



AMAR SEWA MANDAL'S (Regd No. : M/220/78 NGP) F-2299 (H)

KAMLA NEHRU MAHAVIDYALAYA

(ARTS, COMMERCE, SCIENCE & MANAGEMENT)

SAKKARDARA CHOWK, NAGPUR - 440 024

Ph. : (0712) 2747853, 2747854, 2742308, 2749784, Fax : (0712) 2747853

e-mail : knchnag@rediffmail.com • website : www.kamlanehrucollege.ac.in



Certified by ISO 14001:2015
& ISO 9001:2015



DR. (Smt.) SUHASINI G. WANJARI President Adv. ABHIJIT G. WANJARRI Secretary DR. DILIP S. BADWAIK Principal

KNM / 1401 (A)

Date: 10/02/2020

STANDARD OPERATING PROCESS (SOP)

(With Effective from Year 2020)

PERFORMANCE APPRAISAL PROCESS

The success of any educational institution depends on the quality of its staff. Institution cannot achieve their goals -the vision and mission- without them as they play a significant role and are the backbone of the institute. To achieve the targets, the staff need to be motivated at work. The performance appraisal (PA) process is one of the performance management tools that is widely used to measure the productivity of academic employees in different contexts.

Performance appraisal for teaching staff

The faculty appraisal is undertaken with following objectives:

- To assist teachers in their professional development and career planning.
- To assist teachers to reflect about their potential and to carry out their duties more effectively
- To provide judgment to support promotions and other benefits.
- To provide feedback to staff about their skills and subject expertise.
- To improve the quality of teachers for better academic delivery and better attainments.

The process of faculty appraisal:

The process of appraisal shall begin at the end of the academic year. The process of appraisal comprises of three parts:

- A. Self-appraisal format to be filled by every faculty with supportive documents / evidences.
- B. Appraisal review by the Staff Appraisal Committee formed under IQAC.
- C. Appraisal by Principal: This involves a final review of the self-appraisal documents submitted by the faculty.

PRINCIPAL

Kamla Nehru Mahavidyalaya
Sakkardara Chowk, Nagpur