



College with excellence at par

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Anekant Education Society's

TULJARAM CHATURCHAND COLLEGE

of Arts, Science and Commerce, Baramati, 413102

(Autonomous Institute)

Estd-June 1962

Religious Minority Institute

NAAC Reaccredited 'A+', CGPA 3.55

• ISO - 9001 - 2015 Certified

• DST FIST 'O' Level

• DBT - Star College Scheme

• Green Audit Certified

• UGC - CPE Status

• UGC - B. Voc. Programme

• Best College Awardee-SPPU

• Best Principal Awardee-SPPU

Affiliated to Savitribai Phule Pune University (Formerly University of Pune) (Id No.PU/PN/ASC/016/1962) Univ. College Code No. 032, HSC Board Code No.J 11.02.001(1976-77)

Ref. No. AES/TCC **Performance Appraisal Policy for Non-Teaching Staff** 20 JUN 2019

Introduction:

The college acknowledges the crucial importance of performance appraisals in fostering the ongoing growth and advancement of its non-teaching staff. The Performance Appraisal Policy will be guided by principles of fairness, transparency, and a commitment to professional excellence. It should establish a clear and organized approach to assessing and improving the performance of our staff members.

Objective:

1. To ensure the efficient functioning of the administrative and support staff.
2. To enhance staff skills and recognize contributions to institutional growth.
3. Promoting the continuous professional development of faculty members.
4. Rewarding excellence and identifying areas that require improvement.

Appraisal Scope and Cycle:

1. This policy applies to all non-teaching staff at the college, including grantable and non-grantable staff.
2. Conducted annually, at the end of the academic year.

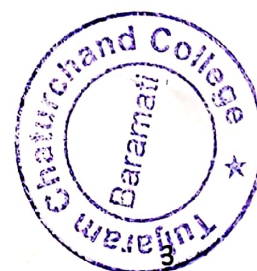
Performance Criteria:

1. Job Knowledge & Skills:

- Technical skills relevant to the job.
- Ability to learn and adapt to new processes or tools.

2. Work Efficiency:

- Timely completion of assigned tasks.
- Adherence to institutional policies and procedures.
- Problem-solving and initiative in work duties.



3. Contribution to Institution:

- Participation in institutional activities or events.
- Willingness to take on additional responsibilities when required.

Appraisal Process:

1. **Supervisory Review:** Assessment by immediate supervisors on work performance, efficiency, and attitude.
2. **Administrative Review:** Final evaluation by higher authorities, including departmental heads, the registrar and the principal.
3. **Management Approval:** Recommendation from principal will be approved by management of the Anekant Education Society.

Outcome:

1. Performance ratings (e.g., excellent, satisfactory, needs improvement).
2. Professional development or skill-enhancement programs for staff.
3. Recognition for outstanding performance.
4. Counselling or retraining for staff needing improvement.
5. Eligibility for promotion to higher positions based on performance.

General Provisions:

1. **Confidentiality:** All appraisal discussions and documents remain confidential.
2. **Review and Revision:** The policy will be reviewed periodically to ensure its relevance and effectiveness.


Coordinator
Internal Quality Assurance Cell
Tuljaram Chaturchand College of
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Principal
Tuljaram Chaturchand College
Baramati

