



RAMA  
UNIVERSITY

*Policy*  
*for*

*Performance Appraisal Policy*  
*(Teaching & Non-Teaching staff)*

# **Performance Appraisal Policy** **(Teaching and Non-Teaching staff)**

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# OBJECTIVE

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The performance appraisal policy serves as a tool to evaluate employee performance, provide feedback, set performance goals, identify training and development needs, determine compensation and rewards (e.g. increment etc.), support performance management, and identify the potential for career growth.

# APPLICABILITY

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This policy is applicable to all the teaching and non-teaching staff members in the institution.

# PROCESS

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**A) Faculty Performance Appraisal Policy:** The performance appraisal of the faculty is a continuous process and is done regularly. The elements of the appraisal process are:

1. 360<sup>0</sup> Appraisal Technique is used for evaluating the performance of the faculty members. The management utilizes regular classroom visits to assess teaching effectiveness and evaluate faculty teaching abilities.
2. The Annual Performance Appraisal preforma, duly guide by each faculty is submitted to respective Dean/Head of the Department.
3. The appraisal report is finally assessed by the Committee by Dean, and feedback provided by the Dean is discussed with the concerned faculty members, who then sign their appraisal is finalizing.

**B) Non-Teaching Performance Appraisal Policy:** The performance appraisal of the faculty is a continuous process and is done regularly. The elements of the appraisal process are:

1. All non-teaching staff are also assessed through annual performance appraisal reports. The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), efficient organization of documents and technical abilities (in case of workshop staff).

2. The comprehensive Annual Confidential Report comprises 6 broader parameters. Each one of them is graded on a five-point scale, i.e., Excellent, Good, Satisfactory, Average and Poor.
3. The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Director by the forwarding officer.

**The management pursue the Performance Appraisal Report for:**

1. Giving yearly increments to the teaching and non-teaching staff members and additional incentives to those who perform exceptionally well.
2. Providing constructive feedback to the staff member about the shortcomings in their performance and providing input to improve their performance.



**Registrar**

Registrar  
Rama University  
Kanpur (U.P.)

## Rama University, Kanpur

### Annual Performance Appraisal Form for Teaching Staff

(Period of Appraisal: From \_\_\_\_\_ to \_\_\_\_\_)

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#### Employee Details:

- Name of the Faculty: \_\_\_\_\_
- Department: \_\_\_\_\_
- Designation: \_\_\_\_\_
- Date of Joining the Institute: \_\_\_\_\_
- Gross Salary: \_\_\_\_\_

#### Guidelines:

1. The period of evaluation shall be from 1st July to 30th June of any year.
  2. All information should be provided accurately and clearly. Additional information worth mentioning may be provided on separate sheets.
  3. The faculty must refer to the Performance Appraisal Scheme document for more details before filling out the appraisal form.
  4. **Appraisal Committee for Faculty:** Evaluating Authority is the HoD and the Reviewing Authority is the Head of Institution (Principal).
  5. **Appraisal Committee for HoD:** Evaluating Authority is the Head of Institution; the Reviewing Authority is the Director (or the competent authority appointed on his behalf).
  6. The Evaluating Authority shall verify all the information with supporting proofs before commenting on the performance.
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**Records of Absence (To be filled by the Admin / HoD Office):**

Sl. No.	Type of Leave	No. of Leaves Availed	Signature of Admin / HoD with Date	Term - I	Term - II
1	Casual Leave (CL)				
2	Medical Leave (ML)				
3	Duty Leave (DL)				
4	Maternity Leave (MTL) (if applicable)				
5	Leave Without Pay (LWP)				

**Category I: Teaching, Learning & Evaluation (Minimum Score Required: 75)**

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1	Lectures, Tutorials, Practicals conducted	50		
2	Extra Teaching Duties	10		
3	Curriculum Enrichment	10		
4	Participatory & Innovative Teaching-Learning Methodologies	20		
5	Examination Duties	10		
6	Student Feedback	20		
7	HOD's Feedback	5		

