



JAYAWANT SHIKSHAN PRASARAK MANDAL'S

KAUTILYA INSTITUTE OF MANAGEMENT & RESEARCH

(Approved by AICTE, New Delhi, Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)

NAAC ACCREDITED WITH "A" GRADE

Gat. No. 720 (1&2), Wagholi, Pune-Nagar Road, Pune-412 207.

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Prof. Dr. T. J. Sawant

B.E. PGDM, PH.D

FOUNDER SECRETARY

Dr.H.D.Patil

B.E. , MBA, PH.D

DIRECTOR

6.3.5 Performance Appraisal System

The institute has a performance appraisal system for teaching and non-teaching staff to evaluate the staff on multiple activities performed by them within the institute.

It is carried out at the end of academic year.

The institute has designed self-appraisal form similar to API (Academic Performance Index of UGC/AICTE) for the teaching faculty members. The form is submitted by faculty members with supporting documents to Academic Coordinator.

The form has three parts:

- First part is filled by faculty member on the basis of activities completed in various fields.
- The self-appraisal form consists of following parameters:
- Evaluation of teaching learning process.
- Contribution in extra- curricular and co-curricular activities.
- No of Faculty development programs, seminars, workshops attended for self-development.
- No of research papers published.
- Additional portfolios handled as given by Academic Coordinator.
- Student's feedback for faculty member.
- Result analysis of subjects taught.
- Contribution for benefit of students and development of institute in terms of any innovation.



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The second part is filled by Academic Coordinator which includes his remarks.

Academic Coordinator assesses the faculty member on a 5 point rating scale.

The points are then multiplied by multiplying factor according to weight age given to different criterion.

Thus total marks out of 400 are calculated for the particular faculty member.

The third part is filled by the director in which he either agrees with remarks given by HOD or if his opinion differs then he adds his own remarks.

Finally he gives remarks for considering faculty for increment or otherwise.

The reports are then submitted to top management for review. Based on the reviews, decisions regarding regular increments and promotions are taken. Strengths and weaknesses of faculty member are identified through various information sources. Accordingly suggestions are given to concern staff for the further improvement. The outcome of the review by top management is personally communicated by the Director to the individual staff. Staff members are subjected to counseling and necessary corrective measures like FDP, Training sessions etc based on outcome of appraisal reports.


DIRECTOR
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