

MIT | Arts, Commerce & Science College

MAEER's

MIT Arts, Commerce and Science College, Alandi (D),
Pune – 412105.



6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

(AY 2014-15 to 2018-19)

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Performance & Appraisal Policy

Eligibility:

Applicable to all employees and as per the eligibility criteria approved every academic year.

Objective:

To establish statutory compliance and a guiding document for 'Performance Appraisal'.

Procedure :

1. Job evaluation is a systematic method of determining the relative value of all jobs in the Institution. That value is based on job content, not on how well an individual performs the work assigned.
2. For performance appraisals, job evaluation is a prerequisite in order to form a proper job matrix of jobs in the Institution so as to meet authority with corresponding responsibility head.
3. Appraisal factors used to appraise an individual's performance in a job/position are measured collating the following:
4. Depth of knowledge normally acquired through education -specialized formal training; -depth and breadth of knowledge or -JOB SCOPE skill in terms of related work experience and on-the-job training; - decision-making requirements including job complexity, independence of action, - INSIDE RELATIONSHIPS analytical and creative job requirements; - responsibility for contacting and dealing with administrative staff, faculty member, - OUTSIDE RELATIONSHIPS students and others within the Institution; - MANAGERIAL responsibility for representing the Institution - RESPONSIBILITY- influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue – POSITION CONDITIONS - control, planning, policy and strategy development. - Degree to which the position has certain undesirable working conditions present.
5. Performance Appraisal form will be provided by HR for the same to the Department Head. Each employee of the Institution is evaluated in a systematic manner on annual basis. The immediate Department Head will lead Performance appraisals with HR assisting in the same. Areas to be evaluated will include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.

ANNUAL PERFORMANCE APPRAISAL SCHEME TEACHING STAFF

Our annual performance appraisal scheme is based on the defined academic performance indicators (API's) applicable to the Teaching Staff.

Objective

API's provides fair, effective and consistent teacher evaluation in every educational Institution.

PURPOSE AND NEED

- To set goals and expectations
- To view performance snapshots, at various levels
- Trend the performance of the selected individual
- To set a benchmark against the goals
- Assess current situation and determine root causes of identified problem areas
- Assist new teachers to achieve their full potential
- To promote professional growth

ELIGIBILITY

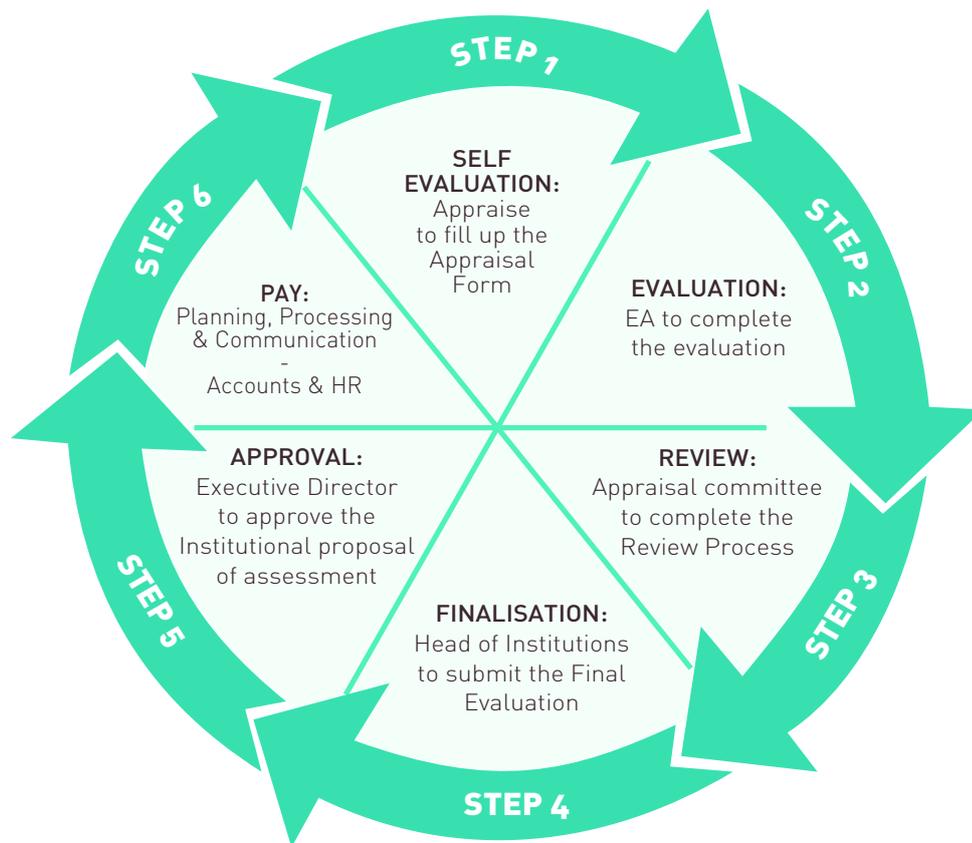
Eligibility Criteria to be followed is as follows:

- Employees completing 10 months and above of continuous service without any breaks as on May 31st.
- Employees completing 8 months of continuous service without any breaks would be paid on pro-rata basis as on May 31st with consideration to 12 months of service.
- The employee will be given the prorated increase till he/she completes the stipulated 12 months service once he/she complete the 12 months service the entire increment percentage will be applicable from the 13th month onwards.
- Resigned Employees and those serving notice periods as on 30th June would not be eligible for appraisals process or payment thereof.
- Employees with adverse remark in their confidential report should be marked in the appraisal note.

Important Note :

Executive Director (or the competent authority appointed on his behalf) has the authority to make any changes in the above mentioned Eligibility Criteria at his sole discretion.

PROCESS



ACADEMIC PERFORMANCE INDICATORS (APIs)

Category	Max Score	Minimum Score Required			
I : Teaching, Learning & Evaluation	125	75			
II : Co-Curricular, Extension & Professional Development	50	15			
Total Annual Score Under Categories I and II	175	90			
III : Research and Development	—	(Asst. Prof-5K)	(Asst. Prof-5.5K)	(Asst. Prof-6K)	(Asst. Prof-7K)
		10	15	20	25

MINIMUM POINT NORMS AND WEIGHTAGES FOR DIFFERENT CADRES

APIs	Assistant Prof. (AGP - 5K)	Assistant Prof. (AGP - 5.5 K)	Assistant Prof. (AGP - 6K)	Assistant Prof. (AGP - 7K)
Category - I : Teaching, Learning & Evaluation	75	75	75	75
Category - II : Co-Curricular, Extension & Professional Development	15	15	15	15
Category - III : Research and Development	10	15	20	25
Total	100	105	110	115

GUIDELINES:

- The points for Category III will be accrued only at the minimum required level.
- Any additional points (after the minimum required for each cadre), shall be accrued towards the R&D Incentive Scheme.
- The Bonus would be to garner more points in Category I and Category II with some participation in R&D activities. This will help in improving the overall teaching-learning processes.

