



**Shri Yogeshwari Education Society's**  
**Swami Ramanand Teerth Mahavidyalaya, Ambajogai**



NAAC Re-accredited 'B+' with CGPA 2.68

(Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad)

**INTERNAL QUALITY ASSUARANCE CELL**

**Academic Year 2020-21**

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

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



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Under the CAS scheme, Performance Based Appraisal System (PBAS) is filled by each teacher at the end of the academic year as per the instructions of the university. Based on the evidences, they are examined by the college level committee and the proposals are submitted for the approval of CDC with the approval and recommendation of the principal. The confidential reports are reported by the principals through monitor, evaluate and observe the work of the teachers throughout the year and the confidential reports and PBAS reports are approved by the committee appointed by the CDC or CDC itself. Confidential reports are also filled out by the Non-teaching staff and sent to the CDC for approval through the principal and their recommendation. IQAC takes the lead in evaluating and monitoring teachers and staff. The personal files of all the teachers and Non-teaching staff members' maintained and their important documents are attached to it. Their work, sincerity, punctuality and performance are noted from time to time and in some exceptional cases, in case of written correspondence, the reference is added to the personal file. Evidence of work from employees and evidence from personal files are considered when finalizing confidential reports and PBAS assessments. The Service Books of teachers and Non- teaching staff members are maintained. The required entries are taken from time to time and the evidence is taken into account during the assessment. Teachers and Non-teaching staff are audited every year at the college level and by the external system by taking Academic and Administrative Audit. The Academic audit is conducted every three years at the university level also, as well as the affiliation committee use to visit every year for academic and infrastructural inspection of various courses. Personal assessment of teachers and department wise activities, results and facilities are evaluated by this affiliation committee. The entire college is audited in a way by this committee also.

  
**Director**  
Internal Quality Assurance Cell  
Swami Ramanand Teerth  
Mahavidyalaya, Ambajogai

  
**Principal**  
Swami Ramanand Teerth  
Mahavidyalaya, Ambajogai