



NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

Kumaracoil - 629 180, Kanyakumari District, Tamil Nadu, India

www.niuniv.com info@niuniv.com

+91-9486856101, 04651-250566

Performance Based Appraisal System (PBAS)

The Performance Based Appraisal System (PBAS) for NICHE Deemed to be University, Kanyakumari, is designed to evaluate the contributions and performance of both teaching and non-teaching staff, fostering a culture of continuous improvement and accountability. The PBAS aims to support professional development by identifying key performance areas aligned with the university's mission and goals.

For teaching staff, the PBAS focuses on academic achievements, teaching quality, research contributions, student mentorship, and participation in institutional development. Metrics may include publication records, involvement in curriculum innovation, student feedback, and engagement in professional development activities.

For non-teaching staff, the PBAS evaluates work efficiency, administrative support, punctuality, problem-solving skills, and contributions to smooth university operations. Emphasis is placed on skill enhancement, teamwork, and alignment with administrative objectives.

By implementing PBAS, NICHE seeks to reward excellence, provide constructive feedback, and guide employees in career progression, ultimately enhancing overall institutional effectiveness.

1. Performance Metrics and Key Result Areas (KRAs)

1.1. Teaching Staff: KRAs for teaching staff could include teaching quality, curriculum development, research output, student mentorship, and professional development. Specific metrics might include student feedback, course completion rates, publication counts, research grants, and conference participation.

1.2 Non-Teaching Staff: KRAs for non-teaching staff may focus on efficiency in administrative tasks, support services, adherence to university protocols, process improvements, and contribution to overall university operations.

2. Self-Assessment and Goal Setting

2.1. Teaching Staff: Each faculty member completes an annual self-assessment to highlight achievements, challenges, and areas for development. They also set personal and professional goals aligned with departmental and institutional priorities, such as increasing research output or integrating technology into teaching.

2.2 Non-Teaching Staff: Staff members reflect on their past performance, list any initiatives taken, and set practical goals that align with institutional objectives, including operational efficiency, administrative improvements, or enhancing student support services.

3. Supervisor and Peer Review

3.1 Teaching Staff: Faculty members receive evaluations from department heads and peers based on observed teaching methods, research collaboration, mentorship, and overall collegiality. Peer review may focus on pedagogical innovation, academic activity engagement, and academic community contribution.

3.2 Non-Teaching Staff: Supervisors assess non-teaching staff based on adherence to job responsibilities, reliability, problem-solving abilities, and teamwork. Peer reviews may also be included, especially if team-oriented tasks are integral to the role.

4. Student and Stakeholder Feedback

4.1 Teaching Staff: Feedback from students is critical in evaluating teaching effectiveness, engagement, and responsiveness. Additionally, feedback from alumni and industry partners can be factored in to gauge the relevance and impact of the faculty's contributions to student career readiness.

4.2 Non-Teaching Staff: Non-teaching staff who interact with students, parents, and external stakeholders can receive feedback on their service quality, professionalism, and effectiveness. This feedback could be gathered through surveys or suggestion boxes.

5. Professional Development and Training Assessment

5.1 Teaching Staff: This section evaluates participation in faculty development programs, workshops, conferences, and any initiatives taken to improve teaching or research capabilities. The university could assign points for participation and the application of newly acquired skills in the classroom.

5.2 Non-Teaching Staff: The PBAS includes reviewing training sessions attended and implementing new skills or processes. Staff who take the initiative to upgrade skills or cross-train within departments should be acknowledged and rewarded.

6. Recognition, Reward, and Developmental Action Plans

6.1 Teaching Staff: Faculty members who excel based on the appraisal may be eligible for rewards like research grants, funding for conferences, article publishing, or recognition awards. Faculty not meeting expectations would receive support through personalized improvement plans, mentoring, and structured feedback.

6.2 Non-Teaching Staff: High-performing non-teaching staff may be recognized through incentives, promotions, or awards. For those needing improvement, tailored development plans focusing on specific skill enhancement or mentoring from senior staff members can be arranged. This PBAS framework aims to foster a culture of continuous improvement aligned with the university's goals for excellence. It supports both teaching and non-teaching staff in achieving their full potential.

7.0 Performance Appraisal, Career Advancement, Promotion & Severance

7.1 Performance Appraisal

Annual Review

The institute's Management reviews the performance of faculty members every year, and based on this, the faculty is given an annual increment, career advancement, etc. The following are the important provisions.

i) Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the Institute. Detailed instructions issued in this regard must be followed scrupulously. As it is a self-introspection of his/her performance, the faculty member's reporting should be factual and accurate, supported by evidence wherever necessary.

ii) The HOD is incumbent on checking the entries and appending his/her comments in an unbiased manner, taking into account the department's interests.

iii) A review committee formed by the Institute shall review every faculty member's performance and recommend annual increments and career advancement if it is due to him/her and his/her performance is good. In case a faculty member's performance is consistently unsatisfactory, based on the committee's recommendation, Management would take appropriate action, including termination of his/her service.

7.2. Career Advancement Scheme (CAS) for faculty

For all teaching faculty, the Career Advancement Scheme (CAS)/ Promotion will be given following the procedure and guidelines prescribed by "UGC Regulations on minimum qualification for appointment of teachers and other academic staff in Universities and Colleges and measures for the maintenance of standards in Higher Education 2018" /AICTE regulations. (published in the Gazette of India, July 18, 2018) with minimum duration of service and performance score.

7.3. Promotion of Non-Teaching Staff (Administrative and Technical Staff)

Career Advancement Scheme (CAS) is provided for the administrative and technical categories, subject to the condition that they must have accumulated a certain number of years of service at each level and have satisfactory performance as evaluated by an appropriate review committee/authority.




Registrar

Dr. P. THIRUMALVALAVAN,
Registrar,
Noorul Islam Centre for Higher Education,
Kumaracoil - 629 180, Thuckalay,
Kanyakumari District.