CATEGORY – I
TEACHING, LEARNING & EVALUATION

Sr. No.	APIs	API Score Allotted
1	Lectures, Tutorials, Practicals Conducted <ul style="list-style-type: none"> • A minimum of 80 % compliance is mandatory for the points to accrue. • The compliance in % shall be weighted with respect to maximum score of 50. • In case of multiple subjects, the average of compliance is to be considered. 	50
2	Extra Teaching Duties (subject to 100 % compliance in 1 above) <ul style="list-style-type: none"> • Extra lectures over and above the allotted (in excess of the norms). • Extra practicals and tutorials over and above the allotted (in excess of the norms). 	1 / Extra Lecture (12 Max)
3	Curriculum Enrichment (subject to 100 % compliance in 1 above) <ul style="list-style-type: none"> • Teaching content beyond syllabus. • Conducting additional practical/s not prescribed in the curriculum. • Providing resources in the form of course notes, handouts, paper solutions, question bank, solved assignments, etc. Any 2 points mentioned above with 5 points for each.	10
4	Participatory and Innovative Teaching-Learning Methodologies <ul style="list-style-type: none"> • Use of additional teaching tools like presentations, slides, models, simulations, case-studies, blogs, course website, etc. • Arranging field visits (not prescribed in regular curriculum). • Guiding innovative student projects (participation/winning prizes in reputed competition/s). • Developing in-house experimental setups, equipments, models, etc. • Any 2 points mentioned above with 10 points for each. 	20
5	Examination Duties <ul style="list-style-type: none"> • Invigilation, question paper setting, evaluation/assessment of answer scripts as per allotment. • A minimum of 80 % compliance is mandatory for the points to accrue. • The compliance in % to be converted on a pro-rata basis to a max. score of 10. 	10
6	Student Feedback <ul style="list-style-type: none"> • The score shall be converted on a pro-rata basis to a maximum score of 18. • In case of multiple subjects, the average of feedback is to be considered. 	18
7	University duties except Examination duties like syllabus designing, BOS members, etc.	05

MAXIMUM POINTS : 125**MINIMUM REQUIRED: 75**

CATEGORY – II
CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT

Sr. No.	Nature of Activity	Details & Scale	API Score Allotted
1	Student Centric Activity (Co-curricular, extension and field based activities) (Max. 20 points)	I. Inter-College level activity/ event Convener / Coordinator Member	20 05
		II. College level activity/ event Convener/ Coordinator Member	10 02
		III. Certificate Course/ Add on Course Coordinator (with min. 50 % teaching) Coordinator (with no teaching)	15 05
		IV. Guest Lectures for students	2 / Lecture
<ul style="list-style-type: none"> The points are for organizing any student related co-curricular and extra-curricular activity like workshop, seminar, conference, training program, add-on course, guest lecture, etc. The certificate course/ add on course shall be for a minimum duration of 40 hours and shall be conducted after college hours or weekly offs. Guidance to students for participation in major events like M-PULSE, Management Week, IT Week, Commerce Week, etc is included. 			
2	Academic and Administrative Committees & Responsibilities (Max. 15 points)	I. College Level Committee a. Incharge b. Member	10 02
		II. Department Level Committee a. Incharge b. Member	05 01
<ul style="list-style-type: none"> No points for remunerative work in this category (eg. Sr. Supervisor/ Custodian, etc.). Role as Incharge or Member in any of the committees at the Institution as well as department level is included. 			
3	Professional Development Activities (Max. 15 points)	Participation in seminars, conferences, workshops, talks, lectures, dissemination, general articles, invited lecture, etc (duration less than 1 week)	3/ participation
		<ul style="list-style-type: none"> The points are for attending seminars, workshops, conferences, etc of less than 1 week duration. The points can also be claimed for invited lecture or talk, keynote talk delivered in some program or event. 	

MAXIMUM POINTS : 50
MINIMUM REQUIRED: 15

CATEGORY – III
RESEARCH AND DEVELOPMENT

Sr. No.	Type	Details & Scale	API Score Allotted
1	R&D and External Funded Projects (Max. 30)	I. Minor Projects	10
		II. Major Projects	20
<ul style="list-style-type: none"> The points mentioned are for PI and Co-PI. In case of multiple Co-PIs, the points shall be divided equally amongst all Co-PIs. All such projects that receive funding and grants from apex bodies, government or non-government funding agency, R&D organizations, industry, university, etc. are eligible to be considered. The points for external funded projects shall be based on the actual amount received, and not on the amount sanctioned. A proof of fund received is mandatory. 			

2	Publications (Max. 40)	I. International Referred Journals	10
		ii. National Referred Journals	07
		iii. Conference Proceedings as full papers (Abstracts not be considered) With ISBN No.	05
		iv. Technical Articles	03
<ul style="list-style-type: none"> • Publications in journals, with an ISSN No. shall only be considered. • The Institution's name "MITCSC Alandi" should appear in the affiliation of the author/s; for consideration of appraisal points. • Only one co-author shall be considered for credit to be given towards publication points. • The score for paper in refereed journal shall be augmented as follows; <ul style="list-style-type: none"> □ Impact factor less than 1 : 10 and 05 points □ Impact factor between 1 and 2 : 15 and 10 points □ Impact factor between 2 and 5 : 20 and 15 points □ Impact factor between 5 and 10 : 25 and 20 points • The impact factor calculated by std. bodies like Thomson, Scopus, etc shall only be considered. • Technical articles published in reputed magazines, periodicals, websites, newspapers shall only be considered. 			
3	Paper Presentation (Max. 15)	I. International Conference	05
		ii. National Conference	03
		iii. State Level Conference	02
<ul style="list-style-type: none"> • The paper must be presented in person at the conference. The points shall be claimed by only one faculty who actually presents the paper in the conference. • A certificate of presentation with "MITACSC Alandi" as author's affiliation is mandatory. 			
4	Books and Chapters in Books (other than referred journal articles) (Max. 40 points)	I. International Publishers	25 per sole author & 10 per chapter
		ii. National level publishers	15 per sole author & 08 per chapter
		iii. State Level Publications	10 per sole author & 05 per chapter
		iv. Monographs	15 per sole author & 08 per chapter
<ul style="list-style-type: none"> • In case of multiple authors, equal weightage to all the authors. • Publications with an ISBN No. shall only be considered. • The Institution's name "MITACSC Alandi" should appear in the affiliation of the author/s; for consideration of appraisal points. 			
5	Industrial Training (Max: 15 points)	I. More than 2 weeks duration	15
		ii. Min. Two weeks duration	10
<ul style="list-style-type: none"> • The industrial training shall be undertaken for a minimum period of 2 weeks in the summer and winter vacation or non-instructional days. • The said training should be in an organization with minimum Pvt. Ltd. structure. • Under no circumstances, should the training be arranged in the regular academic schedule. 			
6	Courses/ Programs Attended (Max: 10 points)	I. International	10
		ii. National/ State/ University/ In-house	05
<ul style="list-style-type: none"> • Technology Programs, STTPs, FDPs, Workshops, etc are included. • The course/ program attended should be for a minimum period of 1 week. • The same shall be attended only during summer and winter vacation or non-instructional days. • The courses attended during instructional days shall not be considered for appraisal points. 			

