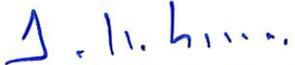




NAGINDAS KHANDWALA COLLEGE
(Empowered Autonomous)

Faculty Appraisal & Promotion Policy

For MALAD KANDIVLI EDUCATION SOCIETY


Hon. Secretary/ Hon. Treasurer


PRINCIPAL
NAGINDAS KHANDWALA COLLEGE OF COMMERCE
ARTS & MANAGEMENT STUDIES AND SHANTABEN
NAGINDAS KHANDWALA COLLEGE OF SCIENCE
(AUTONOMOUS)
MALAD (W), MUMBAI - 400 064.

Faculty Appraisal & Promotion Policy

Purpose

This policy ensures a fair and structured evaluation of faculty performance and establishes guidelines for promotions in both the Aided and Self-Financed sections.

Scope

This policy applies to all full-time faculty members of the institution.

Aided Section

- Appraisal and promotion procedures follow UGC Regulations, the Career Advancement Scheme (CAS), and directives from the Government of Maharashtra and the University of Mumbai.
- Faculty are required to submit Annual Self-Appraisal Reports in the prescribed format. Assessments consider teaching quality, research output, participation in academic activities, contributions to committees, and student feedback where applicable.
- Eligibility, minimum years of service, research requirements, and scoring criteria follow UGC norms.
- Promotion recommendations are made by a duly constituted Screening/Selection Committee. Promotions become effective only after University and Government approval.

Self-Financed Section

Faculty are required to submit Annual Self-Appraisal Reports in the prescribed format. The evaluation is based on:

- Teaching quality and student engagement
- Academic results and learning outcomes
- Research output, publications, and FDP participation
- Contributions to committees, department work, and institutional initiatives
- Innovation in pedagogy and use of ICT
- Professional conduct and adherence to timelines and responsibilities

Review Mechanism

- Faculty submit a structured self-appraisal annually.
- The Self-Appraisal Reports are reviewed by the Head of Department, Principal, and IQAC, and the final performance ratings are approved by the management.

Promotion Criteria

- Promotions consider years of service, consistent performance ratings, research and professional development, contributions to the institution, and interview/assessment outcomes by the Promotion Committee.
- The management issues formal promotion orders based on recommendations.