



KAI. YASHODABAI DAGADU SARAF CHARITABLE TRUST'S

INSTITUTE OF MANAGEMENT AND SCIENCE

(Approved by AICTE Govt. of Maharashtra &
Affiliated to North Maharashtra University Jalgaon)

Fax. : +91-2582-255125, Office : (02582) 255124 Mobile : 9326461497/98/99/501

Website : www.imssakegaon.org E mail : imssakegaon@rediffmail.com

N.H. No.6, SAKEGAON - BHUSAWAL, DIST. JALGAON (M.S.) India 425 201

Mr. Pandurang D. Saraf

President

Mr. Sanjay P. Ingale

Jt. Secretary

Ref. No. : IOMS / /

Date :

. 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Answer:

Institute has designed performance appraisal form to capture and evaluate performance of the Teaching and Nonteaching Staff. The Institute believes that, an effective performance appraisal system is important for optimizing the contribution of individual teaching and non-teaching staff. It aims at self-growth in terms of both personal and professional development of the employee which directly impacts the success of the students.

The performance appraisal system is based on stipulated criteria and parameters that are to be fulfilled. The performance appraisal is being assessed annually based on the submission of 360 Feedback form by teaching staff and Evaluation form by nonteaching staff on various indexed parameters.

A Teaching Staff

- 1 Individual details
- 2 Teaching Process
- 3 Students feedback
- 4 Departmental activities
- 5 Institutional activities
- 6 Contribution to Society
- 7 Faculty participation in academic staff college orientation / refresher Course / National / International Conference / workshop attended during the year
- 8 Published papers in Journals / Conferences
- 9 Published Books as Reference / Text Book
- 10 Research Projects (UGC / DST / AICTE etc)
- 11 Research Guidance (Ph.D.) which includes Number of candidates completed Ph.D. and Number of candidates pursuing Ph.D.





KAI. YASHODABAI DAGADU SARAF CHARITABLE TRUST'S
INSTITUTE OF MANAGEMENT AND SCIENCE

(Approved by AICTE Govt. of Maharashtra &
Affiliated to North Maharashtra University Jalgaon)

Fax. : +91-2582-255125, Office : (02582) 255124 Mobile : 9326461497/98/99/501

Website : www.imssakegaon.org E mail : imssakegaon@rediffmail.com

N.H. No.6, SAKEGAON - BHUSAWAL, DIST. JALGAON (M.S.) India 425 201

Mr. Pandurang D. Saraf

President

Mr. Sanjay P. Ingale

Jt. Secretary

Ref. No. : IOMS / /

Date :

12 Invited / Contributed as Resource Persons

13 Any Other

B Non-Teaching Staff

The following factors are evaluated in the appraisal system for Non-Teaching Staff

1 Performance of Duties

2 Initiative

3 Attitude / Personal Qualities

4 Instructional Skills

5 Relationship with Students

6 Any other

The evaluation form of non-teaching staff is verified by immediate superior which may be Office Superintendent.

The outcome of the performance appraisal system is that, each teaching / non-teaching staff becomes aware of self-weaknesses and tries to improve. Faculty members with major weaknesses are personally counselled by the Director.




Director
K.Y.D.S.C.T.'S
Institute of Management & Science, Sakegaon
Tal. Bhusawal