BAREILLY INTERNATIONAL UNIVERSITY
Pilibhit Bypass Road, Bareilly, Uttar Pradesh (U.P.)
Phone: 0581-2526051 Fax: 0581-2526054
E-mail: registrar@biu.edu.in, info@biu.edu.in website: www.biu.edu.in

Teaching / Non- Teaching staff Increment/ Appraisal Policy

Application and Commencement:

1. This shall apply for annual performance appraisal of the teaching and Non- Teaching employees of the University.
2. The performance appraisal of the University Teaching and Non-Teaching employee shall be provided by this Policy.

Introduction:

a. Performance appraisal underpins good performance management practice and staff development in the University. Appraisal is a key mechanism for explicitly directing all employees' contribution so that individuals can see how their work supports the aims and objectives of their section, department, Faculty and the University as a whole. The process should provide clear direction towards personal and organizational vision and mission so that each individual is able achieve.their potential and contribute to the University's success.

b. Appraisal plays an essential role in identifying training, development and career needs and ensuring that individual contribution is valued and recognized.

c. In addition, the appraisal meeting enables staff and HODs to discuss performance and provides a mechanism to give and receive constructive feedback

d. Performance appraisal should normally have a positive focus on issues such as staff development and staff achievements. However, the University recognizes that there will be rare instances of unacceptable or poor performance. Such cases should normally be dealt with separately from the appraisal process through the application of the University Guidelines on Performance Monitoring or Informal Counselling meetings, and where problems persist the appropriate Disciplinary Procedures.

3. Scope:

The appraisal process will apply to all employees who have successfully completed their probationary period.

Principles:

a. Frequency of appraisal:

Each eligible employee should have an appraisal meeting at least on an annual basis. It is strongly recommended that an informal review meeting be held after six months. This is to ensure that the appraisal objectives (KRAs) set six months previously are still appropriate, and if necessary, to agree new or revised KRAs (Key Responsibility Areas). It will also allow an opportunity for both parties to raise problems or issues well in advance of the year-end so that there is a chance of resolving them and still achieving the agreed KRAs.

b. Probationary Employee:

New employees whose probation is managed under the University's Service Rules for Teaching and Non-teaching employees should have KRAs set as part of their probationary process. These probationary KRAs will be reviewed in the employee's first appraisal following confirmation of appointment and new KRAs for the future set in accordance with the University's Appraisal Policy. Their first appraisal will take place at the end of Odd or Even Semester during the normal appraisal period for the University, even if less than a year has passed since the Appraisee's final probation review. If there is a considerable length of time between the

Scanned with OKEN Scanner

employee's final probation meeting and their first appraisal, their reporting officer should hold an informal review meeting to review progress against the employees' probationary KRAs and to set new or revised KRAs as appropriate. Teaching employees or other support and professional services employees who have not had KRAs set during their probationary period, should have their first appraisal immediately after the successful completion of their probationary period. This will involve the setting of appropriate KRAs. In such cases, the second appraisal will take place during the normal appraisal period in subsequent years and an informal interim review may be necessary if there is a considerable length of time between the first and second appraisal.

Timing of the Appraisal Process:
The appraisal process should normally take place at the end of academic session to enable individual KRAs to reflect organisational objectives set during the University planning cycle.

a. Appraisal Meetings:
The individual's immediate reporting officer will norm
ally conduct the appraisal
and act as Appraiser. For teaching employees, appraisals will normally be carried out by the Head of Department/Principal of the College (the Appraiser). In the case of some senior teaching employee, the Vice Chancellor may appoint an alternative Appraiser to the Head of Department where appropriate.

b. The purpose of the meeting will be to:

I. Discuss, review and rate performance against the KRAs set during the last appraisal meeting/probation review meeting.
ii. Set new individual SMART KRAs for the coming year, which are derived from, and aligned to, organisational objectives.
iii. Identify any staff development activities required to assist the person to meet their KRAs and formulate a personal development action plan.
iv. Give feedback to the Appraiser on how they are managing their staff. This information may be used in the Appraiser's appraisal.

