



INFORMATION

Criteria6 : Governance, Leadership and Management

Key Indicator : 6.3 Faculty Empowerment Strategies

Metric : 6.3.5

Metric Description : Institution has Performance Appraisal System for teaching and non teaching staff

Describe the Performance Appraisal System adopted for teaching and non-teaching staff, within 500 words

The University has adopted the Performance Appraisal System as detailed in the Uttar Pradesh University of Medical Sciences Act; dated 17th May 2016. The appraisal system is followed for faculty members as well as officers and the staff of the University. The University has designed an Annual Confidential Report format for the faculty member which is reviewed in a hierarchal manner. The faculty members are required to fill the Self Appraisal Report (SAR) after each financial session that are first assessed by the reporting officer, followed by the Reviewing Officer. The assessment then is evaluated by apex authorities of the University. For Officers and staff other than faculty, the Annual Confidential Report (ACR) procedure is followed for appraisal system.

The SAR/ ACR are important tools in promotion to all the employees. Promotion avenue for faculty members is in tune with, Uttar Pradesh University of Medical Sciences Act, 2016. For the officers and staff of the university, Assured Career Promotion (ACP) rules of U P Government are followed. The university also observes Modified Assured Career Progression Scheme (MACPS) for both, teaching and no-n teaching staff based on the annual confidential report. The Modified Assured Career Progression Scheme is at 10, 20 and 30 years of service. Under the Scheme, the employee moves to immediate next level in the new pay matrix.

Workflow of Appraisal system for teaching staff:

The faculty members procure the ACR form from administrative office and write their report wherein the employee's academic, research and administrative participation in the university is reflected. This ACR is reviewed by immediate reviewing officer who can be either the Dean of the Faculty or HOD of the Department depending on the office structure. Further, it is reviewed by the Reviewing officer (Dean of respective faculty) and submitted to Registrar office for apex approval. The ACR of Dean is reviewed by the Registrar of the University and the accepting authority is the Vice Chancellor of the University. Then faculty members are promoted on the basis of their ACR under the Modified Assured Career Progression Scheme (MACPS).

Workflow for appraisal system for non-teaching staff:

The appraisal system of non-teaching and ministerial staff is well defined by the university. Clerical staff / stenographer / Assistant Administrative Officer/ Administrative Officer / Senior Administrative Officer/ accountants/ lab technicians submit their Annual Confidential Report (ACR) to the reporting officer which is then forwarded to the Reviewing officer followed by approved by the Vice Chancellor as the accepting authority. The promotion of the ministerial staff is subject to the vacancy of posts. If higher posts are not vacant then MACPS is assured after 10, 20 and 30 years of service. Under the scheme, the employee moves to immediate next level in the new pay matrix.

Details	Supporting Documents
Performance Appraisal policy of the Institution	View Document
Any other relevant information	View Document