



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம், திருநெல்வேலி

MANONMANIAM SUNDARANAR UNIVERSITY

(Reaccredited with 'A' Grade by NAAC)

ABISHEKAPATTI, TIRUNELVELI - 627 012
TAMILNADU, INDIA



CRITERION-VI

GOVERNANCE, LEADERSHIP
AND
MANAGEMENT

6.3.1

6.3.1 *The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression.*

The University recognises that performance appraisal is a crucial component of employee development. The performance appraisal system employed at the University is designed to:

- **Align with National Standards:** Teachers are assessed for advanced career schemes in alignment with the UGC Regulations and relevant Tamil Nadu government orders. A well-structured proforma is used to evaluate teachers during the Career Advancement Scheme (CAS) assessment, ensuring a consistent and standardised approach. A Performance Assessment Report in the prescribed format is received from the reporting officers (both Academic and Administrative) to sanction the annual increment.
- **Transparency and Fairness:** The application process for CAS promotion is designed to meet the University's specific needs without violating the Performance-Based Appraisal System, ensuring a transparent and equitable process.
- **Regular Feedback:** The appraisal process, conducted annually, includes a formal review that provides constructive feedback on strengths and areas for improvement. This enables staff members to identify opportunities for professional growth and career advancement.
- **Professional Growth:** Teachers are assessed annually by their respective Heads at the time of their annual increment. This regular assessment provides a platform for identifying areas requiring further development and supports ongoing professional growth.
- **Assessment:** The appraisal process also extends to administrative staff, ensuring a holistic approach to performance evaluation across the University. Section heads are responsible for assessing the performance of non-teaching staff.

MSU provides clear promotional pathways for staff members who demonstrate exceptional performance and meet the necessary qualifications. This commitment to

merit-based promotion ensures a transparent process that values hard work, dedication, and professional achievement:

- **Transparency and Fairness:** Promotion opportunities are available to teaching and administrative staff, creating a level playing field and ensuring equal opportunities for all.
- **Assessment and Recognition:** At the time of their promotion, individuals are assessed during a structured interview process, and their achievements and potential for greater responsibility are recognised.

Effective Welfare Measures: Prioritising Staff Well-being

The University prioritises the well-being of its staff through a comprehensive suite of welfare measures:

- **Health and Financial Security:** Provide health insurance (NHIS), retirement benefits, and generous leave policies to ensure staff members' financial security and protection in times of need.
- **Professional Development:** Offer opportunities for professional development through training programs, conferences, and workshops. These initiatives enable staff members to enhance their skills, knowledge, and expertise and contribute to the University's academic excellence.
- **Transportation and Travel:** Provide transportation facilities for teaching and non-teaching staff, simplifying their commute and supporting a work-life balance. Administrative officers, including the Registrar, Controller of Examinations, Director (DD & CE), and NSS Coordinator, are provided with official cars to facilitate their duties.
- **Wellness:** A health centre with a 24/7 ambulance service, providing immediate medical assistance to staff members. A medical insurance scheme offers comprehensive health coverage to all staff members.
- **Well-being Initiatives:** A rejuvenation tour is organised annually for female staff members. It provides relaxation and social interaction opportunities, contributing to their overall well-being.
- **Supportive Infrastructure:** Provision of 12 furnished staff quarters for faculty members.

SUPPORTIVE DOCUMENTS

S.N	Document(s)	Link to the Document(s)
1	Performance and Potential Assessment - Proforma	https://msuniv.ac.in/naac/criterion6/6311.pdf
2	Employees Group Insurance Scheme	https://msuniv.ac.in/naac/criterion6/6312.pdf
3	Health Centre & well-being Initiatives	https://msuniv.ac.in/naac/criterion6/6313.pdf