



Estd. 1970

S. S. Girls' College Gondia

Policy Document for Academic Performance Appraisal System

S. S. Girls' College Gondia strictly follows the UGC Regulations and GRs of Government of Maharashtra for the performance appraisal of teaching and non-teaching staff. Every staff member has guided to follow the rules. They have been assessed under the guidelines of UGC annually. The sole objective behind this system is to motivate the staff to work potentially and enhance their performance. The salient features of the performance appraisal system are as follows:

Teaching Staff

- It is expected to submit Performance Based Appraisal System (PBAS) filled form annually at the end of the year.
- All the staff members get promoted on the basis of API scores from the PBAS as per UGC Career Advancement Scheme (CAS).
- The institute has its own mechanism for assessment in which a wide range of activities have been assigned. They are assigned additional duties and responsibilities for improving academic records.
- The faculty members have been informed prior basis for their due promotion.
- PBAS proforma filled and checked by Faculty Empowerment Committee along with IQAC.
- The accuracy of PBAS proforma is verified for promotion as per the API score.
- The faculty member, who has due promotion, is expected to submit his promotion file to Faculty Empowerment Committee. After assessment from the committee, it is sent for university scrutiny.
- The faculty member has to appear in front of the screening-cum-selection committee constituted by Rashtrasant Tukadoji Maharaj Nagpur University and Higher Education, Government of Maharashtra.

Non-teaching Staff

- The performance of non-teaching staff is also assessed through Annual Confidential Report and Annual Performance Appraisal. The principal has applied the predefined parameters for assessment the performance of non-teaching staff. It is checked that the employee must behave well manner in the institute premises. Their performance is based on the administrative work assigned to them. The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees their strengths and weaknesses and ensuring better performance.