

Performance Appraisal Policy



**Banda University of Agriculture &
Technology, Banda- 210001**

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**Banda University of Agriculture & Technology
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Performance Appraisal Policy

Performance appraisal system: Performance Appraisal is a management tool which is helpful in motivating and effectively utilizing human resources. Performance appraisal is a process of obtaining, analysing, recording employee information in his work environment and reporting the results to those who are interested in it. This process provides a system for assessing employees at their work for their further development.

This policy applies to all faculty and staff of the university.

All employees and faculty of BUAT, Banda shall submit duly filled Annual Assessment Report (AAR)/ Annual Confidential Report, as applicable, each year during assessment period.

Objective:

- To align annual individual goals with concerned department and university goals.
- Documenting the professional growth and development needs and achievements of employees.
- Promote the improvement of individual performance.
- Encourage and foster continued professional development.
- Collect data to support analysis and decisions in staffing, compensation and training.

Scope:

The performance appraisal provides opportunity for supervisors to develop, encourage, and recognize positive performance and work place behaviours, and to proactively identify and apply appropriate corrective measures to address any concerns impacting the employee's ability to meet the established performance expectations.

Process of Performance Appraisal

For Teachers/Scientists

Annual Assessment

- Each department will follow academic year (1st July to 30th June). The appropriate timeline should be shared with the staff prior to the start of the evaluation process.



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- The numerical ratings in the Part-3 of the Annual Assessment Report (AAR) should be supported by Reporting Officer comments.
- The appraisals should receive two levels of supervisor signatures prior to submission to the Accepting authority i.e. Hon'ble Vice-Chancellor. In case, the Reporting/Reviewing officer for a cadre is not available, Hon'ble Vice-Chancellor of the University shall be the Reporting/Reviewing as well as Accepting Authority, as the case may be.
- The final appraisal, including all related documents and appropriate signatures must be forwarded to the office of Director Administration & Monitoring with the pre-established timeline.
- **There are a total of 4 parts:**

Part-1. General Particulars (to be filled in by the Administrative Office): This part includes general information of the Teacher/Scientist viz. Name, Date of birth, Date of entry in the University service, Designation etc.

Part-2. Self Assessment (to be filled in by the Scientist reported upon): This part includes information of activities (T/R/E) approved and accomplished with Target & Milestones with duration, Publications etc., Additional Information to be filled in only by the Directors / Project Directors/ Joint Directors/ Heads of the Divisions/ Heads of Regional Stations of the University (Part-2.1), Additional information to be filled in only by Project Coordinators (Part-2.2).

Part-3. Assessment by the Reporting Officer: This part envisages the assessment of Teacher/Scientist reported upon by their reporting authority on the basis of the contribution of concerned Teacher/Scientist, Professional Knowledge and Skills, Innovativeness, Communication Skills (Written and oral) etc, General assessment and overall grading.

Part-4. Remarks of the Reviewing/ Accepting Officer: This part envisages the assessment of Teacher/Scientist reported upon by the reviewing/accepting authority on the basis of the contribution of concerned Teacher/Scientist and with the comments made by the Reporting Officer.

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- All Teaching/ Scientific staff will be appraised on the following scale:

65-61	उत्कृष्ट Outstanding
60-49	बहुत अच्छा Very Good
48-37	अच्छा Good
36-25	औसत Average
24-13	औसत से नीचे Below average

- Any employee that receives overall Below average on his/her assessment shall be communicated with their performance report.

For Non- Teaching staff:

- Each office will follow academic year (1st July to 30th June). The appropriate timeline should be shared with the staff prior to the start of the evaluation process.
- The ACR (Annual Confidential Report) shall be comprised of four parts.

Part-1. General Particulars (to be filled in by the Administrative Office): This part includes general information of the staff viz. Name, Date of birth, Date of entry in the University service, Designation etc.

Part-2. Assessment by the Reporting Officer: This part envisages the assessment of the employee reported upon by their reporting authority on the basis of the contribution of employee, code of conduct, integrity of the employee etc. and overall grading.

Part-3. Remarks of the Reviewing: This part envisages the assessment of the employee reported upon by the reviewing authority on the basis of performance of the concerned employee and with the comments made by the Reporting Officer.

Part-4. Remarks of Accepting Officer: This part envisages the assessment of employee reported upon by the accepting authority on the basis of performance of the concerned employee and with the comments made by the Reporting Officer & Reviewing Officer.






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