



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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Date: 15.10.2019

POLICY

**PERFORMANCE REVIEW, INCREMENT
AND
RECOGNITION OF SPECIAL ACHIEVEMENTS**

I have been directed to distribute modified Performance Review, Increment and Recognition of Special Achievements for ready reference. A copy of the same is enclosed herewith for your record and further implementation at your end.


Registrar

Copy to:

- Hon'ble Vice-Chancellor
- Chief Executive Officer
- Head of the Institutions (SMC/SDC/SNC/Physiotherapy/KSCP/SITE/Polytechnic/SIL/Mgmt./HotelMgt./JMC/Fine Arts/Yoga/Education/Science/Buddhist Studies)
- HOD (Home Science/Lib. Science/Para-Medical Sciences/Language)
- Finance Officer
- IQAC Deptt.


Registrar



POLICY

ON

**PERFORMANCE REVIEW, INCREMENT AND
RECOGNITION OF SPECIAL ACHIEVEMENTS**

**SWAMI VIVEKANAND SUBHARTI UNIVERSITY
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1. General

Swami Vivekanand Subharti University (SVSU) believes that the growth of any organization is associated with the performance and achievements of individual employee(s). 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.

- These awards/recognitions are apart from the regular performance review process and will allow for recognition of exceptional individual or group performance throughout the year.

2. Focus Areas

- Staff members play a valuable role in the University's success; therefore, the University believes in recognizing and rewarding staff members who demonstrate creativity, sincerity and provide exceptional contributions to the University's growth, teaching, research, and service mission.
- Recognition programs may be informal or formal, providing personal acknowledgment in a manner commensurate with the achievement. Recognition programs may include 'onetime awards' that are granted for significant non-recurring tasks or accomplishments. If the accomplishments are recurring or if they provide a substantial recognition to the University on National/ International platforms then a recurring award may be thought of.
- It is designed to encourage employees in achieving 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. Objectives

The main objectives to formulate this policy are:

- To encourage the teachers for excellence in teaching and learning at Faculty and Department level;
- To recognize the teachers who are able to provide inspiration and leadership in their disciplines and across the University;
- To provide suitable promotional opportunities and stimulate the professional growth of the employees;
- To reduce employee dissatisfaction and improve the employee morale and motivation by recognizing their achievements.

3. Policy Framework

- This policy applies to all teaching employees.
- The Promotion Policy of the University for the Career Advancement follows the guidelines of the Regulatory Bodies MCI/DCI/INC/NCTE/AICTE/UGC etc. as may be applicable.
- There may be cases where faculty members cannot be promoted to the higher post due to not having additional qualifications required for the promotion as the norms of the Regulatory Bodies/ Statutory Body/UGC. In such cases if the performance of the faculty is exceptional or par excellence, the promotion will be made within the same post by affixing the word 'Senior' with the original post.

For example;

It is necessary to be a post graduate to become Assistant Professor. If a faculty is not Post Graduate, (s) he cannot be promoted as Assistant Professor but if the performance of the faculty is good, he/she is promoted as Senior Tutor after a period of 3 to 5 years, depending upon the work performance with salary increment. Further salary increments maybe given if the post cannot be re-designated.

- The promotions are time bound and if the faculty acquires the requisite qualification and experience for the higher post but the vacancy is not there; even then the promotion can be given by creating an additional post. However only one more additional post can be created at every level irrespective of the number of individuals qualifying for that post.

4. Mutual Responsibility

- HOIs/HODs and Employees share responsibility for designing of the employee's goals and/or job duties and encouraging his/him her to achieve it. These may include:
- Collaborating with employees to plan and develop individual goals and duties that support departmental and organizational goals & to achieve University's Vision and Mission;
 - Providing necessary resources, clear expectations, and achievable performance standards to each employee;
 - Identifying the performance deficiencies and prepare strategies to overcome with attainments. and supporting the correction of performance deficiencies;
 - Regularly reporting and recognizing outstanding performance.
 - Identifying and actively participating in 'Professional Development Programmes' 'Career Development and training opportunities'

- International awards with Scientific/Social Credibility can be eligible for one (1) extra salary increment for the awardees.
- National/ State recognised would be eligible for a one time cash award as decided from time to time.
- The Award will be thoroughly scrutinised by the University Management & if found genuine will be provided along with an appreciation letter.
- The recipient will also be recognised by display of the award with his/her name on the University Website through a commendation certificate may also be given to the awardees.
- If an employee is found to have falsified the records or tried to malign the reputation of the University and is found guilty, the further increments should be stopped altogether or for a certain period of time depending upon the severity of the offence.