7	Courses/ Programs Organized for Faculty (Max: 15 points)	I. International	10
		ii. National/ State/ University/ In-house	05
<ul style="list-style-type: none"> • Refresher and Training Courses, Conferences, Seminars, Workshops, STTPs, FDPs, etc is included. • The points for organizing courses/ programs shall be claimed by the Convener/ Coordinator of the event. Organizing Committee members shall accrue 2 points for each program. • For all such events that are funded by some agency, the points shall be increased to 20 and 10 respectively. The funding in this case has to cover minimum 70% of the total expenses. 			
8	Research Guidance (Max. 30)	I. Ph. D.	20
		ii. M. Phil.	10
		iii. Masters by Research	05
<ul style="list-style-type: none"> • The points shall be awarded only on award of degree by the University. • The research student should contribute to the Institution in the form of lecture, seminar, etc. 			
9	Research Evaluation and Review (Max: 15 points)	I. Ph. D.	05
		ii. M. Phil.	03
		iii. Journal/ Conference	02
<ul style="list-style-type: none"> • The points shall be awarded for evaluating/ reviewing external PhD Thesis and M. Phil Dissertation. • The points shall be awarded for reviewing papers in journals and/or conferences of repute. 			
10	Collaborative Research (Max. 20)	I. International	10
		ii. National	05
<ul style="list-style-type: none"> • Collaborative work with research organizations, Institutions and Universities of repute is considered. • The research work shall be undertaken for a minimum period of 2 weeks in the summer and winter vacation or non-instructional days. • A formal letter from the concerned organization or Institution, clearly mentioning the effective period, and work to be done is required. • The benefit of said research; to the students in particular and Institution in general should be clearly demonstrated. 			
11	Faculty Up-gradation (Max. 10)	I. Ph. D.	10
		ii. M. Phil.	07
		iii. PG	05
12	UGC Approval/NET/SET		05
13	Consultancy/ Collaborations/ MoU/ Donations/ Lab Development (Max. 05)		05 Each
	<ul style="list-style-type: none"> • Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and benefit to the Institution; both intellectually as well as financially. • Collaboration or MoU with industry must be specific and must clearly mention the effective period, deliverables from both sides, benefit to the students in particular and Institution in general. • Donations in the form of equipments, experimental set-ups, softwares, models, charts, etc. and having direct benefit to the students, are eligible for consideration. DSR entry is required. 		

MINIMUM REQUIRED:
10 (Assistant Prof. with AGP of 5K)
20 (Assistant Prof. with AGP of 6K)
15 (Assistant Prof. with AGP of 5.5K)
25 (Assistant Prof. with AGP of 7K)

ANNUAL PERFORMANCE APPRAISAL SCHEME NON-TEACHING STAFF

Our annual performance appraisal scheme is based on the defined Key Performance Indicators (KPI's) applicable to the Non-Teaching Staff.

Objective

KPI's provides fair, effective and consistent staff evaluation in every educational Institution.

PURPOSE AND NEED

- To set goals and expectations
- To view performance snapshots, at various levels
- Trend the performance of the selected individual
- To set a benchmark against the goals
- Assess current situation and determine root causes of identified problem areas
- To promote professional growth

ELIGIBILITY

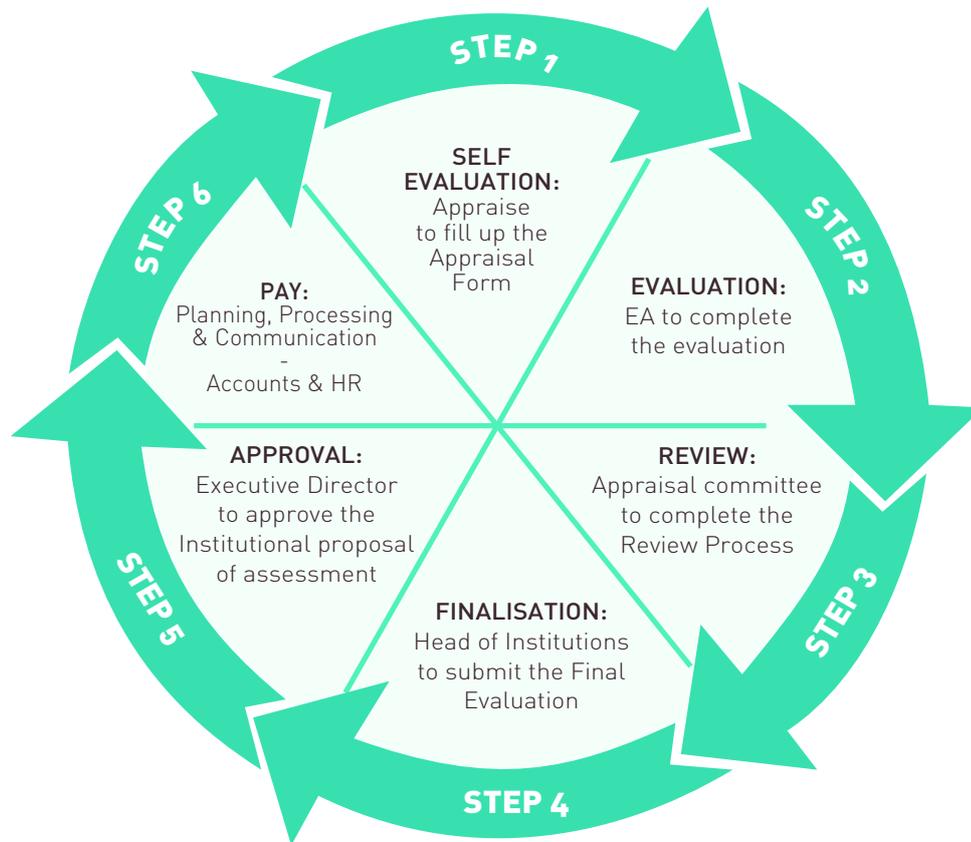
Eligibility Criteria to be followed is as follows:

- Employees completing 10 months and above of continuous service without any breaks as on May 31st.
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- Resigned Employees and those serving notice periods as on 30th June would not be eligible for appraisals process or payment thereof.
- Employees with adverse remark in their confidential report should be marked in the appraisal note.

Important Note :

Executive Director (or the competent authority appointed on his behalf) has the authority to make any changes in the above mentioned Eligibility Criteria at his sole discretion.

PROCESS



STEP I : PREPARATION

Goal Setting: involves establishing specific, measurable, achievable, realistic and time-targeted (S.M.A.R.T) goals.

We would be accessing the three types of goals which are:

1. Organizational Goals
2. Institutional Goal
3. Departmental Goals

The Appraiser and Appraise collectively would be finalizing the Key Performance Indicators (KPI) for each of the above goals and finally setting the parameter for the various Institutional Objectives to be achieved at the beginning of the appraisal period.

