



**PILLAI HOC INSTITUTE OF  
MANAGEMENT STUDIES & RESEARCH**

*Pillai*

**Mahatma Education Society's  
Pillai HOC Institute of Management  
Studies and Research, Rasayani**

**Q<sub>I</sub>M : 6.3.1**

**The institution has performance  
appraisal system, effective welfare  
measures for teaching and non-teaching  
staff and avenues for career  
development/progression**

**(FROM AY 2019-20 TO AY  
2023-24)**

### **Faculty performance appraisal system:**

The institution has developed a well-set **Performance Measurement System** to support and enhance the performance of the faculty as a teacher, a mentor, and a researcher. In doing so, the institution looks into the participation, monitoring, guiding Co-Curricular, Extension, and Professional developmental activities etc. of every single faculty member.

A well-planned Performa has been designed for assessment and documentation purposes. Each faculty needs to do their very own self-assessment, followed by the evaluation of the same with the concerned superior. This criterion for evaluation takes into account various parameters with an appropriate marking system (maximum marks to be allotted).

It consists of the following criteria and their allotted marks:

1. Performance in lectures, seminars, tutorials, and practical [60]
2. Imparting knowledge as per curriculum with the prescribed material and syllabus enrichment with additional resources [20]
3. Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement [50]
4. Examination related work [25]
5. Co-curricular and extension activities [40]
6. Contribution to corporate life and management of the Institution [50]
7. Professional development-related activities [50] are evaluated.
8. Research and academic contributions assessment of faculty members consists of papers (Published in Journals) and other Research Publications [150]
9. Research projects- sponsored projects and consultancy projects [55]
10. Completed projects quality evaluation and project outcome/outputs [95]
11. Research guidance [45]
12. Training, courses, and conference/ seminar/ workshops attended [55].

The important point here is that the aggregate marks after accessing those criteria are taken into consideration for rewarding, awarding, and promoting the faculty. Based on this performance appraisal, the faculty are also counselled to make improvements in the areas where he/she falls short.

#### **Non-Teaching staff performance appraisal system.**

We in, PHiMSR, appreciate the performance of the non-teaching staff too whose main role is to provide administrative support for carrying out academics smoothly in PHiMSR. There are three broad categories of staff, depending on where one is located: college office, department, or laboratory. The formal hierarchy that is the Vertical downward communication is followed starting with the registrar, office superintendent, officers, and accountants as per the order of responsibilities. The call of duty here varies with hierarchy. The staff provides a helping hand to the teaching-learning process in the classroom and laboratories and also extends their support towards the co-curricular, extension, professional development related activities, setting up experiments, maintenance, repairs, cleanliness of classrooms, laboratories, and administration area.

Non-teaching staff's performance is assessed every academic year and is based on fourteen

parameters for a total of 100 marks, which are as follows:

1. Attitude towards co-workers [15]
2. Perceptivity and sensitivity [10]
3. Staff/student relation [10]
4. Dependability [5]
5. Attendance/job performance [10]
6. Initiative [15]
7. Response to supervision [10]
8. Judgment/decision making [5]
9. Method of expression [5]

10. Potential [5]

11. Innovation and creativity [5]

12. Job knowledge [15]

Those are the parameters on which performance assessment is carried out. Assessment is carried out using a questionnaire that is based on the above-specified parameters and is evaluated on a five-point scale. The assessment lays the platform for promotions and increments.

PHIMSR believes in motivating its employees through effective welfare measures, so that the employee delivers the best. This in turn will have a positive impact on the students, who will then be motivated and take an interest in their studies.

Welfare schemes for teaching staff

1. Cash incentive for Ph.D.: Faculty who complete the doctoral programs successfully are rewarded with a cash incentive of Rs. 5000/- during the annual teacher's day celebration.

2. Sponsorship for Research - The institute through its various collaborations ensures that each faculty has an opportunity to avail at least one developmental activity that is sponsored by the institute. This may be in the form of paper publication registration fee sponsorships, sponsorships for developmental activities.

3. Workload adjustment for attending workshops / paper presentation: PHIMSR encourages its faculty / staff to attend workshops, seminars and to present papers at various recognized forums to acquire or to decimate new knowledge. PHIMSR facilitates the process by adjusting the workload of these faculty.

4. Encouragement to pursue PhD: PHIMSR encourages faculty to pursue and complete doctoral programmes in management. The concerned faculty are extended various facilities like- special leave, early leaving or late coming and any other adjustments in the teaching schedule or timetable.

