

Performance Appraisal Policy

Sl. No.	Particulars	Description
1	Policy Number	PERS-2007
2	Policy Structure	The performance appraisal policy involves the appraisal for teaching staff and non teaching staff.
3	Scope of the Policy	The performance appraisal process provides opportunities for staff development and encourages the professional growth of each staff member while acknowledging and affirming the efforts, involvement, and achievements of all employees. It ensures that all employees perform in a competent and caring manner, value quality of learning for all students, support a positive, respectful, and safe environment that respects the cultural and individual differences of all individuals/colleagues/juniors and even the employer.
4	Policy Status	Original
5	Originated By	Vice Chancellor Office
6	Reviewed By	Director, Internal Quality Assurance Cell (IQAC), Swami Vivekanand Subharti University, Meerut
7	Effective Date of Policy	06/12/2007
8	Approving Authority	The Academic and Executive Council, Swami Vivekanand Subharti University, Meerut
9	Amendment Number	U-07/SVSU/2013/5854
		U-117/SVSU/2020/2118
		No. U-192/SVSU/2020/2228
10	Effective Date of Amended Policy	16/03/2013
		19/02/2020
		24/02/2020
11	Approving Authority	The Academic and Executive Council, Swami Vivekanand Subharti University, Meerut



Office of the Registrar SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)
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No. U-192/SVSU/2020/2228

Date: 24/02/2020

OFFICE ORDER

Subject: Employee Performance Appraisal Policy.

ACR formats for teaching & non-teaching staff has been modified, accordingly for non-teaching annual increment is issued to all the employees except who have unsatisfactory report. For the faculty all the parameters such as publication, research etc have been taken into consideration.

I have been directed by Hon'ble Vice-Chancellor to announce and inform modified Employee Performance Appraisal Policy. This policy will supersede all the Performance Appraisal Policies distributed earlier.

All HOI's and HOD's are requested to facilitate University administration by forwarding duly filled formats to concern authorities for timely disbursement of annual increment.


Registrar

Copy to:

- Hon'ble Vice-Chancellor
- The Chief Executive Officer
- Pro Vice-Chancellor
- All HOI's & HOD's
- Finance Officer
- Controller of Examination
- Additional Registrar – (General/Academic/Non-Medical)
- Deputy Registrar – Non-Teaching
- IQAC
- Asst. Director – Admission/PPD
- Faculty Incharge - IT
- ISGR


Registrar

PERFORMANCE APPRAISAL POLICY



SWAMI VIVEKANAND SUBHARTI UNIVERSITY
MEERUT

For Teaching Staff

1. Principles

- a) Swami Vivekanand Subharti University (SVSU) believes that performance of the organization is directly linked to the performance of individual employees where in performance appraisals acts as motivation for achieving the same.
- b) The performance appraisal process provides opportunities for staff development and encourages the professional growth of each staff member while acknowledging and affirming the efforts, involvement, and achievements of all employees.
- c) The performance appraisal process will strive to ensure that all employees perform in a competent and caring manner, value quality of learning for all students, support a positive, respectful, and safe environment that respects the cultural and individual differences of all individuals/colleagues/juniors and even the employer.
- d) It is designed to assist employees in knowing what is expected of them in terms of job performance and to provide corrective instruction, where warranted, in order to promote effective job performance.

2. Policy Framework

- a) This policy applies to all teaching employees.
- b) These are in relation with the designated posts like Tutors, Demonstrators, Senior Residents, Assistant Professor, Associate Professor and Professor.
- c) The promotion policy is the same as is prescribed by different apex bodies like MCI, DCI, INC, NCTE, and AICTE.
- d) Where the course is not governed by any statutory body, the regulations of UGC are followed.
- e) There may be cases where faculty members cannot be promoted to the higher post due to not having additional qualification required for the promotion as per the norms of the statutory body/UGC. In such cases if the performance of the faculty is good the promotion is made within the same post by affixing the word 'Senior' with the original post. . For example it is necessary to be a post graduate with one year experience to become Assistant Professor. If a faculty is not post graduate, (s) he cannot be promoted but if the performance of the faculty is good, after a period of 3 to 5 years, (s)he is promoted as Senior Tutor depending upon the work performance with salary increment. Further salary increments are given if the post cannot be re-designated.
- f) The promotions are time bound and if the faculty acquires the requisite qualification and experience for the higher post but the vacancy are not there; even then the promotion is given on the additional post created automatically for the limited period.

3. Performance Appraisal Format for Teaching Staff

Annexure: 1



SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

Ph: 0121 - 243 9043, 243 9052, 305 8031, 305 8032 Extn.: 2419 Fax: 0121 - 243 9067

Email: coe@subharti.org



Annexure:1

APPRAISAL PERFORMA FOR TEACNHING STAFF

Name of the college: _____ Department: _____

To,
Head of Department
Sir/ Madam,

I wish to apply for Annual Increment for the year 20_ - 20_. I am submitting the prescribed Performa, duly filled, along with supporting documents. Kindly accept my application for consideration.

