

MANAV RACHNA INTERNATIONAL UNIVERSITY

(Deemed to be University under section 3 of the UGC Act 1956)



Policy No. MRIU-IQAC-PL-FSW/2016-17

MRIU Policy and Procedures for Faculty and Staff Welfare (Effective from the date of notification)

Notified vide MRIU/REGR/2016/127 dated: 3rd October 2016

MANAV RACHNA INTERNATIONAL UNIVERSITY

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HARYANA



MANAV RACHNA INTERNATIONAL UNIVERSITY FARIDABAD

Deemed-to-be-University
Accredited by NAAC with A Grade in the First Cycle

MRIU Policy and Procedures for Faculty and Staff Welfare

Number: MRIU-IQAC-PL-FSW/2016-17

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MRIU POLICY AND PROCEDURES FOR FACULTY AND STAFF WELFARE

In pursuance of the provisions of Section 26 of the Bye Laws of Manav Rachna International University, the Board of Management of the Manav Rachna International University hereby makes the following policy and procedures relating to faculty and staff welfare.

1. SHORT TITLE AND APPLICATION

This Policy and Guidelines may be called Manav Rachna International University Faculty and Staff -Policy and Procedures No. MRIU-IQAC-PL-FSW/2016-17 and titled as "MRIU Policy and Procedures for Faculty and Staff Welfare"

APPLICABILITY: This policy and procedures shall apply to all faculty and staff members across all disciplines of MRIU. The faculty and staff members recruited as part-time, visiting or on contract basic shall also be governed by this policy.

2. DEFINITIONS

- i. 'Faculty members' means the teaching employees of the MRIU.
- ii. 'Staff members' means the non-teaching employees of the MRIU.
- iii. 'FDP' means Faculty Development Programs
- iv. 'SDP' means Staff Development Programs
- v. 'IQAC' means Internal Quality Assurance Cell of the University
- vi. 'Statutory bodies' here means Board of Studies at the department level, Board of Faculties at Faculty level and Academic Council of the University.
- vii. 'UGC' refers to University Grants Commission, The University Grants Commission of India is a statutory body set up by the Indian Union government in accordance to the UGC Act 1956 under Ministry of Human Resource Development, New Delhi.
- viii. 'University' means Manav Rachna International University (MRIU) (Deemed-to-be-University) declared under section 3 of UGC Act 1956 vide notification from Ministry of Human Resource Development, New Delhi.

3. BACKGROUND

Manav Rachna International University was established in the year 2008 under Section 3 of UGC Act, 1956. MRIU recognizes its teachers and non-teaching employees as its most valuable assets and acknowledges the fact that the welfare of the employees is pivotal in achieving the Vision and Mission of the University. We are committed towards providing harmonious and caring environment to all of its faculty and staff members which will in turn drive them to develop and deliver their best potential at work. The faculty and staff welfare policy of MRIU, and its Standard Operating Procedures are defined to provide assistance to its employees during their tenure of service and even after it.

Faculty and Staff Welfare involves the conduct of orientation and induction to faculty and staff members including their recruitment, providing proper training and the developing skills, assessment of employee (performance of appraisal), providing proper compensation and benefits, motivating, maintaining proper relations with employees and unions, maintaining employee's safety, welfare and health by complying with rules and regulations of the organization. Every organization desire to have skilled and competent people to make their organization more effective than their competitor.

4. PURPOSE

The purpose of this faculty and staff welfare Policy and defined Standard Operating Procedures is to provide the scope, overall framework, rules and regulations within which the faculty and staff welfare activities shall have to be performed by the authorities of this institution while:

- Creating a harmonious and conducive work environment for effective functioning of all the faculty and staff members across its campus.
- Ensuring high level of efficient and effective support system to meet the requirements of the faculty and staff.
- Ensuring compliance of the guidelines by the Government Statutory Bodies.
- Making MRIU a competitive and lucrative place for work capable of attracting and retaining competent staff.
- Streamlining the administrative functioning of faculty and staff welfare issues.

5. SCOPE

The scope of the University's Policy and Procedures of faculty and staff welfare shall be to:

- a) ensure that the quality of the work environment it provides is of the highest standard and commensurate with the expected standards
- b) establish policies and procedures to enable it to fulfill regulatory bodies' requirements in relation to faculty and welfare schemes.

Following heads shall be covered under the Policy and Procedures of faculty and staff welfare:

- A. Faculty and Staff Welfare Schemes
- B. Appreciation/incentives of Teaching/Non-Teaching Staff for recognition at State, National and International levels
- C. Faculty and Staff Development Programs
- D. Recruitment System
- E. Appraisal System

6. FACULTY AND STAFF WELFARE SCHEMES

The university will adopt all reasonable measures to promote the welfare of the employees. Special measures will be taken to recognize the needs of the female staff. The university will constitute a separate committee to develop and monitor welfare schemes for the employees. While adopting these measures, legal compliances will be fully taken care of.

- **PhD Fee Waiver:** The non-Ph.D faculty members shall be encouraged to enroll themselves for Ph.D programme. Fee waiver to faculty members shall be provided for 4 years in PhD programme at MRIU.
- **Seed Money:** Faculty members shall be eligible to seek seed money for research projects. Faculty members (guide of research project work) will be required to submit the request application to the Head of Department along with the complete Head wise financial details. The reviewed applications shall be submitted to the office of Registrar/PVC after due recommendation of respective Dean of the Faculty. Final approval authority shall be the office of Vice-Chancellor.
- **Cash rewards for indexed Publications:** Provision for Award of cash incentive to the faculty members for publication of research papers in the reputed 'Research Journals' shall be made. The information shall be collated by the Dean Research through the

recommendation of all the department Heads and respective Deans for subsequent approval by the competent authorities.

