

Performance Appraisal Policy

Policy	: Dr.M.G.R. Educational and Research Institute (DRMGRERI) Deemed to be University has Performance Appraisal System for teaching and non-teaching staff.
Aim	: 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 employee/supervisor in order to clarify performance objectives, provide feedback about the employee's performance with respect to skills and behavior, 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	: This system helps to identify the skill gaps and talent too. The self appraisal, as well 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. 1) 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

	<p>based. the UGC has 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, 2018 which was adopted with suitable modification by the Board of Management in its meeting held on ----- 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 -----</p> <p>2) 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 to be 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 increment etc.,</p>
Procedure :	<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 familiarize with Academic Performance Indicators (API) along with various Appraisal Parameters. 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. The Performance appraisal attributes will be framed based on the API submitted by the faculty.</p>

**ACADEMIC PERFORMANCE INDICATOR (API)
SCORING SYSTEM FOR THE FACULTIES OF
DRMGRERI**

Faculty will fill the appraisal form and send it through HOD / Deans / Principals to the Vice Chancellor for Teaching Staff and to Registrar for Non – Teaching Staff.

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 scoring for Teaching, Learning and Professional development and Research & Academic contributions.

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 the 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.

	<ul style="list-style-type: none"> ❖ All employees in the DRMGRERI shall be appraised by the immediate superior / Reviewing Authority. ❖ The training needs of the employees shall also be discussed during the performance review and recorded in writing. ❖ The appraisal parameters depend on the category and their performance attributes. <ul style="list-style-type: none"> • Nurses • Paramedical • Supportive Services Staff • Administrative Staff <p>Performance Review:</p> <ul style="list-style-type: none"> ❖ 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.
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APPROVED BY 74th BOARD OF MANAGEMENT IN ITS MEETING HELD ON 03.09.2018

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C. D. Jayaraj

REGISTRAR

**REGISTRAR
Dr. M.G.R.**

EDUCATIONAL AND RESEARCH INSTITUTE
(Deemed to be University)
Periyar E.V.R. High Road,
Madhavoyal, Chennai - 600 095