6.1.2. Policy on Cash Awards

- For Commendable services/ Achievements a onetime cash award also may be awarded and the individual honored in the University Programs.
- The amount and the nature of award will be depending on the achievement or service.
- The cash award can be a percentage or a fixed amount as decided by the University Management.
- A one-time registration fee or a part thereof, for a Conference/Workshop/FDP/Short Term Course/Refresher Course or CDE can be included as a part of cash award.

6.1.3. Policy on Career advancement for the State/ National/ International awards or Recognitions

- The University encourages career development for all employees. Faculties receiving State/ National/ International awards or Recognitions will also be given an opportunity for career advancement.
- A provision will be available for faculty to apply for special leaves, allowances, scholarships through HOIs/HoDs (duly recommended by him) forwarded to the Hon'ble Vice Chancellor for sanction.
- In Faculty/ Institutions /Department where the promotion policy is not prescribed by different & technology different Regulatory Bodies like MCI, DCI, INC, NCTE, and AICTE etc. the faculty member may be promoted to a senior post where feasible relaxing the norms of regular promotion subject to the authenticity & genuineness of the award received.

5. Performance Review Process

At the beginning of each Evaluation Period/ New Appointments, the HOIs/HODs and employees discuss the job duties and/or goals to be evaluated achieved during the upcoming year.

5.1. Frequency and Timing

Written performance reviews are required at the end of each employee's probationary period and once annually thereafter, and should be completed by the deadline. (*Details in Annexure: 1 – Appraisal Performa for Teaching Staff*)

5.2. Finalizing the Performance Review Form

- At the close of the review period, the employee fills the form and if needed will submit the performance evaluation process with his form through HoD/HoI
- Relevant information from the Department is to be filled and endorsed by Director/Dean/HoI/ HoD as the case may be.
- The Recommendations with remarks are to be forwarded to the Vice Chancellor who will finally approve the Performance Approval/ Increment.

6. Recognition Programs

6.1. Formal Recognition

Formal recognition programs are intended to recognize staff members who demonstrate an extraordinary achievement in one (1) or more of the following areas:

- Provide outstanding service to the University or local Community;
- Valuable participation in Academic and Professional activities ;
- Create the innovative solutions to University-wide challenges;
- Nurture the success to the University through valuable research;
- Leadership in modern teaching methodology and application of Student Centric Approach;
- Bring laurels to the University in the form of Research awards or research grants;
- Exemplary work in the field of social/community service.
- Etc...

6.1.1. Policy on Salary Increment for the awardees

6.1.4. Policy on Leaves with Pay & Financial Assistance for Academic Activities

In addition to all above recognitions the Leave Rules of the University has special provisions for Academic Leaves with Pay and also bears certain expenses for the activities like Travel & and Registration. Various such recognitions are graded depending on the designation of the Faculty. (Please refer of Academic Leave Notice & clarification of Rules & regulations No. U-07/SVSU/2016/2103 dated 24-05-2016 & No. U-507(i)/SVSU/2018/1386).

6.1.5. Policy on University-Wide Recognition Programs (For Teaching Staff)

University-Wide recognition is given to the teaching staff members from time to time as per the award category criteria.

Awards will be given every year on the Foundation day. All faculty members will be eligible to apply who have completed *their probation period*. A committee will be responsible to decide the awardees from amongst the applicants. The committee will comprise the following members:

- A nominee of Hon'ble Chancellor;
- The Hon'ble Vice Chancellor;
- A nominee of the Sponsoring Trust; will decide the winner from amongst those who have applied.

Recognition ceremonies are designed to celebrate achievements and provide public recognition at a level commensurate with the achievements required to receive such awards.

