



KHADKI EDUCATION SOCIETY'S

Tikaram Jagannath Arts, Commerce & Science College



Principal

Dr. Sanjay Chakane
M.Sc., M.B.A., Ph.D.

Criterion – 6

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Performance Appraisal Policy

Review of staff performance and evaluation of their skills and achievements, is achieved by the annual performance appraisal.

1. The performance appraisal implemented in the college is as per the applicable UGC guidelines, Government of Maharashtra regulations as well as directives of the affiliating university in this regard every year. It is applicable to faculty and non-teaching staff.

2. The demands from the vision and mission of the college is also considered in addition to UGC regulations in the performance appraisal.

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Tikaram Jagannath Arts, Commerce & Science College, Khadki, Pune-411003.

491, Dr. Babasaheb Ambedkar Road, Khadki, Pune - 411 003.

(Affiliated to Savitribai Phule Pune University - ID / PU / PN / 0146 /1983)

Office : (020) 25811491 Principal : 9890171857 / 7020674545

Web Site : www.tjcollege.org E-mail : admin@tjcollege.org / schakane@gmail.com

3. The performance appraisal is done confidentially once every year. The appraisal of teaching staff will be carried out by the respective H.O.Ds who will forward it to the concerned Vice-Principal. Finally it will be forwarded to the Principal. At each stage, the appraisal will be scrutinized and remarks of the HODs, Vice-Principal and Principal through IQAC will be made.

4. The appraisal of all the HODs and Vice-Principals will be conducted by the Principal.

5. The performance appraisal of non-teaching and administrative staff is conducted by the college Registrar who finally forwards it to the Principal.

6. The performance appraisal data is analyzed quantifiably on the basis of documents submitted and feedbacks by IQAC.

7. After the analysis, the supervising authority scripts its remarks identifying the Exceptional/significant/satisfactory/unsatisfactory progress whatever the case may be, and finally mentions the appreciation and/or areas of focus/attention for the individual.

8. The findings and remarks of the supervising authority are communicated to the concerned without delay.


9. For Annual Performance Index (API) evaluation of teachers, their API forms are verified and scrutinized by the IQAC and forwarded to the Principal. Finally it is forwarded to the affiliating university/competent authority for final evaluation and certification.



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10. Teacher who are due for promotion under Career Advancement Scheme (CAS), their Appraisals, API evaluation certificate along with other documents are submitted to the IQAC which verifies and scrutinizes them before sending them to the Principal. The Principal forwards the proposal to the competent authority/committee/institution which is designated by the university the same




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