



Alard Charitable Trust's
Alard College of Pharmacy

(Approved by AICTE, Affiliated to Savitribai Phule University of Pune & Recognized by Govt. of Maharashtra)
ID No.: U/PN/Pharmacy/260/2006

We will find a way or we shall make one

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Performance Appraisal Policy

Institute has self appraisal mechanism for teaching and non-teaching staff to evaluate the performance. The performance of teaching and non-teaching staff is assessed on yearly basis.

The faculty of respective department are informed to fill the self appraisal report and submits the same to HOD. The HOD carefully reviews the Self appraisal report and writes his/ her observations about overall performance of the concerned faculty and then submits the same to Principal for necessary actions. The Principal reviews Self Appraisal Report and evaluates the performance of the staff and adds the recommendations for increments/Promotions/confirmation of service. The Principal communicates the summary of Self Appraisal Report to management for information and further action.

Performance appraisal system of the Teaching Staff-

Teaching staff performance appraisal is based on determination of the performance index of every faculty.

Appraisal form includes :

Part A: General information: Which includes academic background, courses attended during the year.

Part B: HOD'S Approval - Teaching, learning and evaluation related activities, co-curricular, extension, professional, development related activities. Research, publication and academic contributions.

Part C: Principal's Appraisal and Recommendations: The Principal reviews Self appraisal and HOD report and evaluates the performance of the teaching staff and adds the recommendations for increments/Promotions/confirmation of services. The Principal communicates the summary of Self appraisal report to management for information and further action.

Part D: Remarks by Management/office: Management adds approval remarks on the basis of overall feedback received from Principal.

Performance appraisal system of the Non-teaching staff :-

Annual assessment for the performance based appraisal system is based on information on multiple activities is appropriately filled by each non technical staff in appraisal form.

The information includes –

Part A: (Self-appraisal): General information and academic background, Job responsibilities and additional responsibilities taken, courses / training programs attended/ notable achievements during the year.

Part B: HOD Appraisal and Remarks: Performance in technical work and Administration related activities, co-curricular, extension, professional, development related activities, academic contributions, general conduct and Qualities, aptitude.

Part C: Principal Appraisal and Recommendation: The Principal reviews Self appraisal and HOD report and evaluates the performance of the Non teaching staff and adds the recommendations for increments/Promotions/confirmation of Job services. The Principal communicates the summary of Self appraisal report to management for information and further action.

Part D: Office Remarks by Management:-Management adds approval remarks on the basis of overall feedback received from Principal.



Dr. Sonia Singh
Principal

For ALARD CHARITABLE TRUST



Dr. R.S. Yadav
Secretary ACT

