



**Gokhale Education Society's**  
**Sir Dr. M. S. Gosavi College of**  
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***PERFORMANCE APPRAISAL POLICIES***



# Performance Appraisal Policy

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Institutions generally set up appraisal scores to show the level of performance attained by workers. The current trend is to eliminate numerical rating systems and replace them with words that describe performance. College has performance appraisal system for teaching and non-teaching staff on yearly basis.

The college has a following method of appraisal:


**Self-appraisal for teaching faculty:** The faculty members describes his or her own performance, major areas of success, faculty initiatives, percentage of success in each topic, participation in faculty development programs, publications, and presentations in reputable journals. They can note tasks completed, extracurricular activities, and programs planned for that academic year and submit along with supporting documentation.

**Self-appraisal for non-teaching staff:** Performance-based appraisal method is used by college for appraisal of non-teaching staff. The evaluation of the performance takes into account a number of factors such as communication and behaviour with co-workers, attitudes towards the job profile, punctuality & attendance, job expertise & performance, and dependability, skills up gradation or training for technical and administrative staff

**Appraisal by HOD/Principal:** The Head of the Department comments on the performance of the faculty in relation to personal traits, proven performance, and information from the classroom and laboratory and of non-teaching on regular monitoring.

The Principal then assigns final scores based on self-evaluations, the HOD's comments, and routine observations. Final report is sent to the management for further process.



  
**Principal**  
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