- **Study Leaves:** There shall be a provision for the faculty members to avail higher study leaves including pursuing Ph.D from other Universities to avail study leave for attending their Ph.D course work.
- **Fee Concession to wards of faculty/staff:** MRIU shall provide the benefits of acquiring education with MRIU/MREI Schools by providing fee concessions to the wards of faculty and staff members of MRIU. The application shall be submitted by the employee to the office of CHR through the recommendation of respective HoD and Dean of Faculty.
- **Day Care Facility:** In house Day care creche facility will be provided for the children of teaching and non-teaching members. The employees (both teaching and non-teaching) of MRIU shall be eligible to avail this facility during their working hours. This facility shall be made available with well-trained day care staff to provide the best care to children and to engage them in meaningful manner. The request application/email may be submitted by the respective employee to the central HR, MRIU through the recommendation of respective Head of the Department.
- **Medical Facility:** Apart from in-house medical facility, tie-up with Metro Heart Institute, Asian Hospital & Sarvodya Hospital, Faridabad for Health Services to students, staff and faculty members. Sarvodya Hospital provides medical assistance within the campus.
- **Long Service Association Rewards:** Faculty members and staff members with a stay of minimum 10 years shall continue to be honored every year on the occasion of celebration of New-Year in the University.
- **Food courts and canteen facilities** shall continue to be made available for food and refreshment.
- **On-campus ATM and Banking Facility:** Campus has 24 hr ATM facilities. During banking hours, Punjab National Bank is available for the benefit of its employees.
- **Accidental insurance cover** for faculty & staff members and students
- **Excellent civic amenities** and **subsidized transport facility** to the various destinations.
- **Conduct of Sports Tournaments** for faculty members/non-teaching staff.
- Advance against salary
- **Financial support** to its faculty/staff members to participate in Faculty Development Programs, Staff Development Programs, Workshops, Conferences, Short Term Courses, Short Term Training Programs etc.

7. APPRECIATION/INCENTIVES OF TEACHING/NON-TEACHING STAFF FOR RECOGNITION AT STATE, NATIONAL AND INTERNATIONAL LEVELS

The role of a university functionary – whether a teacher, staff or student transcends way beyond the limits of classroom or a laboratory. He is expected to carry out his prowess and acquired knowledge for nation-building, societal progress, upholding our glorious heritage and culture, fostering technology and environmental sustainability for a multi-dimensional transformation. He is expected to transfer his robust work ethos for others to emulate. A teacher with his core knowledge, research potential and refined human traits has to act as a role model to provide impetus to the lesser privileged members of the society to enable them to unshackle and surge ahead professionally, economically and societal.

A university functionary must move out of his university precincts for a professional and societal interplay- be it at State, national or international professional conferences / symposia, cultural or sports meet or any other pertinent issue like environmental sustainability, health issues or redressal of some natural calamity.

MRIU has a policy in place to encourage, motivate and incentivize its team members to strive to excel in the outside environment in a whole lot of domains. The university does not confine to professional activities alone but treats achievements in cultural, societal, environmental, sports, performing arts on equal footing. The appreciations of laudable feats are itemized as under:

Appreciations by MRIU

1. One-time financial incentive
2. Recognition at a University function.
3. Appreciation certificate
4. Announcement on University Web site, social media, Annual Reports and Newsletters
5. Weightage in annual appraisal forms.

Recognition of efforts or awards by MRIU

1.	Patent Granted	1,2,4,5
2.	Patent published	1,3,4,5
3.	Invited Talk/Resource Person during an FDP	3,4,5

4.	Reviewer of paper / Journal or Journal Editor	4,5
5.	Special Award/fellow by a government organization	1,2,3,4,5
6.	Best Paper award for publication in Conference / Journal	4,5
7.	Best Paper award during in an International Conference held outside India	1, 4, 5
8.	Book/Chapter Publication by a National/International publisher	4,5
9.	Session Chair during a conference, panelist during a panel discussion	3,4,5
10.	Professional body Certification/accreditation from a National Level Body	1,2,4
11.	Senior Membership of a Professional Body	4,5
12.	Online Certification with Position	1,4,5

8. FACULTY AND STAFF DEVELOPMENT PROGRAMS

Preamble: Faculty and staff development are an important component of institutional development. The university will be committed to conduct, through its competent constituent bodies, programs for the development of faculty and staff for continuous improvement of performance. Further, the faculty members shall be encouraged to participate in Seminars/Conferences/Workshops/Training Programs/Short Term courses etc. within or outside the University.

Purpose: To declare Manav Rachna International University's guidelines for faculty/staff development and ensure uniform deployment of the approved policy. This shall cover the conduct of faculty/staff development programs and participation of faculty/staff members in such programs within or outside the university. The purpose is to develop their attitudes, professional skills and abilities for full performance within the position and for career advancement within the University.

At MRIU, the Faculty and Staff development initiatives shall be taken:

- To enhance the domain specific knowledge and skill set of the faculty members for a more effective course delivery.
- To provide a forum for the faculty/staff members to network and exchange their professional views and experiences by organizing faculty/staff development programs and nominating them to attend such faculty/staff development programs within or outside the university.

- To get them familiarize with innovative and rapidly changing teaching-learning pedagogies and improve their core competencies to ultimately achieve the organizational goals.
- To encourage the faculty members to embark on various research activities.
- To develop their attitudes, professional Skills and Abilities for full performance within the position and for career advancement within the university.

The University will develop comprehensive programs of development for faculty and staff to improve productivity and efficiency. Reputed resource persons will be invited for faculty and staff training from time to time so that the knowledge and competence remain fully updated. No discrimination of any type will be made in the selection of the employees for training and development and such opportunities will be equitably distributed.

8.1 Faculty Development Programs (FDPs)

At MRIU, Faculty development programs including Short Term Training Programs (STTPs), Short Term Courses (STCs), Workshops, etc. shall be organized to enhance the teaching-learning effectiveness and overall upgradation of the faculty members.

- a) FDPs will be organized by the Internal Quality Assurance Cell (IQAC)/concerned departments depending upon the areas of development. The Deans of various Faculties/Head of departments will decide specific topics/areas of FDPs relevant to their academic units and identify a coordinator for each FDP. Domain-centric FDPs will be organized by the concerned departments and quality related FDPs (pedagogy, soft and professional skills, research orientation, and educational technology) will be organized by the IQAC/Office of the Dean Research at central level.
- b) It will be mandatory for each faculty member below the rank of a University Professor to attend at least 2 FDPs in an academic year depending upon academic and interest area. Senior faculty members may also be motivated to join FDPs as per their interest or requirement.
- c) Ordinarily, FDPs will be organized on working Saturdays of a month. Longer duration FDPs may be organized during May-July and November-December. Concerned HoDs will make arrangements for substitute classes when FDPs are held on week days.
- d) FDPs will be conducted by well- known outside experts from academia and industry along with senior members of the University. The concerned conducting units will obtain the consent of external and internal experts before including their names in the proposals.