Appraisal Ratings: There shall be following ratings

Grade-A (Excellent / Exceptional): If the score is between 80 % to 100%
Grade-B (Very Good / Good): If the score is between 60% to 79.99%
Grade-C (Satisfactory): If the score is less than 50 to 60%.
Grade-D (Unsatisfactory): If the score is less than below 50 %.

Appraisal forms:
The Performance Appraisal Form called as Performance
Management System form (PMS form) shall be as annexed at Annexure-01. The copies of completed and signed off appraisal forms should be returned to Human Resources Department and kept on confidential HR files.

Publication of Policy and results of assessment:
This policy will be publicized widely within SQAS in electronic formats to ensure its profile and impact is highlighted in full. Significant trends arising from assessment and monitoring may also be published.

Scanned with OKEN Scanner

Bareilly International University, Bareilly

PERFORMANCE APPRAISAL FOR FACULTY

For the Period from ..... to .....

Academic year : (20.....to 20.....)

Part I

(To be filled by the Establishment Branch)

1. Name of the Faculty Member (in Capital Letters) :

2. Designation :

3. Whether the officer belongs to Schedule Caste/Schedule Tribe?

4. Date of Birth :

5. Educational Qualifications including professional and technical qualifications .

6. Date of Regular appointment in the College / University.

7. Date of appointment to the present post.

8. Date of confirmation with the designation of the Post in which confirmed.

Scanned with OKEN Scanner

9. Period of absence from duty (or leave, training etc during the year. If he/she has undergone training, please specify.)

S. No.	Description	No. of Days	Total
1	Section leave		
2	Medical leave		
3	LWP		
4	Absent		

10. Remarks by the Registrar/ Establishment Head.

Scanned with OKEN Scanner

Part –II

SELF ASSESSMENT REPORT

FOR PERIOD _____ TO _____

(To be filled by the Teacher/Faculty)

1. Name_____Designation _____

   School _____

2. Academic Qualifications (Mention if any additional qualification has been acquired during the year under review)

3. Name of the Courses taught during the year.

4. Maximum no. of periods per course available in the Semester as per Time – Table (Lectures & Practical).

5. Teaching load mentioned in Time Table (Lectures & Practical).

6. | No. of the Total Lectures (including Tutorials) delivered | Shortfall (from 4 & 5) | Practical periods taken | Shortfall (from 4 & 5) |
   |---|---|---|---|
   | ---------- | ---------- | ---------- | ---------- |

Scanned with OKEN Scanner

7. Reasons for shortfall, if any, in Lectures and practical taken.

8. Any specific problem of any student solved, or taken initiative to solve

9. Research Guidance (give brief description of each project and name the student (s) and Co-supervisor, if any. (Attach separates sheets, if needed).

10. Any project completed other than students projects.

11. Any new Experiment added in the Practical course.

12. Any innovation / Achievement of any type introduced in the School.

13. Papers published (give the title, Co-author, if any, and details of the Journals. Attach separate sheet, if necessary.

Scanned with OKEN Scanner

14. Any contribution in Laboratory / Course Development, not mentioned above.

15. Contribution to Industrial Development in the form of Consultancy / sponsored R.D.

16. Contribution to Corporate life of the School / University/ Extra Activities.

(a) Curriculum development, (b) Cultural /Extra Curricular activities

(c) Sports / Community and Extension services, (d) Administrative Assignments (e) Any other

17. Contribution to Scientific / Technical / Managerial education through publication of Text-books and Laboratory Manual, Special Lectures and organisation of Seminars, Symposium, Summer or Winter School etc.

18. Summer, Refresher or Orientation course attended, during the year, give details.

Scanned with OKEN Scanner

19. Membership or Fellowship of Professional / Academic bodies, societies etc. give details.

20. Additional Contributions which are not covered above and which are relevant for assessment of teacher's activities.

21. Any step taken for Resource generation. Give a brief description. (Attach separate sheet, if needed).

Signature

Name in Block letters

Designation

Place

Date:

Name & Designation

of the Reporting Officer :

.....

