

(I) PERFORMANCE APPRAISAL SYSTEM FOR NON-TEACHING STAFF

Performance appraisal policy is the way to ensure the performance-oriented work environment in the organization, it helps employees to achieve the set objects and act as a reward for their contribution in the progress of the organization. IGNOU continuously makes efforts to improve the training and academic environment in its offices located across the country. This is achieved not only by improving the skill but also guide effective supporting and assisting from non-teaching staff in delivering the teaching and learning methodologies by the University to its student communities. The works of the Non-Teaching staff are assessed periodically through a structure mechanism viz., (1) Work efficiency and commitment. (2) Initiative towards learning newer trends in their respective areas. (3) Leadership and team work. (4) Discipline and regularity

(II) DEPARTMENTAL PROMOTION COMMITTEE

Departmental Promotion Committee (DPC) is constituted to consider suitability of a candidate for promotion in an objective and impartial manner. It assesses the suitability of candidates from CR dossiers, Promotion on the basis of R&P Rules, Seniority List, Proportional Representation by extending reservations as per GOI Rules and on number of existing and anticipated vacancies and recommend them accordingly.

Composition of DPC (as per R&P Rules, 2010)

Pay Scales and Grade Pay as per 6 th CPC	Composition of Departmental Promotion Committee
I. For posts carrying the Pay Band: 3 - ` 15600-39100 with Grade Pay ` 5400/- and above	1. Vice-Chancellor – Chairman 2. A Pro-Vice-Chancellor to be nominated by the Vice-Chancellor 3. Director/Registrar of the concerned Division/Unit 4. One member of the Board of Management, not in the service of the University, to be nominated by the Vice-Chancellor. 5. An Officer belonging to SC/ST to be nominated by the Vice-Chancellor. 6. Registrar (Administration). (Note: Quorum shall be four which shall include 3 & 4 above)
II. For posts carrying the Pay Band: 2 - ` 9300-34800 with Grade Pay ` 4800, ` 4600 & ` 4200 /-	1. Pro-Vice-Chancellor/Registrar in charge of Administration Division – Chairman. 2. Director/Registrar of the concerned Division/Unit. 3. A Director of School to be nominated by the Vice-Chancellor. 4. An Officer belonging to SC/ST to be nominated by the Vice-Chancellor. 5. Registrar (Administration). (Note: Quorum 4)
III. For posts carrying the Pay Band: 1 - ` 5200-20200 with Grade Pay ` 1800 and	1. Registrar (Administration) – Chairman 2. Two Joint Registrar(s)/Deputy Registrar(s) to be nominated by Vice-Chancellor.

above.	3.An Officer belonging to SC/ST to be nominated by the Vice-Chancellor. (Note: Quorum 3)
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DPC Meetings

DPC meet at regular annual intervals after determining clear vacancies due to death, resignation, retirement, regular long-terms promotion, deputation for more than one year and creation of posts on long term basis and chain of vacancies arising on account of retirement, etc.

Qualifying period for promotion

The University follows the DOP&T suggested as qualifying period for promotion from one grade to another or one post to another higher posts as per the Recruitment Rules for different posts

Proceedings of DPC

Promotions may be done by seniority-cum-fitness methods as specified in the RRs.

Guidelines for DPCs

Promotions shall be on the basis of seniority, vigilance clearance and Annual Confidential Reports (ACR)/Annual Performance Appraisal Reports (APAR), as applicable, and shall mean seniority subject to rejection of unfit. (b)In case of promotion to the post of Assistant Registrar and equivalent positions, a minimum grade of '**Good**' for the preceding 5 years is required for consideration. (c) In case of promotion to the post of Deputy Registrar and above and equivalent positions, a minimum grade of '**Very Good**' for the preceding 5 years is required for consideration.

Note: For considering ACRs/APARs by DPC, instructions issued by Govt. of India rules shall be applicable as amended from time to time.

Validity of Panel

Where a DPC could not be held in a year(s), the first DPC that meets thereafter shall follow the panel recommended by the DPC shall be one year from the date of recommendation.

Sealed Cover Procedure

If an officer in consideration zone is under suspension or against whom disciplinary proceedings are pending, DPC judge him/her for promotion, ignoring the fact of suspension or disciplinary action and keep the findings in a sealed cover with the noting that the cover will be opened only when the disciplinary action is complete.