- e) An FDP proposal as developed by a conducting unit will essentially include the following:
 - i. Specific title of the FDP with broad outline of contents;
 - ii. Expected outcome and pedagogy to be used;
 - iii. Names of the resource persons (both external and internal) along with their brief CVs/introduction;
 - iv. Target batch size;
 - v. Program duration and the suggested date(s) of the program;
- f) The proposals will be made in the areas of contemporary interest and should be attractive enough to generate participation.
- g) A separate budget head will be provided by the University to meet expenses related to FDP activities.

The implementation of policy of Faculty Development Programs shall be governed by the standard operating procedures as outlined below:

Standard Operating Procedures for Faculty Development Programs (FDPs)

The given below Standard Operating Procedures shall be followed for organizing Faculty Development Programs:

- a) Faculty coordinator(s) from each department will be nominated for execution of the respective FDPs.
- b) Keeping in mind the approved Strategic Perspective Plans of the department and in line with the University's Academic calendar, department's activity calendar including planned FDPs shall be prepared by the respective coordinator of the department. It must get prepared at least 2-3 weeks prior to start of the semester.
- c) The calendar through concerned Dean will be forwarded for approval of the Dean Academics of the University.
- d) The specific title of the FDP, expected outcome, pedagogy to be used, the tentative dates and the names of the resource persons (along with their brief CV/profile) will be notified by a HoD/ internal coordinator from the concerned department as nominated by the department.
- e) Outside resource persons for FDPs should be senior and from reputed institutions, including academia and industry.
- f) The FDP coordinator in consultation with HoD and senior faculty members of the department will chalk out the plan of FDP to be organized. The respective committees including organizing committee, registration committee etc shall be constituted.

Finalizations with respect to contents to be covered, resource persons to be targeted, finances involved shall be done after due deliberations.

- g) The nominated FDP coordinator will look for the opportunity to apply for possible funding/grant for FDP through UGC, DST, AICTE, DBT etc.
- h) The coordinator will take the consent of the proposed Resource persons in consultation with HoD.
- i) After the confirmation from resource persons, coordinator along with the organizing committee members shall prepare the draft brochure highlighting about the University, department, outline of planned faculty development program, target audience, expected outcome, registration details and resource persons.
- j) The brochure shall be forwarded to head of the department for subsequent approval. The program venue, logistics required, refreshments, certificates, felicitation of the guests/resource persons and other FDP related expenses may be met under a separate budget head to be provided by the university.
- k) Once approved, the brochure shall be circulated among the faculty members of university and outside the university for subsequent registrations. This process must be started at least three weeks before the conduct of the FDP.
- l) The attendance of the participants is to be recorded by the FDP coordinator.
- m) Each faculty development programme should have a feedback session and the feedback should be analyzed for further improvement in quality of FDPs. Feedback record should be maintained by the organizing unit.
- n) Certificate of participation must be issued to the participants on completing the program preferably for week long program and feedback on the program should also need to be sought.
- o) The post event report of the organized FDP will be prepared by the respective coordinator and submitted to the IQAC for record within a week time.
- p) The proceedings of each FDP should be widely circulated for the benefit of all.
- q) IQAC should also hold FDPs in multi-disciplinary areas/quality related areas for which specific combinations of departments may be identified for faculty participation.
- r) At the faculty/departmental level, faculty development should also be targeted through research seminar series, peer group learning platforms, experience sharing sessions and sharing of research and ideas.

8.2 Staff Development Programs (SDPs)

Administrative staff in any organization is an important component of the University system. They are supposed to have complete understanding of rules and regulations, administrative practices and procedures. The University lays great emphasis, among other things, on Staff Development Programs on a regular basis.

With this end in view, development sessions for all the secretarial and other staff working in various units of the University will be held at a regular interregnum to train and upgrade them in administrative procedures, systems, practices, communications skills, documentation methods, use of IT tools like MS Office, MS Excel etc. and to sensitize them to follow them religiously for better productivity and doing full justice with the jobs entrusted to them. This will create a positive overall impact in the University and help to meet the organizational goals in full measures.

The Staff Development Programs would be preferably in the following areas:

- a) Uniform and effective filing system
- b) Maintenance of records including system of tracking of files, papers and follow ups
- c) Brief, easy and clear-cut noting and drafting
- d) Simple and effective official writing
- e) Receipt and dispatch of incoming and outgoing mails so that the movement of files / papers / correspondence / letters can be easy and without any loss of time
- f) Upkeep of files and office records in a systematic and simple manner, so as to retrieve the required file / papers within no time,
- g) Proper upkeep and utilization of university equipment under the charge,
- h) Maintenance of engagement diary, telephone directory on a regular basis.
- i) Acquaintance and insight into the working of the various branches / university including the admissions,
- j) Acquaintance with the rules and regulations of the university that govern the system.
- k) Role and guidelines of the respective Regulatory Bodies,
- l) Initiating advance action on any given matter to avoid last minute action/ approval,
- m) Addressing grievances/queries of students, ex-students, their parents and visitors in a proper and efficient manner and within the frame work of rules and regulations. The satisfaction of the users should be supreme,

- n) Extending due courtesy and proper behavior to all those who come to your contact in your day-to-day area of operation.

More areas will be suggested as per need by the reporting officers. The reporting officers will maintain a track of development of employees working under them and ensure that the development programs reflect in their day-to-day working.

The implementation of policy of Staff Development Programs shall be governed by the standard operating procedures as outlined below.

Standard Operating Procedures for Staff Development Programs (SDPs)

Conduct of Staff development programs will be governed by the following guidelines:

- a) Staff development programmes are to be conducted as per the need analysis.
- b) Staff development programmes are to be conducted on a regular basis. The duration may vary from one day to week long programmes.
- c) Through the administrative officer of the concerned department, the employees are to be nominated for the training programs.
- d) The coordinator will be appointed who in consultation with the administrative officer of the respective unit will prepare the plan and work for the finalization of resources/logistics.
- e) After every training program, the coordinator shall submit the post event report along with attendees list.
- f) Respective administrative officer will be responsible for maintaining a diary for the development of employees to be reviewed from time to time to align it to the best practices and regulatory requirements.

8.3 Participation in Seminars/Conferences/Workshops/Training Programs /Short Term courses etc.

Manav Rachna International University believes in investment in the people to have an enriched pool of teachers. To fulfil this:

- a) The university shall permit the employees to attend Faculty Development Programs, Workshops, Conferences, Short Term Courses, Short Term Training Programs etc.
- b) The university shall provide the financial support to its faculty members to participate in Faculty Development Programs, Workshops, Conferences, Short Term Courses, Short

Term Training Programs etc. Apart from this the entitled financial support shall also be provided towards the membership fee of Professional Bodies.