Scanned with OKEN Scanner

PART III

Assessment of the Reporting Officer

Length of service under the reporting officer :

Kindly provide your assessment on the five point scale in respect of the following parameters.

Outstanding	*Very Good*	*Good*	*Satisfactory*	*Unsatisfactory*
5	*4*	*3*	*2*	*1*

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter.

In case the rating is unsatisfactory, please give reasons thereof separately.

A. Assessment of Part II filled up by the Faculty Member

Keeping in view the information furnished by the Faculty member, please provide your assessment on the following parameters: (Weightage – 50)

Assessment on Five Point scale

(i)	Teaching load and regularity in taking class	
(ii)	Research guidance to students	
(iii)	Any Projects completed other than the student's projects.	
(iv)	Innovations / experiments introduced in the course	
(v)	Contribution in Curriculum Development	
(vi)	Intellectual capital (Books / Articles/ Patents/ Talks)	
(vii)	Publication in Refreed Journals	
(viii)	Organizing and participation in Seminars/ workshops,speciallectures, FDP's, Summer institutes	
(ix)	Contribution to the corporate life of the school / University	
(x)	Membership or Fellowship of Professional / Academic bodies	
Total (A)		

Scanned with OKEN Scanner

B. Performance and General Attributes (Weightage – 50)

Assessment on Five Point scale

(i)	Knowledge in the sphere of work	
(ii)	Quality of output	
(iii)	Communication skills (Oral and written)	
(iv)	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	
(v)	Aptitude to work	
(vi)	Ability to inspire and motivate	
(vii)	Supervisory ability	
(viii)	Interpersonal relations and team work	
(ix)	Integrity and Trustworthiness	
(x)	General conduct	
Total (B)		

C. General assessment taking all the above parameters

Total (A) + (B) : _____

Outstanding	-	91 to 100
Very Good	-	71 to 90
Good	-	51 to 70
Satisfactory	-	40 to 50
Unsatisfactory	-	Below 40

Name & Signature of the reporting officer
Seal :

Date :

Scanned with OKEN Scanner

PART –IV

(To be filled in by the Reviewing Officer)

1. Length of service under the Reviewing officer

2. Are you satisfied that the Reporting officer has made his / her report with due care and after taking into account all the relevant material

3. Do you agree with the assessment of the Faculty Member given by the Reporting Officer?

4. Remarks about any meritorious work or otherwise of the Faculty Member.

5. Remark about grading of the Faculty Members by the Reporting Officer.

6. Has the Faculty Member any special characteristics, and/or any abilities which would justify his/her selection for special assignment. If so, specify.

Signature of the Reviewing Officer

(Vice-Chancellor)

Place:

Date:

Scanned with OKEN Scanner

Bareilly International University, Bareilly

PERFORMANCE APPRAISAL FOR FACULTY

For the Period from Aug 2022 **to** Sep 2023

Academic year : (2022 **to 20**23**)**

Part I

(To be filled by the Establishment Branch)

1. Name of the Faculty Member (in Capital Letters) :
   DEEPAK KUMAR SAMPSON
2. Designation :
   ASSISTANT PROFESSOR
3. Whether the officer belongs to Schedule Caste/Schedule Tribe?
   NO [GENERAL CASTE]
4. Date of Birth :
   28 Sep 1978
5. Educational Qualifications including professional and technical qualifications .
   MSc. [NURSING] COMMUNITY HEALTH
6. Date of Regular appointment in the College / University.
   25/01/2021
7. Date of appointment to the present post.
   25/01/2021
8. Date of confirmation with the designation of the Post in which confirmed.
   25/01/2021

Scanned with OKEN Scanner

9. Period of absence from duty (or leave, training etc during the year. If he/she has undergone training, please specify.)

