



Central Sanskrit University.  
New Delhi

Institution has  
Performance  
Appraisal System for  
teaching and non-  
teaching staff.

6.3.5

## 6.3.5

### **Question -**

Institution has Performance Appraisal System for teaching and non-teaching staff.

### **Answer -**

This institution has Performance Appraisal System in place for teaching and non teaching staff both permanent and temporary for their assessment and promotional aspects.

The report is based on many criteria which are based on various parameters to evaluate the performance of the employee for the year. The parameters include:

- Hours of class room teaching as per the timetable given.
- Seminars of both National and International level attended.
- Articles presented and published in Seminars, research journals, etc.
- Books written, if any.
- Workshops, Orientation programmes and Refresher course programmes attended.
- Research programmes attended or organized.
- Research articles published in Research journals.
- Research scholars registered for guidance.
- Information of the number of research scholars have been awarded with the doctorate degree.
- Participated in cultural activities.
- Participated in extra-curricular activities.
- Any other information relating to the academic, cultural, research and extra-curricular activities.

The employees should carefully fill all the columns and also furnish information regarding their educational qualifications etc., in an accurate manner.

- Further, they are to substantiate their given information with the relevant documents as the proof.

- The PBAS forms, with all the documents duly self attested enclosed, of the employees are to be signed and authenticated by the HoDs concerned and they should be countersigned by the Principal/Director as the case may be, before they are sent to the Head Quarters office.
- The submitted PBAS forms will be scrutinized and the eligible employees for promotion will be called for an interview at the Head Quarters office, if they get the qualifying score or more than that in the Appraisal forms.

For Career Advancement Scheme of the UGC for the teaching and other academic staff for their moving from the present grade/stage to the next higher grade/stage and for their designation change from Assistant to Associate and from Associate to Professor etc., this Performance Based Appraisal Form with acquiring minimum score prescribed for it, is essential for the consideration of their promotion.

They are to provide information about the exact number of classes taken at UG and PG level.

- They are also informed about the remedial classes or external classes or tutorial classes taken for the backward students.
- Projects they have handled and their funding sources are to be furnished.
- Whether they are the members of any important bodies of the University and other institutions as well, Information has to be given.
- If they are members of any selection committees or chaired them, that information is also to be furnished.

Thus they have to fulfill all criteria to get minimum number of points for their promotion.