- c) There shall be a cap on the number of professional development programmes for which the financial support shall be provided per faculty member.
- d) Each faculty member shall submit the request application on the prescribed Performa well in advance as per the devised standard operating procedures.
- e) The post event report shall be submitted by the respective faculty member to the reporting head.

The implementation of policy of Participation of employees in Seminars/Conferences/ Workshops/Training Programs/Short Term courses etc. shall be governed by the standard operating procedures as outlined below.

Guidelines for Participation in Seminars/ Conferences/ Workshops/ Training Programs etc. by the Teachers of Manav Rachna International University:

- a) The confirmed teachers of University shall be allowed to attend seminars/conference/workshop etc. and be paid T.A. and delegation fee according to entitlement if the same has not been allowed by the hosting Institution/Organization. However, travel by own car/taxi may not be allowed if the distance exceeds 500Km to and fro.
- b) Only those teachers whose papers will get accepted for reading in the conference or who are the office bearers of the Organization/Society/Association which organizes conference/seminar/workshop shall be allowed.
- c) Every application for attending the conference must reach the office fifteen days before the date of journey duly recommended by the Head of the Department. (Annexure 1)
- d) University employees permitted to attend the conferences etc. shall be treated on duty leave.
- e) A teacher who has availed of this facility shall be considered for foreign seminars and conferences only after the expiry of a period of atleast one year.
- f) The payment for attending seminar/conferences shall be made as per the following criteria:
 - i. For attending International seminars and conferences Abroad.
Assistance will be granted for travel expenses only @50% of the Air-fare by economy class and entitled delegate fee out of University funds

- ii. For attending seminars/conferences in India
Travel grant 100% by entitled class and delegate fee.
- g) In addition to this, faculty members shall also be supported financially/allowed to attend the development programmes as organized within MRIU.

9. RECRUITMENT POLICY AND PROCEDURES

Preamble: Human Resources department shall be responsible for of recruitment, selection of employees, providing proper orientation and induction, providing proper training and the development skills, assessment of employee (performance appraisal), providing proper compensation and benefits, motivating, maintain proper relations with employees, maintaining employee safety, welfare and health by complying with rules regulations of the organization and competent authority. The department will take care of all segments of human resources including faculty, staff and students.

The major aspects or areas of human resource management of the university will include the following:

- a) Conducting job analysis
- b) Planning faculty and staff needs
- c) Recruiting and selecting the right people for the jobs
- d) Orientation and training of the employees for better productivity and efficiency
- e) Determining and managing salaries
- f) Providing benefits and incentives
- g) Appraising performance
- h) Resolving disputes
- i) Communicating with all employees at all levels

Purpose: To develop quality improvement strategies, it is imperative for all the units of the university to conduct proper analysis of the requirement of manpower of their departments including faculty and non-teaching staff.

9.1 Faculty Appointments

Faculty appointments shall be strictly as per UGC norms as amended from time. There shall be a **Selection Committee** for making recommendations to the Board of Management for

appointment to the posts of Professors, Associate Professors and Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

Every selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

Each unit of the university shall ensure that it has qualified members of staff to deliver the programs offered and to support the delivery of such programs. The department shall also develop effective rewards and awards management system so that a well-balanced and highly motivated workforce is maintained. The work and remuneration standards shall be legally compliant.

The university will adopt recruitment processes which are fair and transparent and which are based on merit in the best interest of the university. Workplace diversity will be given due importance in the selection process.

9.2 Joining the University and Induction Programme

It is important that new employees receive a well-planned induction, as prescribed by the committee under the leadership of the Vice Chancellor, to become fully operational quickly. The place for sitting of the employee must be identified along with all necessary facilities prior to joining of the candidate in order to convey the impression of professionalism. This is what is expected from the employee also in reciprocity.

10. APPRAISAL POLICY AND PROCEDURES

Preamble: All categories of employees will be subject to performance appraisal through suitable assessment mechanisms. The appraisal will be regular, fair and will be based on all the relevant aspects of the working of the employee and his/her responsibilities. The faculty and staff appraisal data are utilized for decision making by both the reporting officer and Appointing authority for Appraisal, Promotion, and Tenure.

Purpose: The purpose of a faculty/staff appraisal system is to enhance the potential of its human resources by motivating the achievement-oriented faculty member; Reward decisions

(salary raises, promotions, tenure); Discipline decisions (static job status, termination); and Faculty development and improvement.

Because of this need, it is the responsibility of the institution not only to carry out evaluation of faculty, but also to provide faculty with systematic support for improvement of instruction. All performance evaluations should foster building relationships based on trust, mutual commitment, and team effort. Intellectual honesty, rigor, and fairness are essential throughout the process. This system is designed so that individual faculty is responsible for their own instructional improvement. Such a process ultimately will result in a better teaching and learning environment.

The faculty evaluation is oriented towards both summative and formative ends and promoting excellence in teaching and learning; that is, faculty's individual development and improvement—towards doing better.

The purposes of this evaluation are following:

- a) Assess and promote excellence in the teaching/learning process.
- b) Meet the educational needs of students and community by continually monitoring instructional performance.
- c) Provide a constructive framework for evaluating faculty performance by identifying areas of strength and areas for improvement in classroom instruction.
- d) Provide a basis for professional growth and development.

10.1 Components of the Faculty Performance Management Proforma (Annexure II)

a) Self-Appraisal: All faculty members shall rate themselves by completing the Faculty member self-appraisal part, being as objective and impartial as possible. Based upon self-appraisal findings or related areas of interest for self-improvement, the faculty notes proposed professional development opportunities.