5. Travel allowance for attending seminars and conferences: There are instances where faculty travel allowances have been sponsored by the institute for attending seminars, conferences and summits

#### Welfare schemes for non-teaching staff

1. Training and developmental workshops are arranged on a regular basis for the non-teaching staff. Workshops are conducted to enhance mental health and wellbeing; meditation and yoga; interpersonal skill workshops etc
2. Free campus medical checkup and advice; dental check-up; Covid care and precautions.
3. Staff uniform: To encourage professional appearance, all non-teaching support staff are provided with uniforms.
4. Performance Appraisal is done on a yearly basis for both teaching and non-teaching staff.

Feedback is taken from the students at the end of the semester. Any unsatisfactory feedback in the initial stages is shared with the visiting faculty to give an opportunity for improvement. If there is no improvement, the services of the visiting faculty is terminated.

#### General welfare schemes for all staff

Cooperative credit society: Any employee working in MES group of institutes can become a member of Mahatma Cooperative Credit Society and avail loan at reasonable interest rates. The loan can be repaid in easy monthly installments.

Leave: PHIMSR extends various leaves like casual leave, sick leave, summer vacation, maternity leave to women employees, and compensatory leave as applicable.

Provident fund: Staff are eligible for provident fund as per the existing norms.

Counseling services: A professional counselor has been appointed to provide counseling services (Miss.Komal Hawar)

Recreational facility: To ensure work-life balance campus has a fully equipped modern Gymkhana with latest gadgets and equipment. The faculty can avail of these facilities free of cost

Physical and mental well-being of faculty and staff: Medical check-up camps are conducted in the campus from time-to-time. Through the institute collaboration with Heartfulness, regular meditation sessions are organized for the mental well-being of faculty and staff

PHIMSR believes in the philosophy of nurturing and professionally grooming the teaching and non-teaching staff on a continuous basis to bring out the best in them. This process is used for

ensuring individual development and also to identify the areas of improvement.

