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## **Appraisal and Promotion Policy**

### **Introduction**

This policy has been framed to establish a transparent, objective, and performance-based framework for the appraisal and promotion of the Faculty and staff of the Institute. The policy aims to recognize and reward excellence in teaching, research, administration, and service to the institution.

### **Objectives of the Policy**

- To evaluate the performance of employees on a systematic and periodic basis.
- To encourage continuous professional development and institutional contribution.
- To align individual performance with the strategic goals of the university.
- To promote deserving faculty and staff based on merit, experience, and contribution.

### **Implementation of the Policy**

The appraisal and promotion process shall be conducted in accordance with UGC Regulations (latest amendments) for faculty members, norms of the Institute and service rules for non-teaching staff as well as the Career Advancement Scheme (CAS) guidelines for teaching staff. The performance of Appraisals will be conducted annually for all teaching and non-teaching staff and Promotions will be considered as per the eligibility period specified under the CAS or internal promotion norms.

The performance appraisal of the faculty shall be evaluated under the following parameters:

<b>Category</b>	<b>Parameters</b>	<b>Assessment Criteria</b>
<b>A. Teaching, Learning, and Evaluation</b>	Course delivery, student feedback, academic results, innovative teaching methods, mentoring	Student pass percentage, feedback score, adoption of ICT, class engagement
<b>B. Research and</b>	Publications in indexed journals,	API score/credit points as per

<b>Category</b>	<b>Parameters</b>	<b>Assessment Criteria</b>
<b>Publications</b>	funded projects, patents, book chapters, paper presentations	UGC
<b>C. Academic and Administrative Contributions</b>	Department coordination, committee roles, event organization, accreditation work	Verified contribution reports
<b>D. Extension and Outreach Activities</b>	Community engagement, consultancy, MoUs, industry interaction	Certificates and outcome reports
<b>E. Professional Development</b>	FDPs, MOOCs, workshops attended or organized	Certificates and records of participation

The Components for Non-Teaching Staff Appraisal are as given below:

<b>Category</b>	<b>Parameters</b>	<b>Assessment Criteria</b>
<b>A. Work Performance</b>	Efficiency, accuracy, punctuality, and accountability	Supervisor's rating and record verification
<b>B. Initiative and Teamwork</b>	Willingness to take responsibility and contribute to team tasks	Peer/supervisor feedback
<b>C. Attendance and Discipline</b>	Attendance record, adherence to rules	HR/administrative data
<b>D. Professional Growth</b>	Training programmes attended, certifications, new skills acquired	Documented evidence

The appraisal process consists of Self-Appraisal where every employee will submit a Self-Appraisal Report (SAR) at the end of each academic year in the prescribed format along with supporting documents (e.g., publications, feedback reports, certificates). The Head of Department/Section Head will review the self-appraisal and provide remarks while the Dean / Registrar will further validate and forward it to the Appraisal Committee which will include the following members.

- Vice-Chancellor / Director – Chairperson
- Registrar – Member
- Dean (Academic / Research) – Member
- HoD / Section Head – Member
- HR Officer – Member Secretary

**Faculty promotions** shall follow UGC norms under the **Career Advancement Scheme (CAS)**, based on:

1. Minimum Eligibility Period in the current designation.
2. Academic Performance Indicators (API) or equivalent credit system.
3. Assessment by Expert Committee constituted as per UGC guidelines.
4. Participation in Orientation/Refresher/FDP Programs.

**Example:**

- Assistant Professor (Stage 1 to 2): 4 years minimum experience + minimum API score.
- Assistant Professor (Stage 2 to 3): 5 years + additional API requirements.
- Associate Professor → Professor: 3 years minimum + research publications + Ph.D. supervision (where applicable).

**Non-Teaching Staff promotions** will be based on:

1. Seniority-cum-Merit principle.
2. Annual Confidential Reports (ACR)/Performance Appraisal Ratings.
3. Minimum service period in the current position.
4. Skill enhancement, training, and performance record.

The Weightage and Evaluation will be followed as per the following parameters:

Category	Faculty (%)	Non-Teaching (%)
Work Performance	40	50
Research/Innovation	25	10
Institutional Contribution	15	20
Professional Development	10	10
Discipline/Attendance	10	10

Minimum benchmark for promotion consideration: **70% overall performance score.**

### **Confidentiality and Record Maintenance**

- Appraisal records shall be maintained confidentially by the HR/Registrar's Office.
- All appraisal and promotion proceedings shall be documented and retained for audit and accreditation purposes.

### **Grievance Redressal**

- Any grievance related to appraisal or promotion may be submitted in writing to the Vice-Chancellor within 15 days of communication of results.
- The Grievance Redressal Committee will review and recommend necessary action within 30 days.

### **Review and Revision**

This policy shall be reviewed every three years or as and when required to align with the latest regulatory norms (UGC/AICTE/Statutory Bodies).

### **Effective Date**

This policy comes into effect from the Academic Year 2025–2026 and supersedes any earlier versions of the appraisal and promotion policy.

*Jan Kumar*

**01.09.2025**

**REGISTRAR**



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