

# **MALWANCHAL UNIVERSITY, INDORE**



## **Performance appraisal Policy**

**Year - 2021-22**



# Performance appraisal Policy

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# MALWANCHAL UNIVERSITY, INDORE

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## **1-INTRODUCTION:-**

Performance appraisal refer to regular review of an employes job Performance and overall contribution to the institution performance appraisal evaluates and employees skill, achievements and growth or lack there Op. The Malwanchal University and its constituents unit recognise the value of its employees and appreciate that quality of University service depend upon the employees. The policy is a motivational tool used by the institutional to make sure that the employees use their full potential to perform.

## **2-PURPOSE:-**

The appraisal process AIIMS to improve the effectiveness of the organization by contributing to achieving a well motivated and competent workforce.

## **3- SCOPE**

This policy is applicable to all teaching and non- teaching staff of index medical college and reserve Centre, Index Institute of Dental Sciences, Index Nursing College, Index Department Of Pharmacy, Index Department Of Physiotherapy And Paramedical Sciences.

## **4-OBJECTIVES**

- To let employee state his / her self appraisal achievements academic year help Organization in evolution process.
- To so allow faculty to strategically plan to achieve the desired competencies
- To develop teaching skills, research skill ,communication skill ,administrative competency and human values
- To involve faculty in decision making

## **5-ELIGIBILITY**

Employees who has completed one year of service in the institution

## **6-POLICY STATEMENT**

- Policy aims to make aware the teaching and non-teaching staff about the required competency according to their job profile.
- The feedback from employees helps in granting privileges and promotions
- The appraisal is done in fair manner to enhance employee Satisfaction
- To plan improvement activities for future development
- To get employees and Opportunity
- To review his and her own performance standards and to identify areas of improvement

- To achieve students and patients satisfaction

### **7-Procedure:-**

- The appraisal process is done annually in month of April
- **Self appraisal system**:-self appraisal system is adopted by all constituent units
- Employees are informed to submit their self appraisal timely and to give full detail according to parameters and under consideration
- Appraisal will be reviewed by head of the concern Department, Head of Institution of and then at university level by vice chancellor

Parameters considered are –

- A- Parameters for teaching staff
- B- Parameters for non-teaching staff
- C- Grading system

The ABC grade are awarded according to the performance fudged at three levels Departmental, Institutional and university.

<b>S.No.</b>	<b>Grade of faculty</b>	<b>Remark</b>	<b>Remedial action suggested</b>
1	A	Excellent	Not required However faculty is encouraged to maintain the performance standard
2	B	Worth appreciation	Not required Encouragement will be given for future achieving excellent
3	C	Average below expectation	Improvement required Areas of weakness should be identified and improvement measures to be taken motivation and support to be extended at institution level by university
4	D	Poor performance	All parameters need improvement one to one meeting with HOD and HOI is averaged for motivation

**8-Record Keeping** – Record is maintained in HR department.

### **8.1-Implementation of policy record keeping**

- Overall responsibility of implementation rests upon Head of the institution
- Heads of the departments are responsible for informing all the faculty member and employees working under them regarding the implementation of policy

## **9-Monitoring of policy**

- The responsibility of monitoring the implementation rest on the HR head of the institution
- Review policy will be revised annually