S. No.	Description	No. of Days	Total
1	Section leave	30	30
2	Medical leave	10	10
3	LWP	-NIL-	-NIL-
4	Absent	-NIL-	-NIL-

10. Remarks by the Registrar/ Establishment Head.

Scanned with OKEN Scanner

Part –II

SELF ASSESSMENT REPORT

FOR PERIOD 2022 **TO** 2023

(To be filled by the Teacher/Faculty)

1. Name DEEPAK KUMAR SAMPSON Designation ASSISTANT PROFESSOR

   School ROHILKHAND COLLEGE OF NURSING, BAREILLY

2. Academic Qualifications (Mention if any additional qualification has been acquired during the year under review)

   M.Sc. [NURSING] COMMUNITY HEALTH

3. Name of the Courses taught during the year.

   M.Sc I YEAR - NURSING EDUCATION - 60
   M.Sc II YEAR - COMMUNITY HEALTH NURSING - 20
   GNM-III YEAR - COMMUNITY HEALTH NURSING - 40
   NPCC I - ADVANCE PRACTIC NURSING - 20
   COMMUNITY HEALTH NURSING - 50

4. Maximum no. of periods per course available in the Semester as per Time – Table (Lectures & Practical).

   Attached

5. Teaching load mentioned in Time Table (Lectures & Practical).

   6 hrs

6.	No. of the Total Lectures (including Tutorials) delivered	Shortfall (from 4 & 5)	Practical periods taken	Shortfall (from 4 & 5)
	190			

7. Reasons for shortfall, if any, in Lectures and practical taken.

8. Any specific problem of any student solved, or taken initiative to solve

9. Research Guidance (give brief description of each project and name the student (s) and Co-supervisor, if any. (Attach separates sheets, if needed).

" A PRE-EXPERIMENTAL STUDY TO ASSESS THE EFFECTIVENESS OF PLANNED TEACHING PROGRAMME ON KNOWLEDGE REGARDING CHILDHOOD ACCIDENTS AMONG MOTHERS OF UNDER FIVE CHILDREN AT SELECTED COMMUNITY AREA, BAREILLY, U.P."

BY

1. JASPREET KAUR, HARSH SRIVASTAVA, GAYTRI GUPTA

10. Any project completed other than students projects.

" EFFECTIVENESS OF STRUCTURED TEACHING PROGRAM ON KNOWLEDGE REGARDING WATER BORNE DISEASES AND ITS PREVENTIVE MEASURES AMONG ANM 2ND YEAR STUDENTS IN SELECTED NURSING SCHOOL BAREILLY (U.P)."

BY

1. NITYA PRAKASH, MANISHA VERMA, POOJA DHALI.

11. Any new Experiment added in the Practical course.

" A EXPERIMENTAL STUDY TO ASSESS THE EFFECTIVNESS OF STRUCTURED TEACHING PROGRAMME ON KNOWLEDGE REGARDING MISSION INDRADHANUSH AMONG MOTHER'S OF UNDER FIVE YEAR CHILDREN AT SELECTED RURAL COMMUNITY AREA BAREILLY, U.P."

BY

1. MS. RADHA GANGWAR, MS. RADHA GOUR, MS. GULFSHA, MR. PUSHPENDRA KUMAR

12. Any innovation / Achievement of any type introduced in the School.

OSCE IN COMMUNITY LAB

OSPE IN COMMUNITY AREA

13. Papers published (give the title, Co-author, if any, and details of the Journals. Attach separate sheet, if necessary.

" A PRE-EXPERIMENTAL STUDY TO ASSESS THE EFFECTIVNESS OF PLANNED TEACHING PROGRAMME REGARDING DIARRHOEAL DISEASE AMONG MOTHERS OF UNDER FIVE CHILDREN IN SELECTED COMMUNITY AREA, HARIDWAR UTTARAKHAND.

