



CSMSS

Ayurved Mahavidyalaya & Rughnalaya

Kanchanwadi, Aurangabad



6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

CSMSS Ayurved Mahavidyalaya has taking feedback of Performance of Teaching as well as Non-Teaching Staff. For the sake of this Performance Appraisal, Institution is taking yearly Report in end of March in every year as per prescribed format. This format is assessed by Teaching and Non-Teaching Staff authorities.

The management evaluates the performance of the faculty based on teaching, research, participation in team work, arranging co-curricular and extracurricular activities and publication works. The appraisal system motivates the staff to excel and put forth the best of their efforts.

Objectives:

1. Maintain and improve employee job performance and assess employee training needs.
2. Assist employees in knowing what is expected from them in terms of job performance.
3. Provide corrective instruction, counseling, coaching in order to promote effective job performance.
4. Improve communication between the employee and the Principal/supervisor by giving an opportunity to provide feedback to individual employees on their job performance.

Parameters for appraisal system teaching staff are analyzed as under:

- Length of Experience
- Skill up gradation through participation in Faculty Development program Conferences, Workshops and others various program.
- Innovative teaching practices.
- Pursuing higher studies (Ph.D.) & staff administration
- Research activities and Impact of patient.
- Result percentage generated in the University Examination.



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- Publication works in the Scopus indexed / impact factor / e - journals & conference proceedings.
- Publication of chapters in books and publication of books.
- Carrying out sponsored projects progress report.
- Mentoring and Counseling methods.
- Feedback from HOD and Principal
- Feedback from students.
- Establishing rapport with peers.
- Active participation in team work.
- Undertaking new academic ventures and being Team Leader Rewards for outstanding achievements.

Feedback from HOD and Principal.

- Active participation in team work.
- Work Discipline.
- Outstanding Achievements in their studies.
- Participation in Community and welfare services.

Parameters for appraisal system for non- teaching staff are analyzed as under:

- Length of Experience
- Skill up gradation through Orientation Programs, Refresher Course, Short Term Courses and
- Faculty Development Programs.
- Higher Studies perform.
- Feedback from HOD and Principal.
- Active participation in various activities.
- Work Discipline and holding capacity.
- Outstanding Achievements in their studies.
- Participation in Community and welfare services.



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Rules of Evaluation:

1. Principal/HR evaluates the performance of the employee against the established standards of performance for the job.
2. The rating of an employee's performance is based upon the ongoing formative evaluation(s) described above.
3. Standards of performance must be made known to the employee before the evaluation process is conducted.
4. Minimum of one performance appraisal report every three years, recognizing that formative evaluation is on-going; or when a major change has occurred in the employee's job description.



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