



Jamia Hamdard, New Delhi

Policy Title- Performance Appraisal Policy		
1	Policy Number	JH/IQAC/PD-02
2	Brief Description the Policy	Placement/ Promotion of teaching and non-teaching staff based on Annual Performance Indicators
3	Scope/Objectives	<ul style="list-style-type: none">• Meeting objectives/expectations laid down by the UGC/University Guidelines for self-appraisal• To assess the strength of the faculty• Timely implementation of CAS for faculty• Time-bound promotion of non-teaching staff• To take disciplinary action against the defaulting teaching and non-teaching staff
4	Policy Applies To	All academics (teachers and students) Administrative Managerial processes in the university
5	Last Updated	September 03, 2022
6	Approved By	Academic Council Board of Management
7	Responsible Authority for Implementation and Monitoring	Vice Chancellor, Registrar
8	Superseding Authority	Competent Authority/Body of the University
9	Next Review	As per UGC Guidelines
10	References for the policy (please tick)	NAAC accreditation, UGC/Govt. Directive

Policy Statement

Performance appraisal is a process of obtaining, analyzing, recording employee information in his work environment, and reporting the results to Board of Management. This process provides a system for assessing employees at their work for their further development.

This Performance Appraisal Policy ensures that the appraisal process in Jamia Hamdard is fair, systematic, and well-defined. The teaching faculty appraisal and promotion is governed as per the UGC CAS regulation 2018. Staff members are appraised every academic year in accordance with the duties indicated in the job description to provide them constructive feedback regarding performance and expectations. Performance appraisal is linked with staff training and development.

All employees and faculty of Jamia Hamdard will receive an annual written Performance Appraisal. Head of Department/Centre will be responsible for initiating, managing, conducting, and completing the Performance Appraisal process. If an employee has been at Jamia Hamdard less than six months at the time of appraisals, it is not necessary to provide a written Performance Appraisal, however it is expected that they will receive regular feedback on their performance until the next appraisal cycle.

Principles of the Appraisal Policy

1. The appraisal process aims to improve the effectiveness of the University by contributing to achieving a well-motivated and competent workforce.
2. Appraisal is an ongoing process with an annual formal meeting to review progress.
3. The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the University are being met.
4. All directly employed employees who have completed their probationary period are required to participate in the appraisal process.
5. The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.

6. All staff will receive appraisal training as an appraisee, and where appropriate as an appraiser.
7. The appraisal process will provide management with valuable data to assist succession planning.
8. The appraisal process will be a fair and equitable process in line with our Equality Policy.

Procedures

Teaching Staff-

Jamia Hamdard strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education, 2018 Clause 6.0.VII.B.

Assessment Process –

The college/university teachers shall submit to college/university an annual self-appraisal report (ASAR) in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge and Dean

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 evidence 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 School by the respective Head of Department
- (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 and coordinated by the IQAC of Jamia Hamdard. For the score claimed, each faculty member needs to provide evidence/justification documents along with the API Score form/Performance Based Appraisal System (PBAS) proforma.

Non-teaching staff Performance Appraisal

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

- The performance appraisal cycle is based on Academic 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 Jamia Hamdard shall be appraised by the immediate superior / Head of Section /Head OF Department /Centre /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.
- The performance appraisal copy filed in the personal file employee.

The Establishment Section shall:

- Analyze the Appraisal ratings; identify the training needs and coordinate with the training team to provide necessary training.
- Maintain the appraisal forms 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.