IJMER - INTERNATIONAL JOURNAL OF MULTIDISCIPLINARY EDUCATION RESEARCH

ISSUE - VOLUME-11, ISSUE (5,3) YEAR-2022

Scanned with OKEN Scanner

14. Any contribution in Laboratory / Course Development, not mentioned above.

- No -

15. Contribution to Industrial Development in the form of Consultancy / sponsored R.D.

- No -

16. Contribution to Corporate life of the School / University/ Extra Activities.

(a) Curriculum development, (b) Cultural /Extra Curricular activities (c) Sports / Community and Extension services, (d) Administrative Assignments (e) Any other

— No -

17. Contribution to Scientific / Technical / Managerial education through publication of Text-books and Laboratory Manual, Special Lectures and organisation of Seminars, Symposium, Summer or Winter School etc.

— No -

18. Summer, Refresher or Orientation course attended, during the year, give details.

Scanned with OKEN Scanner

19. Membership or Fellowship of Professional / Academic bodies, societies etc. give details.

No

20. Additional Contributions which are not covered above and which are relevant for assessment of teacher's activities.

No

21. Any step taken for Resource generation. Give a brief description. (Attach separate sheet, if needed).

No

Signature

Name in Block letters
DEEPAK KUMAR SAMPSON

Designation
ASSISTANT PROFESSOR

Place BAREILLY

Date: 19/9/23

Name & Designation

of the Reporting Officer :
.....

Scanned with OKEN Scanner

PART III

Assessment of the Reporting Officer

Length of service under the reporting officer :

Kindly provide your assessment on the five point scale in respect of the following parameters.

Outstanding	*Very Good*	*Good*	*Satisfactory*	*Unsatisfactory*
5	*4*	*3*	*2*	*1*

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter.

In case the rating is unsatisfactory, please give reasons thereof separately.

A. Assessment of Part II filled up by the Faculty Member

Keeping in view the information furnished by the Faculty member, please provide your assessment on the following parameters: (Weightage – 50)

Assessment on Five Point scale

(i)	Teaching load and regularity in taking class	4
(ii)	Research guidance to students	4
(iii)	Any Projects completed other than the student's projects.	4
(iv)	Innovations / experiments introduced in the course	4
(v)	Contribution in Curriculum Development	-
(vi)	Intellectual capital (Books / Articles/ Patents/ Talks)	-
(vii)	Publication in Refreed Journals	4
(viii)	Organizing and participation in Seminars/ workshops,speciallectures, FDP's, Summer institutes	4
(ix)	Contribution to the corporate life of the school / University	4
(x)	Membership or Fellowship of Professional / Academic bodies	-
Total (A)		28

Scanned with OKEN Scanner

B. Performance and General Attributes (Weightage – 50)

		Assessment on Five Point scale
(i)	Knowledge in the sphere of work	4
(ii)	Quality of output	4
(iii)	Communication skills (Oral and written)	4
(iv)	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	3
(v)	Aptitude to work	4
(vi)	Ability to inspire and motivate	4
(vii)	Supervisory ability	4
(viii)	Interpersonal relations and team work	4
(ix)	Integrity and Trustworthiness	4
(x)	General conduct	4
Total (B)		39

C. General assessment taking all the above parameters

Total (A) + (B) : 67

Outstanding	-	91 to 100
Very Good	-	71 to 90
Good	-	51 to 70
Satisfactory	-	40 to 50
Unsatisfactory	-	Below 40

Name & Signature of the reporting officer

Seal :

Date :

(Dr. Amith.P)

Scanned with OKEN Scanner

PART –IV

(To be filled in by the Reviewing Officer)

1. Length of service under the Reviewing officer

2. Are you satisfied that the Reporting officer has made his / her report with due care and after taking into account all the relevant material

3. Do you agree with the assessment of the Faculty Member given by the Reporting Officer?

4. Remarks about any meritorious work or otherwise of the Faculty Member.

5. Remark about grading of the Faculty Members by the Reporting Officer.

6. Has the Faculty Member any special characteristics, and/or any abilities which would justify his/her selection for special assignment. If so, specify.

Signature of the Reviewing Officer

(Vice-Chancellor)

Place:

Date:

Scanned with OKEN Scanner