



Link for Performance Appraisal System

The V.P.G. College of Physiotherapy has well defined procedure for performance appraisal system for Teaching and Non-Teaching staff. Teaching and Performance Appraisal system is conducted annually in accordance with the procedure of appraisal system as decided by the Dept. of Higher Education.

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Regarding the systematic evaluation of the performance of employees in form of appraisal, the main aim is to provide better growth and development. There are various methods to assess the performance of Teaching and Non-Teaching staff.

• The main 4/5 methods are:-

1. Comparison of the staff against the V.P.G. College of Physiotherapy standards.
2. The staff are evaluated based on the following Appraisal forms as per the system of grading of staff as follows:-
3. The Performance Appraisal is done in form of 360 degree appraisal system.
4. The staff are evaluated based on the following Appraisal forms as per the system of grading of staff as follows:-

Appraisal forms are as follows:-

1. Teaching Staff Appraisal Form

2. Non-Teaching Staff Appraisal Form

3. Self Appraisal Form

4. Peer Appraisal Form

5. Student Appraisal Form



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Link for Performance Appraisal System

DVVPP's College of Physiotherapy has well defined procedure for performance appraisal system for Teaching and Non-Teaching staff. Teaching staff Performance appraisal is assessed annually in academic year- the procedure of appraisal system is followed by HR dept. of institute foundation.

As per the directives of the higher authority, the HR officer prepared all the necessary documents required for appraisal system.

Accordingly the systematic evaluation of the performance of employee is done to understand the ability of a person for his/her further growth and development. There are different parameters to assess the performance of Teaching and Non-Teaching staff.

- **Teaching & Non-teaching:-**

- A. Every Faculty Member appointed in DVVPP's College of Physiotherapy is assessed for his or her performance based on Performance Appraisal report i.e. for self-appraisal of teaching & non-teaching staffs. (FSA).
- B. The Performance Appraisal proforma has been evolved as per guidelines stipulated in "UGC Regulations on Minimum Qualifications for Appointment of Teachers & Followed the minimum qualification of appointment of teacher as per the affiliated university (MUHS, Nashik).
- C. As per the guidelines of affiliated University for Intake of 40 students 14 Teaching & 8 non-teaching staffs.
- D. FSA proforma for teaching staffs content eight domains of which more weightage given on faculty development programme, contribution of health & education technology, research, administrative responsibility & teaching assignment. Similarly FSA proforma for non-teaching staff content four domains on which they are evaluated for further promotion & increments.
- E. Performance Appraisal System Process –



1. Setup Appraisal List and Period.

- After joining of faculty in the institute, appraisal list for teaching and non-teaching staff is prepared by the institute.
- Appraisal period will run for twelve months from 1st July to 30th June
- Both teaching and non-teaching faculty participate in the appraisal process at least once within a twelve month period

2. Submission of Performance Appraisal Form.

- Institute briefs the teachers on the rationale and advantages of teacher appraisal.
- In the early phase, the institute uses Performance Appraisal form focusing on academic qualification, research experiences and training.
- Appraiser fill the Performance Appraisal form in the month of June and submit it to the Principal.

3. Feedback of students for teachers.

- Institute will receive the feedback of faculty from undergraduate and postgraduate students at the end of each academic year.
- Computer Proficiency test is conducted once in an academic year for non-teaching faculty to update their knowledge.

4. Performance Review, Summary Report, Principal's Role & HR committee role.

- The Principal review and analyse the performance appraisal result of teaching and non-teaching faculty.
- The Principal and appraiser discuss the appraisal result (obtain feedback, recognize areas performed well in and suggest areas for improvement).

F. The FSA proforma for Teaching & non-teaching staffs filled by the Faculty Member is checked and verified by the principal at first level, HR at second level and at final level the FSA Committee verifies the proforma and sends it back to HR for the final processing.



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