



Navmaharashtra Shikshan Mandal
Shevgaon's Abasaheb Kakade Shikshanshastra
Mahavidyalaya, Shevgaon, Dist. Ahmednagar, Pin.-

414502, Phone-07429-222399,223654

[Email:-kakadebedcollegeshevgaon@gmail.com](mailto:kakadebedcollegeshevgaon@gmail.com)

Website: <http://www.nmsmakbedded.in>

NCTE Code No.: APW01794/123249/146354

ID.NO.PU/AN/B.ED./90/2006

Policy Title: Performance Appraisal System for Teaching and Non-Teaching Staff AKSSM Shevgaon

1. **Policy Statement:** AKSSM Shevgaon recognizes the importance of performance appraisal as a means to evaluate and enhance the performance, productivity, and professional development of its teaching and non-teaching staff. This policy establishes a fair, transparent, and comprehensive performance appraisal system that aligns with the institution's goals and values.
2. **Objectives:** The objectives of the performance appraisal system are as follows:
 - To provide feedback on individual performance, strengths, and areas for improvement.
 - To recognize and reward exceptional performance.
 - To identify professional development needs and opportunities.
 - To promote accountability and a culture of continuous improvement.
 - To ensure fairness and transparency in performance evaluation processes.
3. **Performance Appraisal Process:** The performance appraisal process for teaching and non-teaching staff at AKSSM Shevgaon includes the following key components:
 - a. **Goal Setting:** At the beginning of each appraisal cycle, staff members, in consultation with their supervisors, set performance goals that are specific,

measurable, achievable, relevant, and time-bound (SMART). These goals are aligned with the department's and institution's objectives.

b. Performance Evaluation: Performance evaluations are conducted periodically, typically on an annual basis, by the immediate supervisors or designated evaluators. The evaluation process may include the following methods:

- Classroom observations for teaching staff.
- Review of job responsibilities, task completion, and achievements.
- Analysis of student feedback and performance data (where applicable).
- Self-assessment by the staff members.
- 360-degree feedback from peers, subordinates, and supervisors (where applicable).

c. Performance Feedback: Supervisors provide constructive feedback to staff members based on the performance evaluation. Feedback is clear, specific, and focuses on both strengths and areas for improvement. It is provided in a timely manner to facilitate professional growth and development.

d. Professional Development: Based on the performance evaluation and feedback, professional development plans are created for staff members. The institution provides appropriate training, workshops, and resources to support their professional growth and improve performance.

4. Confidentiality and Fairness: All performance appraisal processes and related information are treated with strict confidentiality. Evaluations are conducted objectively, impartially, and without bias. Appraisers receive appropriate training to ensure fairness and consistency in the evaluation process.

5. Appeals and Grievances: A mechanism is established for staff members to appeal their performance appraisal ratings or address any grievances related to the process. The institution ensures a fair and transparent procedure for reviewing and resolving such appeals or grievances.

6. Performance Records: Accurate records of performance appraisals, feedback, and professional development activities are maintained in staff members' personnel

files. These records serve as a basis for future evaluations, promotions, and decision-making processes.

7. Policy Review: This policy is subject to periodic review to ensure its relevance, effectiveness, and alignment with changing organizational needs, legal requirements, and best practices in performance management.

This policy for the performance appraisal system at AKSSM Shevgaon provides a framework to assess, develop, and recognize the performance of teaching and non-teaching staff. It promotes a culture of continuous improvement, accountability, and professional development while ensuring fairness, transparency, and confidentiality throughout the appraisal process.


COORDINATOR
IQAC




Principal
Akshay Kakade Shiksha
Shastra Mahavidyalaya
Shevgaon, Dist. Ahmednagar