## BUS Facility

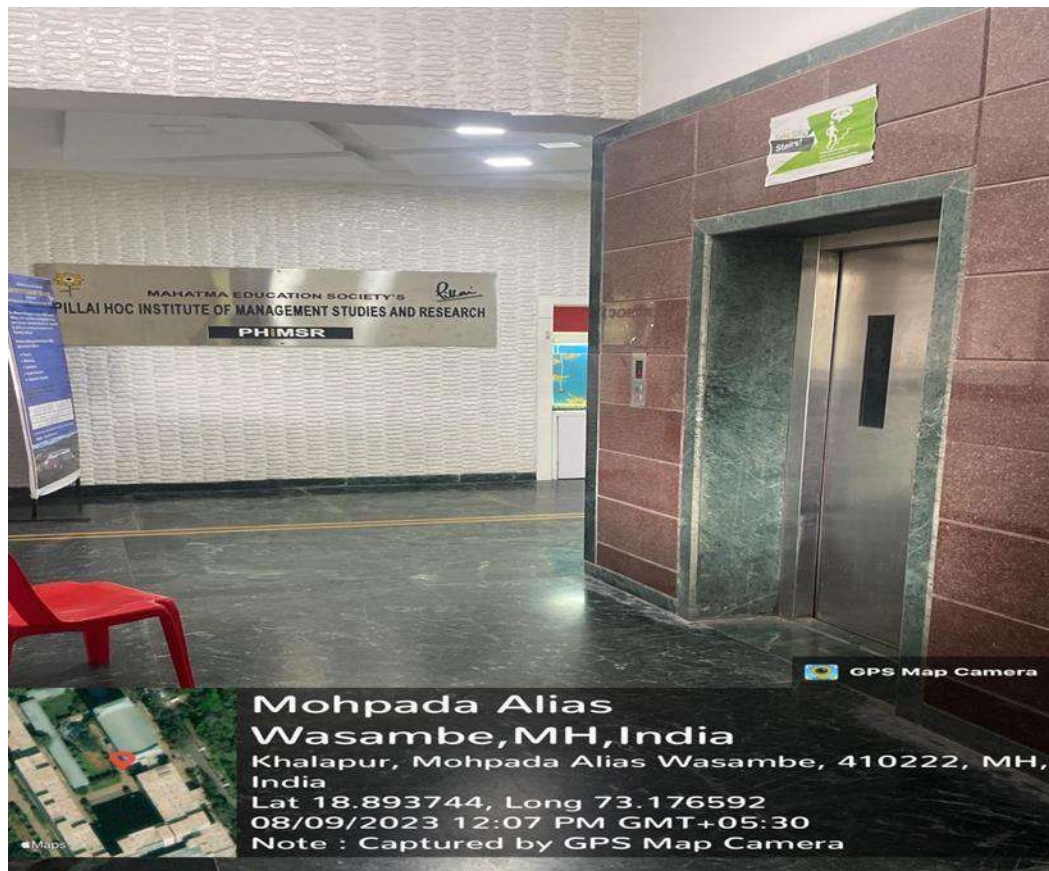


## GYM Facility





## Lift Facility



## Canteen





## Drinking-Water Facility





REGE HOSPITAL PVT. LTD.

॥ सर्वे संतु निरामया ॥

Dr. Vivek B. Rege  
M.S.F.I.C.S.  
GENERAL SURGEON

Dated :-29<sup>th</sup> January 2016

**TO WHOMSOEVER IT MAY CONCERN**

This to certify that **Dr.Rege Hospital** is located very close to Pillai HOCL

Educational Campus & our services are available to the staff & students of

the campus in case of any medical emergency ,on chargeable basis.

Dr. V. B. Rege.  
M.S.F.I.C.S  
REGE HOSPITAL PVT.LTD.

# Maternity Leave Letter

Date: - 1<sup>st</sup> July 2023

Ms. Sejal P Malusare  
Research Associate and Program Coordinator,  
PHIMSR.

To,  
Dr. Pradip P Chatterjee  
Director, PHIMSR.

Subject: - Request for Maternity Leave from 1<sup>st</sup> August '23 to 31<sup>st</sup> January'24.

Respected Sir,

I am writing this letter to inform you about my maternity leave and I want to take 6 months of maternity leave available to me by the Institute. My expected due date is October and I am planning to take leave from 2<sup>nd</sup> August'23 and return to PHIMSR by 31<sup>st</sup> January'24.

I will let you know in case of any foreseen event circumstances with delivery and pregnancy that can cause a delay in joining date. In case of any work, I will be available at my mobile number and I am also going to Work from Home. Since NAAC work, is going on, I have asked my team to work with me and will complete any assignment that requires my involvement.

Kindly grant my maternity leave request and oblige.

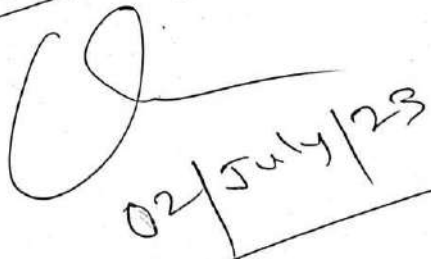
Thanking you,

Yours sincerely,



Ms. Sejal Malusare.

Approved as per rules



02/July/23

# Leave letter

## Application for leave

Inbox

Search for all messages with label Inbox

Remove label Inbox from this conversation



**Aditya Sontakke** <adisontakke@gmail.com>

Sat, May 4, 2019,  
9:19 PM

to me

Respected Sir,

Sir, I request you to allow me to take a leave on 16th May and vacation of 25 day starting from 20th May 2019.

Thank you sir

Aditya Sontakke



**Pradip P Chatterjee** <drpc@mes.ac.in>

Sun, May 5, 2019,  
6:11 PM

to Ashrin, Aditya

Approved



**Aditya Sontakke** <adisontakke@gmail.com>

Sun, May 5, 2019,  
7:43 PM

to me, Ashrin

Thank you sir.



**Director**  
Pimpri Chinchwad Education Trust  
Institute of Management Studies & Research  
Rasayani, Tal. Khalepur,  
Dist. Raigad - 410 207

# **Mahatma Education Society's**

**Pillai HOC Institute of Management Studies and Research, Rasayani.**

## **Self-Assessment-Cum-Performance Appraisal Forms**

**API-PBAS Proforma**

**Mahatma Education Society's**

**Pillai HOC Institute of Management Studies and Research**

**Rasayani**

**Name of Department: .....**

**Under CAS Promotion for ..... Stage / Level**

**ACADEMIC YEAR: .....**

### **PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1	Name (in Block letters):	
2	Department:	
3	Current Designation & Academic Level:	
4	Date of last Promotion:	
5	Address (with PIN Code):	
	Telephone / Mobile No/ E-mail	

### **6 Academic Qualifications:**

Examination	Name of the Board/University	Year of Passing	Percentage of Marks obtained	Division / Class / Grade	Subject

