

## Performance Appraisal

The University is committed to supporting every employee to achieve their potential and achieve their personal goals, which in turn will assist the organisation to achieve its objectives. Performance evaluations for regular staff members are conducted annually. Individuals with supervisory responsibilities are expected to facilitate the creation of performance objectives and monitor performance and behaviors of staff. Staff members are expected to understand the expectations of their position, assist in creation of performance objectives, and monitor progress toward their objectives throughout the year. The University performance evaluation process 15 requires supervisors and staff members to have an ongoing dialogue with each other about:

- What is expected in the workplace in terms of outcomes and behaviors?
- What is going well and what needs improvement
- What professional development would be valuable
- The annual performance review.

Faculty Appraisal: Faculty members are the intellectual capital of the University and the driving force for the academic excellence. They shoulder the responsibility of providing quality education to the most important University constituency, the students. The performance of each member shall be assessed annually.

Faculty performance shall be assessed on the basis of three criteria, viz., Teaching, Learning, Research, Scholarly Activities, University and Community service. The assessment shall be based on merit with tangible evidence and not on personal opinion or judgments.

Students' feedback about the faculty forms an integral part of the faculty assessment. The assessment shall be used in merit increase, professional development, load reduction for research activities etc.

The performance of every University teacher shall be assessed on the basis of Self Appraisal Report to be submitted by him/her in the prescribed proforma. Letters of appreciation for outstanding work performance may be issued to the teacher in recognition of his/her performance and conduct during the year. The teacher shall submit his/her Self Appraisal Report to the authorities of the University listed in rule 30.4 of this regulation by August 31 of each year in prescribed proforma. Also students feedback on faculty is executed at the end of every session (semester or annual). IQAC ensure that students' feedback is collected in a timely manner in the prescribed form. After data collection from the students of concerned college/department, it is processed and a report for faculty is generated.

The score is used for faculty evaluation purposes. This department shares the feedback with the head of the college/department for evaluation and for any corrective actions purpose. The reporting, reviewing and accepting officers shall be as follows:

Faculty submitting the Self Appraisal Report	Reporting Officer	Reviewing Officer	Accepting Officer
Tutor/Lecturer/Assistant Professor	Professor & Head of Department		Dean of the Faculty/
Associate Professor/ Reader/ Professor junior to Head of Department	Professor & Head of Department		Dean of the Faculty/ equivalent
Professor senior to Head of Department	He/she will be assessed by a committee consisting of the PVC, Dean and the HoD		Vice- Chancellor
Head of Department	Dean of the Faculty	Pro Vice- Chancellor/ if there is no PVC, then Vice-Chancellor	Vice- Chancellor
Dean of the Faculty/ equivalent	Pro Vice- Chancellor/ if there is no PVC, then Vice-Chancellor		Vice- Chancellor

## Non-teaching Staff Appraisal:

A year-end review or evaluation should be completed and reviewed with each nonacademic staff member. The supervisor and staff member should both sign the year-end evaluation. While there is no formal appeal process, the staff member may include any additional comments or a response to the evaluation in the prescribed form. 16 A copy of a staff member's year-end review or evaluation is placed in the staff member's personnel file in the Registrar office. The results of a staff member's year-end review or evaluation should be used to determine the staff member's merit increase and

facilitate the creation of the staff member's performance and development objectives for the next year.

As per the rules the competent authorities of the University shall report confidentially by 30<sup>th</sup> June of each year in the form prescribed on the work and conduct of the employee who had served under them for a period not less than three months in the year preceding and forward their reports to the Registrar/other authorized officer by 15<sup>th</sup> July.

The reporting, reviewing and accepting officers for non teaching staff shall be as follows:

Designation of Employee	Reporting Officer	Reviewing Officer	Accepting Officer
Steno - Typist, if any	Officer with whom the official is working	Registrar	Registrar
Clerks/Computer Operators/ Assistant	Superintendent. If there is no Supdt., then the Branch Officer i.e.  AR/DR	Branch Officer/ AR/ DR	Registrar
PA/PS	Officer to whom the official is attached	Officer under whom working	Vice-Chancellor in case attached with Vice- Chancellor/ Registrar in all other cases
Superintendent, if any	AR/ DR	Registrar	Vice-Chancellor
Assistant Registrar	Registrar	Registrar	Vice-Chancellor
Deputy Registrar	Registrar	Vice-Chancellor	Vice-Chancellor
Law Officer, If any	Registrar	Vice-Chancellor	Vice-Chancellor
Chief Finance and Accounts Officer	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Librarian	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Controller of Examinations	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor
Registrar	Vice-Chancellor	Vice-Chancellor	Vice-Chancellor

Others	Officer with whom	Officer with whom	Registrar/ Vice-
	working	working	Chancellor as the case
			may be

No Reporting with Officer shall record his/her remarks in the confidential report unless he/she has seen work and conduct of the official working under him/her at least for 3 months. If the official has served under the Reporting Officer for less than 3 months, the opinion of the officer under whom he has previously served at least for 3 months should be obtained.

The remarks of the higher authority shall supersede the remarks of the subordinate officers and for purpose of communication, the remarks of the highest authority alone shall be taken into consideration. Adverse remarks, if any, shall be communicated to the employee concerned by the Registrar and shall indicate in suitable language the nature of the defects in question. The official concerned shall have the right to make representation through proper channel within a period of 30 days of the communication of the adverse remarks. The appeal so preferred shall lie with the Accepting Officer and finally with Vice- Chancellor.

The Vice- Chancellor may give a personal hearing to the officer/official concerned, if so desired in the appeal.



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