



K. L. E. Society's
KLE COLLEGE OF LAW

(Affiliated to University of Mumbai & Bar Council of India)

4th Floor, Plot No. 29, Sector-1, Kalamboli, Navi Mumbai-410218.

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REF. No./KLEK/LAW/ _____

Date : _____

APPRAISAL POLICY FOR TEACHING AND NON-TEACHING STAFF

KLE Society's KLE College of Law, Navi Mumbai has a systematic and periodic process of measuring an individual's work performance against the established requirements of the job. The institution maintains a very legitimate, transparent, decentralised and unbiased system of performance appraisal for its teaching and non-teaching staff. The process involves a subjective evaluation of the employee's strengths and weaknesses, relative worth to the organization, and future development potential. Proper reports are being maintained of the qualifications of the staff in order to fairly assess their performance. The policy of appraisal is designed in such a way that it gives a glimpse of delegation of powers in the institution.

Teaching Staff:

Appraisal of teaching staff is done with an objective of ensure that students receive the benefit of an education system supported by employees who are performing their duties satisfactorily and to promote the professional growth of the faculty. The Institute has a Performance Based Appraisal System (PBAS) and following are the parameters for appraisal of teaching staff under the following steps:

1. Self-Assessment Form Filled by the Faculty (Teaching, Learning, Professional Development, Research and Co-Curricular Activities)
2. Students feedback about the Classroom Teaching and mentoring by the Faculty
3. Performance analysis on the basis of Student Result
4. Evaluation by the Principal
5. Approval by the IQAC
6. Final Decision by the Management Board





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In order to start the process of appraisal the concerned teaching staff member fills up a Self-Assessment Form, attaches his/her relevant documents and submit it to the Administration, which is then forwarded to the Principal.

The Principal evaluates the form, attaches an analysis of students result in the subjects taught by the faculty along with the analysis of Student Feedback Form. Principal gives its remarks and forwards the file to the Management Board of the Institute for final evaluation. The Principal in a meeting with IQAC, after discussing with the faculty, decides as per the points earned by the faculty how much appraisal is to be given. The proposal for approval is laid down to the Management and all give their remarks and on the basis of this the Institute does the final approval of appraisal.

Non-Teaching Staff:

To maintain the standards of an organization and set its pace among the top, every Institution has to thrive for quality output which is obtained only by rigorous efforts of every employee. The policy sets out the framework for a transparent and consistent assessment of the overall performance of non-teaching staff for supporting their development within the scope of the institution. The appraisal of non-teaching staff is normally done annually.

Following is the process of appraisal of non-teaching staff:

The process of appraisal starts with an application by the employee to the Head Admin. The Head Admin fills up a Performance Assessment form and along with its remarks and proposed increment sends it to the Principal. The Principal arranges a meeting with the Management and all give their remarks and on the basis of this the Institute does the final approval of appraisal.



Deangav

Principal

KLE College of Law
Kalamboli, Navi Mumbai-410218