



# Human Resource Policy

**Shri Pancham Khemraj Mahavidyalaya,  
Sawantwadi (Autonomous)**

Affiliated to University of Mumbai, NAAC Re-Accredited  
'A' grade in 3<sup>rd</sup> Cycle with 3.0.06' CGPA in May 2019



# **Human Resource Policy**

**Shri Pancham Khemraj Mahavidyalaya, Sawantwadi**

**(Autonomous)**

*(Affiliated to University of Mumbai)*

## **Objectives**

- To recruit qualified, competent, and diverse faculty and staff
- To ensure transparency and fairness in recruitment and promotion
- To enhance professional skills and competencies of faculty
- To promote continuous learning and academic growth
- To evaluate faculty and staff performance objectively
- To ensure accountability and continuous improvement

## **Goals**

- Attract and retain talented human resources
- Maintain high standards in teaching, research, and administration
- Improve teaching quality, research output, and innovation
- Encourage participation in academic and professional development activities
- Enhance efficiency, productivity, and quality of work
- Link performance with rewards, promotions, and recognition

## **Implementation Methods/Procedure**

- Follow UGC/University of Mumbai norms for recruitment
- Advertise vacancies widely and conduct merit-based selection
- Use structured interviews, screening, and selection committees
- Implement clear promotion criteria based on performance, experience, and achievements
- Organize Faculty Development Programs (FDPs), workshops, and seminars
- Provide financial support for conferences, research, and training
- Encourage higher education, certifications, and research activities
- Facilitate collaborations and exchange programs
- Implement Annual Performance Appraisal System (API/PBAS)
- Use self-assessment, peer review, and supervisor evaluation
- Set measurable performance indicators (teaching, research, administration)
- Provide feedback, counseling, and improvement plans

## **Recruitment and Promotion**

- Ensures recruitment of qualified and competent faculty and staff through a transparent and merit-based process
- Follows UGC and University guidelines for selection and appointment
- Promotes equal opportunity and diversity in hiring practices
- Provides a structured system for promotions based on experience, qualifications, and performance
- Aims to attract, retain, and motivate high-quality human resources

## **Faculty Development**

- Focuses on continuous professional growth of faculty members
- Encourages participation in Faculty Development Programs (FDPs), workshops, seminars, and conferences
- Supports research, publications, and higher education pursuits
- Promotes use of innovative teaching methods and technology in education
- Enhances academic excellence and institutional quality

## **Performance Appraisal**

- Establishes a systematic process to evaluate performance of faculty and staff
- Uses objective criteria such as teaching effectiveness, research output, and administrative contribution
- Includes self-appraisal, peer review, and supervisory evaluation
- Provides constructive feedback for improvement and career growth
- Links performance with incentives, promotions, and recognition