Award Categories:

- a. **Subharti Ratna Award** (once in 5 years) where only the National and International recognitions and laurels brought to the University are recognized. One time cash award with meritorious certificate will be given.
- b. **Subharti Meritorious Award** (once in 3 years): This award honors a staff or faculty member(s) who has provided extraordinary and distinguished service to the University as demonstrated by outstanding teaching, service to students, performance in faculty and University governance, or other such contributions which have enhanced the University perception globally.
- ✓ c. **Subharti Staff Recognition Award in the field of Innovation/Research/Literature (Yearly)**: This award honors staff members who demonstrate exceptional commitment,

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initiative, and innovation in service to the University or has brought laurels to the name of the University.

- ✓ d. **Subharti Extraordinary Service:** This award honors staff members who have demonstrated extraordinary dedication and sincerity in action/work/contribution to the University.
- ✓ e. **Subharti University Social/Community Service:** This award recognizes staff members who donate considerable personal time and effort contributing to the University's public service mission. The individuals receiving this award should confirm with the vision and mission of University regarding the outreach activities.
- ✓ f. **Subharti Award of Service:** This award recognizes & honors staff members who complete their continuous service/ tenure in the University for a recognizable period. It will be awarded on completion of 20 years.
- ✓ g. **Subharti Regular Attendance Award:** This will be given to and individual who is regular and takes the least number of days off. A certificate of merit will be given.
- ✓ h. **Subharti Outstanding Female Achiever award :** This certificate of appreciation will be given to any female who contributes uniquely to the growth, progress and achievements of the university. This is not a regular award. It will be given only when a person eligible for this award is identified.
- ✓ i. **Subharti Young Achiever Award:** Anyone having outstanding achievement, who is below the age of 35 years will be recognized with a certificate of appreciation. This will not be a regular award. It will be given only when a person eligible for this award is identified.

6.2. Policy on Informal Recognition

The University recognizes that informal recognition is an important aspect of recognition and encourages personal acknowledgment of individual accomplishments and contributions. Personal acknowledgments can take many forms such as personal notes, cards, email, formal memorandums, and certificates of appreciation duly acknowledged from the Vice Chancellor/Governing Body/Sponsoring Trust. Informal recognition programs do not require the approvals.

a. Policy on Other Non-Monetary Appreciation

Non-Monetary awards will include:

- Vehicles with chauffers’;
- Certificates, plaques, and trophies;
- Gift items;
- Conference opportunities;
- Recreational services;
- Tickets to University events;
- Wellness Coupons;
- Flag hoisting with dignitaries with due recognition on Republic day/Transfer of Power Day;
- Recognize the efforts on the digital platform on official pages of university/newsletters.

7. POLICY FOR NON TEACHING

The non teaching staff is as important as the teaching staff of the university, hence a similar policy as above will be followed. However criteria to define their input in the growth of the university, their sincerity and dedication will be dependent on their attendance, discipline and work output.

7.1. Frequency and Timing

Written performance reviews are required at the end of each employee’s probationary period and once annually thereafter, and should be completed by the deadline. (*Details in Annexure: 11 – Appraisal Performa for Non Teaching Staff*)

7.2. Finalizing the Performance Review Form

- At the close of the review period, head of the unit will fill the appraisal form of the employee with his remarks and forward it to the Deputy Registrar Non teaching
- The Deputy Registrar non teaching will then forward his recommendation/remarks to the Hon’ble vice Chancellor who will finally approve the Performance Approval/ Increment.

8. Recognition Programs

8.1.1. Policy on Salary Increment/Cash for the awardees

- In view of extraordinary service provided to the University/ hospital, going beyond the call of duty and performing for the benefit of the organisation, will be appreciated and awarded with as salary increment, with appreciation letters.
- For Commendable services/ Achievements a onetime cash award also may be awarded and the individual honored in the University Programs.
- The amount and the nature of award will be depending on the achievement or service.
- The cash award can be a percentage or a fixed amount as decided by the University Management.

8.1.2. Policy on Career advancement

- The university may give extraordinary sponsorship in an employees education or sponsor his/her child's education in view of his/her dedicated service to the organization.

8.1.3. Policy on University-Wide Recognition Programs (For Non-Teaching Staff)

Awards will be given every year on the Foundation day. All staff will be eligible to apply who have completed *their probation period*.

A committee will be responsible to decide the awardees from amongst the applicants. The committee will comprise the following members:

- A nominee of Hon'ble Chancellor;
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