

# Swami Rama Himalayan University Office of the Registrar

SRHU/Reg/OO/2022-178

Date: 20<sup>th</sup> October, 2022

## OFFICE ORDER

I am directed to inform that the Board of Governors in its 28<sup>th</sup> Meeting under Agenda Item 28/8 has approved '**Policy for Performance Appraisal**' of the University, effective from 2022.

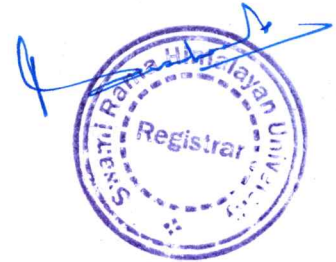
The approved Policy is enclosed herewith for implementation.

By Order,

  
20/10/22  
Registrar

Copy to: Hon'ble Chancellor  
Hon'ble Vice Chancellor } for kind information please  
Pro Vice Chancellor  
Principals/In-Charge of all the constituent colleges/schools  
Finance Officer  
OSD to Vice Chancellor  
HR Department - **for necessary action**

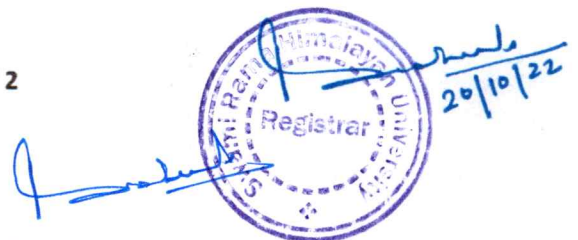
Encl.: As above.



# SWAMI RAMA HIMALAYAN UNIVERSITY

## Policy for Performance Appraisal

1. **Title:** This policy shall be known as '**Policy for Performance Appraisal**'.
2. This policy shall come into force from the date of approval of Board of Governors.
3. This policy aims to give an opportunity to the employees and their respective assessing authority(ies) to review and assess as to what has been achieved during the past year. In order to assess the performance of the employees, the University shall have a well-designed & developed positive appraisal system, resulting in raising the quality of services, enhancement of job satisfaction, identification of appropriate training & development requirements, career advancement and which serves as a basis for arriving at decisions objectively.
4. **Applicability:** This policy shall be applicable to the teaching and non-teaching staff members of the University.
5. Procedure for Performance Appraisal:
  - 5.1 Teaching and non-teaching staff members shall be assessed annually.
  - 5.2 The appraisal for all those teaching and non-teaching staff under probation shall be done on completion of one year from their date of joining, upon which their employment will be confirmed or terminated or probation may be extended, based on their performance evaluation.
  - 5.3 The appraisal parameters for teaching staff, clinicians, nurses, paramedics, supportive & administrative staff shall depend on the category and their performance attributes.
  - 5.4 The appraisal process shall include the appraisee, his/her direct reporting authority and the reviewing authority for the Department.
  - 5.5 The appraisee shall be given an opportunity for self-appraisal which shall be reviewed by his/her reporting authority and reviewing authority.
  - 5.6 Award of increment(s) or promotions shall be based on overall rating of performance appraisal.
  - 5.7 Wherever the reporting authority/assessing authority of the assessee is of the opinion that performance of the assessee is not meeting the desired level of expectation, the reporting authority/assessing authority shall address the issue with the assessee in congenial manner so as to derive positive results. Wherever required, intervention of HR Department may be sought for.



- 5.8 The HR Department shall analyze appraisal ratings, identify the training needs and coordinate with the training team to provide necessary training.
- 5.9 The HR Department shall maintain the record of performance appraisal of each of the teaching and non-teaching staff in their respective personal file.
6. The University reserves the right to interpret, alter, amend, modify, cancel or withdraw any or all provision(s) mentioned herein above in this Policy, without any notice.
7. Notwithstanding anything stated in this Policy, for any unforeseen issues arising, and not covered by this Policy, or in the event of differences of interpretation, the Vice-Chancellor may take a decision. The decision of the Vice-Chancellor shall be final.

  
20/10/22