Part A: Personal Data

Individual faculty will fill the complete details of Part-A related to Personal Data including:

- Additional Qualification acquired during the year
- UGC/AICTE/ISTE/Refresher courses/FDPs attended during the year
- Most significant Publication details and
- Future Plans

Part B: Academic Performance Indicators

Individual faculty will fill the complete details of Part-B related to Academic Performance under the following categories:

- **Category I: Teaching, Learning and Evaluation related Activities (Max Score 180)**
 - i) Details of Lectures, Seminars, Tutorials, practical's, Contact Hours
 - ii) Reading/Instructional material consulted and additional knowledge resources provided to students
 - iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc.
 - iv) Result Analysis
 - v) Examination Duty Assigned and Performed
- **Category II: Co-Curricular, Extension and Professional Development Related Activities (Max Score 100)**
- **Category III: Behavioral Skills and Values (Max Score 70)**
- **Category IV: Research and related contributions (Max Score 150)**

b) Reporting Officer's Evaluation of Faculty Proforma: The departmental head will complete the evaluation process of faculty using the information from the observation of instruction, review of syllabi, evaluation of other duties, feedback from departmental academic committee or department heads or other reporting officers, and other appropriate sources. The reporting officers may include written comments in their evaluation of each faculty. These comments increase the usefulness of the evaluation to aid faculty members in their development and growth. Proposed action plans resulting from this evaluation shall be noted and reviewed during the faculty member's next evaluation. These written comments will be attached to the completed evaluation document, which shall be forwarded to the Concerned Dean and then to the Vice Chancellor or Higher Accepting Authority. At the discretion of the Higher Accepting Authority, a follow up meeting may be called between the faculty member, the reporting officer, and the Higher Accepting Authority.

c) Procedures for the Annual Review of the Faculty member Appraisal Proforma

- ✓ Both faculty members and reporting officer will sign the Self Performance Appraisal Proforma.
- ✓ The reporting officer will forward the original document to the Dean, if applicable, and then to the VC or Higher Accepting Authority for review and approval.
- ✓ Upon the VC's approval, signed copies of the evaluation document will be sent electronically by the VC's Office to the Dean Concerned/HODs for apprising the decision to all concerned through written communication, if applicable
- ✓ Originals will be forwarded to the Human Resources Office to be placed in the faculty member's personnel file.

10.2 Staff Appraisal System (Annexure III)

- a) Personal particulars shall be filled by the concerned staff member.
- b) Once filled, the proforma shall be submitted to the reporting officer.
- c) Reporting officer shall rate the staff member for given 15 points on a scale of 5-point as per Annexure III.
- d) The reporting officer will forward the original document to the Dean, if applicable, and then to the VC or Higher Accepting Authority for review and approval.
- e) Upon the VC's approval, signed copies of the evaluation document will be sent electronically by the VC's Office to the Dean Concerned/HODs for apprising the decision to all concerned through written communication, if applicable
- f) Originals will be forwarded to the Human Resources Office to be placed in the staff member's personnel file.

10.3 Faculty & Staff Appraisal Process for each Academic Year

The following sequence shall be followed for the annual Faculty & Staff Evaluation Process

- a) Each faculty member and staff will receive his/her Self Appraisal Evaluation Proforma from the office of Dean / HOD.
- b) All the faculty/staff and reporting officer should adhere to the time schedule notified by the competent authority for submission of the "Faculty performance management proforma and Staff Appraisal proforma". Form will be collected by the faculty/staff from the department in the last week of June every year.

- c) "Faculty performance management proforma and Staff Appraisal proforma," should be neatly filled and self-assessed by the individual faculty and staff respectively and submitted to the reporting officer well in the first week of July every year.
- d) Reporting officer will verify the accuracy of the data and put his own assessment about his/her faculty and staff members in the proforma.
- e) Reporting officer of the concerned department will send the assessed proforma for further consideration and submit to the Dean of the concerned faculty, latest by the end of second week of July every year.
- f) Dean of the concerned faculty will send his/her own recommendation to Head of University, latest by the end of third week of July every year for approval.
- g) Poor performer faculty and staff should be notified by the competent authority as per their level of performance which shall be assessed as:
 Outstanding: If Overall Assessment Score is 80% and above
 Very Good: If Overall Assessment Score is 60% and Above
 Good: If Overall Assessment Score is 40% and Above
 Average: If Overall Assessment Score is below 40%
- h) Good performer faculty and staff should also be appreciated with appreciation letter apart from their appraisal by the competent authority
- i) Appraisal letter should be issued to the faculty and staff members in the first week of August every year by the Head of university.
- j) The promotion of faculty/staff will be on the basis of regulatory authority guidelines of MRIU defined separately.

The appraisal data shall be used to identify performance gaps, undertaking quality initiatives, identifying training needs and rewarding employees.

10.4 Document Confidentiality

Appraisal documents and materials prepared and gathered in this process shall be treated as confidential and limited to authorized persons such as the reporting officers, the Dean, Vice Chancellor or Higher Accepting Authority.

11. EMPLOYEE RETENTION

Employees are the asset for any organization. Organizations make a lot of investment to develop the employees and take steps to retain them. The university will make every effort to ensure employee satisfaction and give them reasonable opportunities to develop and grow. It

will maintain motivating systems to recognize and reward the employees through both monetary and non-monetary methods.

12. RESOLVING DISPUTES

The university will take all reasonable steps to prevent and resolve grievances and disputes. Such mechanism shall be duly institutionalized to make it free from any bias or discrimination. There will be special arrangements to look into the complaints, suggestions and disputes of female staff as per norms of law and regulatory bodies. The HR system of the university will be periodically reviewed for continuous improvement of the university.

13. EXIGENCY, IF ANY

Notwithstanding anything stated in this Policy and Procedures, for any unforeseen issues arising, and not covered by this Policy and Procedures, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary, the opinion/advice of a Committee constituted for this purpose. The decision of the Vice-Chancellor shall be final.

Annexure I: Proforma for Application for attending Seminar/Conference. Workshops/STTP/FDP/QIP and towards membership fee of Professional Bodies

**Manav Rachna International University (MRIU)
Faridabad**

Proforma for attending Seminar/Conference/Workshop/STTP/FDP/QIP and towards membership fee of Professional Bodies

This form should be sent to the Registrar at least 15 days before attending the conference/other programme.

Name of Faculty member _____

Designation_____

Name of Department _____

Nature of Conference : (Tick ✓ whichever is applicable)

- a) National level / International level (India/Abroad)
- b) Presenting a paper/attending the conference /training program

Detail of Conference etc: (Attach a copy of acceptance letter along with a copy of abstract/full paper and plagiarism report)

Name of Conference_____

Venue:_____Date_____

Name of Institution/Organizing the Conference/Workshop/Professional Body for Membership_____

Duration:_____

Title of the Paper (if presenting a paper)_____

Name of Authors:_____

Support provided by the Organizing forum (if any)_____

Support required from the Institute: 1. Duty Leave_____Days

2. Registration/Membership fees: Rs._____

3. Travel Expenses: Rs._____

4. Total Support needed: Rs._____

Outcome of the Conference etc: (Tick ✓ whichever is applicable)

1. Abstract will be published in Seminar Proceedings
2. Full paper will be published in Conference Proceedings
3. Paper will be published in Referred Journals.
4. In the interest of both faculty as well as the Institute.

