

6.3.5 Performance Appraisal System

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- **PERFORMANCE APPRAISAL, CAREER ADVANCEMENT, PROMOTION & SEVERANCE (KRA)**
- **Performance Appraisal Annual Review**
- The Management Committee of the College reviews the performance of faculty members every year and based on this, annual increment, career advancement, etc will be given to the faculty. The following are the important provisions.
- Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the College. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.
- It is incumbent on the part of HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
- A review committee formed by the College shall review the performance of every faculty member and recommend annual increment, 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 recommendation of the committee, the Management would take appropriate action including termination of his/her service.

- **Career Advancement Scheme (CAS) for faculty**

- For all teaching faculty 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 2010” (published in the Gazette of India, September 18, 2010) with minimum duration of service and API score.

- Financial support to Faculty :

- Faculty attending or presenting at International and national conferences and workshops are encouraged through financial assistance. Membership fees to professional bodies are also met by the institution as per the policy norms Assistance extends to registration fees and TA/DA allowance.

- **Promotion of Non-Teaching Staff (Administrative and Technical Staff)**

- Career Advancement Scheme (CAS) is provided for the administrative and technical category subject to the condition that they should have satisfactory performance as evaluated by an appropriate review committee/authority.

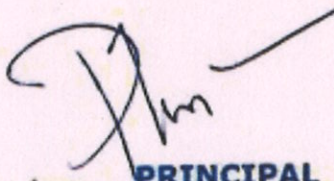
- **RETIREMENT AND SEVERANCE**

- **Retirement /Superannuation**

- Every Employee except those employed under special assignment or agreement shall retire from service on attaining the age of 56 Years.
- All teaching Faculty members attached with various departments of the college will retire from service on attaining superannuation or as prescribed by the respective councils like DCI, UGC, etc.
- The Management reserves the right to remove any staff if he / she has been declared physically / medically unfit to perform his / her duties duly certified by Medical officer and approved by the HOD of Respective Department and Medical Superintendent.



- The Management reserves the right to utilize the services of the retiring staff, faculty even after his / her retirement by offering a suitable position in the interest of the institution.
- **Resignation:**
- For an employee who wishes to resign from services the notice period will be as per appointment letter and the employee need to submit a formal letter of resignation.
- If the employee need to get relieved immediately or earlier they will be required to compensate the institute with salary equivalent in lieu of the notice as per letter of appointment.
- The letter of resignation should be signed, dated and the reason for resignation should be explained along with the details of intended last day of work mentioned clearly. The letter should be submitted to the HR department through proper channel. Faculty members will ordinary work through their notice period. Throughout the notice period all forms of leave stand cancelled except for leave with loss of pay.
- **Separation of service:**
- The Institute can relieve any staff member by giving him / her three months' notice or three months' salary in lieu of the notice.


**PRINCIPAL
CHETTINAD DENTAL COLLEGE &
RESEARCH INSTITUTE
RAJIV GANDHI SALAI
KELAMBAKKAM - 603 103.**

