



CAYM Education Trusts

Siddhant College of Pharmacy

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Appraisal Policy for Teaching Staff

Under the guidelines of State Government and Savitribai Phule Pune University about the appraisal policies for teaching staff institute has designed their own appraisal policies for teaching staff working in the institutes and same is as under

1. In order to evaluate the work of the teacher, he/she should prepare an outline of his academic programme in consultation with the concerned Head of the Department at the beginning of a session and at the end of the academic session, prepare a report of the work done by him/her which should be submitted to the Principal by the end of the year

In addition the assessment report of the teachers shall be kept maintained by the Principal for the following purposes

- a) For evaluation of six-monthly report during the period of probation
- b) For confirmation in service
- c) For consideration at the time of interview for a higher post
- d) Once every three years for determining whether the teacher continues to take his work seriously
- e) On other occasions when required for specific purposes
- f) As decided by Principal for better performance of teacher time to time

2. The adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by Principal or Chairman Governing Body in the case of Principal with a view to making improvement in the work, by the person concerned if the report is adverse. The teacher aggrieved by any adverse remarks may represent to the Competent Authority which shall deal with such representation suitably

3. The committee consisting of the following members shall consider the assessment report and will also recommend for further increment/promotion

- I) The Chairman, Governing Body or his nominee
- II) The Principal of the institute or Head of Department in

absence of Principal as the case may be

III) The Head of the Department of the concern subjects, if any or an expert in the subject nominated by the Chairman Governing Body.

IV) Two experts in the concern subject nominated by the Governing Body time to time,

However in case where assessment of the principal is concerned in place of the principal the word “an outside expert nominated by the competent authority “ be substituted.

4. on the recommendation of the committee referred to above the governing body shall permit the teacher for increment/promotion if the report is adverse he/she will not entitle for any increment /promotion till the authorities concerned recommend that he/she be permitted for increment/promotion.

Principal

Hon. Generalsecurity