Name of Conference/Workshop already attended with date & place within Academic Year _____

The applicant should ensure that the participation in the conference/workshop etc would not disturb commitments regarding lectures or other assignments.

(Signature of Faculty Member)

Comments of Departmental Sub Committee (On the basis of presentation)

(Signature of HOD)

Recommendation of Dean: _____

(Signature of Dean)

Annexure II: Faculty Performance Management Proforma

Form No. _____



FACULTY PERFORMANCE MANAGEMENT PROFORMA

DATE: _____

Academic Session:

Period: From _____ To _____ Employee Code: _____

PART A - PERSONAL DATA

1. Name in full (CAPITAL LETTERS): _____
2. Designation: _____
3. Department and Faculty: _____
4. Academic
- Qualifications: _____
5. Field of Specialization: _____
6. Date of Birth: _____
7. Date of Joining in teaching position: _____ Post: _____
8. Present Post Held: _____
9. Date of Joining in teaching position: _____ at _____ (University/ Institution)
10. Present Scale of Pay: _____
11. Present Basic Pay: _____
12. Leave Availed during the period:

Nature of Leave	Number of Days
Casual leave	
Earned / Vacation Leave	
Academic / Duty Leave	
Study Leave	
Medical / Maternity Leave	
Leave without pay / Extraordinary Leave	

1 of 16

13. Additional Qualification acquired during the year:

Degree/ Exam	Month and Year	Discipline	Score where applicable

14. UGC /AICTE/ISTE/Academic Staff College (MR) Orientation/Refresher Courses attended during the year:

S.No.	Name of FDP	Duration	Place	Sponsoring Agency
1.				
2.				
3.				
4.				

15. List of five most significant Publications *(for the purpose of Evaluation):

S.No	Title of Paper	Name of Journal/ Publisher in case of Book	Date of Publication and Impact factor, if any	Volume, Number and Pages
1				
2				
3				
4				
5				

Please attach three copies of the five publications:

16. Any other relevant information pertaining to profession:

17. FUTURE PLANS

(Please provide a brief outline of your prospective plans for teaching and research)

(i) Teaching:

(ii) Research:

Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled-in Proforma.

Name and Signature

Place: _____

Date: _____

PART B: ACADEMIC PERFORMANCE INDICATORS

Category I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practical's, Contact Hours (give semester-wise details, where necessary)

S.No.	Course/Paper and Year	Level	Mode of Teaching	Hours allotted per week	% of classes taken as per documented record
1					
2					
3					

*Lecture (L), Seminar (S), Tutorial (T), Practical (P)

		API Score Claimed	API Score Awarded by Reporting Officer
(a)	Classes Taken - Average for the year (max 50 for 100% performance & Proportionate Score upto 60% performance, below which no score may be given)		
(b)	Teaching Load In excess of UGC norm (ma score:10)		

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students.

S.No	Course/Paper	Consulted	Prescribed	Additional Resource Provided	
API Score based on preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resource to Students (max.score:20)				API Score Claimed	
				API Score Awarded by Reporting Officer	

(iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc.

S.No.	Activity	Short Description	Score	API Score Claimed	API Score awarded by Reporting Officer
1	Teaching Innovation including innovative courses/pedagogies developed		Outstanding -10 Very Good-7 Good-5 Average- 3 Modest- 1		
2	Preparation of new teaching learning materials		Outstanding -10 Very Good-7 Good-5 Average- 3 Modest- 1		
3	Student & Faculty feedback on the quality of classroom teaching and students' interaction		Outstanding -10 Very Good-7 Good-5 Average- 3 Modest- 1		
4	Communication Skills	Listen & seek information before providing Inputs to students, Influence Changes In behavior through communication, Score on Communication Gym (Out of 400).	Outstanding -10 Very Good-7 Good-5 Average- 3 Modest- 1		
5	Use of ICT in Class Delivery	Ability to use modern ICT Techniques, Use of PowerPoint presentation for making presentations, Use of Program and Project Management tools for teaching students, Use of relevant software for teaching analytical skills	Outstanding -10 Very Good-7 Good-5 Average- 3 Modest- 1		
6	Effective Teaching (Including Recapitulation and Assimilation)	Preparation of appropriate lesson plan/training plan, use of modern teaching methodology like problem solving, demonstration, case studies and simulations, use appropriate questioning technique to Involve students, ensure understanding of students before closing the class, etc.	Outstanding -10 Very Good-7 Good-5 Average- 3 Modest- 1		
		Total Score (Max. Score:60)			

(iv) Result Analysis

Results	Subject Name	Score out of 5	API Score Claimed	API Score awarded by Reporting Officer
Theory Subject 1				
Theory Subject 2				
Theory Subject 3				
	Total (T) (15 X T) / (5/10/15) Max:15			

(v) Examination Duty Assigned and Performed

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score Claimed	API Score awarded by Reporting Officer
1	Question paper settling, moderation and related work (Max.5)				
2	invigilation / supervision & related examination duties (Max.10)				
3	Evaluation /assessment of answer scripts and assignments related to internal assessment, external examination and re-evaluation Max. 10)				
	Total Score (Max.25)				

**Category II : Performance Scores for Co-Curricular, Extension and Professional Development
Related Activities**

S.No.	Name of activity	Notes	Unit of assessment	Max. Score	API Score claimed	API Score awarded by the Reporting Officer
1	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc.)	Provide details and evidence	Outstanding-10 Very Good-7 Good-5 Average- 3 Modest- 1	10		
2	Other Extra-curricular activities (cultural, sports, NSS, NCC etc)	-do-	-do-	10		
3	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under Category III)	-do-	-do-	15		
4	Participation in Students counseling and placement activities, if any.	Actual hours spent	Hours per academic year	07		
5	Participation in Board of Studies, Academic and Administrative Committees Student Mentoring	Actual hours spent	Hours per academic year	08		
6	Overall contribution to the collective/corporate life of the Institution (including 4, 5 and any other contribution)	Evidence to be provided.	Outstanding-10 Very Good-7 Good-5 Average- 3 Modest- 1	10		
7	Conduct of CSR Activity during the year		Outstanding-10 Very Good-7 Good-5 Average- 3 Modest- 1	10		
8	Sensitization towards Green Initiatives Internal and External		Outstanding-10 Very Good-7 Good-5 Average- 3 Modest- 1	10		
9	Provision of advice and technical support through consultancies		Outstanding-10 Very Good-7 Good-5 Average- 3 Modest- 1	10		
10	Facilitation of Professional linkages (service on specialist/technical task force and committees as a chairperson)		Outstanding-10 Very Good-7 Good-5 Average- 3 Modest- 1	10		
	TOTAL SCORE					

