



Appraisal Mechanism

The University has a performance appraisal system for academic and non-academic staff, the process will start first week of June every year.

Academic staff are required to fill three types of forms - 1. Faculty Performance Appraisal Form, 2. Self-appraisal Form and 3. Goal Setting Form

Stage one

All faculty members are required to fill the three forms and submit the filled-in forms to their respective Head of the Institute (Director/Dean).

Stage two

Assessment by the Reporting Officer's/Head of the Institution (Reporting Officer's Assessment of Faculty Competencies and Contributions) & Forwarded by Reporting Officer to Reviewing Officer.

We prepared a scores sheet (for individual faculty scores and reporting officer scores)

Stage Three

Reviewing Officer constitute a reviewing committee with the following members – Vice Chancellor, Pro Vice Chancellor, Head of the Institute (like Director/Dean) and External Expert.

All faculty members are required to give presentation and personal interaction in front of the committee.

Based on recommendation of the committee, prepared a chart list i.e. call performance / potential sheet.

Stage Fourth

Increments based on performance / potential.

Non - Academic staff are required to fill the Self-Appraisal Form.

Stage one

All non-academic staff required to fill the form and submit the filled-in form to their respective (HOD/Section Head).

Stage two

Assessment by the Reporting Officer's (HOD/Section Head) & Forwarded by Reporting Officer to Reviewing Officer.

We prepared a scores sheet (for individual staff scores and reporting officer scores)

Stage Three

Hon'ble Vice Chancellor constitute a reviewing committee with the following members – Vice Chancellor, Pro Vice Chancellor, HOD/Section Head. All non-academic staff members are required to attend personal interaction in front of the committee.

Based on recommendation of the committee, prepared a chart list i.e. call performance / potential sheet.

Stage Fourth

Increments based on performance / potential.

[Annexure-I NewAppraisal Faculty](#)

[Annexure-II Faculty Self-Appraisal Form](#)

[Annexure-III Preliminary Goal Setting](#)

[Appraisal For Non Teaching Staff](#)



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