**Total (I): 125**

(Note: Attach supporting documents to validate the claim)

**Category II: Co-Curricular, Extension & Professional Development (Minimum Score Required: 15)**

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1	Student Centric Activity	20		
2	Academic and Administrative Committees & Responsibilities	15		
3	Professional Development Activities	15		

**Total (II): 50**

(Note: Attach supporting documents to validate the claim)

**Category III: Research & Development**

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1	Sponsored Research Projects			
2	External Funding for Research Activities			
3	Publications			
4	Invited Lectures / Paper Presentation			
5	Student Publications			
6	Books and Chapters in Books			
7	Patent			
8	Industrial Training / Online Courses			
9	Courses/Programs Attended			
10	Courses/Programs Organized for Faculty			
11	Research Guidance			

12	Research Evaluation and Review			
13	Collaborative Research			
14	Product / Process Development			
15	Collaborations / Donations / Lab Development			
16	Consultancy Projects			
17	MOU / T & P Activities			
18	Fellowships / Awards			

**Total (III):**

(Note: Attach supporting documents to validate the claim)

**Evaluation Summary:**

APIs	Minimum Required	Self Evaluation	Evaluation by EA
Category – I: Teaching, Learning & Evaluation	75		
Category – II: Co-Curricular, Extension & Professional Development	15		
Category – III: Research and Development	Varies by designation		

**Total:**

(Note: Attach supporting documents to validate the claim)

**Additional Comments (if any) by the Faculty:**



Date: \_\_\_\_\_ Signature of Faculty: \_\_\_\_\_

**Assessment by the HoD:**

(The assessment should be based predominantly on the criteria mentioned. The opinion of colleagues, subordinates, and superiors will be given due weightage. The overall utility/contribution of the candidate to the department and institute are assessed. In case of interdepartmental or FY assignments, EA should seek remarks from the concerned HoD as the case may be)

On a 10 point scale, the performance of \_\_\_\_\_ can be rated at \_\_\_\_\_

Date: \_\_\_\_\_ Head of Department: \_\_\_\_\_

**Review of Assessment & Recommendation by the Director (RA):**

Date: \_\_\_\_\_ Director: \_\_\_\_\_

Edited by: \_\_\_\_\_ Recommended by: \_\_\_\_\_ Approved by: \_\_\_\_\_

This form should be filled out according to the instructions and submitted with all required supporting documents to ensure a fair and comprehensive evaluation.

# Rama University, Kanpur

## Annual Appraisal Form for Non-Teaching Staff

Academic Year: \_\_\_\_\_

1. Name of the Staff: \_\_\_\_\_
2. Position Title: \_\_\_\_\_
3. Date of Entry into Service: \_\_\_\_\_
4. Number of Years in Service: \_\_\_\_\_
5. Qualification: \_\_\_\_\_
6. Details of Current Responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_

### I. Professional Competence

Sl. No.	Criteria	Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulations, and procedures					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Capacity to supervise (For Supervising Staff Only)					

7	Do you possess good knowledge (theory, hands-on) for all aspects of the job to perform your job functions satisfactorily?					
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## II. Performance

Sl. No.	Criteria	Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					
6	Diligence and sense of responsibility					

## III. Personal Characteristics

Sl. No.	Criteria	Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behavior					

#### IV. Attitude Towards Co-workers

Sl. No.	Criteria	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues					
2	Mutual motivation with your colleagues					

#### V. Attitude Towards Public

Sl. No.	Criteria	Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public (Parents, Business Associates, Vendors, Well-Wishers of the University)					
2	Rapport with the public when you interact with them					

#### VI. Staff/Student Relations

Sl. No.	Criteria	Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students					
2	Responsibility towards your tasks/areas of management assigned to					

**Declaration**

I hereby declare that the information provided is true to the best of my knowledge.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name and Signature of the Non-Teaching Staff:** \_\_\_\_\_

**Countersigned by the Head of the Institution:** \_\_\_\_\_