Total score for category II= 100. Minimum API Score required= 40

Category III. Performance Scores for Behavioral Skills and Values

S.No	Description	Self-assessment score on 5-point scale	Score by Reporting Officer
1.	Health & Personally		
2	Punctually & Regularity		
3	Initiative and Drive		
4	Sense of Responsibility		
5	Cross Functional and Team Orientation		
6	Behavior towards colleagues		
7	Relationship/Attitude towards students		
8	Willingness to learn		
9	Personal Carriage, Temperament and manners		
10	Communication skill		
11	Reliability and Dependability		
12	Integrity (Financial, Moral and Academic)		
13	Ethics in teaching & research		
14	Gender sensitivity at work place		
	Maximum Total Score: 70; Minimum: 35		

Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled-in Proforma.

Name and Signature

Place: _____

Date: _____

**FOR USE BY
Reporting Officer**

Name and Signature

Specific Remarks, if any:

Place: _____

Date: _____

Category IV. Performance Scores for research and related contributors (for giving API Score, refer the attached, Instructions for filling-up category-IV)

A. Published Papers in Journals

S.No.	Full Journal paper (In format given below with author names in the order published: Authors Name, Title of paper, Name of Journal, Vol—No--, MM, YY, pp)	ISSN/ISSN No.	Whether peer reviewed	Impact factor, if any	API Score claimed	API Score awarded by Reporting Officer
1.						
2.						
3.						

Total API score Claimed:

Total API score awarded by Reporting Officer:

B.(i). Articles/Chapters published in Books

S.No.	Full Articles/Chapters in books. (In format given below with author names in the order published. :Authors Name, Title of Chapter/ Article, Edition, Publisher	ISSN/ISSN No.	Whether peer reviewed	Publisher International /National/ Regional	API Score claimed	API Score awarded by Reporting Officer
1.						
2.						
3.						

Total API score Claimed:

Total API score awarded by Reporting Officer:

B.(ii). Full Papers published in Conference Proceedings

S.No.	Full Papers in Conference proceedings. (In format given below with author names in the order published. :Authors Name, Title of Paper, Name of Conference, MM,YY,pp)	ISSN/ISSN No.	Details of Conference International/National /Regional	API Score claimed	API Score awarded by Reporting Officer
1.					
2.					
3.					

Total API score Claimed:

Total API score awarded by Reporting Officer:

B.(iii). Books published as author or as editor

S.No.	Books Published. (Reference in the format given below with author names in the order published) : Authors Name, Title of Chapter/Article, Edition, Publisher	ISSN/ISSN No.	International/National /Regional	Editor/Author	API Score claimed	API Score awarded by Reporting Officer
1.						
2.						
3.						

Total API score Claimed:

Total API score awarded by Reporting Officer:

C. (i). Ongoing /Completed Research projects and consultancies

S.No.	Title	Agency	Period	Principal Investigator or Co-PI.	Grant/Amount in (Rs Lakhs)	API Score claimed	API Score awarded by Reporting Officer
1.							
2.							

Total API score Claimed:

Total API score awarded by Reporting Officer:

C.(ii)Completed Research outcomes: quality and outcome

S.No.	Title	Agency	Period	Principal Investigator or Co-PI	Report Accepted/Patent Technology transferred	API Score Claimed	API Score awarded by Reporting Officer
1.							
2.							

Total API score Claimed:

Total API score awarded by Reporting Officer:

D. Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score Claimed	API Score awarded by Reporting Officer
M.Phill*					
Ph.D*					

*Note: Attach List of Students with title of Thesis and year and names of Co-guide, if any

Total API score Claimed:

Total API score awarded by Reporting Officer:

E.(i). Training courses, teaching-learning-evaluation technology, faculty development programmes attended

S.No.	Programme	Duration	Organized by	API Score awarded by Reporting Officer
1.				
2.				

Total API score Claimed:

Total API score awarded by Reporting Officer:

E (ii). Papers presented in Conferences, Seminars, Workshops, Symposia*

S.No.	Full Papers Presented, (In format given below with author names in the order published. Authors Name, Title of paper, Name off Conference, MM, YY.	ISSN/ISBN No.	Details of Conference International/ National/Regional	API Score claimed	API Score awarded by Reporting Officer
1.					
2.					

Note: Please see that for any conference paper published claim is not made for presentation also.

Total API score Claimed:

Total API score awarded by Reporting Officer:

E (iii) Invited Lectures/Refresher/Orientation courses class and Chairmanships at National or International Conference/Seminars

S.No	Details of event. Refresher Course/Lecture on _____(area)_____ at _____ from _____ to _____.	Class/Talk or Chair	International/ National/	API claimed	Score	API awarded by Reporting Officer	Score by
1.							
2.							
3.							
4.							
5.							

Total API score Claimed:

Total API score awarded by Reporting Office:

Signature of the Faculty with date

SUMMARY OF API SCORES

Category	Criteria	Max Points	Score by Reporting Officer
I	Teething, Learning & Evaluation related activities	180	
II	Co-curricular, Extension, Professional Development, etc.	100	
III	Behavioral Skills and Values	70	
	TOTAL (I+II+III)	350	
IV	Research & Academic Contribution		
	TOTAL (I+II+III+IV)		

Date:

(Name and signature of reporting officer)

Designation-_____

Report of the Reviewing Officer I Head of Institution

1. Do you agree with the assessment of the Reporting Officer? If No, give reason(s): YES/NO
2. Has anything of adverse nature, or which indicates lack of Integrity, come to the notice, and has been established: YES/NO
3. Specific Recommendation about qualitative performance of the faculty:

Overall Assessment (tick any one):

Outstanding ()	Very Good ()	Good()	Average ()
(80% and above)	(60% and above)	(40% and Less than 60%)	(Below 40%)

Signature
Reviewing Officer/ Head of Institution
Name _____
Designation _____

Observations by the Higher Accepting Authority (if any):

Signature
Higher Accepting Authority
Name _____
Designation _____

Instructions for Filling-up Category-IV of the Proforma

Brief Explanation: Based on the teacher's self-assessment, API Scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self - assessment score will be based on verifiable criteria and will be finalized by the reporting officer.