1. Name (In Block Letters)..... 2. Father's/Husband's Name.....
 3. Designation..... 4. Mobile Number.....5.E-mail ID:.....

S.No.	Description	Details
1.	Additional qualification acquired or pursuing in previous year, if any. Please mention and attach document.	
2.	Mention workload (Theory/Practical) in hours/week, Seminars, Tutorials, Practical, Contact Hours during last year. For Medical/ Dental/Ayush/ Physiotherapy & Allied Health Sciences along with teaching hours, provide Clinical work details a) Clinics taken/ O.P.Ds. Attended b) No. of operations /procedure	
3.	Attach records of Examination Duties Assigned and Performed	
4.	Mentorship/Extracurricular activities, (Give details on separate page)	
5.	Provide details and proofs of Conference/workshops attended other than at Subharti University, Papers presented in Conferences/Seminars, Workshops, Symposia /Invited for Lectures and held Chairmanships at national or international conferences/ seminar etc	
6.	Provide number of Published Papers in Journals in last year/ Books Written/ Articles/ Chapters published in Books/ Full Papers accepted in	

	Conference Proceedings with proof.	
7.	Mention ongoing and completed Research Projects and Consultancies with proof.	
8.	Provide details of Conference Organized/Workshops Organized/Extra Curricular activities organized/volunteered in Institution or University event.	
9.	Number of Research Scholars/Post Graduates under me Researches done/ Patents Registered/Applied/ Under process.	
10.	Provide details of any other credential, significant contribution, and award received etc. which are not mentioned earlier.	

**Signature of the Applicant with Date
(For Departmental Use)**

1.	Leave without Pay-during last year	
2.	Annual Increment – due on (date)	

Sl. No.	Details	Score (0-10)	Remarks
1.	Punctuality (as per Biometric Attendance monthly Report)		
2.	Discipline/ Behavior with Colleagues (Colleague I Feedback) and Integrity - Overall Appraisal		
3.	Student/ Feedback/ Appraisals		
4.	Quality of Work / Team Work		
5.	Overall Personality		
Any punishment / appreciation awarded			
Signature of HOD / HOI		Remarks	
Signature of Dean of Faculty / Director		Remarks	
Increment – with effect from			
Approval of Hon'ble Vice Chancellor			
Increment given (in Rupees)/ per month			
Signature of Addl. Registrar - General			

For Non-Teaching Staff

1. Principles

- a) Swami Vivekanand Subharti University (SVSU) believes that performance of the organization is directly linked to the performance of individual employees where in performance appraisals acts as motivation for achieving the same.
- b) The performance appraisal process provides opportunities for staff development and encourages the professional growth of each staff member while acknowledging and affirming the efforts, involvement, and achievements of all employees.
- c) The performance appraisal process will strive to ensure that all employees perform in a competent and caring manner, value quality of learning for all students, support a positive, respectful, and safe environment that respects the cultural and individual differences of all individuals/colleagues/juniors and even the employer.
- d) It is designed to assist employees in knowing what is expected of them in terms of job performance and to provide corrective instruction, where warranted, in order to promote effective job performance.

2. Policy Framework

- a) This policy applies to all non-teaching employees.
- b) Appraisal criteria will be based on the job allocation, which will be subject to an annual review.
- c) The Performance Appraisal process will reflect specific dimensions of each employee, relevant to his job position by;
 - i. Helping them by a collaborative and interactive process.
 - ii. Providing an opportunity to review the job.
 - iii. Providing an opportunity for employees to reflect on their own performance and to set professional goals that will support professional growth and career planning.
 - iv. Assisting employees in knowing what is expected of them in terms of job performance.
 - v. Providing corrective instruction, counseling, coaching in order to promote effective job performance.
 - vi. Improving communication between the employee and his/her immediate Principal / HOD / Supervisor by providing specific feedback to individual employees on their job performance.

3. Procedures

Evaluation is an on-going process dedicated to continuous improvement and individual growth, however to summarize the employee's work a yearly report will be submitted to the office of the Registrar.

- a) On an annual basis for all non-teaching employees. However, a specific report may be called anytime by the Management.
- b) The Performance Appraisal process will be a confidential process. The employee's immediate Principal/HOD/Supervisor, or designate, will be responsible for completing the process.
- c) Realistic time-lines are established and adhered to. At the time specified each Principal / HOD / Supervisor will evaluate the performance of the employee against the established standards of performance for the job.
- d) The original, signed Annual Confidential Report (ACR), along with any letters of comment or rebuttal, will be forwarded to the Registrar Office by the appraiser on which appraisals will be decided. These will be included in the employee's personnel file also.
- e) The employee wants to request a review of his appraisal then he/she may do so by applying a formal letter of rebuttal to the Registrar Office.
- f) If there is an area where major improvement is necessary, the evaluator should make specific recommendations in written report evaluating the performance of the employee against established standards.
- g) The management reserves the right to get the appraisal reviewed, re-assessed wherever it may not be satisfied with the report submitted.

