



## PERFORMANCE APPRAISAL POLICY

Policy Title: Performance Appraisal Policy		
1	Policy Number	APC/POLICY/07
2	Brief Description of the Policy	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	June 2019
6	Approved by	Principal, Management
7	Responsible Authority	Principal
8	Superseding Authority	Management
9	Last Reviewed / updated	Reviewed after four years
10	Main Objective for the Policy	<ol style="list-style-type: none"><li>1. Meeting objectives/ expectations lay down by the UGC / affiliating University guidelines / principal/ management for self-appraisal.</li><li>2. To assess the strengths of the Faculty.</li><li>3. Timely implementation of CAS for Faculty / providing increment to the Faculty.</li><li>4. Time –bound promotions of Non-Teaching Staff.</li><li>5. To take disciplinary action against the defaulting Teaching Staff and Non-Teaching staff.</li></ol>
11	References for the Policy	UGC / GR/ Affiliating University circulars

**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 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.

**Procedures:****Grant-in-aid Teaching Faculty:**

- Circulation of the PBAS format for Self-appraisal
- Training for the awareness of rules for Promotion as per guidelines and API form filling.
- Yearly by submission of self-appraisal forms.
- Quarterly review of the eligibility for promotion and intimation to the Staff by the organization.
- 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 scale 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.

**Teachers of Self-Financed Courses:**

- Circulation of the format for Confidential Report (CR).
- Confidential Report filling and authentication 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.
- Yearly submission of CR to HR.
- Conduct of Scrutiny/Interviews as per guidelines of Governing Body.
- Promotion and Implementation of the higher scale after receiving the approval from the Governing Body.
- Informing the Staff about the status of their promotion.
- 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

**Grant-in- aid Non-Teaching Faculty:**

- Circulation of the format for Confidential Report
- 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 Non-Teaching Staff and Lab Assistants only)

**Non-Teaching Staff of Self-Financed Courses:**

- Circulation of the format for Confidential Report.
- Confidential Report filling and authentication 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.
- Yearly submission of CR to HR.
- Conduct of Scrutiny/Interviews as per guidelines of Governing Body Promotion and Implementation of the higher scale after receiving the approval from the Governing Body.
- Informing the staff about the status of their promotion.
- 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 Non-Teaching staff and Lab Assistant only).

  
Principal

Anant Rao Pawar College, Pirangut  
Tal. Mulshi, Dist. Pune - 412115.



### Annexure:

IQAC facilitates the career advancement schemes (CAS) for permanent teachers, Proposals are requested, After scrutinization of documents, verification and validation of proposals, IQAC forwards the proposals to the concerned authorities.

**Following staff are benefited under the CAS from Academic year 2017-18 to 2021-22.**

Sr. No	Name of the Staff	Subject	Current Academic Level	Promotional Academic Level	Promotion Date
1	Dr. M.R. Awaghade	Commerce	13A	14	09/01/2021
2	Dr. R. V. Dhere	History	13A	14	13/01/2021
3	Dr. S. N. Bhalerao	Zoology	13A	14	13/01/2021
4	Dr. N. L. Bhandari	Chemistry	11	12	11/09/2019
5	Dr. R. R. Joshi	Chemistry	11	12	28/02/2022
6	Dr. S. A. Lokare	Physics	11	12	25/09/2021
7	Mr. D.A. Sonwane	Chemistry	11	12	22/10/2020
8	Dr. S. H. Deshmukh	Political Science	11	12	01/07/2021
9	Ms. M. B. Patole	Commerce	11	12	29/07/2022
10	Ms. M. A Chavan	Botany	11	12	13/12/2018
11	Dr. V. S. Nandanwar	Economics	11	12	25/12/2021
12	Dr. M. M. Kamble	Physics	11	12	28/02/2022
13	Dr. A. V. Patil	Commerce	11	12	07/07/2021
14	Dr. A. N. Sasane	Economics	11	12	30/08/2022
15	Dr. P. B. Cholke	Botany	13A	14	30/12/2022
16	Mr. A. E. Humbare	Library	12	13A	30/12/2022
17	Ms. N. S. Alhat	English	11	12	29/09/2022
18	Mr. V. M. Salve	Chemistry	11	12	22/11/2022
19	Dr. S. N. Bhalerao	Zoology	12	13A	11/08/2017
20	Dr. P. B. Cholke	Botany	12	13A	08/12/2018

Dr. Chandhari S. R.

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