

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING, PUNE

Permanently Affiliated to SPPU | Accredited with “A++” Grade by NAAC
Recipient of ‘Best college’ award by SPPU | Accredited by NBA (Electrical and Mechanical Engineering)



Vision

**To aspire for the Welfare of Society
through excellence in Science and Technology.**

Mission

Our Mission is to

- ❖ **Mould young talent for higher endeavours.**
- ❖ **Meet the challenges of globalization.**
- ❖ **Commit for social progress with values and ethics.**
- ❖ **Orient faculty and students for research and development.**
- ❖ **Emphasize excellence in all disciplines.**

Technical Staff Appraisal Policy



Marathwada Mitra Mandal's College of Engineering, Pune

Title: Non-Teaching (Technical) Staff Appraisal Policy

w.e.f.: 27/01/2023

DOC NO: MMCOE-PHRD02/02

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Technical staff Appraisal Policy

MMCOE has appraisal system for the Technical staff members wherein the staff appraisal is carried out with a vision

1. To identify competency gaps in staff and suggest areas of improvement
2. To assess the efforts made by staff for the accomplishment of Institution's goal of welfare of society

Standard Operating Procedure :

i. Role of Functional Head, Staff Appraisal Committee:

1. To conduct awareness session for HODs regarding appraisal system, at the beginning of academic year (First week of June)
2. To provide the appraisal schedule
3. To ensure timely completion of the process

ii. Role of Department member appointed by the HOD:

1. To collect feedback from Lab Incharge and other faculty members related to the lab as per the guidance by HOD
2. To coordinate with staff members of the department for completion of self appraisal form before the set deadline

iii. Role of HOD:

The HOD will monitor the overall process of appraisal and will be responsible for completion of the assessment process. Role of HOD in the entire appraisal process is as given below:

1. To make the staff members aware of PBAS at MMCOE and its requirements
2. To discuss feedback of faculty with respective staff as applicable
3. To ensure timely assessment of self appraisal forms submitted by the staff members
4. To get the ACR verified from the Principal before finalizing the appraisal
5. To submit the required information in prescribed format to the Staff Appraisal Incharge

 Faculty / Staff Appraisal Coordinator	 IQAC Coordinator	 Principal
Prepared by	Reviewed by	Recommended by


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Table 1: The components of Appraisal for Technical Staff




Sr. No.	Component	Weightage	Reference
1	Feedback by Lab Incharge and Subject teacher for assigned lab	30	Table 5
2	Department and Institute level work assessment	40	Table 6
3	Contribution to society	10	Table 7
4	ACR (Annual Confidential Report)	20	Table 8
Total		100	

Points related to submission of Self Appraisal form:

- The staff member will be made aware of the above mentioned points before appraisal.
- At the end of the year, the staff member will submit a self-appraisal form as per the schedule.
- The self appraisal form is to be submitted by all staff members who have completed a minimum one semester at MMCOE.
- Assessment will be done by respective Heads with further verification by Principal as mentioned above.
- The staff members will be categorized depending on their total score after assessment. The details of these categories are given below as the outcome of assessment:

Table 2: Outcome of Assessment

Total points upto →	90 and above - 100	75 and above -less than 90	60 and above - less than 75	Less than 60
Category →	A	B	C	D

		
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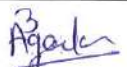
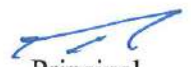
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Table 3: Schedule of Appraisal process

Sr. No.	Action	Responsibility	Due date
1	Awareness session for HODs and respective Staff Appraisal Committee members	Faculty / Staff Appraisal coordinator	3rd week of June
2	Collection of Feedback by Lab Incharge and Subject teacher for assigned lab	HOD	Eight weeks after commencement of semester
3	Centralized report collection of feedback completion status	Faculty / Staff Appraisal coordinator	Ten weeks after commencement of semester
4	Release of Appraisal form for submission by staff (hard copy and shared Google sheet)	Faculty / Staff Appraisal coordinator	2nd week of April
5	Submission of Self appraisal form by staff to HOD	All staff members who have completed a minimum one semester before 30th April at MMCOE	April 25
6	Assessment of self appraisal forms by HOD	HOD	First week of May
7	Assessment of self appraisal forms by Principal	Principal	Second week of May
8	Submission of Appraisal in prescribed format# to the Faculty /Staff Appraisal Coordinator	HOD	Third week of May
9	Declaration of completion of appraisal process	Faculty/ Staff Appraisal coordinator	First week of June

Table 4 : Technical Staff Appraisal submission format

Sr. No.	Name of staff	Designation	Points earned out of 100	Category (A/B/C/D)
1	...			
2	...			
3	...			

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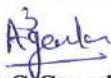

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Table 5: Feedback by Lab Incharge and Feedback by the Subject teacher for assigned lab - Contribution in Lab maintenance/ development (Total out of 30)

Sr. No.	Qualities	Points	Assessment on a five point scale, Low - 0.2, High - 1)
1	Industrious (hard-working)	1	
2	Capability in completing the given task	1	
3	Initiative in finding solution to the problem	1	
4	Involvement in laboratory development	1	
5	Status of upkeep and cleanliness of equipment / software etc.	1	
6	Regularity in attendance	1	
7	Keeping records of the lab work updated	1	
8	Presence in the laboratory during practical	1	
9	Reliability regarding assigned work completion	1	
10	Support and care for the student	1	
Total Points (Maximum 10)			
Total Points scaled to 30			

Table 6: Department and Institute level work assessment (Out of 40)

Sr. No	Activities (Maximum points per activity - 8)	Assessment on five point scale Low - 1.6, High - 8
1	Activity 1	8
2	Activity 2	8
3	8
4	8
5	8
6	
	Sum of score (Max - 40)	40

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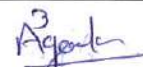

Table 7: Contribution to Society (Out of 10)


Sr. No	Contribution to Society (10 points per activity)	Points
1		
2		
3		
4		
	Total Points (Maximum 10)	

Table 8 : ACR (Annual Confidential Report)

Assessment by HOD further verified by the Head of Institution (Maximum points 20)

Sr. No	Assessment Criterion	Points	Assessment on a five point scale, Low - 0.4, High - 2	Remark
1	Punctuality (Daily reporting time)	2		
2	Integrity towards work	2		
3	Employee's State of health	2		
4	Planning ability	2		
5	Completion of planned work with quality output	2		
6	Quality in work	2		
7	Communication with team	2		
8	Attitude of work with a sense of responsibility and timely response	2		
9	Learning attitude	2		
10	Innovativeness in finding solution of problems	2		
	Total points	20		

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Action Taken Report of 360° Self Appraisal

A.Y. <<Academic Year>>

Department: <<Department Name >>

Faculty Name: _____

Summary of Total Score:

Section -->	Feedback by Lab-Incharge and faculty	Portfolio work assessment	Contribution to society	Annual Confidential Report	Total
Max. Marks	30	40	10	20	100
Actual Marks					

Outcome of Assessment					Final Score	
Total marks up to →	90 and above - 100	75 and above - less than 90	60 and above - less than 75	Less than 60	⇒	Category
Category →	A	B	C	D		

HoD's Remark: _____

Action to be Taken: _____


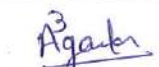

Date:

<<Name and signature>>

Staff Name

<<Name and signature>>

Head of the Department

		
Faculty / Staff Appraisal Coordinator	IQAC Coordinator	Principal
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