



**D. Y. PATIL
EDUCATION SOCIETY
DEEMED TO BE UNIVERSITY**

KOLHAPUR

NAAC with 'A⁺⁺' Grade in 3rd Cycle

Diamond: QS I-GAUGE Indian University Ratings

Performance Appraisal Policy



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D. Y. Patil Education Society Institution Deemed to be University, Kolhapur

Performance Appraisal Policy

Human Resource Development is very important, component in University system. There are two major categories of Employees in the University i.e. Teaching and Non-Teaching Staff. There are further categorized in various designations. Their process of recruitment different from one to other. The growth of any University depends upon the quality of man-power working in the University. It is required to encourage the meritorious employees and award them. Simultaneously it is required to punish the defaulters. Hence the performance appraisal of the employees play very important role in the system.

Performance Appraisal is the systematic evaluation of the performance of employees and to understand the abilities of a person for further growth and development. Performance appraisal is generally done in systematic ways.

In our University, we have designed the Self Appraisal Policy. There is an independent proforma for Self-Assessment of the employee, the opinion and comments of his/her in the capacity of Reporting Officer and further final remarks of the Reviewing Officer as to whether he is agreeing to the facts of the employees and opinion of the Reporting Officer.

Criteria for Appraisal of a Teacher:

The Teacher shall give his/her self-appraisal on following points, in the areas of Academic Activities, Administrative Activities, Research Activities. The Reporting Officer will go through the self-appraisal of a Teacher and he will put his assessment where there are weightages, i.e. max five points to min one point, in academic activities. Information in administrative and research activities is to be filled in by the Teacher for further assessment.

Academic Activities	• Teaching as per Time Table • New Training/Course Attended • Attended Conferences/Workshops • ICT Use in Teaching • ICT Use in Learning • Participation in University Examination • Participation in Departmental Examination
Administrative Activities	• Any other Designation apart from Academic • Member of any statutory body in the University • Member of any Committee/Cell

Research Activities (last calendar year)	• Number of Publications done • Number of Books/Authoried • Number of Book Chapters/Co-Authoried • Other Research output • Research Projects • Any internal funded Project (Number) • Any external funded Project (Number)
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After assessment the Teacher scoring highest points will be honoured and this will be consider at the time of further promotion. The one who will score less points will have counselling for his improvement.

Criteria for Appraisal of a Non-Teaching Staff:

Non-teaching employees are scattered in various designations as per their qualifications and job responsibilities. The working of these employees will be assessed on following points. The Reporting Officer will offer his remarks based on five point scale in four attributes, i.e. Excellent (3), Very Good (4), Good (3), Average (2) and need improvement (1). After the assessment of Reporting Officer, the Reviewing Officer will further record his opinion as to whether he is agreeing to the Reporting Officer or otherwise put his remarks in the comment box. The employees who will score highest points will be rewarded and those who will score less points will be given counselling for improvement.

• Regularity • Disciplined • Courteous • Well Groomed • Learns new Skills • Adjustable • Accepts Change • Open to correction and helpful criticism • Goes beyond call of duty • Trustworthy
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