

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

The functioning status of the Performance Appraisal System for teaching and non-teaching staff

#### **CRITERION 6 – Governance, Leadership and Management**

The fundamental focus of the Performance Appraisal System at Shri Shankarrao Bezalwar Arts and Commerce College Aheri is summarized into 3 main categories:-

- a) Benefit from and derive maximum results on the competencies and capabilities of the employees working with the Institute;
- b) Gain advantage in meeting the goals and objectives of the Institution in a result oriented manner; and
- c) Support in creating a conducive work atmosphere thereby upholding the self-respect and job satisfaction of every employee.

In order to ensure that an effective Performance Appraisal System is in place, the Institute and the employee ensure that the job responsibilities and requirements as well as the performance expectations are understood and interpreted in the right manner. Since the college is grant in aid, the placements of the eligible staff are done by the University and the Joint Director of Higher education Nagpur as per VII pay provisions.

The Performance Evaluation and Appraisal System is done in a systematic manner for all the Teaching and Non-Teaching Staff of the 8 March 2009. institution at the end of the year and the placement as per UGC VII pay GR and Maharashtra Govt GR The performance evaluation of the Teaching Staff and Teaching Support Staff is done as per the Performance Based Appraisal System (PBAS) of UGC and the related Academic Performance Indicators and the Non-Teaching Staff are evaluated as per the Key Performance Indicators. Necessary forms designed by the affiliating university as per Table II of the circular for undertaking the exercise of performance evaluation are circulated to all the employees for submitting their self-evaluation along with supporting documents wherever applicable.

Thereafter, the forms are forwarded to the designated panel members with the remarks of the concerned HoD for a face-to-face interaction with every employee to encourage active participation and ensure an unbiased analysis and judgment is derived.

The panel comprises of the Principal, Management Representative, Dean / HoD and IQAC coordinator . As suggested in the circular, a placement committee is constituted by the university and then the committee recommends the placement in the next higher level if the teacher meets all the conditions for eligibility.

The college strongly believes that the outcome of this process must be comprised of a shared communication, constructive criticism and healthy discussions on strengthening the institutional growth and finding probable solutions for the same as well as inclination to realistically make sincere efforts to achieve with a definite objective in the near future.

**Name of teacher to whom placement awarded during last five years:**

1. Dr R. D. Hajare, Level 10 to 11 in 2023-24
2. M. D. Bansod, level 10 to 11 24

**Promotion to Non -teaching Staff**

1. V. G. Chopawar, Head clerk to registrar ( on transfer to S P College Chandrapur)2022
2. S. Kashti, from Junior clerk to senior clerk, 2023

Regular Increment given to all on roll teaching and non-teaching staff on July 1.

  
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