



Prof. Dr. Avinash S. Jagtap
M.Sc. Ph.D.
PRINCIPAL

E-mail : principal.tccollege@gmail.com

॥ सिद्धिरनेकान्तात् ॥

Anekant Education Society's

TULJARAM CHATURCHAND COLLEGE

of Arts, Science and Commerce, Baramati - 413102.

Dist. Pune. Maharashtra, India.

Empowered Autonomous Status

Religious Minority Institute

NAAC Reaccredited 'A+' Grade, CGPA 3.55

NAAC-SSR

Cycle IV

2019 - 2024

Criterion VI: Governance, Leadership and Management

6.3.1 Q₁M The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Performance Appraisal System for Non-Teaching Staff

Sr. No.	Particulars
1.	Performance Appraisal System for Non-Teaching Staff Mechanism
2.	Sample Copy of Confidential Report Format



Performance Appraisal System for Non-Teaching Staff Mechanism

The performance appraisal of non-teaching staff is a crucial aspect of determining their eligibility for promotions in the college. The promotion mechanism is as follows:

Step 1: Performance Grading

- After the appraisal, staff members are assigned a performance grade or score (e.g., Excellent, Good, Satisfactory, Needs Improvement). This grade determines their eligibility for promotion or pay increments.

Step 2: Seniority and Qualification Review

- Besides the appraisal score, the college may also consider seniority (years of service in the current role) and educational or professional qualifications.
- Merit and Seniority-Based Promotions: The institution might prioritize either merit or a combination of merit and seniority for promotions.

Step 3: Vacancy Consideration

- Promotions are often contingent on the availability of vacancies at higher levels. A vacancy in a higher post (e.g., Senior Assistant or Superintendent) must exist for promotion to be processed.
- In some cases, an institution might create new posts based on demand, workload, or expansion of departments.

Step 4: Promotion Review

- The immediate supervisors assess the work performance, efficiency, and attitude of non-teaching staff and forward their recommendations to the college Registrar.
- The Registrar of the college prepares a confidential report on the non-teaching staff and submits recommendations to the Principal of the college.
- The Principal and senior management review the recommendations and make the final decision on whether to promote the staff member.

Step 5: Final Decision and Notification

- Upon approval by the management, the final decision is communicated to the staff member. If promoted, the staff member is assigned a new role with revised responsibilities and salary.




Confidential Report Format

जनकान्त एम्प्लॉयमेंट सोल्यूशनीचे
तुळजाराम चतुरचंद महाविद्यालय, बारामती (पुणे)
 (कला, विज्ञान व वाणिज्य)
 शिक्षकेतर कर्मचाऱ्यांसाठी योग्यीय अहवाल संश्लेषिक वर्ष : २००८-२०११

नाव (ज्या व्यक्तीबद्दल अहवाल सादरवाचा त्या व्यक्तीचे)	- श्री. अशोक रमेश शिंदे
धारण केलेले पद । केलेली पदे	- सहायक प्राचार्य
सर्वसाधारण नृदिसता	- डि. ए. आर. ए.
तांत्रिक कार्यक्षमता (खाली संबंधित अक्षेत्र तसे)	- नसते आहे.
सहकारी, विद्यार्थी व प्राध्यापक ह्यांच्याशी जमलेले संबंध	- चांगले.
विशेष कस :-	
परिचरानसलता	- परिचरानसलता
कार्यसंपरता	- कार्यसंपरता
व्यक्तक्षीरपणा -	- व्यक्तक्षीर
साक्षात्कारकपणा -	- साक्षात्कारक
हाताखाळीत व्यक्तीकडून कार्य करून घेण्याची क्षमता	- चांगली.
कामातील त्रिस्त व त्रोटनेटकेपणा -	- काम त्रिस्तरेकडे घेणे करताना त्रिस्तरेकडे पाहणे करताना
कार्यासंबंधीत वरिष्ठांशी वाक्यापची पद्धती -	- चांगली.
निर्णयक्षती, उपक्रमक्षिता व यथाशी वासह प्रशासनिक कार्यक्षमता	- चांगली.
सधोटी व वाचिष्य -	- चांगले
शारीरिक क्षमता -	- सुदृढ
सध्याच्या पदावर वाजुवं डेवण्याची पात्रता -	- पात्र आहेत
पदीसंबंधी पात्रता -	- पात्र आहेत
वरील वाचोपक्षिष्कृत अन्य विलिष्कट वाचोचा उल्लेख	-
संस्थेसाठी केलेले काही खास कार्य -	-
सर्वसाधारण नृदिसतापन -	- चांगले.

दिनांक - २६/०६/२०१०.


 Registrar
 तुळजाराम चतुरचंद महाविद्यालय, बारामती
 श्री. ए. वा. शिंदे - प्रबंधक

ना. प्राचार्यांचा अक्षिषाठ -

