

# **Criteria 6.3.5**

## **Institution Performance Appraisal System for Teaching and Non Teaching Staff**



*Shashi Manmohan Shetty*  
Principal (I/C)  
Bunts Sangha's Ramanath Payyade College  
of Hospitality Management Studies  
Kurla (East), Mumbai - 400 070

Shashi Manmohan Shetty  
Higher Education Complex  
Buntara Bhavan Marg  
Kurla (East), Mumbai-400 070  
Email : [principal.rpchm@gmail.com](mailto:principal.rpchm@gmail.com)  
Web : [rph.bunts.edu.in](http://rph.bunts.edu.in)

### 6.3.5 C Practical approach of performance appraisal for teaching and non-teaching staff

**System and process extract from College Manual attached**



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## **CHAPTER -07: POLICY FOR APPRAISAL (Extract of the College Manual)**

### **PROMOTION & INCREMENT**

In order to bring clarity in appraisal, promotion & increment of Teaching and non-teaching staff the following policy is formed:

#### **APPRAISAL:**

The appraisal process is an integral part of the Institutions performance management system.

The purpose of this policy is to ensure that the Institutions have a clear, consistent and fair approach to appraisal. The overall aim of the appraisal process is to maximize the effectiveness and potential of each member of staff so that the Higher Education Institutions successfully achieve their objectives.


The objectives of the appraisal process are as under: -

1. Maximize performance.
2. Reinforce the values and behaviors of the Institutions.
3. Identify the non-performer and guide them for improvement.
4. Set objectives for the year ahead.
5. Encourage staff development.
6. To improve the effectiveness of the organization.

#### **Process:-**

1. The Performance of all the Staff Members would be appraised annually.
2. The Self - Appraisal and Students Feedback would be used as means for performance appraisal



  
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of Teaching Staff and Self-Appraisal would be used as a tool for performance appraisal of NonTeaching Staff.

3. Student Feedback would be conducted twice in an academic year i.e. once in a Semester.

4. Self-Appraisal :-

a. The process of Self-Appraisal would be carried once in a year.

b. The Self-Appraisal forms would be issued to Individual staff annually in the Month of March (i.e. by 05th March) and duly filled form shall be submitted to the HR Dept. by 15th March.

c. Self-appraisal forms with remarks by Heads of the Institutions/CAO/Co-coordinator/HOD to be submitted to the Secretary for his remark by 30th March.

d. Self-Appraisal forms with remarks from the Secretary would be submitted back to the HR Dept. by 20th April.

e. HR Dept. will prepare summary report to be submitted to the Office Bearers by April 30.

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PROMOTION:

Objectives;-

1. To ensure that all positions are manned by personnel having the requisite qualifications, exposure and competence.
2. To integrate the aspirations for growth and development of Employees with the present and future requirements of the Higher Education Institutions.
3. To ensure equity, fairness and objectivity in matters relating to promotion



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4. To recognize and reward meritorious performance.

Process:-

1. The promotion policy is based on the Guiding Principles such as Performance, Experience and Vacancy.
2. The Eligible & deserving staff members would be promoted to higher level as per the norms of University of Mumbai/UGC/AICTE/Education Dept. /Govt. of Maharashtra/Management.
3. The Process of Promotion will be carried out annually and would be effective from 1st July.

INCREMENT:

The objective is to better overall performance through recognition of individuals Contribution, bringing in accountability for individuals, promote teamwork, team values and Co-operation and bring in focus on Institution's success as a whole. Excellent performance hence needs to be recognized and appropriately rewarded.

Simultaneously for non –performers, areas for improvement shall have to be identified and necessary corrective action initiated.

1. The Process of Increment/ Salary revision is annual and the increment would be effective from 1<sup>st</sup> July of every year.
2. The annual increment would be 3% of the total sum of Basic & DA.
3. The Office Bearers of the Management (HEC) would be the final authority to take final decision on increase in Dearness Allowance.



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4. Extraordinary performance of an employee would be appreciated by way of giving additional increment. The decision of office bearers in this regard would be final.
5. Additional increments or lumpsum amount may be awarded for upgradation of Qualification in the relevant field which shall be at the discretion of the Management.
6. New staff will be entitled to an increment on 1st July, provided that they are in service before 1st January. If they commence on or after 1st January they will not receive an increment until 1st July the following year.
7. Staff appointed to a post graded higher than their current post will be offered a new salary of the minimum of the new grade/pay band.
8. Extraordinary performance of an employee would be appreciated by way of giving additional increment. The decision of Office Bearers in this regard would be final.
9. New faculty appointed directly on the basis of recommendation of selection committee and whose appointment is approved by University of Mumbai shall be placed on consolidated salary for the period of 2 years.
10. The Management has the right to reverse/withheld the increment as a part of disciplinary action.



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