

PERFORMANCE APPRAISAL POLICY –
ICFAI FOUNDATION FOR HIGHER
EDUCATION
NON TEACHING STAFF AND TRADES MEN


REGISTRAR
ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University establishes under section 3 of UGC Act 1956.)



Introduction

1. Employee development is a key area of focus for the university. The employee development plan is designed to identify areas of growth for employees, either in their current position or in preparation for future roles. Areas of focus typically relate to knowledge or skills. Like the performance management cycle, the employee development cycle should be a process that begins with identifying the areas where the employee would like to develop; followed by regular feedback throughout the year; with an update on progress at the end of the year. Development goals may have a one year completion timeline or they could cross over several years, depending on the goal.

2. **Short title, commencement and application.** These rules may be called the ICFAI FOUNDATION FOR HIGHER EDUCATION PERFORMANCE APPRAISAL RULES FOR NON TEACHING STAFF 2020 They shall come into effect from the date of approval by Board of Management

3. **Definitions.** - In these rules, unless the context otherwise requires;-

(a) **“Reporting authority”** means such authority or authorities supervising the performance of the individual appointed by the ICFAI FOUNDATION FOR HIGHER EDUCATION management.

(b) **“Reviewing authority”** means the authority which supervises the performance of the reporting authority

(c) **“Promotion”** means the process of assessing the suitability for appointment at one level one up the present level.

(d) **“ICFAI FOUNDATION FOR HIGHER EDUCATION”** means, ICFAI FOUNDATION FOR HIGHER EDUCATION which includes Non teaching staff working in ICFAI Business School, ICFAI Law School, ICFAI Science and Technology, ICFAI Architecture College and all staff posted in the ICFAI FOUNDATION FOR HIGHER EDUCATION Campus

4. **Reporting Period.** Reporting period will be from 01 April till 31 March, the reporting officer as well as the reviewing Officer will ensure that the PARs of Non Teaching Staff and Trades men duly filled in all aspects, should reach Central HR by 15 April every year without fail.

5. **Maintenance and custody of performance appraisal dossier.** A comprehensive performance appraisal dossier shall be maintained for each individual of the ICFAI FOUNDATION FOR HIGHER EDUCATION by Campus HR department for a period of five years in physical form and in electronic form till the individual is associated with the ICFAI FOUNDATION FOR HIGHER EDUCATION.

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6. **Form of the performance appraisal report.** The reporting authority shall write the performance appraisal report in such form as specified by the Campus HR and the officer reported upon and the reporting, reviewing authority shall ensure that the portions of the forms which are to be filled in by them are completed by them within the time limit specified in the subsequent paragraphs.

7. **Documents to be maintained in the Performance Appraisal Dossier**

- (i) A Curriculum Vitae to be updated annually on the basis of the performance appraisal reports
- (ii) The performance appraisal reports earned throughout the career.
- (iii) Certificates of training, academic courses attended after joining service
- (iv) Reports of medical check-ups.
- (v) Copies of Warning/Counselling/ penalties imposed during the review period.
- (vi) Family details will be maintained.

8. **Performance appraisal reports.** A performance appraisal report assessing the performance, character, conduct and qualities of every individual of the Service shall be written for each financial year. Individual should have served under the reporting Officer for not less than 90 days in a calendar year otherwise the reviewing officer will initiate in place of the reporting officer.

9. **Review of the performance appraisal report.** The reviewing authority shall record his remarks on the performance appraisal report, within the timeframe specified.

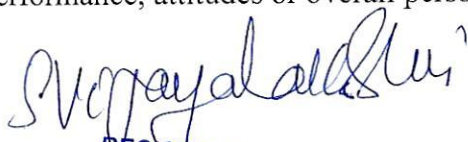
10. **Disclosure of performance appraisal report to the officer reported upon and procedure for representation to the Reviewing Authority** Annual Performance Appraisal report, need not be communicated to the individual upon whom the report is being generated. However, in case of non- recommendation for promotion/increment, the same need to be communicated. Reporting officer should justify non recommendation of the individual with documentary proof such as warning letters/counselling letters etc.

General guidelines for filling up the PAR form for Non Teaching Staff & Trades Men

11. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an individual. The individual reported upon, the Reporting Authority, Reviewing Authority should therefore, undertake the duty of filling up the form with a high sense of responsibility.

12. Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an individual so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting

Authority, the Reviewing Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the individual reported upon.


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13. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

14. Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the individual reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

15. **Filling Up of Performance Appraisal Report-Trades Men.** Procedure to fill up the Trades Men performance Appraisal form is given below:-

- (a) Complete Name of the individual in Bold capital letters should be written.
- (b) Employee Code should be mentioned along with prefixes/suffixes
- (c) Period of PAR should be mentioned from 01 Apr---- to 31 Mar -----.

16. **Section I** This Section should be filled up by the individual reported upon

- (a) The data should be filled in Capital letters only.
- (b) Name in Full to be written.
- (c) Service – Number of years of service rendered in the organization.
- (d) Cadre- Designation(Senior Manager/Admin Officer etc)
- (e) Year Of Joining- Mention year of Joining ICFAI FOUNDATION FOR HIGHER EDUCATION
- (f) Date of Birth- fill it up in DD/mm/yyyy format
- (g) Present pay- consolidated pay to be filled
- (h) Date of appointment to present Post- date in dd/mm/yyyy format
- (i) Aadhar card No and PAN card Number.
- (j) Educational Qualifications- give details from 10th class/SSC onwards
- (k) Family particulars- Give details of wife and children
- (l) Details of performance of duty- give complete details of performance of duty year wise, since the time you joined ICFAI FOUNDATION FOR HIGHER EDUCATION.
- (m) Previous work experience-In case you have joined ICFAI FOUNDATION FOR HIGHER EDUCATION after serving in various organisations, please give details as per the table.
- (n) Period of absence/leave- in case of requirement of an additional sheet , use it and give complete leave details utilized during the review period. Details should include casual leave, Earned Leave, NEL , sick leave and also compensatory offs.
- (o) Extraordinary work over and above assigned duties- give details, if you have done some work beyond the call of duty.
- (p) Date of Undergoing medical examination-when did you last undergo medical examination, give date in mm/dd/yyyy format
- (q) Major ailments- if you have diabetes,High/Low BP, or any other long term ailments


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Summary

These rules and regulations serve as a guide for managers and supervisors in preparing employee evaluations. • Setting goals, expectations and standards for employees are part of the manager's and supervisor's responsibilities. When an employee is hired, it is important to convey expectations and standards of the work to be performed and the appropriate behavior on the job. In addition, determining short and long-term goals establishes the framework for the employee's performance expectations. Goals should be developed with the employee shortly after hiring. Goals should be specific, job and task related, and relevant to the mission of the department or University. These goals become a tool for measuring employee performance and writing the performance evaluation. Regular feedback avoids "blindsiding" the employee at evaluation time with a negative report. Positive feedback is just as important, if not more so, than negative feedback.


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