



(Approved by AICTE, New Delhi & Affiliated to JNTU Hyd.)
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6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

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The institute disburses a self-appraisal form annually to all faculty and staff members. Faculty performance is evaluated based on the information they provide in the self-appraisal form. This assessment is conducted according to various parameters, including examination results, pass percentages, and relative standings compared to neighboring affiliated colleges. Performance metrics of students in alternative competitive examinations, feedback from students, participation in co-curricular and extracurricular endeavors, responsibilities undertaken within the department, scholarly publications and research initiatives, as well as the formulation of novel and innovative experiments, among other aspects.

The individuals among the faculty who exhibit exemplary performance are nominated for the Best Faculty Awards. Should any Faculty member receive an award, have a paper published, or attend international conferences, such information shall be disseminated and exhibited on the notice board.

Academic leave provisions are established for participation in workshops. Each faculty member is allocated twelve academic leaves annually. The identification of educators possessing exceptional talents and competencies is prioritized, with efforts to incentivize them through awards and financial benefits. Numerous leave entitlements are available, including Academic Leave and Maternity Leave. Annual increments and promotions are uniformly extended to all faculty members, who are regularly commended for their academic contributions.


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Unity College of Pharmacy rigorously adheres to the PCI Regulations concerning Minimum Qualifications for the Appointment of Faculty and other Academic Personnel, as well as the Standards Maintenance Measures in Higher Education, inclusive of all amendments promulgated periodically, applicable to both its instructional and administrative staff.

The performance of each employee is appraised annually upon the conclusion of one year of service. The aim is not solely to objectively evaluate performance against established criteria, but also to pinpoint potential areas for enhancement that may ultimately facilitate the employee's further advancement and development.

The salient features of the performance appraisal system are as follows:

Teaching Staff

- a) The performance of each faculty member is evaluated in accordance with the Annual Self-Assessment pertaining to the Performance Based Appraisal System (PBAS).
- b) Promotions are contingent upon the PBAS proforma under the UGC Career Advancement Scheme (CAS), which is derived from the API score.
- c) The institute engages in a diverse array of activities beyond academics, for which faculty members are assigned additional duties and responsibilities, primarily on a voluntary basis. The Institute assigns appropriate recognition for these contributions in the comprehensive evaluation process.
- d) Faculty members are duly notified in advance regarding their impending promotions


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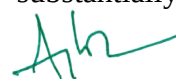
- e) The PBAS proforma submitted by the Faculty Member undergoes scrutiny and validation by the Heads of Departments, followed by the Dean, Secretary, IQAC, and the Director.
- f) Faculty members eligible for promotion are recommended based on their API score and are required to present themselves before the screening-cum-selection committee.

Non-Teaching Staff

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

The distinct criteria for evaluating staff members are classified into several categories, namely: Character and Habits, Departmental Competencies, Work Ethic, Discipline, Reliability, Interpersonal Relations and Cooperation with superiors, subordinates, colleagues, students, and the public, Drafting Proficiency (where relevant), effective document organization (for Ministerial Staff), and technical skills (for workshop personnel).

The comprehensive Annual Confidential Report encompasses 32 parameters. Each parameter is assessed on a seven-point scale, namely: Excellent, Very Good, Good, Highly Satisfactory, Satisfactory, Average, and Poor. The overall evaluation is determined by the cumulative grade assigned by the Reporting Officer/Head of Department, which is subsequently forwarded to the Director by the forwarding officer. Upon satisfactory performance, all employees are eligible for promotions and financial advancement under the Assured Career Progression Scheme. The Annual Confidential Report and the Performance Appraisal System have substantially


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contributed to the assessment of employee performance, enhancing motivation, and facilitating the analysis of individual strengths and weaknesses, thereby ensuring improved performance.

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