

Maharashtra Arogya Mandal's

Sumatibhai Shah Ayurved Mahavidyalaya

- * An ISO 9001:2015 Certified Mahavidyalaya
- * NABH Accredited & ISO 9001:2015 Certified Hospital

Malwadi, Hadapsar, Pune - 411028

Recognized by : Government of India, Ministry of Health & Family Welfare,
(Department of AYUSH) N.C.I.S.M, Ministry of AYUSH, Government of India New Delhi &
Government of Maharashtra. Affiliated to Maharashtra University of Health Sciences, Nashik.



॥अभ्यासात् प्राप्यते दृष्टिः
कर्मसिद्धिप्रकाशनी ॥

Institution Performance appraisal system

The performance appraisal reports of the staff are being written with a view to adjudge teachers performance every year in the areas of their work, conduct, character and capabilities. The system of writing confidential reports has two main objectives. First and foremost is to improve performance of the subordinates in their present jobs. The second is to assess their potentialities and to prepare them for the job suitable to their personality. Performance appraisal report is having immense importance in the career of a teacher, efficiency of service, for the work, conduct, character and capabilities of teacher reported upon can be accurately judged from the recorded opinion.

The **Performance appraisal** provide the basic and vital inputs for assessing the performance and their advancement in career, as also to serve the data for judging his comparative merits for confirmation, promotion, selection, deputation, considering them to continue in service beyond certain age or completion of certain years' service. The columns of ACR are, therefore, to be filled up by the reporting, reviewing and accepting authorities in an objective and impartial manner. The appraisal process is to be led, coordinated and supported by the Principal and being recorded at the College. All teachers in the College are part of the appraisal process, through a academic practices for proper career planning on the one hand and with due regard to the interests of the Institute on the other. Close and continuous attention is paid to the work, character, capacity, professional knowledge and inter personal relation between staffs by the Principal and management at Institute.

A continuous record of service, which the employee has performed during the year under the report, should be maintained of all staffs in the College. The record should be written up annually in a concise and descriptive manner indicating clearly and with sufficient completeness the manner in which Institute staff has performed his duties during the year under report



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his qualifications, ability and anything else which may help authority to make him consider for promotion if any.

The institution has performance appraisal system for teaching staff which Works on Certain Objective. Academic Performance Indicator System is compulsory for all teaching faculties. This motivates all faculty members to be involved in personal grooming by way of teaching-learning, subject results, plenary lectures in conferences, workshops and thereby networking with other experts in the field from both academia & industry.

Performance appraisal plays a role in making the decision about intensive. Normally salary increment of the teacher depends upon performance. There is continuous Evaluation of his performance either professionally and ethical approach. With Performance appraisal tool, the strengths and weakness of the teacher are identified. This information can be used for devising training and development program appropriate for overcoming the weakness of teachers.

The Head of the Department and the Principal gives the feedback on the performance appraisal form filled by the concerned faculty about the overall performance of the faculty based on the information provided by the staff members in their self-appraisal form and through regular presentations where the faculty contributes the information and ideas in the improvement. Self-appraisal form is given to each Faculty.

The points considered for appraisal are-.Subject Taught, number of lectures taken, Average student attendance, Online Examination, effect of remedial teaching, Research publications, Book published, Workshops, Seminars, Re Orientation Training Program attended,Workshops conducted in College/department ,Corrective Measures , the information & the remarks provided by the Head of the Department& Principal on the performance appraisal help the faculty to gain insights for improvement.

The following inputs are provided to the faculty in the light of the review of the performance appraisal report:-

Enhance competency through strengthening knowledge in the subject.

Introduction of teaching methods suited to the requirements of the subject.

Increase interaction with the students and encourage participation in the learning.

Develop convenience to the students outside the class.

Prepare adequately prior to the classes.

Ensure syllabus completion on time.

Maintain regularity in conducting classes. Adopt ICT based teaching-learning method.



Direction & guideline on research projects Present papers in conferences, Seminars and Workshops.

The Annual Confidential Reports of the Maharashtra Arogya Mandal's Sumatibhai Shah Ayurved Mahavidyalaya's employee are written with a view to improve their performance every year in the areas of their work, *conduct, character, career planning and capabilities*. The submission of Annual Confidential Reports is initiated as per financial year.

The timely completion of confidential reports is important hence, it is written strictly in accordance with the guidelines and time schedule given by the authority The approximate time schedule of initiation of Annual Confidential Report is as given below:-

Sl. No.	Nature of Action / Date on which action is to be completed in respect of CRs	Submission dates (appx.)
1.	Distribution of blank ACR forms to all concerned	10 th Apr
2.	Submission of self-appraisal to reporting officer by staff	15 th Apr.
3.	Submission of report by Reporting Officer to Reviewing Officer	10 th May
4.	Report to be completed by the Reviewing officer & sent to Secretary, MAM	30 th May

N.B : A specimen copy of filled performance appraisal is attached for information.


(Dr. Pranita Joshi-Deshmukh)

Principal

Principal

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