



प्राचार्य  
एम बी राजकीय स्नातकोत्तर महाविद्यालय  
हल्द्वानी (नैनीताल) - २६३१३९  
दूरभाष: ०५९४६-२२२०१७

## PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

The performance of each employee- both teaching as well as non-teaching staff, is assessed towards the end of the financial year. The objective is not only to objectively evaluate the performance as per established norms but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee. The salient features of the performance appraisal system, which again has been lately made Open for the employee, are as follows:

### Teaching Staff

- The performance of each faculty member is assessed according to the Annual Self-Assessment for the Performance Based Appraisal System (PBAS).
- Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) which is based on the API score.
- The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities. The Institute accords appropriate weightage for these contributions in their overall assessment.
- The faculty members are informed well in advance of their due promotion, so that they may be able to avail the opportunity to submit their candidature for CAS.
- The PBAS proforma filled by the Faculty Member is checked and verified by a select committee appointed by the Head of the institute. The committee's sole job is to scrutinize the applications, strictly as per the guidelines of the UGC, advise the candidates for making corrections, where needed, and also reject the same, if the candidate does not fulfill the minimum required qualifications. Only, approved applications have then proceeded for submission to the Directorate of Higher Education, Govt. of Uttarakhand.
- Subsequently, as per the directions or intimation received from the Directorate of Higher Education, the final candidates, fulfilling all the norms of CAS, are called upon for an interview, where once again their documents are verified, and selection approved for promotion.

### Non-Teaching Staff

All non-teaching staff is also assessed through Annual Confidential Reports and annual performance appraisals. The various parameters for staff members are assessed under different categories i.e., Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues, students, and public, Power of Drafting (where applicable), an efficient organization of documents (in case of Ministerial Staff) and technical abilities (in case of workshop staff).

The comprehensive Annual Confidential Report comprises 32 parameters. Each one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, Satisfactory, Average, and Poor. The overall assessment is based on the cumulative grade by the Reporting Officer/Principal, which is then forwarded to the Directorate of Higher Education. On satisfactory performance, all employees are granted promotions and financial upgradation under the ACP Scheme.

It is to be noted that the Annual Confidential Report and the Performance Appraisal System have significantly helped in the evaluation of the performance of employees, motivating them, analyzing their strengths and weaknesses, and ensuring better performance.

Certified that the statement reproduced above is correct to the best of my knowledge and belief.

(C S Negi)  
IQAC COORDINATOR  
M.B. GOVT. P.G. COLLEGE  
HALDWANI (NAINITAL)

(Dr. N S Bankoti)  
Principal  
M.B. Govt. P.G. College  
Haldwani (Nainital)