### **7. Research Degree(s):**

Degrees	Title	Date of Award	Name of University
Ph.D			



M.Phil			
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**8. Appointments held prior-joining this institution:**

Designation	Name of Employer	Essential Qualification for the post at the time of appointment	Nature of Appointment (Regular/ Fixed term/ Temporary/ Adhoc)	Nature of duties	Date of Joining	Date of Leaving	Salary with grade	Reason for leaving
Assistant Prof			Regular	Teaching				

**9. Period of teaching experience: P.G:-**

**10. Research Experience excluding years spent in M.Phil / Ph.D:-**

**11. Fields of Specialization under the Subject / Discipline:-**

**Name & Signature of Teacher**

**PART B: ACADEMIC PERFORMANCE INDICATORS (API):**

**Assessment Criteria and Methodology for University / College Teachers**

<b>1. Teaching</b>					
		<b>Unit of calculation</b>		<b>Self-Appraisal Grading</b>	
<b>Category</b>	<b>Name of Activity</b>	<b>Actual Class spent per year</b>	<b>% Of Teaching</b>	<b>For Assistant Professor / Associate Professor / Professor</b> i) <b>Good:</b> 80% & above ii) <b>Satisfactory:</b> Below 80% but 70% & above iii) <b>Not satisfactory:</b> Less than 70%	<b>Verified API Grading by Committee</b>
	(1)	(2)	(3)	(4)	
<b>I</b>	<b>Teaching:</b> (Number of classes taught/total classes signed) x 100% (Classes taught includes sessions on tutorials, lab and other teaching related activities) Teaching: ICT based Practical / Laboratory Tutorials/Assignments/Project : Fieldwork Group Discussion : Seminars Remedial Teaching, Clarifying doubts within and outside the class hours Additional teaching to support counselling and mentoring)				
	<b>Total Actual hours spent</b>				
<b>2. Involvement in the University / College students related activities / research activities</b>					
<b>2</b>	<b>Activities</b>	<b>Total days spent per year</b>	<b>Self-Appraisal Grading for Assistant Professor / Associate Professor / Professor</b> i) <b>Good:</b> Involved in at least 3 activities ii) <b>Satisfactory</b> : 1-2 activities iii) <b>Not-satisfactory:</b> Not involved / undertaken any of the activities <b>Note</b> :can be within or across the broad categories of activities Note : number of activities can be within or across the broad categories of activities		<b>Verified API Grading by Committee</b>
	(1)	(2)	(3)		

	<p>a) Administrative responsibilities such as Head, Chairperson, Dean/Director/IQAC Coordinator/different committees/Warden etc.</p> <p>b) Examination and evaluation duties assigned by the college/university or attending the examination paper revaluation</p> <p>(i) Question Paper Setting  ii) Invigilation/Supervision  iii) Flying Squad  iv) CS/ACS/Custodian  v) CAP Director/Assistant Director  Vi) Unfair Menace Committee  vii) Grievance Committee  viii) Internal Assessment  ix) External Assessment  x) Re-valuation  xi) Result Preparation (College Level for Internal Assessment  xii) RRC/RAC Committee  xiii) M Phil/Ph.D Thesis evaluation/any other)</p>	<p>Full year Spent on Spent on work in the capacity of</p> <ol style="list-style-type: none"> <li>1) Examination Duties</li> <li>2) Evaluation work</li> <li>3) Question Paper Setting</li> <li>4) Committee work</li> <li>5) Accreditations</li> <li>6) Internal Assessment</li> <li>7) MMS Batch Co-ordinator</li> </ol>		
	c) Student related co-curricular, extension and field based activities such as students clubs, career counselling, study visits, students seminars and other events, cultural, sports, NCC, NSS and community services	Days spent on mentoring activity		
	d) Institutional Governance/ Participation in State/Central bodies / Committee on education, Research and national development etc (Govt. Nominee/Nodal officer/Enquiry Committee Members/inspection Committee member/ state Govt. Workshop committee/govt. CAS Committee/Subject expert			
	d) Organizing seminars / conferences/workshops etc and other college/university activities.			
	e) Evidence of actively involved in guiding Ph.D. Students i) No. of Registered Candidate ii) No. of Awarded Candidate			
	f) Conducting Minor or Major Research Projects sponsored by national or international agencies i) Above 10 lacs ii) Below 10 Lacs			
	g) At least one single or joint publication in peer-reviewed or UGC list of Journals.		Good	
<p align="center"><b>Overall Grading:</b></p> <p><b>Good:</b> Good in teaching and satisfactory or good in activity at Sr.No.2 Or</p> <p><b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sr.No.2</p> <p><b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading</p>				

Note: For assessing the grading of Activity at Serial No.1 and Serial No.2, all such periods of duration which have been spent by the teacher on different kinds of paid leave such as Maternity Leave, Child Care, Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire

period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his / her absence from approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes, and ordinance of the parent institutions.

