



MARATHWADA MITRA MANDAL'S  
**SHANKARRAO CHAVAN LAW COLLEGE**

Accredited with 'A' Grade by NAAC  
202/A, DECCAN GYMKHANA, PUNE - 411 004.  
Affiliated to Savitribai Phule Pune University & Approved by Bar Council of India, New Delhi  
(Permanent Reg. No. - Id No. : PU / PN / Law / 179 - 2002)



**Late. Shri. Shankarrao Chavan**  
Founder President

**Shri. Shivajirao D. Ganage**  
President

**Prin. Bhausaheb Jadhav**  
Exe - President

**Academic Year 2022-23**

**Performance Appraisal Policy**

**Policy Title: Performance Appraisal Policy**

1.	Performance Appraisal Policy Number (PAP): 01/PAP/2022-23	Functional Area: Review of Staff Yearly Performance
2.	Brief Description of the Policy:	<b>Purpose:</b> To fosters a culture of continuous improvement, aligns individual contributions with institutional goals, Code of ethics and ensures the maintenance of educational quality. Faculty Retention & operational efficiency.
3.	Policy Applies to:	Teaching and Non-Teaching Staff
4.	Effective from the Date:	11-07-2022
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Principal
7.	Superseding Authority	Management of Marathwada Mitra Mandal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Staff Appreciation and Progression
10.	References for the policy	Savitribai Phule Pune University



## **Introduction**

MMM's Shankarrao Chavan Law College's performance appraisal is designed to promote and encourage the employees to achieve their professional goals, institutional development, academic excellence and adherence to the code of ethics as well as to reward and recognize the contribution of employees in college for Faculty Retention.

## **Scope**

The policy is applicable to all employees, Teaching (Full time permanent and Ad hoc) and Non-Teaching, Library staff of the Law College.

## **Code of Ethics:**

1. All employees should adhere to the vision and mission of Marathwada Mitra Mandal's Shankarrao Chavan Law College, Pune.
2. All employees are vested with a responsibility to nurture and maintain the standard of education and must foster congenial learning-environment for students.
3. All teachers should work as facilitators and should imbibe life skills in students.
4. A Teacher should wear the Identity Card in the College and Campus. S/he should also ensure that students wear Identity Card in the Classes, Library and Campus.
5. Teachers should maintain record of their lectures and activities conducted, and obtain signature of students on document wherever necessary.
6. Teachers should participate in the extension, co-curricular and extra-curricular activities including community services.
7. A teacher should co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University, such as , assisting in apprising applications for admission, advising and counseling students , as well as assist in the conduct of University examination, including supervision, invigilation and evaluation.
8. Attendance and participation of teachers for celebrating Independence Day and Republic Day is mandatory.
9. Submission of duly filled Teachers Diary at the end of each semester is necessary, which would enable verification of API Scores.
10. Except in case of medical emergency, teachers should seek permission in advance for availing both casual leave and Duty Leave.

## **Purpose and Objective**

Staff performance appraisals are conducted annually for full-time employees. The performance Appraisal process is designed to improve performance with following purpose and objective;



1. To set goals, standards, criteria's, clarifying job responsibilities and evaluating core behaviors.
2. To connect employee's individual contributions to the overall goals, mission & vision of the College.
3. To evaluate employee's contribution in overall growth and development of the college.
4. To motivate employees through recognition and take initiatives for Faculty Retention;
5. To develop employees professionally;
6. To promote an open dialogue between employees and employers;
7. To address performance issues and concerns in a timely manner by arranging training sessions, workshops & Faculty Development Programs.
8. To ensure adherence to code of Ethics by staff

### **Performance Appraisal Policy & Process**

The appraisers should follow this performance appraisal process which consists of:

1. **Setting the performance standards:** To develop clear, easily understandable and measurable performance standards/ criteria and measures to be used as a benchmark to compare actual performance of the employees.
2. **Communicating the standards:** The standards should also be communicated to all the employees.
3. **Measuring the actual performance:** Appraisal forms will be circulated in the end of each Academic year which shall consist of self-appraisal, fulfillment of teaching and other academic responsibility, actual activities conducted, Fulfillment of Departmental/ activity responsibilities allotted by Principal, preparation of departmental reports, Administrative university Responsibilities, Research work
4. **Responsibility of employees:** it is the responsibility of each employee to submit self-appraisal form along with supporting documents. Failure to do so will results into disciplinary action& breach of code of Conduct.
5. **Code of Ethics:** Staff shall adhere to the Code of Ethics.

### **Review of Performance**

Performance appraisal will be reviewed by performance appraisal committee followed by personal Interviews by Panel.

### **Providing feedback:**

Actual performance is compared with the desired performance & criteria. The feedback of the comparison shall be communicated with the employees in person. The feedback, problems and possible solution must be discussed with the employee individually.

### **Taking corrective actions:**

If any gap or lacuna or the breach of code of ethics is identified during the process then opportunity shall be provided to the employee to present his or her side. College also organizes

training, workshop and Faculty development programs as per requirements to improve the performance. If the faculty fails to improve the performance or continues the breach of ethics then the college authorities retain the rights to take necessary action.

**Confidentiality:**

Confidentiality shall be maintained at all the times. Performance appraisal information will only be shared with authorized Persons.

**Documentation and Record Keeping**

Office superintendent shall maintain the record of Annual Performance Appraisal and Development Reviews

**Monitoring**

Office superintendent shall, under the guidance of Principal, shall monitor the compliance of performance appraisal policy, implementation and planning for Panel Interview.

**Policy Review**

College Management (CDC) and Principal retain the right to review the policy each year.



Coordinator IQAC



Principal