The goals distribution rating are define as below:

Sr.No.	Type of Goals	Weight-Ages
1	Management Goals	20%
2	Institutional Goal	20%
3	Departmental Goals	60%
	Total	100%

STEP II: SELF EVALUATION

Self-Rating: After the finalization of the Goals, Appraiser would finalize the Weightages (Total should add to 100 %) per Goal. Appraiser to fill up the Appraisal form which would consist the above sections. The **Weightage Grid** is define as below:

Sr. No.	Nature of Activity	Weightages	Self Evaluation	Evaluation by EA	Evaluation by RA
1	SECTION – A: Key Performance Indicators	60%			
2	SECTION –B: Records of Absence	5%			
3	SECTION-C: Performance Assessment	20%			
4	SECTION-C: Skills Assessment	15%			
	TOTAL	100%			

STEP III: REVIEW PROCESS

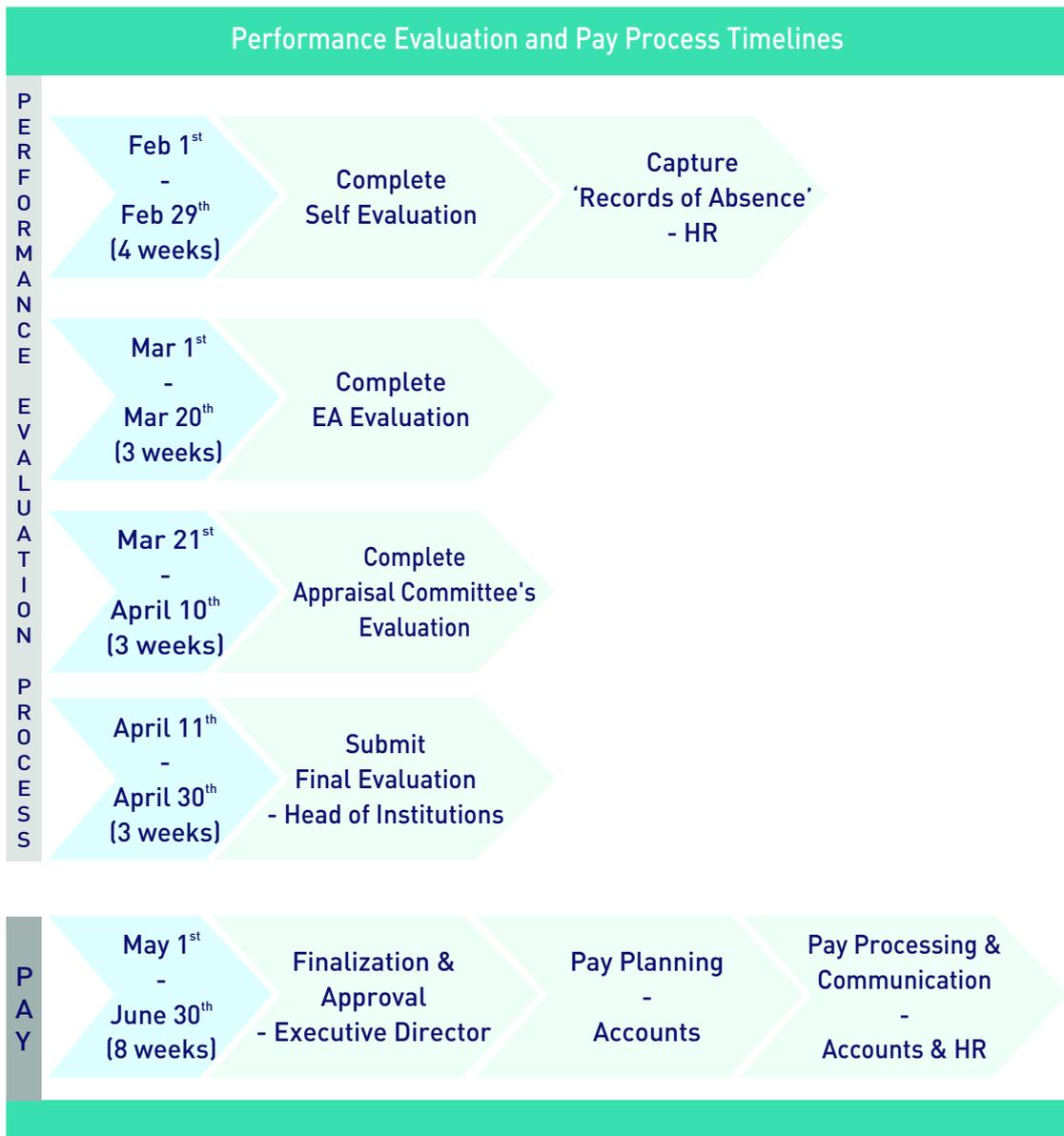
- Appraiser to review the draft and provide inputs.
- Appraiser would complete self-rating on the above sections and submit the duly signed final rating sheet.
- HR to collate the same, provide inputs on Records of Absence and present it to the EA.
- Appraisal Committee (EA & RA, External Assessor (if any)) would review the Appraiser and provide their rating on the above sections as per the below final rating grid.

FINAL RATING GRID

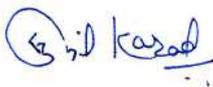
4	3	2	1	0
Above 90 %	80 - 90 %	65 - 80 %	50 - 65 %	0 - 50 %
Outstanding	Very Good	Good	Average	Below Expectation

* Evaluating Authority (EA), Reviewing Authority (RA)

Annexure X : Appraisal Form



Approved by



Dr. Sunil Karad
Trustee & Executive Director
MIT Group of Institutions

Promotion & Increment Policy

Eligibility:

Applicable to all confirmed employees.

Objective:

To establish statutory compliance and a guiding document for 'Promotion & Increment'.

Procedure :

Based on the performance appraisal score of an individual, annual increment is recommended by the respective Head of Institution.

After the completion of appraisal procedure, the employee is eligible for promotion. Thus, the promotion recommendations are done by the Head of Institution and then approved by the Executive Director (or the competent authority appointed on his behalf).

Good past performance enhances the eligibility for promotion. A promotion is the upward shift of an employee from one position to another having more responsible duties and involving more skills. Promotions are based on merit and an employee must meet the qualifications required for the higher position. A pay rise is expected but may not be compulsory to provide.

When an employee is promoted, they may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.

The added benefits of promotion serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition.

The ultimate decision regarding promotions rests with the management.

Annual increment will be marked in the service book for all employees. Promotion letters to be made in duplicate so that the candidate retains one copy and submits the other copy duly signed by him/her as token of acceptance. A photocopy of the same to be submitted to Account Section for their records immediately as the same should reflect in the next pay cycle.

In exceptional cases where an employee is demoted, the salary may reduce and cannot exceed the maximum of the pay plan for the new position.

After annual increment, if anyone has any grievance, the same has to be put in front of the grievance committee within 15 Days through the Head of Institution. No claim after that will be entertained on any basis.