4. Review Status

In the event of Performance Appraisal process that an employee's overall job performance is unsatisfactory, the employee will be placed under review. Such employee will be subject to disciplinary action such as:

- a) He may be given warning letter for improvement.
- b) He may be debarred from getting annual Increment.

5. Performance Appraisal Format for Non-Teaching Staff

Annexure: 2

वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट (वर्ष 20__ - 20__ के लिये)

ANNUAL PERFORMANCE APPRAISAL REPORT (For Year 20__ - 20__)



स्वामी विवेकानन्द सुभारती विश्वविद्यालय, मेरठ

खंड - क (Section - A)

मूलभूत सूचना (Basic Information)

1. अधिकारी/ कर्मचारी का नाम : _____
Officer's/ Employee Name
2. अधिकारी/ कर्मचारी का पद : _____
Officer's/ Employee Post
3. अधिकारी/ कर्मचारी की कार्यग्रहण तिथि : _____
Officer's/ Employee Joining Date
4. अधिकारी/ कर्मचारी की नियमितिकरण तिथि : _____
Officer's/ Employee Regularisation Date
5. अधिकारी/ कर्मचारी का मुख्य कार्य : _____
Officer's/ Employee's main Duty

(आवश्यकता होने पर अतिरिक्त पृष्ठ लगायें)

6. अधिकारी/ कर्मचारी द्वारा किये गये अन्य कार्य : _____
Other duty's performed by Employee

(आवश्यकता होने पर अतिरिक्त पृष्ठ लगायें)

7. अधिकारी/ कर्मचारी द्वारा लिये गये अवकाश (Leaves Record availed by Employee)

	टिप्पणी/ तिथि	कुल देय संख्या	लिये गये अलकाश
आकस्मिक अवकाश (Casual Leave)			
अर्जित अवकाश (Earned Leave)			
अन्य (Other)			

8. रिपोर्टिंग एवं पुनरीक्षण अधिकारी का विवरण (Details of Reporting & Reviewing Authority)

क्र.	रिपोर्टिंग एवं पुनरीक्षण अधिकारी का नाम	अधिकारी का पद	अधिकारी के अन्तर्गत कार्य का समय
1.			
2.			

9. अधिकारी/ कर्मचारी द्वारा पिछले वर्ष में कार्य के दौरान आने वाली बाधाएँ (यदि महसूस की गयी हैं) (Details of difficulties faced by employee in last year during work [if there are any])

(आवश्यकता होने पर अतिरिक्त पृष्ठ लगायें)

अधिकारी/ कर्मचारी का नाम एवं तिथि के साथ हस्ताक्षर

खंड - ख (Section - B)

10. अधिकारी/ कर्मचारी की कार्यात्मक क्षमता का आकलन (Functional Competency of Employee)

क्रं.		रिपोर्टिंग अधिकारी द्वारा (10 अंको में से दिये गये अंक)	रिव्यूइंग अधिकारी द्वारा (10 अंको में से दिये गये अंक)
1.	विधि/ नियमों/ प्रक्रिया (Knowledge of Laws/ Rules/ Procedures)		
2.	निर्णय लेने की क्षमता (Decision making Ability)		
3.	समन्वय की योग्यता (Co-ordination Ability)		
4.	कार्य के प्रति दृष्टिकोण (Attitude to work)		
5.	जिम्मेदारी की भावना (Sense of Responsibility)		
6.	टीम में कार्य करने की क्षमता (Ability to perform as a Team)		
7.	संप्रेषण एवं नेतृत्व क्षमता (Communication & Leadership quality)		
8.	अनुशासन (Discipline)		
9.	वफादारी एवं ईमानदारी (Loyalty & Integrity)		
10.	कम्प्यूटर/ आई टी का ज्ञान (knowledge of Computers/IT)		

11. रणनीतिक योजना योग्यता (Strategic Planning Ability) (यदि लागू हो तो) (If Applicable) : _____

रिपोर्टिंग अधिकारी हस्ताक्षर

खंड - ग (Section - C)

12. अधिकारी/ कर्मचारी को दिया गया पारितोषिक/ दंड (यदि दिया गया हो) का विवरण

13. प्रस्तावित वार्षिक वेतन वृद्धि _____

14. प्रस्तावित वार्षिक वेतन वृद्धि की तिथि _____

15. अनुशंसा (Recommendations) (If any)

(Reviewing Officer)

(C. E. O.)