



Shri Vitthalrao Joshi Charities Trust's
SAMARTH NURSING COLLEGE
ISO 9001 : 2015 Certified
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(Recognised by Indian Nursing Council, Maharashtra Nursing Council & Maharashtra University of Health Sciences, Nashik and MSBNPE Board, Mumbai)

POLICY FOR PERFORMANCE APPRAISAL

Staff Performance Appraisal Policy

Scope: It is to provide an opportunity to staffs to understand their roles and responsibilities and identify their strengths and weakness. That further helps supervisors to develop appropriate measures to faculty to achieve organizational goals

Definitions of the terms:

1. Performance appraisal: refers to the regular review of an employee's job performance and overall contribution to the institution.

Policy Points:

1. Performance appraisal will be done for all teaching and non-teaching faculty.
2. The institution will do the performance appraisal once in the year
3. The performance appraisal will be done in the month August every academic year.
4. Initially staff should fill self-assessment form and submit to the head of the institution.
5. During the submission of filled form, the faculty should attach the required documents wherever it's necessary.
7. The whole performance appraisal process is confidential and the scores of respective faculty will be kept confidential.
8. The submitted documents found deviated will be liable for the action as per institutional administrative policy.
9. Regarding the performance appraisal faculty will be informed at the time of joining and beginning of every academic year.
10. If the faculty is absent or does not respond to the performance appraisal form, within the stipulated time period, then his/her performance will be considered as NIL. In that case it's the sole responsibility of the concerned faculty.

Principal
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