ANNUAL PERFORMANCE APPRAISAL FORM

TEACHING STAFF

(Period of Appraisal: From June 2020 To May 2021)

EMPLOYEE DETAILS:

Name of the Faculty	:	
Department	:	
Designation	:	
Date of Joining the Institute	:	
Gross Salary	:	

GUIDELINES:

- The period of evaluation shall be June to May.
- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- The faculty must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is HoD and the Reviewing Authority (RA) is The Head of Institution (Principal/ Director/ Dean).
- Appraisal Committee for HoD: Evaluating Authority (EA) is The Head of Institution (Principal/ Director/ Dean) and the Reviewing Authority (RA) is The Executive Director (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance

RECORDS OF ABSENCE (TO BE FILLED BY THE HR)

Sr. No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term I Jan-Jun	Term II Jul-Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Maternity Leave (MTL)(if applicable)			
4	Leave without Pay (LWP)			
5	Earned Leaves (EL) (if Applicable)			
6	Special Leave (SL)			



(Signature)
Principal
MIT Arts, Commerce & Science College
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CATEGORY – I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES
(MINIMUM SCORE REQUIRED: AP- 70, Asso. Prof.-65, Prof.- 60)

Sr.No	Nature of Activity	Maximum Score		
		API Score allotted (AP/Asso.P/P)	Self-appraisal Score	Verified API Score
	ESSENTIAL			
a.	Direct teaching 1. Lectures, Tutorials, Practicals conducted 2. Extra Teaching Duties 3. Curriculum Enrichment	70/60/60		
b.	Examination duties (Question paper setting invigilation, evaluation of answer scripts) as per allotment	20/20/10		
c.	Innovative teaching-learning methodologies, updating of subject content/courses, mentoring etc.	10/15/20		
Total of (I)		100/95/90		

a. Actual hours spent per academic year + 7.5

b. Actual hours spent per academic year + 10

c. Actual hours spent per academic year +10

Signature of Faculty

Verified by HOD



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CATEGORY – II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES

MINIMUM SCORE REQUIRED: 25

Sr. No.	Nature of Activity	Maximum Score		
		API Score allotted	Self-appraisal Score	Verified API Score
a	Student related co-curricular, extension and field based activities (i) Discipline related co-curricular activities (e.g remedial classes, career counseling, study visit, student seminar and other events) (ii) Other co-curricular activities (Cultural, sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public/popular lectures /talks /seminars etc)	15		
b.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (i) Administrative responsibility (including as dean /Principal/chairperson/convenor/ teacher -in charge/similar other duties that require regular office hours for its discharge) (i) Participation in board of studies, Academic and Administrative Committees.	15		
c.	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses, dissemination and general articles and any other contribution)	15		
Total of (II)		45		

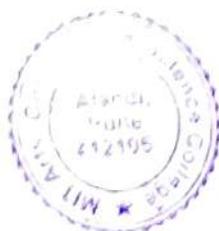
a. Actual hours spent per academic year +10

b. Actual hours spent per academic year + 10

c. Actual hours spent per academic year +10

Signature of Faculty

Verified by HOD




 HOD
 MIT Arts, Commerce & Science College
 Bangalore - 560075

**CATEGORY – III : RESEARCH, PUBLICATIONS & ACADEMIC
CONTRIBUTIONS**
(MINIMUM SCORE REQUIRED: AP (5K) - 30, AP (5.5 K)- 35, AP (6K)- 40, AP (7K)- 45)

Sr. No.	Activity	Self Appraisal Score	Appraisal Score Verified by HOD
1.	Research Publications (Journals) (Refer to API Scheme) i. Referred journals as notified by the UGC ii. Other reputed journals as notified by UGC		
2.	Research Publications other than journals articles (Books, Chapters in books) International Publisher: 30 per single author/ 10 per chapter National Publisher: 20 per single author/ 05 per chapter Local Publisher : 05 per single author		
3.	Sponsored Projects Minor Projects: 10 Each Major Projects: 20 Each		
4.	Consultancy Projects (10 each)		
5.	Project Outcome/ Output International Level: 30 each National level: 20 each State Level: 10 each Local level: 05 each		
6.	Research Guidance PhD Awarded(15 each), PhD Thesis Submitted (10 each), M. Phil. Awarded (05 each)		
7.	Fellowship/ Awards International level: 15 each National level: 10 each State/ University level: 05 each		
8.	Invited Lectures/ Papers delivered/ presented in Conferences, Seminars, Workshops & Symposiums International Level: 07 each lecture/ 05 each paper National Level: 05 each lecture/ 03 each paper State/ University Level: 03 each lecture/ 02 each paper		
9.	Development of e-learning delivery process/ material (10 per module)		



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Sr. No.	Activity	Self Appraisal Score	Appraisal Score Verified by HOD
10.	Industrial Training (Max: 15) more than 2 weeks (15) min. 2 weeks (10)		
11.	Courses/ Programs Organized for Faculty (Max.15) International (10) National/ State/ University/ In-house (5)		
12.	Research Evaluation and Review (Max. 15) PhD (5), M. Phil. (3) Journal/Conf. (2)		
13.	Faculty Up-gradation (Max.10) Qualification: Ph.D. (10), M. Phil. (07), PG (05)		
	TOTAL (III)		

The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal /corresponding author/supervisor/mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all authors.

EVALUATION SUMMARY:

APIs	Minimum Required API Score (AP/ Asso. P./ P)	Self Appraisal Score	Appraisal Score by HOD
Category – I : Teaching, Learning & Evaluation Related Activities	70/65/60		
Category – II : Professional Development, Co-Curricular & Extension Activities	25		
Category – III : Research, Publications and Academic Contributions	Refer to Page no. 3-9 in Annual Performance Appraisal Scheme		
TOTAL			

Signature of Faculty

Verified by HOD



(Signature)
Principal
MIT Arts, Commerce & Science College
Alandi, Pune - 412 105.

ADDITIONAL COMMENTS (if any) BY THE FACULTY

Date :

Signature of Faculty

ASSESSMENT BY THE HOD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental assignments, EA should seek remarks from the concerned HOD.)

On a 10 point scale, the performance of _____ can be rated at _____

Date :

Name & Signature of HOD

REVIEW OF ASSESSMENT & RECOMMENDATION BY THE PRINCIPAL(RA)

Date :

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution




Principal

MIT Arts, Commerce & Science College
Alandi, Pune - 412 105.

**ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF**

(Period of Appraisal: From June 2020 To May 2021.)

EMPLOYEE DETAILS:

Employee Name	
Department	
Designation	
Date of Joining	
Total Years of Experience	
Years of Experience in Current Role	
Qualification	
Certifications if any	
Appraisal Period	
Gross Salary	

GUIDELINES:

The period of evaluation shall be June to May.

- All the information should be provided accurately & clearly. Additional information worth a mention may be provided in separate sheets.
- The Non-Teaching Staff must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for staff: Evaluating Authority (EA) is the HoD/ Section Head and the Reviewing Authority (RA) is The Head of Institution (Principal/Director/Dean).
- Appraisal Committee for HoD/ Section Head: Evaluating Authority (EA) is The Head of Institution (Principal/Director/Dean), the Reviewing Authority (RA) is Executive Director or the competent authority appointed on his behalf and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance.




