



Mewar University
Gangrar, Chittorgarh, Rajasthan

Annual Performance
appraisal Policy



Registrar
Mewar University
Gangrar, (Chittorgarh)

ANNUAL APPRAISAL

All the employees will be appraised at the end of the academic year by different authorities. The appraisal process will include the submission of a self-appraisal form by the employees to the Registrar at the end of the academic year. Registrar will then arrange the appraisal meeting accordingly.

After the respective appraisal is done, the individual report on performance, Integrity, punctuality, discipline, the scope of improvement, Strengths and weaknesses, etc will be sent to the APAR Committee by the respective Appraisers with the recommendation of an annual increment.

A VIEW ON PERFORMANCE APPRAISAL

When employees have goals, they tend to be more motivated if they also receive 360 Degree feedback about their progress. Feedback may occur throughout the workday, but many organizations also have a formal, companywide process of providing feedback to employees, called the performance appraisal.

Performance appraisal is a process in which an APAR Committee or APAR Committees evaluate the performance of an employee. More specifically, during a performance appraisal period, APAR Committee(s) observe, interact with, and evaluate a person's performance. Then, when it is time for a performance appraisal, these observations are documented on a form. The APAR Committee usually conducts a meeting with the employee to communicate performance feedback. During the meeting, the employee is evaluated with respect to success in achieving last academic year's goals, and new goals are set for the next performance appraisal period.

Even though performance appraisals can be quite effective in motivating employees and resolving performance problems. A formal appraisal is often conducted once a academic year.


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CONSTITUTION OF THE ANNUAL PERFORMANCE APPRAISAL COMMITTEE

A committee is reconstituted to evaluate the employee's performance on annual basis. It involves comparing the performance of the employee against the objectives.

The Constitution of the Committee are mentioned below:

S.N.	NAME	Designation
1.	Vice-Chancellor	Chairman
2.	Dean Academics	Member
3.	Concerned Dean of Faculty	Member
4.	Concerned Head of Department	Member
5.	Nominee of BOM	Member
6.	OSD	Member
7.	Registrar	Member Secretary

Performance appraisal meeting serves as a medium through which the APAR Committee gives positive and negative feedback to the employee helps the employee solve performance problems and recognizes effective performance. A performance appraisal meeting is the most important component of a performance appraisal. After the APAR Committee uses the company's appraisal form to evaluate the performance of the employee, both sides meet to discuss positive and negative instances of performance. Thus, the meeting serves as the key medium through which the APAR Committee gives


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feedback to the employee. The goal of providing performance feedback is to help the employee solve performance problems and to motivate the employee to change their behaviour.

Another approach to increasing the effectiveness of appraisal meetings is to increase employee participation. When employees have the opportunity to present their side of the Facts & Figures, they react more positively to the appraisal process and feel that the system is fair. Finally, supervisors should be knowledgeable about the employee's performance.

Conduction of an Effective Performance Appraisal Meeting

- Teaching & Non-Teaching staff members who have completed at least one year and more than one year on 31st December of the Appraisal year are considered for the annual performance Appraisal.
- On the Recommendation of the APAR Committee, Concerned Deans & Heads of the Department ask the employee to fill out a self-appraisal form in a specified proforma. This is a great way of making sure that employees become active participants in the process and get their voices heard.
- Duly filled Self Appraisal form of teaching staff submitted to the Dean-Academics and Non-Teaching staff self-appraisal forms submitted to Registrar for verification and authentication.
- Duly filled self-appraisal form of individual employees assessed on the basis of the following factors :
 - a. Punctuality
 - b. Accountability
 - c. Quality of Teaching (For teaching staff only)
 - d. Quantity of work
 - e. Time management
 - f. Teamwork
 - g. Communication abilities
 - h. Leadership capabilities (Especially for those seeking management positions)
 - i. Research & other allied Activities (For teaching staff only)
 - j. Book Published & Patent published/granted (For teaching staff only)

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Another potential factor that an employee demonstrates in their daily job.

- Avoid recency bias. APAR Committee always makes sure to cover the entire academic year's performance, not just recent events.
- The APAR Committee reviews the employee's self-appraisal form & recommendations and based on the observations, feedback, and assessment; the APAR Committee recommends the appraisal to management.

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