

# **SANTOSH**

**Deemed to be University**



6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff



## **PERFORMANCE APPRAISAL POLICY**

### **ANNUAL PERFORMANCE APPRAISAL REPORT:**

An Annual Self- Assessment Sheet and Annual Performance Appraisal Report, as on 31<sup>st</sup> December of the year, for each of the Teaching and Non-Teaching employees are as in the formats prescribed shall be obtained from the concerned individual and from the immediate Controlling Officer of each employee respectively duly countersigned by the next higher authority in the Unit / department, which shall be maintained as personal file of an employee of the University. His continuous best track record in the file shall form part of the criteria to examine for promotion.

### **INCREMENTS :**

- (1)** The annual periodical confidential report of an employee assessing his performance - (i) Competency/skill (ii) Effort/activity (iii) Result /output / value added measures (iv) Efficiency / Quality / productivity (v) Customer - Student-Patient-Higher authority's relationship (vi) Contribution towards his work (vii) Over all contribution towards corporate life of the University etc. and the opinion of the Appraisal Committee constituted by the Chairman will be the criteria for granting increment. Routine sanction of annual increment shall not be permissible.
- (2)** The Annual Increment will be granted on completion of one year of continuous qualifying service, according to the scale of pay and the amount of increment specified in the letter of appointment on the first day of January or July, depending upon the joining time. An increment may, however, be withheld, if the work or the conduct of the employee is found unsatisfactory. In that case, the appointing authority shall pass an order withholding the increment, stating that the period for which it is withheld.

The order shall also to state whether the withholding shall be with or without cumulative effect.

- (3) The annual increment of an employee shall not be sanctioned on the due date when he is on leave on loss of pay or if he is an habitual absentee, except the leave granted by the competent authority due to hurt or injury while on duty.
- (4) The date of the annual increment of an employee would be shifted to the next half year (1<sup>st</sup> Jan. or 1<sup>st</sup> July) in case he avails of 30 days or more leave without pay sanctioned for personal reasons. These employees are eligible for the next increment only after completion of further six months of qualifying service.
- (5) Subject to the above provisions, the sanction of annual increment to an employee is ordinarily be eligible to the maximum of the time scale of pay only and thereafter he is not eligible for any further increment till a revision of pay scales of the University employees took place. In such cases, the fact of in-eligibility of his further annual increments shall be notified in the last increment sanction order.

**ADVANCE INCREMENT:**

- (1) At the time of appointment, the appointing authority, on the recommendations of the Selection Committee, may grant advance increment(s) to any higher qualified, well experienced and deserving candidate.
- (2) The appointing authority may also give additional increment to any outstanding employee working with the University as an incentive for his exemplary services, based on the Self Assessment Report of the employee and on the recommendation of the Performance Appraisal Committee.

### **EFFICIENCY BAR - WHENEVER AND WHEREVER APPLICABLE:**

- (1) When an efficiency bar in the time scale is provided, an employee has to cross the first efficiency bar for the next increment. The efficiency bar orders will be issued by the appointing authority only on the basis of his annual confidential report stating that he is found to have been worked satisfactorily to the best of his ability and also his integrity, sincerity and loyalty is certified by his immediate officer(s) and on the recommendation of the Performance Appraisal Committee, with the approval of the Chairman.
- (2) An employee shall not be allowed to cross the second and subsequent efficiency bars, if any, unless he has been certified by the authorities concerned about the full satisfaction by his work, conduct, integrity, sincerity, loyalty and ability.
- (3) Orders allowing an employee of the University to cross the efficiency bar and allowing the increment next above the bar shall be issued by the authority concerned.

### **SERVICE REGISTER :**

- (1) It shall be the duty of every employee to submit all the certificates / documents, in original, along with the details of his Family Members and the name of his legal heir etc. to make necessary entries in his Service Register.
- (2) A Service Register of each employee of the University shall be maintained in the form and manner prescribed and all details such as his name, date of birth and age, permanent and present residential address, educational / technical qualifications, previous experience, first appointment order No. and date of joining in the university service, family members details, names of the nominee, pay fixed, increment sanctioned, leave sanctioned, training undergone and punishment awarded, if any, etc. shall be recorded therein duly attested by the authority concerned.

**Note:** Family, for this purpose means only one wife/husband, their two minor and/or dependent children, dependent parents of one of the spouse only.

**SENIORITY :**

The Seniority in any category of posts in the University service shall be determined by the date of the order. If two or more candidates are appointed on the same date their seniority shall be determined according to the appointment order number.

(1) Seniority of the employee(s) in Service on the date of commencement of these rules may be determined in any Category of posts on the basis of total continuous length of regular service followed by confirmation in that category.

(2) If a dispute arises in regard to the seniority of an employee, the matter shall be referred to the Board of Management and its recommendations shall be placed before the Chancellor and whose decision thereon shall be the final.

**Note :** A candidate appointed directly may lose his seniority if he fails to join without valid reasons when a vacancy is offered to him. Whether the reasons in a particular case are valid or not shall be subject to the decision of the Board of Management.



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