



Marathwada Shikshan Prasarak Mandal's

Sunderrao Solanke Mahavidyalaya, Majalgaon



INTERNAL QUALITY ASSURANCE CELL

CRITERION-6: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

Administrative Staff Appraisal Forms Summary



M.S.P. Mandal's

Sunderrao solanke Mahavidyalaya Majalgaon
Administrative Staff Self-Appraisal Form Summery
Academic Year 2021-2022

I.	<p>I know, and understand, the responsibilities of my job - Every Administrative staff given training about the work. The job responsibilities are defined and given as per skill and knowledge of the employee. The summery of this question is very positive. Every employee has given their remark that they know and understand the job responsibility which is given.</p>
II.	<p>I know who my supervisor is, and what their responsibilities are - Hierarchy is properly maintained by all staff. It is basic the requirement of system to follow hierarchy for smooth running. The summery of this question is very positive. Every employee has knowledge about the hierarchy. The hierarchy is given by the Act and Statute. Every employee has knowledge who is supervisor and what are their responsibilities. The workload sanctioned by the Joint Director office as per hierarchy.</p>
III.	<p>I feel that my workload is heavier than it needs to be - The work culture is maintained healthy and happy. Every employee given work as per his/her ability, skill and qualification. We believe in team work so .the urgent work with short period submission can be completed in team. So, the summery of this question is negative. Every employee mentioned that they feel that their workload is not heavier than it needs to be.</p>
IV.	<p>I feel that I can go to my supervisor with any problem that I may have - Our supervisor treats us equal team members than as subordinates. Rather than issuing a steady stream of orders and commands and expecting staff to stay on task, they try to include the us in the decision-making and strategizing processes. The supervisor treats us as partners and encourage collaboration. Our superior has team-oriented approach makes for a more productive and positive workplace. So, the sumrpery of this question is very positive. All staff feels that they can go to their supervisor with any problem that they may have.</p>
V.	<p>I know what my benefits are - The self-assessment and evaluation is always important. Everyone should know their strength and weakness. The proper and time to time training increase the efficiency and skill. So the summery of this question is very positive. All staff feels that they work hard and beneficiary to the institution.</p>
VI.	<p>I believe that I am a productive in my job - The productivity of the job is increased by taking training. The skill is increased day by day. So the summery of this question is very positive. All staff feels that their work is productive.</p>
VII.	<p>I believe that I am part of productive and active team - The summery of this question is very positive. All staff feels that their work is productive and they are active members of team prepared by the college.</p>
VIII.	<p>I know what my college long term goals are - The summery of this question is very positive. All staff feels that they have knowledge about college long-term goals.</p>

IX.	I am familiar with the organizational structure of the college - The summery of this question is very positive. All staff feels that they are familiar with the organizational structure of the college.
X.	I believe that I have had enough training to perform my job - The qualification and skill is important but with this proper training also important. College always gives enough training all staff. The summer of this question is very positive. All staff is happy with the enough training given by the college to perform job.
XI.	Total the number for each column - -
XII.	Add all the columns to ether - -



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