

## CHAPTER-VI

### POLICY ON COMPETENCY ASSESSMENT & PERFORMANCE APPRAISAL

#### 1. Purpose:

- 1.1 To define and establish the system which could ensure the requisite skills are in place to achieve the expected outcomes at the Institution.
- 1.2 To provide a mechanism at the department level for competency assessment of employees.

#### 2. Scope:

All employees (faculty members and staffs) of Sankalchand Patel University and its constituent Colleges/Institutes.

#### 3. Definitions:

- 3.1 **Competence** - is the potential ability to integrate the knowledge, skills and attitudes required for performance in a designated role or setting.
- 3.2 **Competency** - is the demonstrated ability to integrate the knowledge, skills and attitudes required for such performance.
- 3.3 **Employee** - Staff on rolls of Sankalchand Patel University and its constituent units.

#### 4. Policy:

- 4.1 **Job descriptions**- For every employee HR shall maintain a job description that specifies current Job responsibilities, reporting structure, Qualification & Experience to perform the job. A copy of the same to be given to the employees to follow.
- 4.2 **Performance appraisal**- The Institution shall develop and utilize standardized appraisal for each employee that includes an evaluation of performance and competency.
- 4.3 **Competency assessment**-
  - 4.3.1 Assessment of Teacher and other staffs are to be as per the criteria laid down by UGC and other regulatory bodies.
  - 4.3.2 Direct patient care providers shall have a competency assessment done that addresses high priority specific competencies. The components of the assessment shall include an assessment of the employee knowledge (written



or oral testing) and of the employee's demonstrated ability to do the skill (demonstration in simulated or clinical situation, case study etc.)

- 4.3.3 The department head / supervisor shall be able to produce verification documents that validate the employee's competency for high priority unit-specific competencies.

**4.4 All employees, on an on-going basis will:**

- 4.4.1 Be evaluated annually for performance
  - 4.4.2 Participate in a competency assessment
  - 4.4.3 Be trained in Hand Hygiene, Fire Safety, and Facility Safety along with other desired requisite trainings.
- 4.5 All employees providing direct patient care, on an on-going basis will meet above listed components and shall have registration and certification verified prior to expiration.
- 4.6 Contract services, not providing direct patient care will be appraised on an on-going basis:
- 4.6.1 Meet requirements of their contract, this includes meeting National Accreditation Board of Hospitals and Healthcare Providers (NABH) and employee health care standards.
  - 4.6.2 Have their services evaluated annually?
  - 4.6.3 Be trained in Infection Control, Fire Safety and Facility safety along with other desired requisite trainings.
  - 4.6.4 Meet specific departmental requirement

**Forms for Assessment**

**For Teaching Staff**

Annual Appraisal Report based on the following:  
Monthly Progress Report for HOIs/Deans  
Monthly Progress Report for Faculty Members  
Quarterly Research & Development Report and  
Student Feedback (Semester wise)

**For Non-Teaching Staff**

Quarterly/Annual Appraisal Report