

Pimpri Chinchwad Education Trust's
S. B. PATIL INSTITUTE OF MANAGEMENT



PCET'S

S. B. PATIL INSTITUTE OF MANAGEMENT

ADMINISTRATION **HANDBOOK**



PIMPRI CHINCHWAD EDUCATION TRUST'S

S. B. Patil Institute of Management

SECTOR NO. 26, NIGDI, PRADHIKARAN, PUNE:44

MAHARASHTRA, INDIA

Pimpri Chinchwad Education Trust's
S. B. PATIL INSTITUTE OF MANAGEMENT

4.8.4	Quality Assurance	
5	EMPLOYEE SECTION	
5.1	Policy	
5.2	Employee Charter	
5.2.1	Employee Charter : Policy	
5.2.2	Scope of Policy	
5.2.3	Procedure	
5.2.4	Code of Professional Ethics	
5.2.5	Faculty Responsibilities	
5.2.6	Assignments	
5.3	Recruitment and Promotion	
5.3.1	Policy	
5.3.2	Recruitment Procedure	
5.3.3	Reviewing and Monitoring	
5.4	Performance Appraisal System	
5.4.1	Policy	
5.4.2	Procedure	
5.5	Training, Research, Promotion, Opportunities for Qualification improvement	
5.5.1	Policy	
5.5.2	Scope of Policy	
5.5.3	Approval Criteria	
5.5.4	Application Procedure	
5.5.5	Financial Support	
5.6	Gratuity/Retirement benefits/ Group Insurance	
5.6.1	Policy	

2. The Head Academics/Office Superintendent, after consultation with the Director shall arrange for substitute appointments, preferably through the waiting list, if available.

5.3.3 Review and Monitoring

The content, effectiveness and operation of the Recruitment and promotion Policy will be reviewed, at least, on an annual basis at the end of each academic session as per university norms.

5.4 Performance appraisal system

5.4.1 Policy Statement

“The purpose of this statement is to establish a system for the appraisal, development, and documentation of all regular staff employee performance.”

The goals of performance appraisal are:

1. To sensitize them with what they are and what further expectation the students have from them.
2. To improve the academic standards in the classroom to shape the student's capabilities completely on correct lines.
3. To weed out some bad practices.
4. To inculcate a spirit of responsibility, and commitment to the teaching profession among the coordinators.
5. To provide an opportunity to coordinators to know their strengths, weaknesses and to appraise themselves on their own.

6. To get the feedback of the students on the subjects taught by them.
7. To get appraisal of his/her performance from Head Academics/Director.

5.4.2 Procedure

Scientifically designed faculty evaluation scheme is implemented at SBPIM, the appraisal system constitutes the following:

a) Self-appraisal

The faculty concerned will assess him/her on all the points mentioned as per the well-designed format. The points in the format deals with the teaching learning process, quality of tests and assignments, participation in professional body activities, staff and student development programs, academic achievements during that year, presentation and publication of papers in the national and international journals, participation of organization in co/extracurricular activities, help extended to Institute administration, recognition, rewards received, research and consultation activity, interpersonal skills, mentor activity, loyalty and respect to the Institute etc.

b) Students' feedback

The students are asked to give their honest and objective assessment of the coordinators on certain factors. This helps coordinator to understand student's perception on him /her and in what areas he/she made a mark and in what factors he/she is yet to improve and what are the expectations of the students. Students' feedback deals with coverage of syllabus, subject depth and presentation, effective use of white board, OHP, LCD, models, maps, charts etc and discipline in the class, punctuality, enthusiasm in teaching, eye contact, voice modulation, mannerisms, audibility, interaction ability, quality of internal tests, impartiality in awarding marks, discussion on previous question papers etc. The coordinator is rated on these factors numerically on the scale of 1 to 5, 5 being the highest. This process is implemented with proper care.

c) Head Academics /Director shall appraise the employee

The self appraisal and students' feedback should be followed by Head Academics/Director Appraisal on certain agreed factors.

d) Examination Results:

The examination results of the paper taught by the coordinator will also help the authorities, and students to have an insight and estimate of the coordinator. The data of these four systems is analyzed and the feedback is communicated to the faculty. He/she should be extended all possible help to make improvement in their weak areas by providing expert guidance by senior coordinators for technical skills and organize courses on communication skills for better presentation so that in a given time, he/she definitely shapes himself /her as a good coordinator to enthuse and inspire the students.

The people who administer and evaluate the process are supposed to be neutral and confidentiality is maintained in the process. The appropriate letters are issued to the faculty in accordance with the faculty index based on student feedback analysis.

5.5 Training, Research promotion, opportunities for qualification improvement

5.5.1 Policy Statement

“At SBPIM, the faculty members are encouraged to upgrade themselves continuously by undergoing various training programs in keeping with the prevalent trends. The quality of education depends largely on the qualifications and competencies of the faculty. In view of the faculty's vital role in influencing education outcomes, faculty must upgrade their qualifications continuously.”