## **Table 2**

### **Methodology for Institute Teachers for calculating.**

#### **Academic / Research Score**

*(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, student's Ph.D. award letter, etc.)*

## **RESEARCH AND ACADEMIC CONTRIBUTIONS**

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment scores shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor

**(1) Research papers in Peer-reviewed or UGC listed Journals: (Please refer points as per UGC notification)**

Sr. No.	Title of paper	Journal Name, page Nos., vol No. Issue No., Year of publication	ISSN/I SBN No	Impact Factor if any	No. of Co-Authors	Whether Principal Author / Supervisor/Co-supervisor	Self-Appraisal Score	API Score Verified	Page No. of relevant Documents
1									
2									
3									
<b>Total (1)</b>									

**(2)(a) Publications (other than Research papers) Books, Chapters in Books)**

**(i) Books published with ISSN / ISBN number.**

**International Publisher:**

[illegible]

**(2)(a)(ii) Chapter in Edited Book with ISSN/ISBN**

Sr. No.	Title of Chapter with Page Nos	Name of Book	Publisher Name & ISSN/ISBN No.	No. of Co. Authors	Whether Principal Author / Co-Author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Sub Total: (2) (a)(ii)</b>								



**Editor of Book by National Publisher.**

Sr. No.	Title of book with page nos	Publisher Name & ISSN / ISBN No.	International / National Publisher	No. of co-authors	Whether Principal Author / Co-author	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Sub Total: (2) (a)(iii):</b>								

Sr. No.	Title of Project	Sponsored Agency	Date of Starting	Amount Mobilized (Rs. Lakh)	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1							
2							
	<b>Subtotal: (4)(d)</b>						
	<b>Total (4): (4)(a) +(4)(b) +(4)(c)+(f)(d)</b>						

Sr. No.	Title of patent Project	Patent Number	Sponsored Agency if any	Date Award of	International /	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Sub Total: (5)(a)</b>								

**(4)(a) Awards/Fellowship:****A: International****B: National**

Sr. No.	Name of Award/Fellowship	Date Received	International/National	Name of Awardees Academic Body Association	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1							
2							
<b>Sub Total: (5)(c)</b>							
<b>Total (5):5 (a)+(5)(b) +(5)(c)</b>							

**(4)(b) \* Invited lectures/resources Person/Paper presentation in Seminars/Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**

**International (Abroad):****International :****National:****State/university Level:**

Sr. No.	Title of Presentation in Academic Session	Title of Conference /seminar	Mode of Presentation: invited lectures/ Resource Person/Paper presentation	Name of Organizer	Whether International (Abroad)/ international (within Country)/National/State/university Level	Self-Appraisal Score	API Score Verified	Page No. of Relevant Documents
1								
2								
<b>Sub Total: (6):</b>								

Note : The Research score for research papers would be augmented as follows : Peer-Reviewed or UGC-listed journals (Impact factor to be determined as per Thomson Reuters list):i) Paper in referred journals without impact factor-5 points ii) Paper with impact factor less than 1 – 10 points iii) Paper with impact factor between 1 and 2-15 points iv) Paper with impact factor between 2 and 5 – 20 points v) paper with impact factor between 5 and 10-25 points vi) Paper with impact factor >10 – 30 points

a) Two authors: 70% of total value of publication for each author

b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

## **UNDERTAKING**

I, .....undertake that the information provided is correct as per records submitted by me to Institute and documents enclosed along with the duly filled in PBAS Proforma.