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SECTION – A: KEY PERFORMANCE INDICATORS (Marks 50)

(to be filled in a separate sheet and attached along with the form)

Sr. No.	Key Role	Weightages (Total should add to 50)	Self Rating	EA Rating	RA Rating

SECTION –B: RECORDS OF ABSENCE (to be filled by the HR) (Marks 05)

Sr. No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP)			
5	Earned Leaves (EL)			
6	Special Leave (SPL)			

SECTION-C: SKILLS ASSESSMENT

Sr. No.	Academic Assessment	Marks allotted	Self Rating	HOD Rating	Head of Institution Rating
1	Whether competent in required job skills & knowledge	02			
2	Whether exhibits ability to learn & apply new skills	02			
3	Whether displays understanding of how job relates to others	02			
4	Whether uses resources effectively	02			
5	Whether expresses ideas & thoughts well verbally	01			
6	Whether expresses ideas & thoughts well in written form	01			
7	Whether exhibits good listening & comprehension	01			
8	Whether keeps others adequately informed	02			
9	Sensitive to work assistance asked by co-worker	01			
10	Whether responds to the instructions, guidelines from higher authorities	01			
Total: _____ out of 15					
Remark if any by HOD:					



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SECTION-D: INITIATIVE & COOPERATION

Sr. No.	Initiative & Cooperation	Marks allotted	Self Rating	HOD Rating	Head of Institution Rating
1	Whether following protocols/ hierarchy in office matters	01			
2	Ability to work with minimum instructions	02			
3	Ability to identify requirements of the work assigned	02			
4	Maintaining daily cycle of duties	01			
5	Whether displays positive outlook in pleasant manner with co-workers, faculty , staff, students, parents and public in general	01			
6	Involvement in work/ duties at Institute level	02			
7	Whether positive and flexible approach to work requirements as per situations	01			
Total: _____ out of 10					
Remark if any by HOD:					

SECTION- E: QUALITY OF WORK

Sr. No.	Quality of Work	Marks Allotted	Self Rating	HOD Rating	Head of Institution Rating
1	Promptness (Timely completion of work) and Accuracy	10			
2	Any outstanding work done	02			
3	Integrity & honesty towards work and organization	03			
4	Any efforts being made for academic qualification improvement and knowledge upgradation	02			
5	Punishment warning/ memos received if any Received None-03, Received: 0	03			
Total: _____ out of 20					
Remark if any by HOD:					




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EVALUATION SUMMARY

Sr. No.	Assessment	Marks	Self Rating	HOD Rating	Head of Institution Rating
1	Section A: Key Performance Indicators	50			
2	Section B: Records of Absence	05			
3	Section C: Skills Assessment	15			
4	Section D: Initiative & Cooperation	10			
5	Section E: Quality of Work	20			
	Total	100			

ADDITIONAL COMMENTS BY EMPLOYEE:

Date:

Name & Signature



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ASSESSMENT BY THE HOD (EVALUATING AUTHORITY)

(The assessment should be based predominantly on criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed.)

As per the approved Final Rating Grid, the performance of _____ can be rated at _____

Date:

Name & Signature

REVIEW OF ASSESSMENT & RECOMMENDATION BY HEAD OF INSTITUTION

(REVIEWING AUTHORITY)

Date:

Name & Signature

Head of Institution




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वार्षिक कामाचे मूल्यमापन
(शिपाई व वाहन चालक)
मूल्यमापनाचा कालावधी पासून जून २०२० ते मे २०२१

कर्मचाऱ्याचा तपशील:-

Employee Name कर्मचाऱ्याचे संपूर्ण नाव	:	
Department विभाग	:	
Designation हुद्दा	:	
Date of Joining कामावर रूजू होण्याची तारीख	:	
Total Years of Experience कामाचा अनुभव (वर्षे)	:	
Years of Experience in Current Role सध्याच्या कामाचा अनुभव (वर्षे)	:	
Qualification शैक्षणिक पात्रता	:	
Certifications if any प्रमाणपत्र कोर्स (असल्यास)	:	
Appraisal Period मूल्यमापनाचा कालावधी	:	
Gross Salary सध्याचा पगार	:	

वार्षिक कामाच्या मूल्यमापनाची मुदत जून महिन्यापासून ते मे पर्यंत राहिल.

- १) सर्व माहिती अचुक व स्पष्टपणे पुरविली जावी. उल्लेखनीय अतिरिक्त माहिती वेगळ्या पत्रकात देण्यात यावी.
- २) शिक्षकेतर कर्मचाऱ्यांनी आधिक माहितीसाठी मूल्यमापन अर्ज भरण्यापूर्वी कामगिरी मूल्यांकन योजना (Performance appraisal scheme) पत्राचा सदर्थ घेणे आवश्यक आहे.
- ३) कर्मचाऱ्यांसाठी मूल्यांकन समिती : मूल्यांकन अधिकारी (EA) एच.ओ.डी./ विभागप्रमुख आहे. आणि पुनरावलोकन अधिकारी (RA) संस्थेचे प्रमुख आहेत. (प्राचार्य / संचालक)
- ४) मूल्यांकन अधिकारी सर्व माहितीची पडताळणी करतील.




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Section A: Key Performance Indicators

कामगिरी / कार्यक्षमता

(माहिती वेगळ्या पत्रकात भरून फॉर्मसह जोडावी)

अ.क्र.	कामाचे प्रकार	गुणांचे प्रमाण ५०%	उपलब्धता प्रमाण	स्वतःचे गुण	मुल्यांकन अधिकारी गुण	पुनरावलोकन अधिकारी

Section B: Leave Record

अनुपस्थिती नोंद / माहिती (to be filled by the HR)

Sr. No.	Type of Leave रजेचा प्रकार	No. of Leaves Availed घेतलेली रजा/रजेचा लाभ घेतलेला		Signature of HR with Date (सही)
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL) किरकोळ रजा			
2	Medical Leave (ML) वैद्यकीय रजा			
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP) बिनपगारी रजा			
5	Earned Leaves (EL) अर्जित रजा			
6	Special Leave (SL) विशेष रजा			

Section C: Performance Assessment कार्यक्षमतेची तपासणी
(कर्मचाऱ्याची मुलाखत घेण्यासाठी आणि त्यांचे कामगिरी मुल्यांकन गुण समितीद्वारे देण्यात येतील)

1. Has the past year been good / bad / satisfactory or otherwise for you, and why?
१. मागील वर्ष आपल्यासाठी खराब / चांगले/ समाधानकारक किंवा कसे होते आणि का ?



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2. What do you consider to be your most important achievements of the past year?
२. आपण मागील वर्षाच्या कामगिरीमध्ये महत्वाचे काय साध्य केले असे मानता ?

3. What elements of your job do you find most difficult?
३. आपण आपल्या कामाचा कोणता घटक सर्वात कठीण म्हणून शोधाल ?

4. What elements of your job interest you the most, and least?
४. आपण आपल्या कामाच्या कोणत्या घटकामध्ये आवडीने काम करता किंवा करत नाही ?

5. What action could be taken to improve your performance in your current position by you, and your boss? How do you plan to acquire them?

५. वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी आपण व आपले वरिष्ठ यांनी कोणती कृती केली पाहिजे असे आपणास वाटते ? सदर कृती आमलात आणण्याकरिता आपण काय नियोजन करता ?

६. आपण आपल्या कामाच्या व्यतिरिक्त महाविद्यालयाच्या इतर विकासाशी निगडीत स्वतःहुन मदत केली आहे का ? असल्यास त्याची थोडक्यात माहिती द्यावी.

Appraisal Committee rates the performance assessment as ____%.

मुल्यांकन समितीद्वारा कार्यक्षमतेच्या तपासणीचे गुण%.




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Section D: Skills Assessment

कौशल्य मुल्यांकन

अ.क्र	कामाचा तपशील	नियुक्त गुण	आत्मपरिक्षीत गुण	विभाग प्रमुखाने दिलेले गुण	प्राचार्य / संचालक यांनी दिलेले गुण
१)	दररोज वेळेवर येतात का?	१०			
२)	रजा पूर्व परवानगीने घेतल्या का ?	१०			
३)	काम मनापासून करतात का?	१०			
४)	नेमून दिलेले काम व्यवस्थिपणे जमते का?	१०			
५)	कामात प्रामाणिकपणा व सचोटी आहे का?	१०			
६)	विभागातील इतर कामात मदत करतात का?	१०			
७)	शैक्षणिक पातत्रेमध्ये वाढ अथवा कामामध्ये कौशल्य प्राप्त करण्यासाठी प्रयत्न केले आहेत का?	१०			
८)	संस्थेतील इतर कार्यक्रमात सहभागी होतात का?	१०			
९)	नेमुन दिलेले काम वेळेत पूर्ण करण्याकरीता अथवा अन्य काम शिकण्यासाठी जास्त वेळ बसतात का?	०५			
१०)	इतर शिक्षक व शिक्षकेतर कर्मचारी यांचे बरोबर संबंध उत्तम आहेत का व वरिष्ठांचे आदेशाचे पालन करतात का?	०५			
११)	वर्षभरात काम चुकारपणा इत्यादी करीता तोंडी अथवा लेखी समज दिली का? (असल्यास ० गुण अथवा १०)	१०			
एकूण गुण :-		१००			

नोट :- या व्यतिरिक्त आणखी काही शेरे लिहावयाचे असल्यास प्राचार्य / विभाग प्रमुख यांनी ते खाली दिलेल्या मोकळ्या जागेवर लिहावेत.



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Section E: Personal Behavior Assessment

वैयक्तिक वर्तना संबंधी करावयाचे मूल्यमापन

Sr. No.	Particulars	नियुक्त गुण	Appraise स्वतःचे मुल्यांकन गुण	EA मुल्यांकन अधिकारी गुण	RA पुनरावलोकन अधिकारी गुण
1	Neatness & Cleanliness व्यवस्थितपणा आणि स्वच्छता	02			
2	Striving for new skills, knowledge, etc. नवीन कौशल्य ज्ञान यासाठी प्रयत्न	02			
3	Understanding others इतरांना समजून घेणे	01			
4	Self-starter/Self motivator स्वतःच्या प्रेरणेसाठी काम करणे	01			
5	Contributing Positive environment सकारात्मक वातावरणामध्ये सहभाग	01			
6	Balance between work and home काम आणि घर यामध्ये संतुलन	01			
7	Promptness to do work काम करण्यास तत्परता	02			

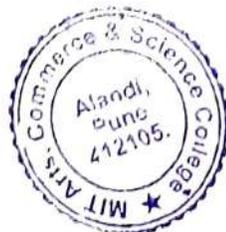
EVALUATION SUMMARY मुल्यांकन सारांश:-

Sr. No.	Nature of Activity कार्याचे स्वरूप	Weightages (गुण)	Self-Evaluation स्वतःचे मुल्यांकन गुण	EA मुल्यांकन अधिकारी गुण	RA पुनरावलोकन अधिकारी गुण
1	Section - A: Key Performance Indicators कामगिरी निर्देशक	50%			
2	Section - B: Records of Absence अनुपस्थिती नोंद	5%			
3	Section - C: Performance Assessment कार्यक्षमतेची तपासणी	20%			
4	Section - D: Skills Assessment कौशल्य मुल्यांकन	15%			
5	Section - E: Personal Behavior Assessment (वैयक्तिक वर्तन मुल्यांकन)	10%			
	Total	100%			

कर्मचाऱ्याची सही

विभाग प्रमुखाची सही

प्राचार्य यांची सही



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मुल्यांकन अधिकारी द्वारा मुल्यांकन

(मुल्यांकन प्रामुख्याने नमुद केलेल्या निकषावर आधारित असेल. सहकारी, वरिष्ठांच्या मताला योग्य प्रमाणात महत्व देले जाईल. एकूण उपयोगिता, विभाग व संस्थेत कर्मचाऱ्यांच्या योगदानाचे मुल्यांकन केले जाईल)

मंजुर अंतिम गुणांनुसारच्या कार्यप्रदर्शनास गुण देऊ शकतो.

दिनांक:-

मुल्यांकन अधिकारी नाव /सही

पुनरावलोकन अधिकारी द्वारा मुल्यांकन व शिफारस

दिनांक:-

प्राचार्य




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MAEER's MIT Arts Commerce and Science College, Alandi (D), Pune- 412105

Performance Appraisal (Period _____ to _____)

Evaluation Sheets (Departmental Heads)

Date of Interview: _____

Sr. No.	Name	Department	Subjects Taught	Departmental Academic Results (14)	Academic & Administrative Responsibilities (12)	Activities/ Events planned & conducted (12)	Communication Skills (10)	Ability to make decisions (10)	Departmental contribution in research & development (10)	Contribution in overall development of department/ college (10)	Departmental goals & achievements (12)	Departmental contribution in curriculum, co-curriculum & extra curriculum activities (10)	Total (100)

Sample Form

Principal




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 Alandi, Pune - 412 105.

MAEER's MIT Arts Commerce and Science College, Alandi (D), Pune- 412105

Performance Appraisal (Period _____ to _____)
Evaluation Sheet for Teaching Staff

Department: _____

Date of Interview: _____

Name of Teacher	Subject taught	Academic result (20)			Student Feedback (15)			Contribution in curricular / co-curricular/ extra-curricular activities (20)			Responsibilities handled (20)			Upgradation of Qualification (10)			Research Publications (15)			Total (100)	
		≥60%	≥70%	≥80%	≥6	≥7	≥8	College Level	Inter Collegiate Level	University Level	College Level	Inter Collegiate Level	University Level	PG	M.Phil.	Ph.D.	Conference (Nati./ Inter Nati.)	National Referred Journal	International Referred Journal		
		10	15	20	5	10	15	10	4	6	10	4	6	3	5	10	3	5	7		

Sample Format



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Alandi, Pune - 412 105.

