

SRI BALAJI VIDYAPEETH

(ACCREDITED WITH 'A' GRADE IN THE FIRST CYCLE BY NAAC)

Pillaiyarkuppam, Pondicherry - 607 402



SBV POLICY ON PERFORMANCE APPRAISAL AND CAREER ADVANCEMENT

FOR TEACHING AND NON-TEACHING STAFF

2017

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(DEEMED -TO -BE- UNIVERSITY)

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TITLE AND APPLICABILITY: SBV POLICY ON PERFORMANCE APPRAISAL AND CAREER ADVANCEMENT FOR TEACHING AND NON-TEACHING STAFF - 2017

The Policy on performance appraisal and career advancement for employees at the constituent colleges and centres of Sri Balaji Vidyapeeth (SBV) henceforth will be known as “**SBV POLICY ON PERFORMANCE APPRAISAL AND CAREER ADVANCEMENT FOR TEACHING AND NON - TEACHING STAFF - 2017**”

PREAMBLE

Continuous professional development of faculty members acts as an incentive to propel the activities and contributions of the faculty members. However the professional development would endear itself with the performance duly certified by the competent authority. The University Grants Commission (UGC) has clearly underlined that the performance appraisal of the individual members would be enabled at the level of the head of the department whereas the latter would submit the appraisal to the head of the institute. The appraisal would be objectively analyzed based on the Academic Performance Indicator (API), a prerogative laid down by the UGC.

PURPOSE

The Performance Appraisal provides for an Annual written review of individual performance in the context of the required performance of the employee being assessed and is so designed to enable the clarity of the performance objectives through feedback about the employees performance with respect to the skills and behavior and also for identification of the employee career advancement and opportunities so that the same can be the basis for arriving at decisions in objective manner.

The immediate in-charges are responsible for completing the annual performance appraisal of the employees under them in an objective manner. A Standard Operative

Procedure of Performance Appraisal Rating has been formulated to bring in the general parameters, team based factors, supervisory factors, research factors and teaching factors which are akin to the needs of the Institution. In addition to it, under the Career Advancement scheme, a novel initiative will be promulgated to recognize the services of faculty members who contribute to the overall growth of SBV over and above than that as expected of the duties.

SCOPE

The Performance Appraisal system has been introduced to identify the skill gaps of each employee as well as the talent and contribution. The Appraisal system for faculty and teaching staff takes in to its fold both self - appraisal as well as Supervisor's appraisal and brings an understanding of the departmental working and the transparency as actually existing and provides an opportunity for the future requirements. The Performance Appraisal System for Teaching Staff in the University and Colleges is based on the Academic Performance Indicator (API) notified in the "UGC" Minimum Qualification for Teachers and for Academic Staff in Universities and Colleges and Measures for Maintenance of standard in higher education Regulations, 2010 as adopted with suitable modification including the Regulations as amended by UGC.

The Performance Appraisal System for non-teaching staff covers all administrative, nursing, paramedical staff, technical and other staff of the University and constituent colleges, which is appraised by the superiors. The Performance Appraisal is transparent and objective based and forms an important part for promotion, sanction of annual increments, etc.,

To recognize the efforts of such of those faculty members who have contributed beyond their domains of expertise by creating posts of administrative nature with appropriate monetary benefits.

PROCEDURE

The Academic Performance Indicator (API), scoring system has been formulated by SBV based on UGC model to evaluate each Faculty and based on the results,

Promotion and increments are awarded to the Faculty as per UGC/MCI/DCI/INC norms.

In the beginning of the Academic year, all the Faculty members are acclimatized with the Academic Performance Indicators along with the various Appraisal Parameters. In the end of the academic year, all Faculty members are asked to submit the API which is filled based on the guidelines. The Performance Appraisal Attributes will be framed based on the API submitted by the Faculty.

API Scoring System:

Faculty will fill the Appraisal Form and submit the same through the HOD/ Deans/ Principals. The HOD and Dean/Principal will discuss with the Faculty member about their performance with respect to the Appraisal Performance Report and future plans for the expansion of Departmental activities and Institution. Based on the discussion with the Faculty members and APR score, the Promotion Committee members decide the promotion and increments for the Faculty and also give suggestions for the betterment of their future.

