6.3.6	**Performance Appraisal System for Teaching & Non-Teaching Staff**
	University has effective Performance Appraisal System for Teaching & Non-Teaching Staff which mainly focus on-

- To establish and communicate performance standards
- To Measure performance & compare actual performance to performance standards
- To derive maximum results on the competencies and capabilities of the employees working within the University
- Gain advantage in meeting the mission and objectives of the University in a result-oriented manner and
- Support in creating a good work atmosphere thereby upholding the job-satisfaction and self-respect of every employee.

To ensure that an effective Performance Appraisal System is in place, the University and the employee ensure that the job responsibilities, requirements, and performance expectations are understood and interpreted in the right manner.

The performance of each employee is assessed annually after completion of one academic year on the basis of-

- ✓ UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, with all amendments made therein time to time, for its teaching and non-teaching staff.
- ✓ Teaching Direct Recruitment/Promotion/ time –scale rules 2021, adapted by the University in accordance with the UGC regulations. |

Mechanism of Performance Appraisal System for Teachers and other academics

The performance of the teachers is measured on UGC mandate, i.e., the standardized Academic Performance Indicators or the API which is the Performance-based Appraisal System (PBAS) followed for the Career Advancement Scheme (CAS) as framed by the UGC as an objective appraisal tool. The University follows the same mechanism for teacher appraisal. The API model broadly consists of three categories, i.e., the Self appraisal Report as submitted by faculty members including

1) Teaching/Learning/Evaluation-related activities,

2) Co-curricular, Extension & Professional Development Activities

3) Research and Academic Contributions.

Each category consists of a group of questions seeking specific responses from the teachers and weightage is given against each question in that category with a maximum API Score as indicated. The teachers' promotion, through the model of performance appraisal, ensures that the teachers' academic activities are continuously evaluated. While giving Promotions, a Screening Committee is constituted, and a performance report of the candidate is submitted before the Screening Committee to consider for promotion under the CAS.

Mechanism of Performance Appraisal System for Non-Teaching Staff

The performance of non-teaching staff is also accessed through annual confidential reports & performance appraisal.

The performance for staff members is assessed mainly under departmental abilities, capacity to do work, character, habits discipline, reliability, relations with the staff and students, efficient organization of documents, technical abilities etc.

On satisfactory performance further promotions, financial up gradation etc. is granted.

Best Employee Award

To appreciate and motivate its employees University has developed a tradition of presenting best employee award to Two non-teaching staff, on the University Foundation Day Celebration Ceremony every year. Under this, a trophy, certificate, and award money are presented to both the selected employees. For selecting the best employee, nominations are invited from each department. Duly appointed selection committee selects two employees based on recommendations/nominations received.

Thus, the Annual Confidential Report and the Performance Appraisal System has significantly helped in the evaluation of the performance of employees in motivating them, analysing their strengths & weaknesses, and ensuring better performance.

WEBLINKS & DOCUMENTS UPLOADED –

(1) Relevant links for appointments, performance appraisal, promotion policy of the university

(2) Document on promotion /CAS for teachers and non-teaching staff