

Policy on Performance Appraisal



Gondia Education Society's

Dhote Bandhu Science College, Gondia

Tirora Road, Gondia-441614, Dist- Gondia (MH)

Accredited 'A+' by NAAC, Bengaluru | College with Potential for Excellence | Center of Higher Learning & Research
Community College & BVoc Center | Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University



Policy on Performance Appraisal

For the performance appraisal of teaching and non-teaching staff, Dhote Bandhu Science College strictly follows the UGC Regulations and GRs of Government of Maharashtra together with all amendments made there in from time to time.

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee. The salient features of the performance appraisal system are as follows:

Teaching Staff

- The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).
- Promotions are based on the API scores elicited from the PBAS under UGC Career Advancement Scheme (CAS).
- The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.
- The faculty members are informed well in advance of their due promotion.
- The PBAS proforma filled by the Faculty Member is checked and verified by the IQAC annually.
- If the minimum requisite rating and or API score is not attained by the teacher i.e. appraisal is not satisfactory, the cell give additional time to acquire the required eligibility.
- Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee constituted by RashtrasantTukadojiMaharaj 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 various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, drafting (where applicable) etc. The Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.