

Performance Appraisal Policy	Policy No:14 Last reviewed: 2019 Issue:4 Page: 1 to 7
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Policy	Sri Ramachandra Institute of Higher Education and Research (SRIHER) Deemed to be University has Performance Appraisal System for teaching and non-teaching staff
Date effective from	12.04.2019
Date of next review	12.04.2020
Purpose	The Performance appraisal provides an annual written review of individual performance, in the context of the ongoing performance appraisal process. It is designed to facilitate constructive discussion between the employee and supervisor in order to clarify performance objectives, provide feedback about the employee's performance with respect to skills and behaviour, provide a framework for identifying employee career advancement and opportunities and to serve as a basis for arriving at decisions objectively. Supervisors are responsible for completing the annual performance self appraisal of the employees under them, as part of the performance appraisal process.
Scope	<p>This system helps to identify the skill gaps and talent too. The self appraisal, as well as supervisor's appraisal system brings the co-relation of the departmental output and transparency of the actual situation, and provide an opportunity for the developmental programs.</p> <p>i) The UGC has introduced a system of performance appraisal of teachers in Universities and Colleges stating that the record of performance evaluation made by teachers and verified by the institution would be a document which should be the basis for recognition of excellence in performance as well as further improving the overall efficiency of the system which should be open, participatory and data based. The UGC has</p>

	<p>accordingly notified the model API (Academic Performance Indicator) in the “UGI Minimum Qualification for appointment of Teachers and other academic staff in Universities and College and Measures for Maintenance of Standard in Higher Education Regulations, 2010 which was adopted with suitable modification by the Board of Management in its meeting held on 03.10.2011 and later when these Regulations were amended by UGC, the same was adopted with modifications by the Board of Management in its meeting held on 26.10.2013.</p> <p>ii) For Non-teaching staff, there is a performance self appraisal system in place. It covers all the Administrative, Nursing, Paramedical Staff, technical and other staff of the Deemed University, which is further appraised by the superiors. The performance appraisal is open and objective based and forms the basis for promotion, sanction of annual increments etc.,</p>
<p>Procedure</p>	<p>Academic Performance Indicator (API) Scoring System is formulated by the institution based on UGC model to evaluate each faculty and based on the results, promotion and increments are awarded to the faculty.</p> <p><u>Faculty Performance Appraisal is based on the following Process:</u></p> <p>In the beginning of the academic year, all the faculty members familiarise with Academic Performance Indicators (API) along with various Appraisal Parameters.</p> <p>In the end of the academic year, all the faculty members are asked to submit the Academic Performance Indicator (API) which is filled based on the guidelines.</p> <p>The Performance Appraisal attributes will be framed based on the API submitted by the faculty.</p> <p>ACADEMIC PERFORMANCE INDICATOR (API) SCORING SYSTEM FOR THE FACULTIES OF SRIHER</p>

Faculty will fill the appraisal form and send it through HOD / Deans / Principals and who intern send it to the DOF.

HOD and Dean / Principal discuss with the faculty member about their Performance with respect to the Appraisal Performance Report (APR) and future plans for the expansion of department and institution.

Based on the discussion with the faculty members and APR score, the appraisal 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.

Category I (A): Teaching, Learning and Evaluation related activities:

- (i) Maximum API score available : 200/year
- (ii) Minimum API score required for promotion : 130/year

Category II: Co-curricular, Extension & Professional development related activities:

- (i) Maximum API score available : 70 per year
- (ii) Minimum API score required : 50 per year

Category III: Research & Academic contributions:

- (a) Cumulative API score at the rate of 15 per year for promotion to Assistant Professor
- (b) Cumulative API score at the rate of 30 per year for promotion to Associate Professor
- (c) Cumulative API score at the rate of 40 per year for promotion to Professor

All categories of API Scores to be calculated as overall score at the end of the required number of years as per the MCI norms

The Performance Appraisal Methodology for API Scoring.

Methodology of Finalization 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) Finalization 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 SRIHER.
- 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) with the assistance of POC will finalize the Validated API Score of individual faculty member and submit it to Faculty Promotion Committee of the University.

The Performance Appraisal Research and Academic Contribution.

CATEGORY – III : RESEARCH AND ACADEMIC CONTRIBUTION

(Common to all Constituent Colleges / Faculties of SRIHER)

Based on the teacher's self-assessment, API scores are proposed for research and

academic contributions. The minimum API score required by teachers from this category is different for various levels of promotion and between colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

The API for joint publications will be calculated in the following manner:

Of the total score for the relevant category of publication by the teacher concerned, the first / Principal author and the corresponding author / supervisor / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

- For the score claimed, each faculty member need to provide evidences / justification documents along with the API Score form/Performance Based Appraisal System (PBAS) proforma.

Non teaching staff Performance Appraisal is based on the following

Process:

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

- 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

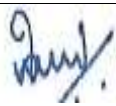


terminated or probation may be extended, based on their performance evaluation.

- 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 in the SRIHER 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 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.

	<p>Appraisal Data: The HR department shall:</p> <ul style="list-style-type: none"> ➤ 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. <p>Extension of Training and Probation</p> <p>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.</p>
Frequency	Annually
Time	Once in a year
Related/Supportive Documents	UGC Document – for teachers
Custodian	General Manager – HR

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