



# NETAJI SUBHAS UNIVERSITY

Estd. Under Jharkhand State Private University Act, 2018

Approved by UGC under section 2(f), AICTE, PCI,  
BCI, NCTE, INC & JNRC

## PERFORMANCE APPRAISAL POLICY

Registrar  
Netaji Subhas University  
Jamshedpur, Jharkhand

VICE CHANCELLOR  
NETAJI SUBHAS UNIVERSITY  
JAMSHEDPUR, JHARKHAND

# **Netaji subhas University, Jamshedpur**

## **Performance Appraisal Policy**

Annual performance appraisal is aimed at improving the efficiency of the employees of the University by ensuring that they perform to the best of their ability, unlock and develop their Potential, and work effectively towards the common objectives of the University.

The Appraisal policy was approved in 2019-2020 to inculcate Meritocracy, Objectivity and to ensure Equity and Fairness amongst all the Employees based on their performance.

The Appraisal process has been initiated in 2021 for Teaching and Non-Teaching staff based on objective and measurable parameters. The process, as would be known to all employees, begins with circulation of Grade-wise/Role -wise Goal sheet at the beginning of the Academic year as defined between the Authority and the Employee. Towards the end of the year, all the employees are assessed and rated through the Annual Appraisal which is based on the Goal Sheet. The final rating is decided and circulated to all the related stakeholders. For any employee receiving "Outstanding"/ "Below Average" rating, the review committee validates the rating of Teaching and Non-Teaching staff.

In Order to encourage Meritocracy, there has to be a differentiation between the performers and the non-performers. The same shall be implemented through rightfully incentivizing the performers based on the appraisal. The performance of the employee shall be incentivized as follows, based on the Final ratings:



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5-12-21

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**The Increment matrix for the Faculty of the University is as below:**

Rating	On Scale			Lectures
	% of increment on Basic	% of Performance Allowance on Basic	Total on Basic (%)	Flat Increment
Outstanding	7	8	15	Rs. 10000
Good	4	5	8	Rs. 8000
Average	3	4	7	Rs. 6000
Below Average	2	2	4	Rs. 4000

**The Increment matrix for the Non -teaching and other technical Staff of the University is as below:**

Rating	On scale			On Contract /Casual		
	% of increment on Basic	% of Performance Allowance on Basic	Total on Basic (%)	Increment on Gross (%)	Performance Allowance on Gross	Total on Gross (%)
Outstanding	5	6	11	Consolidated (Minimum wages as per norm of Government)		
Good	4	5	9			
Average	3	4	7			
Below Average	2	3	5			

This is applicable to all the employees of the University with an exception to Adjunct Faculty, Consultants, Chair Professors, Distinguished Professors, Outsourced employees, Ad hoc employees, and Deputed employees.

The Performance Allowance will be granted on a monthly basis over and above their regular salary for a year. The same shall be payable till the end of the Appraisal cycle (12 months) or till the employee is in service, whichever is earlier. The distribution and the percentage of Performance Allowance are subject to change each year as per the General performance of the University.

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Increment and Incentives are dependent upon the Ratings, received by the employees whereas in case of a continuous drop in performance, the following step will be taken by the University, for all types of employees:

The University can decide the discontinuation of the services of an employee based upon his/her lack of performance. The decision can be taken on a rolling period Of one years which has begun from the year 2021-2022-19. If in a span of service years, the employee is rated 3 times as "Average" or "Below Average", he/she shall be liable for separation from the University.

In case of On Scale employees joining now onwards, the policy shall be applicable upon their successful confirmation; with effect from the joining date.

In case of Contractual employees joining now onwards, the policy shall be applicable on successful completion of I appraisal cycle with ratings and contract renewals; with effect from joining date .Care should be taken by the authorities that an employee is not rated at more than one level up or down from his/her rating received in the previous year, unless justified by an explanation which would be ratified by the review committee.

The process of appraisal shall be preceded by a review committee. Members of the review committee will be Vice- Chancellor, Pro-Vice Chancellor, Registrar, Director IQAC and other Senior Management of the University as may be required from time-to-time.

  
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