



**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND
MANAGEMENT STUDIES**



STAFF APPRAISAL MANAGEMENT

With effect from the Academic Year 2010-2011 onwards

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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HIRANANDANI GARDEN, POWAI, MUMBAI - 400 076**



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Performance Appraisal Management

Bunts Sangha's S.M. Shetty College of Science, Commerce and Management Studies, Powai, Mumbai is in place and follows annual appraisal system for the faculty.

Purpose of Performance Appraisal System

- To ensure that students receive the benefit of an education system staffed by employees who are performing their duties efficiently and effectively
- To provide for fair, effective, and consistent evaluation of all employees
- To promote professional growth
- To identify development opportunities and guide them towards progress in their career
- Identify the areas of deficiency of the faculty and guide them for improvement.
- Set objectives for the year ahead

Entities affected by this policy:

- Principal
- Vice Principals
- Coordinators
- Teaching staff
- Registrar
- Accounts
- Clerical staff
- HR
- IT
- Counsellor
- Admin HOD's

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- Laboratory Assistant
- Librarian
- Accounts
- HR
- IT Admin Staff
- Maintenance staff
- Electrical staff
- Carpenter
- Security
- Support staff

Process of Appraisal

- The Performance of all the Staff Members would be appraised annually.
- Students Feedback would be used as means for performance appraisal of Teaching Staff
- Student Feedback would be conducted twice in an academic year i.e. once in a Semester.
- Principal informs the employees about their area of improvements in the respective areas of work.

We have performance appraisal system in place and are communicated to the employees. Areas of improvements are identified and necessary initiatives will be taken for the improvement. Also need based suggestions offered by the teaching and non-teaching faculty are considered for their implementation.

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APPENDIX I :

**Bunts Sangha's
S. M. Shetty College of Science, Commerce and Management Studies**

Performance Appraisal (Non teaching)

Name of the Employee: _____ Designation : _____
Date of Appointment : _____ Age as on 31st May: _____
Education Qualification : _____
No. of years of service in this college : _____ Total Experience : _____
Leave record : Casual _____ days Sick Leave _____ Days Without pay _____
Days
Earned : _____ days

SECTION – A Self Appraisal

1. Job description and responsibilities :
2. Were you able to meet or exceed job requirements and responsibilities allotted ?
3. How do you help your colleagues?
4. How do you contribute for the growth of the institution ?
5. Besides your work, specify the fields you are good at.
6. What kind of developmental activities would you like to take advantage of (e.g., training & coaching etc.) ? Please specify.
7. Additional responsibilities you would like to volunteer in the next academic year.
8. What kind of support and/or guidance would you like to seek from the General Manager?

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9. What kind of support and/or guidance would you like to seek from the Principal ?

10. What kind of support and/or guidance would you like to seek from the Management ?

11. State your strengths.

12. What is your weakness? How do you propose to overcome it?

APPENDIX II:

**Bunts Sangha's
S.M. Shetty College of Science, Commerce & Management Studies, Powai, Mumbai**

SELF- APPRAISAL OF DEGREE COLLEGE TEACHERS

Year of Assessment: _____

Basic Information:

- (i) Name of the Teacher (in full): _____
- (ii) Date of Birth: _____/_____/_____
- (iii) Qualification: _____

Degree and Postgraduate Degree (1)	Special/Principal Subjects Offered (2)	Year of Passing (3)	Class Obtained (4)	University (5)

Total Teaching Experience at the college level _____years.

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Date of appointment in Bunts Sangha's S.M. Shetty College: ____/____/_____

Nature of appointment: Regular/ Contract/ Visiting

Are you currently pursuing M.Phil /Ph.D.: Yes / No

Examination results produced during the academic year _____

Subjects Taught	Class/ Sem.	Number of Students Appeared	Number of Students Passed	Percentage of Result

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Details of Papers presented/ published during the academic year

Sr. N (1)	Date (2)	Title of the Paper (3)	National Internation (4)	Venue (5)	ISBN No./ ISSN No. (6)

Name and describe new innovative teaching methods used(if any):

1. Did you develop e-learning material and adopt as part of teaching methodology in the classrooms? Give a brief description.

2. Are you part of the field trips/ industrial visits of students? If so, where did you take the students?

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3. Is the 'project' a part of the curriculum of the programme? If so, how many projects have you guided during the academic year?

4. Participation in Workshops, Seminars and Conferences:

5. Training / Orientation/ Refresher Courses attended:

6. Participation in extra- curricular activities –(Cultural Activities,N.S.S.,D.L.L.E.,W.D.C.etc.) Activities:

7. Participation in Co-curricular Activities:

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Service to Community – Extension Service/NGO/Any other

8. Help rendered in college administration by membership/advisor to various committees such as Admission Committee/Examination Committee/Discipline Committee/Attendance Committee/ Students' Welfare Committee/ Placement Committee/Unfair Means Committee etc. (specify the committee)

9. Contribution to Academic Enrichment through member of BOS/ Resource Person to subject related workshops / Resource Person to Conferences/Seminars / Text-books publishedetc.

10. New initiatives taken for the development of the faculty/department

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**11. Examination duties did (Invigilation and Evaluation of answer scripts) as per allotment
by the college:**

College Examination			
Sr.No.	College Examination	Extent to which carried out (Percentage)	Did you complete the Evaluation work Within the time frame?
University Examination			
Period	Third Year Paper/s Taught	Target No. of Scripts	Actual Scripts Valued
April/ May 2019			
Oct/ Nov 2019			

12. Any Award /Reward received during the year: _____

13. General Observations:-

(i) Leave taken during the year: CL SL LWP

(ii) Punctuality _____

(iii) Relationship with Colleagues _____

(iv) Relationship with Students _____

(v) Role as a Counsellor / Mentor _____

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14. How do you update your knowledge
: _____

15. Any other matter you would like to
give: _____

(Signature of the Lecturer)

Evaluation by the Principal

Item	Factual Verification		Evaluation				
	Correct	Exaggerated	Excellent	Very Good	Good	Average	Poor
1							
2							
3							
4							
5							
6							
7							
8							

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9							
10							
11							
12							
13							
14							

Observation of the Principal _____

Date: ___ / ___ / _____

(Signature of the Principal)

Communicated to the Teacher: _____

(Signature of the Secretary)

Date: 19/03/2010

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