The Performance Appraisal Category is based on the following scoring for Teaching, Learning and Professional Development and Research & Academic Contributions.

The Performance Appraisal Methodology for API Scoring is based on (a)Teaching and evaluation related activities, (b)Co-curricular, extension and professional development related activities, (c) Research and academic contributions, (d) Publications as directed by the statutory bodies like MCI, DCI, INC from time to time.

Methodology of Finalisation of yearly API Score of Individual Faculty - member.

- (i) Individual Faculty-member would submit the Performance Based Appraisal System (PBAS) proforma duly filled by themselves enclosing all evidences and the calculated API score of the three categories.
- (ii) Each of the filled up PBAS proforma will be authenticated and forwarded to the Dean of Faculties by the respective Head of the constituent college (Dean/Principal).

(iii) Finalisation would be done by the University level Faculty Credential Committee with Vice Chancellor as its chairperson.

(iv) The entire activity would be assisted, coordinated and data based by the IQAC of SBV.

- For the score claimed, each faculty member needs to provide evidences/justification documents along with the API Score form/Performance Based Appraisal System (PBAS) proforma.
- Faculty Credential Committee (FCC) will finalise the Validated API Score of individual faculty member and submit it to Faculty Promotion Committee of the University.

This API Scoring system elaborated by UGC will be applicable in tune with the guidelines and directives issued by the statutory bodies such as Medical Council of India, Dental Council, India Nursing Council from time to time.

Posts under Career Advancement scheme:

- A maximum of four percent of the teaching post is tenable for Administrative posts that can be filled up under Career Advancement Scheme.
- However the administration reserves the right to choose the faculty as well as the post under this Career Advancement Scheme.
- The faculty who excel in their chosen domains and also other attributes including, leadership, capacity building, ability to shoulder additional responsibilities and capacity to provide deliverables in a time bound manner and those with extraordinary awards at National and International levels.

Non-teaching staff Performance Appraisal is based on the following Process:

The performance appraisal cycle is based on Academic / Financial year.

- The general parameters will include Adaptability, Motivation, Attendance, Communication, Creativity, Customer Focus, Customer Services, Dependability, Job Knowledge, Initiative, Inter-personal Relations, Management Skills, Planning and Organizing, Problem Solving and Decision Making, Productivity, Quality and Quantity of work,

Responsibility, Safety, Stress tolerance, Time Management, Team building, Supervisory Skills, Leadership Qualities etc.

- The performance appraisal for all employees under probation shall be done on completion of one year from their date of joining, upon which their employment will be confirmed or terminated or probation may be extended, based on their performance evaluation.
- The performance appraisal of faculty and staff shall be done every year.
- Annual Increments & promotions for all staff shall be granted based purely on performance of the individual.
- All employees shall be appraised by the immediate superior / Reviewing Authority.
- The training needs of the employee shall also be discussed during the performance review and recorded in writing.
- The appraisal parameters depend on the category and their performance attributes.
 - Nurses
 - Paramedical
 - Supportive Services Staff
 - Administrative staff
- The performance appraisal copy filed in the personal file employee.
- The following dimensions would broadly describe all jobs:
 - Patients / Student Satisfaction results which would measure the level of satisfaction of patients and students.
 - Employee Satisfaction Results.
 - Innovative ideas and concepts, which can be used across the organization.
 - Training for better performance.

Performance Review:

- Self-assessment shall be done against each Key Result Area (KRA) which is agreed upon at the beginning of the academic year.

- Self-assessment provides data to the immediate superior for the performance appraisal discussion and improvement action plan.

Appraisal Data:

The HR department shall:

- Analyze the Appraisal ratings; identify the training needs and co-ordinate with the training team to provide necessary training.
- Maintain the appraisal forms & KRA sheet in the personal files of the employees for future reference.

Extension of Training and Probation

In case of unsatisfactory performance during Training / Probation, the same period will be extended by giving an opportunity for individual improvement by imparting the required training improvement programs.

Frequency Time

Annual

Related Supportive Documents

MCI/DCI/INC/UGC

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1	Prepared by	Mr.Balamukundan	Sr. Personnel Manager, MGMCRI	
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