



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 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/ equivalent
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. 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 30th 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 15th 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



K. R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

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



Registrar



Papers Published in Journals:				
Title of Paper	Details (Journal Name, Volume, Year, Page nos., ISSN/ISBN/DOI)	Impact Factor	No. of Co-Authors	Are you main Author
Full Papers Published in Conference Proceedings:				
Title of Paper	Conference/Workshop Details (Name, Organized by, Place, Date, Page nos., ISSN/ISBN/DOI etc.)	Impact Factor	No. of Co-Authors	Are you main Author
Papers Presented in Conferences/Workshops:				
Title of Paper	Conference/Workshop Details (Name, Organized by, Place, Date, ISSN/ISBN/DOI etc.)	Impact Factor	No. of Co-Authors	Are you main Author
Completed Research Projects/Consultancies:				
Title		Agency	Period	Amount
Research Guidance	Doctoral	Research Areas		Number
		Ph.D. Completed:		0
Number of Patents Issued and Filed:				
Name		Issued Date	Filed Date	Number
C. ADMINISTRATIVE DUTIES/ MEMBERSHIP OF COMMITTEES				
Contribution in Laboratory Setup/Curriculum Development				
Semester	Description of Contribution			
Odd				
Even				
Institutional Development Contribution – Committee/Mentor/Counselling etc.				
Semester	Description of Contribution			Average Hours/Week
Odd				
Even				
D. CO-CURRICULAR ACTIVITIES/ CONTRIBUTION				
Activities organized (Seminar/Workshop/Conference/Symposia/Continuing Education/FDP) (Attach brochure wherever available)				
Details	Duration	Your Role		



Other Extensions/Co-curricular/Extra-curricular Activities					
Semester	Description of Activity and Your Role	Average Hours/Week			
Attended CEP/Training/Refresher/Summer School Course etc.:					
Name of the Programme		Place	Duration		
Invited Lecture, Keynote Address/Session Chair, etc.:					
Title of Lecture		Title of Conference/Seminar, date etc.	Organized by		
ACHIEVEMENTS/AWARDS/HONORS/PROFESSIONAL SOCIETY MEMBERSHIP DETAILS:					
E. TEACHER'S FEEDBACK ON DESIGN & REVIEW OF SYLLABUS					
	1	2	3	4	5
Current syllabus is need based	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Curriculum having current content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Course objectives of the courses are well defined	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Curriculum having good academic flexibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
The course content fulfills the need of students	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Need of review of the syllabus	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Curriculum enhanced employability	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
F. Please rate yourself on a five-point scale with '5' for the Highest and '1' for the Lowest.					
Please rate yourself on a five-point scale with '5' for the Highest and '1' for the Lowest.					
	1	2	3	4	5
Teaching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Research	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
G. ADDITIONAL INFORMATION					
Indicate your future plan for Academic Year 2019-20 for Teaching, Research, Training, Consultancy, Projects (Give Points only):	I want to focus on the research work and consultancy projects. This will make the student understand the practical problems. These projects can be further used for any good cause.				
<i>I certify that the information provided is correct and all supporting records/documents are available with me.</i>					
Name of the faculty:	Signature of the faculty:				
Date:	Place:		Gurgaon		