

**MSP MANDAL'S
DEOGIRI COLLEGE, AURANGABAD**

STAFF APPRAISAL POLICY

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Principal
Deogiri College,
Aurangabad.



MSP MANDAL'S
DEOGIRI COLLEGE, AURANGABAD
Staff Appraisal Policy Document

Teaching Staff:

Appraisal under Career Advancement Scheme

- The institute is transparent and abides to the guidelines laid by UGC, State government, and affiliating university for the promotion of teachers under Career Advancement Scheme.

Appraisal at college level

- **Self Appraisal:** filled in self Appraisal forms from teaching staff are collected online and offline annually by IQAC.
- **Peer Feedback:** self appraisal reports filled by individual teachers are endorsed by Head of respective department.
- **Role of IQAC:** Teachers' advancement is monitored by IQAC, Research Committee, and Principal. IQAC has a dedicated mechanism in the form of set format to monitor teachers' academic and research activities.
- **Students' Feedback:** Students of the college provide feedback on their teachers which is then compiled and analyzed by Feedback committee and submitted to IQAC. The feedback is communicated to staff by the Principal. Suggestions are given to concerned teachers as required.
- **Performance of teachers:** This is monitored by Head/Principal of the college by visiting classroom for lecture observation that follows individual counselling if needed. Similarly, teachers are also acknowledged for their promising performance.

Non-Teaching Staff:

- The Self-Appraisal Report (SAR) of Non-teaching staff is taken on annual basis using structured questionnaire which is then forwarded by the Registrar.
- Based on the performance and the feedback, the principal guides and motivates non-teaching Staff.
- The appraisal reports are analyzed and the working ability of individuals is assessed.


Principal
Deogiri College,
Aurangabad



MSP Mandal's
Deogiri College, Aurangabad
APPRAISAL SYSTEM FOR TEACHING STAFF
INTERNAL QUALITY ASSURANCE CELL

Name of the Teacher:

Department:

Qualifications:

Courses Attended:

Sr. No.	Course	Number
1	Induction/Orientation	
2	Short Term Courses	
3	Refresher Courses	
4	Faculty Development Program	

Academic Research Score:

Sr. No.	Details of Academic and Research Activities	Self-Appraisal Score	API Score Verified by IQAC
1	Research Papers in Peer-Reviewed or UGC listed Journals		
2	Publications (other than Research papers)		
3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
4	Research guidance/ Research Projects Completed/Ongoing/Consultancy		
5	Patents/Policy Documents/Awards/Fellowships		
6	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/ Full Paper in Conference Proceedings		
Grand Total:			

Summary of API Score:

Category	Criteria	Annual API Score	IQAC Verified Score
II	Activities: Overall Grading 1. Teaching 2. Involvement in University/College/Student related activities/Research activities		
III	Academic/Research Score		

Remarks and Suggestions

<p style="text-align: center;">Remarks and Suggestions</p>

IQAC, Co-ordinator

Principal



M.S.P. Mandal's
Deogiri College, Aurangabad
Administrative Staff Self-Appraisal Form Summery
Academic Year 2020-2021

i.	<p>I know, and understand, the responsibilities of my job -</p> <p>Every Administrative staff given training about the work. The job responsibilities are defined and given as per skill and knowledge of the employee.</p> <p>The summery of this question is very positive. Every employee has given their remark that they know and understand the job responsibility which is given.</p>
ii.	<p>I know who my supervisor is, and what their responsibilities are -</p> <p>Hierarchy is properly maintained by all staff. It is basic the requirement of system to follow hierarchy for smooth running.</p> <p>The summery of this question is very positive. Every employee has knowledge about the hierarchy. The hierarchy is given by the Act and Statute. Every employee has knowledge who is supervisor and what are their responsibilities. The workload sanctioned by the Joint Director office as per hierarchy.</p>
iii.	<p>I feel that my workload is heavier than it needs to be -</p> <p>The work culture is maintained healthy and happy. Every employee given work as per his/her ability, skill and qualification. We believe in team work so the urgent work with short period submission can be completed in team.</p> <p>So, the summery of this question is negative. Every employee mentioned that they feel that their workload is not heavier than it needs to be.</p>
iv.	<p>I feel that I can go to my supervisor with any problem that I may have -</p> <p>Our supervisor treats us equal team members than as subordinates. Rather than issuing a steady stream of orders and commands and expecting staff to stay on task, they try to include the us in the decision-making and strategizing processes. The supervisor treats us as partners and encourage collaboration. Our superior has team-oriented approach makes for a more productive and positive workplace.</p> <p>So, the summery of this question is very positive. All staff feels that they can go to their supervisor with any problem that they may have.</p>
v.	<p>I know what my benefits are -</p> <p>The self-assessment and evaluation is always important. Everyone should know their strength and weakness. The proper and time to time training increase the efficiency and skill. So the summery of this question is very positive. All staff feels that they work hard and beneficiary to the institution.</p>
vi.	<p>I believe that I am a productive in my job -</p> <p>The productivity of the job is increased by taking training. The skill is increased day by day. So the summery of this question is very positive. All staff feels that their work is productive.</p>
vii.	<p>I believe that I am part of productive and active team -</p> <p>The summery of this question is very positive. All staff feels that their work is productive and they are active members of team prepared by the college.</p>
viii.	<p>I know what my college long term goals are -</p> <p>The summery of this question is very positive. All staff feels that they have knowledge about college long-term goals.</p>

