



YOUNG ENGINEER'S EDUCATION SOCIETY'S
MAHARASHTRA INSTITUTE OF PHARMACY
(B.PHARM.)



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*** INSTITUTE CODE DTE 4643, PCI 3122, UNIVERSITY P253, MSBTE 1987 ***

APPRAISAL & WELFARE MEASURES FOR TEACHING AND NON-TEACHING FACULTY

Appraisal: -

The self-performance appraisal forms are filled by faculty/ staff and reviewed by appraising authority. The proforma contains details of the performance appraisal of teaching faculty and non-teaching staff which is evaluated as per the Academic Performance Index (API) of the UGC Guidelines.

For Teaching Staff: The Institution's performance appraisal system consists of 4 parts:

Category I: Teaching Learning and Evaluation related activities,

Category II: Co-curricular, Extension & Professional development related activities,

Category III: Research, Publications & Academic contributions

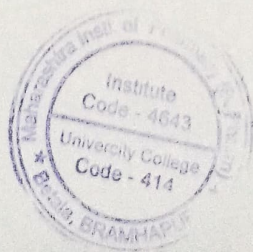
Category IV: Duties related to the university

For Non-Teaching Staff: The assessment of the Performance index involves various parameters like attitude towards job profile, attendance & punctuality, Job knowledge and performance, dependability, contribution to institutional responsibilities other than job profile, communication & work equation with colleagues. These parameters are observed on a routine basis and a performance appraisal report is submitted to the management.

The performance appraisal system of the faculty is done through annual self-assessment for the performance-based appraisal system. It is ensured that information on multiple activities is appropriately captured.

The information includes

1. General information and academic background, courses/FDP attended during the year.
2. Academic performance information - Teaching, learning, and evaluation related activities, co-curricular, extension, professional, and development related activities. Research, publication, and academic contributions.
3. Other relevant information. An appraisal is reviewed and based on the performance.
4. Appreciation letters are given to the deserving ones by the management.



(Signature)
Principal
 Maharashtra Institute of Pharmacy
 (B.Pharm) Betala, Bramhapuri
 Dist. Chandrapur (M.S.) 441206
 DTE Code-4643

The performance appraisal system of the supporting non-teaching staff is done through an annual assessment for the performance-based appraisal system. Hence information on multiple activities is appropriately captured.

The information includes: -

- 1.(Self-appraisal): General information and academic background, courses/training programs attended/ notable achievements during the year.
- 2.Appraisal by reviewing officer(s): Performance in technical work and administration-related activities, co-curricular, extension, professional, development-related activities, academic contributions, general conduct and qualities, aptitude.

An appraisal is reviewed and based on the performance appreciation given by the management.

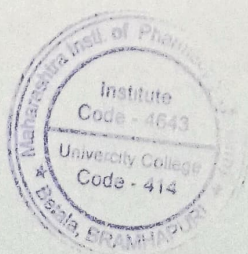
Welfare Measures: -

Teaching Faculty:

- Motivates and deputed teachers for pursuing higher education.
- Encourages teachers to attend workshops, conferences, seminars, short term courses, faculty development programs, etc. and financial assistance is provided for the same.
- Encourages teachers to become members of professional bodies and to participate in the activities organized by them. Teachers are given incentives to do the same. Encourages teachers to participate in research-orientated activities and to publish research papers in reputed Journals/conferences.
- Promotes and motivates teachers to use ICT tools in their teaching-learning process.
- Grants promotion to teachers on time. Grants duty leave to teachers for attending workshops, conferences, seminars, short term courses and faculty development programs

Non-Teaching Staff:

- The institute organizes training programs as per the need of the non- teaching staff for the development and improvement of their skills.
- They are encouraged to participate in the organization of social events organized under Community Out-reach Services.
- The other welfare provisions made for both teachers and non-teaching staff are:-
 - ✓ Leaves (Casual, Earned, Medical, Vacation) as per the University and Govt. of Maharashtra norms.
 - ✓ Maternity leave for female staff members Provision of Group Insurance.
 - ✓ EPF Facility Provided to all Teaching & Non-Teaching Staff.



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