S.No	APIs	Engineering/Agriculture/Veterinary Science/Sciences/Medial Sciences	Faculties of Languages Art/Humanities/Social Science/Library/Physical education/Management	Max. points for University and College Teacher Position
IV(A)	Research Papers (Published in Journals)	Refereed Journals*	Refereed Journals'	15/ Publication
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non referred but recognized and reputable journal and periodicals, having ISBN/ISSN numbers.	10/Publication
IV (B)	Research Publications (books, chapters In Books, other than referred journal articles)	Text or Reference Books Published by International Publishers with an established peer review system.	Text or Reference Books Published by International Publishers with an established peer review system.	50/book;10 Chapter in an edited book.
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subjects Books by National level publishers / State and Central Govt. Publications with ISBN/ISSN numbers.	25/Book and 5/chapter in edited book.
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15/Book and 3/chapter in edited book.
		Chapters contributed to edited knowledge based volumes published by International Publishers. Chapters contributed to edited knowledge based volumes published by International Publisher.	Chapters contributed to edited knowledge based volumes published by International Publishers. Chapters contributed to edited knowledge based volumes published by International Publisher.	10/Chapter
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/IISN numbers and with numbers of national and International directories.	Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/IISN numbers and with numbers of national and International directories.	5 /Chapter
IV (C)	Research Projects			
IV C (i)	Sponsored Projects carried out/ongoing	a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 / each Project
		b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major Projects amount mobilized with minimum of Rs.3.00 lakhs up to Rs.5.00 lakhs.	15 / each Project
		Minor Projects Amount mobilized with grants above 50,000 up to Rs.5 Lakh)	Minor Projects (amount mobilized with grant above Rs.25,000 up to Rs.3 Lakh)	10 / each Project
	Consultancy work carried out /ongoing	Amount mobilized with minimum of Rs.10.00 lakh.	Amount mobilized with minimum of Rs.2.00 lakhs	10 points per every Rs.10.0 lakhs and Rs.2.0 lakhs.

IV C (ii)	Completed projects: Quality Evaluation	Completed Project Report (acceptance from funding agency)	Completed Project Report (acceptance from funding agency)	20/ each major project and 10/ each minor project not covered in anywhere else.
	Project Outcome/Outpurs	Patent/Technology transfer/Product Process	Major Policy document of Govt. Bodies at Central and State level.	25/ each national level output or patent. 40/each for International level output.
IV D	Research Guidance			
	M.Phill	Degree Awarded only	Degree Awarded only	3 Points for each candidate
	Ph.D	Degree Awarded only	Degree Awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	7 Points for each candidate
IV E	TRAINING COURSES AND CONFERENCE / EMINAR/WORKHOP PAPERS Attended			
IV E (I)	Refresher courses, Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Faculty Development Programmes (Max:30 Points)	Not less than two-week duration	a) Not less than two-week duration	20 points each
		b) One week duration	b) One week duration	10 points each
IV E (II)	Papers in Conference/Seminars/works hops etc.	Participation and Presentation of research paper (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International Conference	a) International Conference	10 Points each
		b) National	b) National	7.5 Points each
		c)Regional/State level	c)Regional/State level	5 Points each
		d)Local-University/College level	d)Local-University/College level	3 Points each
IV E (III)	Invited lecturers or presentations for conferences/symposia or talks in refresher courses	a) International	a) International	10 Points each
		b). National Level	b). National Level	5 Points each

Note: 1. For Publications and paper presentations Involving multiple authors, API calculations would be as given: From 1 to 3 Authors: 100% credit for each author. 4 to 6 Authors: 60% credit for each author. 7 and Above authors: 40% credit for each author. (No specific weight age for the order of authors in the publications/ patents). Wherever relevant to any specific discipline, the API score for paper in referred journal would be augmented as follows: (I) Indexed) Journals - by 5 points; (ii)papers with impact factor between 1 and 2 by 10points; (iii)papers with impact factor between 2 and 5 by 15 points; (iv) papers with Impact factor above 5 by 25 points.

2. For Thesis Guidance, Projects and Consultancy Involving multiple persons in Investigator role, API calculations would be as given: Principal Investigator or Guide gets 70% of the points, Co-Investigators or co-guides share the remaining 30% of the points.

Annexure III: Staff Appraisal Proforma
Manav Rachna International University
Proforma for Staff Appraisal

Period: From.....to.....

Department/Unit _____

Name of the Employee _____

Designation _____

Name and Designation of Reporting Officer _____

I. PERSONAL PARTICULARS

i) Name _____

ii) Date of Birth _____

iii) Date of Joining the Institute _____

iv) Date of Joining at present post _____

v) Academic Qualifications _____

(Mention specifically if any additional
qualification has been acquired during
the year under report)

vi) Scale of Pay _____

vii) Present Basic Pay and total _____

emolument _____

viii) Special achievements during _____

the year under report, if any _____

Signature of staff member

Part I: Appraisal by Reporting Officer

S.No	Description	Grade					Marks
		5	4	3	2	1	
1	Health & Hygiene						
2	Punctuality & Regularity						
3	Commitment & Devotion						
4	Sense of responsibility						
5	Compliance and Adherence						
6	Grasp and Comprehension						
7	Writing Ability and drafting						
8	Communication skills						
9	Loyalty and Integrity						
10	Self-Discipline						
11	Temperament and Manners						
12	Willingness to take additional responsibilities						
13	Relation with students and other staff						
14	Willingness to work beyond normal working hours/on holidays						
15	Technical ability						
Total Marks (T1)							

5: Excellent/ 4: Very Good/ 3: Good/ 2: Satisfactory/ 1: Poor

Scaled marks (T1 x 10/15) =

Signature of Reporting Officer

Part-II: Appraisal by Dean / Director concerned

Marks out of 50 =

Overall marks: Scaled marks of appraisal by Reporting Officer + Marks by Director-Principal

Overall Rating: Excellent/ Very Good/ Good/ Satisfactory/ Poor

Signature of Dean / Director

Part-III: Acceptance by accepting authority

Signature