IX.	<p>I am familiar with the organizational structure of the college -</p> <p>The summery of this question is very positive. All staff feels that they are familiar with the organizational structure of the college.</p>
X.	<p>I believe that I have had enough training to perform my job -</p> <p>The qualification and skill is important but with this proper training also important.</p> <p>College always gives enough training all staff.</p> <p>The summer of this question is very positive. All staff is happy with the enough training given by the college to perform job.</p>
XI.	<p>Total the number for each column -</p> <p style="text-align: right;">-</p>
XII.	<p>Add all the columns together -</p> <p style="text-align: right;">-</p>


 Registrar
 Registrar
 Deogiri College,
 Aurangabad




 Principal
 Principal
 Deogiri College
 Aurangabad



M.S.P. Mandal's
Deogiri College, Aurangabad
Administrative Staff Self-Appraisal
Academic Year 2019-2020

Name :-					
Post :-			Working Dept. :-		
Employee Self – Evaluation Form					
Please answer all of the following questions to the best of your abilities. Place a check mark in the appropriate box to indicate your answer. Once you have finished answering the questions total all of the scores in each of the columns, and then add each of the columns in to once comprehensive score. This final score is your self-evaluation score; the higher that this score is, then the more confident you feel about the college, It's structure, and you role within the college.					
Question	Don't Agree (0)	Somewhat Agree (1)	Agree (2)	Strongly Agree (3)	Totally Agree (4)
I know, and understand, the responsibilities of my job.					
I know who my supervisor is, and what their responsibilities are.					
I feel that my workload is heavier than it needs to be.					
I feel that I can go to my supervisor with any problem that I may have.					
I know what my benefits are.					
I believe that I am a productive in my job.					
I believe that I am part of productive and active team.					
I know what my college long term goals are.					
I am familiar with the organizational structure of the college					
I believe that I have had enough training to perform my job.					
Total the number for each column.					
Add all the columns together.					

Place : Aurangabad

Signature : _____

Registrar

Principal



M.S.P. Mandal's
Deogiri College, Aurangabad
Administrative Staff Self-Appraisal
Academic Year 2020-2021

Name :-					
Post :-		Working Dept. :-			
Employee Self – Evaluation Form					
Please answer all of the following questions to the best of your abilities. Place a check mark in the appropriate box to indicate your answer. Once you have finished answering the questions total all of the scores in each of the columns, and then add each of the columns in to once comprehensive score. This final score is your self-evaluation score; the higher that this score is, then the more confident you feel about the college, It's structure, and you role within the college.					
Question	Don't Agree (0)	Somewhat Agree (1)	Agree (2)	Strongly Agree (3)	Totally Agree (4)
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I know who my supervisor is, and what their responsibilities are.					
I feel that my workload is heavier than it needs to be.					
I feel that I can go to my supervisor with any problem that I may have.					
I know what my benefits are.					
I believe that I am a productive in my job.					
I believe that I am part of productive and active team.					
I know what my college long term goals are.					
I am familiar with the organizational structure of the college					
I believe that I have had enough training to perform my job.					
Total the number for each column.					
Add all the columns together.					

Place : Aurangabad

Signature : _____

Registrar

Principal