6.3.5: Institution has Performance Appraisal System for teaching and non-teaching staff संस्थायां शिक्षकाणां शिक्षकेतरकर्मचारिणां कार्यनिष्पादनज्ञापनप्रणाली वर्तते।

The university adheres to the Central Sanskrit Universities Act, 2020, the UGC regulations concerning minimum qualifications for the recruitment of teachers and other academic staff in universities and colleges, the 2018 UGC measures for safeguarding standards in higher education, cadre recruitment rules (CRR), and the Government of India's CCS conduct rules, as amended from time to time, for its teaching and non-teaching staff. The objective is not merely an impartial evaluation of employees based on established standards but also the identification of potential areas for improvement, ultimately contributing to the growth and development of the employees.

Key Features of the Performance Appraisal System:

1. Annual Performance Assessment: The evaluation of each faculty member's performance is based on the Performance-Based Appraisal System (PBAS), which incorporates annual self-assessment.
2. Promotions: Promotions are governed by the UGC Career Advancement Scheme (CAS), evaluated through the PBAS proforma and API (Academic Performance Indicator) scores.
3. Advance Intimation: Faculty members are informed in advance regarding their suitability for promotions.
4. Verification of Records: The PBAS proforma submitted by faculty members undergoes verification and scrutiny by the head of the department and the principal.
5. Screening and Consultation: Faculty members eligible for promotion based on their API scores must appear before the screening and selection committees.

For non-teaching staff, performance is assessed through an Annual Performance Appraisal Report (APAR), evaluating various categories such as character, attitude, departmental efficiency, work capability under pressure, discipline, trustworthiness, and relationships with superiors, subordinates, and peers.

The Government of India's norms mandate a minimum benchmark rating of "Very Good" (equivalent to at least 7 points) for all Group 'A', 'B', and 'C' employees. Upon achieving satisfactory performance and maintaining this benchmark, all employees are eligible for promotion and financial upgrades under the MACP scheme.

The performance appraisal system assists in evaluating, motivating, and analyzing the strengths and weaknesses of employees while ensuring optimal performance. These appraisals are made available to university employees for their information.

Implementation Framework:

The performance evaluation system for academic and administrative staff aligns with the rules of the Central Sanskrit University and the Government of India. The entire process is conducted following the quality standards of the University Grants

Commission (UGC). Eligible employees receive promotions and other benefits based on forms and documentation.

Applicability:

1. All regular academic staff.
2. All regular administrative staff.

The performa includes details such as the employee's name, qualifications, credentials, department, place of posting, and academic session. The first section of the form pertains to the self-assessment of regular academic staff, requiring completion of fields such as:

- Name, designation, scale, level.
- Details of initial and current appointments, and retirement date.
- Educational qualifications.
- Specification of the post.

For undergraduate and postgraduate teachers, details on teaching responsibilities include:

1. Prescribed and undertaken lecture hours per session.
2. Practical work periods completed and approved.
3. Reasons for non-conduct of scheduled lectures.

The university also assesses research activities undertaken by teachers:

1. Number of research students guided during the year.
2. Number of students who received degrees.
3. Details of research projects completed or ongoing, including funding agencies and outcomes.
4. Research papers presented at national and international levels.
5. Participation in research-oriented seminars and conferences.
6. Publications of books and creative works.
7. Details of workshops, seminars, and other programs organized or conducted.

The performance of all regular academic and administrative staff is reviewed to include roles in extracurricular, social, and cultural activities. Responsibilities assigned by the head of the department or other administrators are also documented.

Supervisors evaluate technical tools used by faculty, newly explored equipment, and the teacher's efforts for skill enhancement. Detailed supporting evidence is submitted alongside reports, and reporting officers certify these. The appraisal also evaluates key areas such as:

- Subject knowledge and efforts to enhance it.
- Teaching skills and consistency.
- Quality of teaching and student relations.
- Relations with peers and planning capabilities.

The reviewing authority provides summaries categorizing the staff's performance as excellent, very good, satisfactory, or unsatisfactory. Specific remarks regarding character, coordination, feedback, or other special considerations are included before the report is forwarded.

This structured and objective system ensures the systematic and efficient management of the performance evaluation framework for teaching and non-teaching staff. The university has also initiated the CAS implementation process through a comprehensive action plan.