Date :

Place :

Signature of the faculty

Designation :-

Date :

Signature of Head of Department

Place :

Verified by IQAC

Date :

Signature of Coordinator - IQAC

Place :

**Pillai HOC Institute of Management Studies and Research,**

**Rasayani**

A.Y.20\_\_\_\_-20\_\_\_\_\_

NAME OF FACULTY MEMBER

The performance of non-teaching staff is assessed every academic year and is based on 12 parameters for a total of 100 marks, which are as follows:

1. Attitude towards co-workers [15] :
2. Perception and sensitivity [10] :
3. Staff/student relation [10] :
4. Dependability [5] :
5. Attendance/job performance [10]:
6. Initiative [10] :
7. Response to supervision [5] :
8. Judgment/decision making [5] :
9. Method of expression [5] :
10. Potential [5] :
11. Innovation and creativity [5] :
12. Job knowledge [15] :

**Director**



**MAHATMA EDUCATION SOCIETY'S**  
**Pillai HOC Institute of Management Studies and Research,**  
**Rasayani**

**ACTION TAKEN REPORT ON SELF APPRAISAL**

**YEAR OF ASSESSMENT - A.Y.2022-23**

**Action Taken Report**

An appraisal meeting was conducted by the Director to review the performance and academic achievements of Faculty members based on the Self-Appraisal report submitted by each faculty member. The authenticity and accuracy of details furnished in the Self- Appraisal Report were also discussed in the meeting.

After scrutinising the document submitted, the Director gave feedback on the Faculty member's performance and The Faculty member were asked to incorporate and implement the suggestions given/recorded by the Directed during the appraisal meeting.

Increment for the academic year 2022-23 would depend on the overall performance of the Action Taken Report and the management decision.

**Dr.Pradip P Chatterjee**  
**Director,**

**MAHATMA EDUCATION SOCIETY'S**  
**Pillai HOC Institute of Management Studies and Research,**  
**Rasayani**

**ACTION TAKEN REPORT ON SELF APPRAISAL**

**YEAR OF ASSESSMENT - A.Y.2021-22**

**Action Taken Report**

The Director held an appraisal meeting to examine the performance and academic accomplishments of the faculty based on the self- evaluation reports that were provided by each Faculty member.

The Director evaluated the submitted documents and provided comments on the faculty member's performance.

The Faculty were urged to take into account and put into practice the recommendations made by the Director during the appraisal meeting.

The overall effectiveness of the Action Taken Report will provide the basis for management's decision for future promotions and increments.

**Dr.Pradip P Chatterjee**  
**Director,**

**MAHATMA EDUCATION SOCIETY'S**  
**Pillai HOC Institute of Management Studies and Research,**  
**Rasayani**

**ACTION TAKEN REPORT ON SELF APPRAISAL**

**YEAR OF ASSESSMENT - A.Y.2020-21**

**Action Taken Report**

In accordance with the Self-Appraisal Reports that each Faculty member filed, the Director held an appraisal meeting to examine the performance and academic accomplishment s of the Faculty.

The Director provided input on the Faculty member's performance after carefully reviewing the document that was supplied.

The Director's proposals, which where made and noted during the assessment meeting, were to be incorporated and put into practice by the faculty members.

**Dr.Pradip P Chatterjee**  
**Director,**

**MAHATMA EDUCATION SOCIETY'S**  
**Pillai HOC Institute of Management Studies and Research,**  
**Rasayani**

**ACTION TAKEN REPORT ON SELF APPRAISAL**

**YEAR OF ASSESSMENT - A.Y.2019-20**

**Action Taken Report**

**An appraisal meeting was conducted by the Director to review the performance and academic achievements of Faculty members based on the Self-Appraisal Report submitted by each Faculty member. The authenticity and accuracy of details furnished in the Self- Appraisal Report were also discussed in the meeting.**

**After reviewing the document submitted, the Director provided feedback on the Faculty's achievements. The Faculty members were asked to incorporate and implement the suggestions given/recorded by the Director during the appraisal meeting and promotions.**

**Increment for the academic year 2019-20 would depend on the overall performance of the Action Taken Report**

**Dr.Pradip P Chatterjee**  
**Director,**

**MAHATMA EDUCATION SOCIETY'S**  
**Pillai HOC Institute of Management Studies and Research,**  
**Rasayani**

**ACTION TAKEN REPORT ON SELF APPRAISAL**

**YEAR OF ASSESSMENT - A.Y.2018-19**

**Action Taken Report**

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The Director held an appraisal meeting to examine the performance and academic accomplishments of the faculty based on the self-evaluation reports that were provided by each faculty member.

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After scrutinising the document submitted, the Director gave feedback on the Faculty member's performance.

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The Faculty members were instructed to take into consideration and put into practice the suggestions made by the Director during the assessment meeting and written on paper.

Based on the overall effectiveness of the Action Taken Report, promotions and increment for the academic year 2018-19 will be decided.

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**Dr.Pradip P Chatterjee**

**Director,**

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**Dr.Pradip P Chatterjee**  
**Director**