



## Yashwantrao Chavan Maharashtra Open University, Nashik

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### **6.3.6: Policy for Performance Based Appraisal System (PBAS) for Teachers and Confidential Report (CR) based system non-teaching staff**

The University has well laid down policy of Performance Based Appraisal System (PBAS) for teachers and Confidential Report (CR) based system for non-academic staff working in the university.

#### **1. Teachers of the university:**

The Performance Based Appraisal System (PBAS) for teachers of the University for Career Advancement is well defined and documented in accordance with the Ordinance on (i) Career Advancement Scheme (CAS) of Teachers in consistent with UGC guidelines as approved by the Board of Management (BoM) and Government of Maharashtra.

For promotion under CAS, a teacher submits Performance Based Appraisal System (PBAS) pro-forma, in accordance with UGC template, supported by all credentials as per the Academic Performance Indicator (API) guidelines set out in the Regulations, and duly authenticated by the Director of the School / Division or Head of the Center.

The promotions of teachers are made on the recommendations of the Selection Committee as per the statutory provisions. The recommendations are placed before the BOM of the University for Approval. The University maintains the updated Seniority lists of teachers.

#### **2. Officers of the University:**

The university has well defined Confidential Report (CR) based system of performance appraisal for officers working in the university. Performance appraisal of Group 'A' Officers of the university is evaluated on the basis of 1 to 10 point gradation based on the work completion, personal attributes and efficiency in work shown in day to day working. 40 % weightage is given to completion of work, 30 % weightage is given to personal attributes and 30 % weightage is given to efficiency shown in the work. The officer of the university is graded in to 4 grades: A+, A, B and C. A+ Grade: 9-10 Marks, 'A' Grade: 6-8 Marks, B Grade: 3-5 Marks and C Grade: 1-2 Marks. An outstanding officer is graded in A+ Grade is appreciated by the university while the officer falls under 'C' grade is alerted and given an opportunity for improvement.

#### **3. Non-academic staff of the university:**

The Performance appraisal of non-academic staff of the University is followed systematically for continuation, promotion and upward mobility based on the assessment of the employee's confidential report (CR) submitted to the respective Reporting Officer and which is reviewed by the Reviewing Officer. Non-academic staff's performance is assessed in to 6 classes: 1. A+: Outstanding, 2. A: Very Good, 3. B+: Positively Good 4. B: Good, 5. B-: Average and 6. C: Below Average. The employee graded in A+, A and B+ class are eligible for promotion to higher position while others are provided opportunity for improvement.

The University has adopted the Recruitment and Promotion Rules as per the provision of Government of

Maharashtra for its non-teaching staff. The Departmental Promotion Committee (DPC) of the University follows the rules, regulations and instructions issued by Government of Maharashtra from time to time on procedure to be adopted for promotion, Recruitment Rules and number of existing and anticipated vacancies. The appointing authority considers the recommendations of the DPC. The period of service which qualifies for promotion under these rules is completed years of continuous service. The University maintains the updated Seniority List of different cadres of non-teaching employees.



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