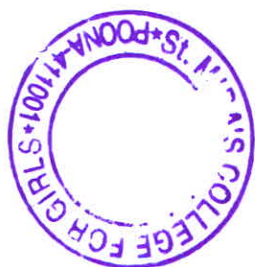




SADHU VASWANI MISSION'S
St. Mira's College For Girls, Pune
An Autonomous (Affiliated to SavitribaiPhule Pune University)
Reaccredited by NAAC- A Grade, cycle 3
[ARTS, COMMERCE, SCIENCE, BSc (Computer Science), BBA,
BBA(CA)]
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POLICY TITLE: Policy for Performance Appraisal	
Policy Number:	<i>13</i>
Description of the Policy	Policy focuses on quality contribution by staff members and mechanism of appraising their performance.
Drafting Authority	Criterion 6
Policy Application	For Teaching and Non -Teaching Staff
Effective from:	15/06/2017
Revised on:	15/05/2019 and 15/05/2021
References for the Policy	UGC guidelines and SPPU guidelines.



Jaysh
Principal Incharge
St. Mira's College for Girls, Pune.



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Dr. G. H. GIDWANI
Principal

PU/PN/AC/015/(1962)
College Code No. : 013

St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)
POLICY for Performance Appraisal for Teaching Staff

2017-2018

Performance appraisal is a method to ensure the performance-orientation of Staff in the organization and helps the staff to achieve the set objectives and contribute in the progress of the institution and its students.

Policy Objectives:

To ensure quality contribution by staff members to achieve the college's vision and mission while adhering to UGC and SPPU guidelines.

Guidelines:

The IQAC initiates the annual performance appraisal mechanism.
The Head of Departments and Principal recommend the faculty for promotion to next grade.

The Appraisal Mechanism for Teaching Staff:

The institute uses the Self Appraisal mechanism only for Aided Teaching Staff due for promotion to a higher grade duly initiated by the IQAC as per the CAS guidelines laid down by UGC and SPPU.

The college rewards and recognizes staff by commending them for their research initiatives and committed service which helps them to work with renewed zeal.



G. H. Gidwani
Principal
Principal
St. Mira's College for Girls



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Dr. G. H. GIDWANI
Principal

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St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)
POLICY for Performance Appraisal for Teaching Staff
(Revised May 2018)

Performance Appraisal is a method to ensure the performance-orientation of Staff in the organization and helps the staff to achieve the set objectives and contribute in the progress of the institution and its students.

Policy Objectives:

To ensure quality contribution by each staff member to achieve the college's vision and mission while adhering to UGC and SPPU guidelines.

Guidelines:

- The IQAC initiates the annual performance appraisal mechanism.
- The following guidelines are applicable to all the Teaching Staff of the college.

The Appraisal Mechanism for Teaching Staff:

The institute has structured an objective performance appraisal mechanism with scope for improvement. **The three-tier appraisal** involves:

- Self-Appraisal by the faculty
- Evaluation by the Heads of Departments
- Student's Feedback

Process:

The performance appraisal process includes:

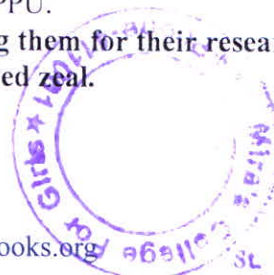
1. Annual Self Appraisal filled by each Faculty and submitted to their respective Head of Department.
2. Evaluation and discussion by HoD with suggestions for improvement confidentially and encouragement for better performance.
3. Evaluation of performance of HoDs and single faculty departments will be done by Principal with suggestions for improvement and encouragement for better performance.
4. The Action Taken Report to be prepared by HoDs on the basis of suggestions.

The above appraisal mechanism is aimed at the teaching staff in understanding and getting acquainted about:

- Teaching abilities from the feedback of Principal, HoDs and the students.
- Scope for improvement in teaching resources and methodologies
- Relevance of the academic, corporate and research work being done with the current developments in the respective fields.

Appraisal for teachers in the Aided section due for promotion to a higher grade is initiated by the IQAC as per the CAS guidelines laid down by UGC and SPPU.

The college rewards and recognizes staff by commending them for their research initiatives and committed service which helps them to work with renewed zeal.



G. H. Gidwan
Principal

St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)

POLICY for Performance Appraisal for Teaching and Non-Teaching Staff
(Revised May 2021)

Performance Appraisal is a method to ensure the performance-orientation of Staff in the organization and helps the staff to achieve the set objectives and contribute in the progress of the institution and its students.

Policy Objectives:

To ensure quality contribution by each staff member to achieve the college's vision and mission while adhering to UGC and SPPU guidelines.

Guidelines:

- The IQAC initiates the annual performance appraisal mechanism.
- The following guidelines are applicable to all the Teaching and Non-teaching Staff of the college.

The Appraisal Mechanism for Teaching Staff:

The institute has structured an objective performance appraisal mechanism with scope for improvement. **The three-tier appraisal** involves:

- Self-Appraisal by the faculty
- Evaluation by the Heads of Departments
- Student's Feedback

Process:

The performance appraisal process includes:

1. Annual Self Appraisal filled by each Faculty and submitted to their respective Head of Department.
2. Evaluation and discussion by HoD with suggestions for improvement confidentially and encouragement for better performance.
3. Evaluation of performance of HoDs and single faculty departments will be done by Principal with suggestions for improvement and encouragement for better performance.
4. The Action Taken Report to be prepared by HoDs on the basis of suggestions.
5. The management will have interactions with select faculty.

The above appraisal mechanism is aimed at the teaching staff in understanding and getting acquainted about:

- Teaching abilities from the feedback of Principal, HoDs and the students.
- Scope for improvement in teaching resources and methodologies
- Relevance of the academic, corporate and research work being done with the current developments in the respective fields.



Appraisal for teachers in the Aided section due for promotion to a higher grade is initiated by the IQAC as per the CAS guidelines laid down by UGC and SPPU.

The college rewards and recognizes staff by commending them for their research initiatives and committed service which helps them to work with renewed zeal.

The Appraisal Mechanism for Non-Teaching Staff:

The work of the non-teaching staff of the Administrative office, Exam department and Library are assessed periodically through a **structured two-tier mechanism:**

- Assessment by the Principal and Vice Principal
- Assessment by the Registrar

The above assessment mechanism is aimed at the Non-teaching staff understanding and getting acquainted about:

- Discipline and regularity
- Work efficiency; commitment and team work
- Initiative towards learning newer trends in their respective areas.

The Principal and Vice Principal conduct the performance appraisal of the Registrar.



Jaya
Dr. Jaya Rajagopalan
Principal In charge
Principal Incharge
St. Mira's College for Girls, Pune.