

# ANNEXURE – XVII



## Appraisals

The University has incorporated the Annual Performance Appraisal Reports (APAR) system in the HR policy. It is based on the principle that performance appraisal indicates an unbiased assessment of individual's qualities and capabilities highlighting the demonstrated performance and achievements noticed during the period of appraisal.

Performance appraisal reports are initiated by the HODs/ Directors/ Deans. The review is carried out as follows:

- (a) Dean of Schools in case initiated by Head of the Department. The final review is endorsed by the Vice Chancellor.
- (b) Vice Chancellor in case initiated by the Deans/Directors.
- (c) Vice Chancellor is the final appellate authority/final disposing officer for the petitions if any.

The Reporting Officer initiates the reports for each academic year (The period of appraisal is counted from 01 July to 30 June of next year) in the prescribed format. The full APAR including the overall grade are communicated to the concerned faculty/employee, after the report is complete along with the remarks of the reviewing officer. The appraisal comprises self-assessment as well as review by the superiors in the chain.

Appraisal form for Faculty and compiling instructions is given. The documents also indicate the process involved.

**In addition, a process of Students** Feedback has also **been introduced which** is taken at the end of the Semester/Term. The students are administered the form which contains numerous criteria for evaluation of the Courses, as well as faculty performance. The feedback is taken anonymously, collated and analysed for the overall rating, strengths and weaknesses. The same is communicated to individual teachers for self-improvement as well as incorporating changes in the course work, where required.

