.P.F's College of Pharmacy
Vilad Ghat, Ahmednagar

knowledge, Application of skills, Punctuality, Dedication to work. Further, Principal assess recommendation given by HOD and grades the performance along with recommendation and appraisal report is submitted to the management for further action. If the performance of staff is found to be unsatisfactory the appraisal is withhold and the staff is intimated above the same for further improvement.




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MECHANISM OF PERFORMANCE APPRAISAL



Gawar

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