Principal

MAEER's MIT Arts Commerce & Science College, Alandi (D), Pune- 412105
Performance Appraisal (Period _____ to _____)
Summary of Evaluation (Teaching Staff)

Sr. No.	Name of the Teacher	Designation	Category wise Score						Total		Performance Score in %
			I		II		III		Alloted	Obtained	
			Alloted	Obtained	Alloted	Obtained	Alloted	Obtained			
1											
2											
3											
4											
5											
6											
7											

Category I: Teaching , Learning & Evaluation Related Activities

Category II: Professional Development Co-Curricular & Extension Activities

Category III: Personal Interview including Research & Development

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MAER'S MIT ARTS, COMMERCE & SCIENCE COLLEGE, ALANDI (D), Pune-412105

Salary Statement with Annual Increment of Teaching Staff from the month of _____

Sl.No	Employee Name	Designation & Department	Date of Joining	Service Completed till		Pay Scale	One Increment	Basic	New Basic	A G P	DA	HRA	TA	CLA	Special Al	Edu Allowa	Medi. All	Arr. Earn	Total New Earning	Total Old Earnings	Annual Increment (No. of Increments)	Regular increment recommended (Yes/ No) with Remark	
				Years	Months																		
Total A																							

Sample Format




Principal
 MIT Arts, Commerce & Science College
 Alandi, Pune - 412 105.

MAEER's MIT Arts Commerce and Science College, Alandi (D), Pune- 412105
Performance Appraisal (PeriodTo)
Evaluation Sheet (Section Heads)

Date of Interview:

Name	Designation	Section/ Department	Planning of Work (15)	Execution of Work (20)	Upgradation of knowledge/ qualification (20)	Training/ SDP/ Workshop/ Seminar/ Conference Attended (10)	Responsibilities handled/ taken (20)	Punctuality/ sincerity in current role (15)	Total (100)

Principal




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MAEER's MIT Arts Commerce and Science College, Alandi (D), Pune- 412105
Performance Appraisal (PeriodTo)
Non Teaching Staff Evaluation Sheet

Date of Interview:

Name	Designation	Section/ Department	Planning of Work (20)	Execution of Work (20)	Upgradation of knowledge/ qualification (20)	Punctuality/ sincerity in current role (20)	Responsibilities handled/ taken (20)	Total (100)

Principal

Sample Format




Principal
 MIT Arts, Commerce & Science College
 Alandi, Pune - 412 105.

MAEER's MIT Arts Commerce & Science College, Alandi (D), Pune- 412105
Annual Performance Appraisal (Period.....to.....)
Evaluation Summary (Non-teaching Staff)

Sr. No.	Name of the Employee	Designation	Department	Category wise Score				Total		Performance Score in %
				I		II		Alloted	Obtained	
				Alloted	Obtained	Alloted	Obtained			
1										
2										
3										
4										

Category I: Evaluation Summary

Category II: Personal Interview

Principal




 Principal
 MIT Arts, Commerce & Science College
 Alandi, Pune - 412 105.

MAEER'S MIT ARTS, COMMERCE & SCIENCE COLLEGE, ALANDI (D), Pune- 412105
 Salary Statement with Annual Increment of Non-Teaching Staff from the month of _____

Sl No	Employee Name	Designation & Department	Date of Joining	Service Completed till		Pay Scale	One Increment	Basic	New Basic	A G P	DA	HRA	TA	CLA	Special Al	Edu Allow a	Medi. All	Arr. Earn	Total New Earning	Total Old Earnings	Annual Increment (No. of Increments)	Regular Increment recommended (Yes/ No) with Remark	
				Years	Months																		
Total A																							

Sample Format




 Principal
 MIT Arts, Commerce & Science College
 Alandi, Pune - 412 105.

MAEER/MITACSC/Year...../

Date:

To,
Dr. Sunil Karad
Trustee & Executive Director
MIT Group of Institutions,
Pune

Subject: Annual Increments of MIT ACSC Teaching and Non-teaching Staff

Respected Sir,

Please find enclosed herewith the proposed Annual Increment statement for MIT ACSC, Alandi (D), Pune for Teaching and Non-teaching Staff.

As per policy this will implement w.e.f. _____ after your approval.

Annual increments are recommended as per the feedback received from the respective HOD's of the individual employee and the personal appraisal interviews. The average performers were counseled. The supporting documents are also enclosed for your reference.

The proposed Annual increments will increase the month bill by ___ % @ Rs. _____.
Details of the same are attached for your kind reference. This hike of increment is within the proposed budget for the FY _____.

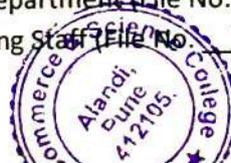
I request you to approve the same so as to implement it w.e.f. _____.

Thanking you,

Dr. B. B. Waphare
Principal

Enclosures:

1. Monthly Salary Statement showing hike due to annual increment (Year....)
2. Performance Appraisal Score of Teaching Staff (Period_____)
3. Performance Appraisal Score of Non-teaching Staff (Period_____)
4. Salary Statement with annual increment for the month of _____ (Teaching Staff)
5. Salary Statement with annual increment for the month of _____ (Non-teaching Staff)
6. Annual Appraisal Report (Period____) for Head of Departments (File No. __)
7. Annual Appraisal Report (Period____) for Section Heads (File No. __)
8. Annual Appraisal Report (Period____) for Computer Application Department (File No. __)
9. Annual Appraisal Report (Period____) for Arts & Commerce Department (File No. __)
10. Annual Appraisal Report (Period____) for Business Administration & International Business Dept (File No. __)
11. Annual Appraisal Report (Period____) for Computer Science Department (File No. __)
12. Annual Appraisal Report (Period____) for Mathematics Department (File No. __)
13. Annual Appraisal Report (Period____) for Electronics Department (File No. __)
14. Annual Appraisal Report (Period____) for Statistics Department (File No. __)
15. Annual Appraisal Report (Period____) for Non-teaching Staff (File No. __)



Principal
MIT Arts, Commerce & Science College
Alandi, Pune - 412 105.

Date:

To,
Name
Designation
Department

Subject: Performance Appraisal during the period 1st June to 31st May.....

Dear.....,

We are happy to inform you that institution have successfully completed the performance appraisals for the academic year..... and your performance for the period June to May..... through the Faculty Performance Appraisal Form has been reviewed and has decided on the granting of salary increments for the academic yearbased on performance evaluation.

Based on review process, you have received an overall performance score of % and have been granted Increment on your current salary structure and mobile allowance of Rs PM(if applicable). Well done .Your salary has been revised with effect from.....

All terms and conditions of your appointment will remain unchanged. We trust that you will keep the contents of this letter confidential and any deviation will be treated as a breach of trust and confidence.

We wish you all the best for the future and are confident that you will continue to put in your best efforts.

In case you need any further clarification, please contact undersigned.

Note: No separate acknowledgement of this letter is being called for. Receipt of this letter indicates acceptance of all terms and conditions.

Regards,

Prof. Dr.B.B.Waphare
Principal
MIT ACSC, Alandi

Copy to:
HR(for Personal file)



Principal
MIT Arts, Commerce & Science College
Alandi, Pune - 412 105.