



*"Techno-Social Excellence"*

Marathwada Mitra Mandal's

**INSTITUTE OF TECHNOLOGY (MMIT) Lohgaon, Pune-411047.**

---

## **Policy Document**

### **Appraisal System for Teaching and Non-Teaching Staff**

#### **Background**

The policy document is designed by HODs of all departments in consultation with Principal. It is discussed with teaching and non-teaching staff in department meetings. The inputs and suggestions are taken into account for designing policy.

#### **Purpose of Appraisal System**

This policy sets out the framework for a clear and consistent assessment of the overall performance of teaching and non-teaching staff for supporting their development within the context of the institution plans. The broad purpose of appraisal is to help them for their professional growth and development.

The staff appraisal is evaluation of their performance on measurable parameters. This appraisal is done of the vital parameter for future appreciations. Appraisal will be based on evaluation parameters of both semesters for an Academic Year. Benchmark for feedback is defined clearly. The staff will be made aware of benchmark well before the commencement of the academic year.

## **Performance Based Appraisal System for Teaching Staff:**

The institute has designed the performance-based appraisal system based on the guidelines of the All India Council for Technical Education (AICTE) 360 degree appraisal, Government of Maharashtra and Savitribai Phule Pune University.

Self-appraisal is carried out on the parameters that include –

### **(A) Teaching – Learning Activities**

- Development and quality of Teaching Material and e-contents
- Subjects Taught in the year / Class Conduction
- Student's feedback
- Assessment and evaluation including CO-PO mapping and Attainment
- Innovative teaching-learning activities

### **(B) Co-curricular activities and extra-curricular**

- Participation in Department / Institute level Committees
- Involvement in NAAC / NBA activities related to department
- Student Support, help, Concern, Feedback to students on their performance
- Steps taken / initiated for betterment of student's experience in the Department / Institute

### **(C) R&D**

- Publications in Journals, conference proceedings / workshops / seminars / symposium / books etc.
- Seminar / workshops attended / organized, by faculty, seminar/workshop organized by faculty, contribution as guest / expert lecture, consultancy etc.
- Industry Liaison and efforts for placement

An appraisal committee (consisting of senior staff from all departments) verifies the self-appraisal. The HOD and Principal carries out a personal interaction with staff and reviews the performance appraisal in the next step.

## **Appraisal System for Non-Teaching Staff**

The appraisal of non-teaching staff is carried out on certain defined parameters including - Laboratory activities, Participation in department / institute level activities, work assigned and completed by staff, etc. The appraisal is carried out by HOD and Principal in a personal interaction with the staff.

Suggestions for improvement and betterment are given and corrective actions are suggested to staff wherever necessary. This appraisal is one of the major factors for further appreciation, regular increments and promotion. Punitive action is recommended to the management as per the case may be. Wherever necessary, the management interacts with staff for their problems, difficulties and suggest ways for improving their performance.

Principal  
M.M.I.T.

