

BHARATI VIDYAPEETH

(DEEMED TO BE UNIVERSITY), PUNE (INDIA)

A+ Accreditation (CGPA 3.53 Third Cycle) by NAAC in 2017
Category-I Deemed to be University by UGC
Ranked consistently amongst the top 100 Universities by NIRF

Human Resource Policy HR Policy (2019-20)

- **Career Advancement**
- **Welfare Measures**
- **Performance Appraisal**
- **Salary Increment**
- **Allowances and Incentives**

POLICY

Bharati Vidyapeeth:

Bharati Vidyapeeth, the parent body of Bharati Vidyapeeth (Deemed to be University), Pune was established in 1964, by distinguished educationist Dr. Patangraoji Kadam, with a mission of promoting "Social Transformation Through Dynamic Education'. The institution aims to provide enhanced learning opportunities and bring about intellectual awakening of people through the spread of education that would have a positive impact on the world. Since its establishment, it has maintained the highest standards and has proliferated inventive practices in the education sector.

Bharati Vidyapeeth (Deemed to be University):

Bharati Vidyapeeth (Deemed to be University) is one of the largest multi- faculty, multi-campus Deemed to be Universities in the country which has created a very laudable track record of academic achievements since its inception.

In 1996, 12 institutions of Bharati Vidyapeeth were accorded Deemed To Be University status in 1996 for academic excellence by the University Grants Commission (*vide its notification no. F.9-15/95-U.3 on 26th April 1996 under section 3 of UGC Act 1956*). Presently, the university is having 29 constituent colleges, along with schools, off campus departments and centres under 12 different disciplines including Modern Medicine, Dentistry, Ayurveda, Homoeopathy, Nursing, Arts, Science, Commerce, Engineering, Pharmacy, Management, Social Sciences, Law, Environment Science, Architecture, Hotel Management Tourism and Catering Technology, Physical Education, Computer Science, Library Science and Information Technology etc. spanning over campuses in Pune, Navi Mumbai, Kolhapur, Solapur, Sangli, Karad and New Delhi, thus catering to the students from rural as well as urban and metro cities.

The University was accredited by the National Assessment and Accreditation Council (NAAC) with the prestigious 'A' grade in 2004 and reaccredited with 'A' grade in 2011 (second cycle). Under third cycle of assessment, the university is accredited with 'A+' grade by the NAAC in 2017. The University has been graded as Category-I Deemed to be University by UGC under its Graded autonomy regulations. The University is a Member of Association of Indian Universities and also a Member of Association of Commonwealth Universities. It has been consecutively ranked within the Top 100 universities in India by National Institutional Ranking Framework (NIRF), Ministry of Human Resource Development, Government of India since the beginning of NIRF.

The University puts a premium on research. It is probably the only Deemed to be University in the country having three self-financing research institutes as its constituent units viz. (i) Interactive Research School for Health Affairs (IRSHA), (ii) Research and Development Centre in Pharmaceutical Sciences & Applied Chemistry, Pune. and (iii) Yashwantrao Chavan Institute of Social Sciences Studies & Research, Pune, which are involved in advanced research in Bio Medical Sciences, Pharmaceutical Sciences and Social Sciences.

The university boasts of world-class infrastructure and facilities, significant achievements in research, several innovative academic programs, best teaching-learning processes and national, as well as, international collaborations. Over the years, the Bharati Vidyapeeth (Deemed to be University) BVDU, has attained academic excellence and offers programs in innovative and emerging areas, through its constituent colleges, schools and departments including three research institutes dedicated exclusively to research.

Rules adopted by the University for employees related to career advancement, welfare and performance appraisal

This document provides guidelines on the procedures adopted for employee career advancement, welfare appointment and performance appraisal along with the code of conduct.



HR Policy

- Policy on welfare measures
- Performance Appraisal policy
- Career advancement for awardee
- Salary increment/additional allowances
- Incentives and Awards
- Code of conduct for staff

Preamble

BVDU adheres to the regulations set forth by respective councils for the appointment of both teaching and non-teaching staff across its diverse constituent units. The service protocols and procedures at other units are aligned with BVDU standards.

The university fosters a culture of excellence in teaching and research among its faculty. Through its IQAC, the university regularly conducts Faculty Development Programs (FDPs) aimed at enhancing the quality of teaching, refining learning methodologies, developing e-content, and reforming evaluation systems. Continuous efforts are made to modernize administrative, examination, financial, and student support processes to promote transparency and accountability. BVDU actively fosters collaborations and partnerships at national and international levels to bolster quality research initiatives.

Policy on Welfare Measures

The University is very perceptive towards the welfare of its employees and has adequate welfare measures for its teaching and non-teaching staff. It provides a safe and conducive working atmosphere with equity and inclusiveness as its principles.

BVDU understands that a high level of employee well-being will increase productivity, reduce absence from work, help retention and have an engaged work force. Welfare schemes have created an efficient, healthy, loyal, and satisfied workforce as University follows monitoring of working conditions and creating harmony through various welfare schemes. The welfare measures for teaching and non-teaching staff are:

Welfare measures for teaching and non-teaching staff include:

- BV Health scheme: Medicare facility to all the employees and dependents at subsidized rates
- 6 months of paid Maternity Leave
- Insurance facility for employees during pandemic/outbreak situations
- Vaccinations of health workers against communicable diseases
- Sevak Kalyan Nidhi scheme
- Provident Fund Scheme (wherever applicable)
- Pension, Gratuity and PF, LTC etc. to the employees of the grant-in-aid colleges
- Advance pay facility
- Subsidized education to wards of employees (more than 18% students have received fee concession in last 5 years)
- Staff quarters facility across all campuses
- Loan facility through Bharati Sahakari Bank Ltd at subsidized interest rates.
- Creche facility for children of employees

Performance Appraisal System:

The University has adapted well developed, well-structured online Performance Based Assessment System (PBAS) for self-assessment of its faculty suggested by the UGC. It includes both a holistic overview and an objective approach for the performance of an individual. It helps to assess the application of knowledge, ability to perform, handle responsibilities at work and demonstrate skills and ability to complete the task. This helps to recognize talents and skills of the employees and supports them for skill and career development. While adapting the system, credit is given to various activities that faculty undertake during an academic year. The prescribed parameters as well as the weightages given are modified based on the feedback from the faculty, subject to the constraints specified by the UGC.

Teaching Staff:

Performance appraisal system for Teaching staff:

- Career Advancement is as per the norms of respective regulatory council.
- Incremental appraisal policy report is scrutinized for consideration of increment / promotion.
- Faculty submits a self-appraisal report that includes qualifications, teaching experience, participation in educational programs, innovations and/or contribution in teaching during the year, improvement of professional competence, extension work / community service, conference attended/paper presented, research projects, publications, contribution to / implementation of educational methodology and technology, awards, recognitions, achievements, etc.
- All the reports of faculty are maintained in complete confidentiality and are evaluated by the Head of the Departments and forwarded to the Principal, for further appraisal. The same process is followed for the HODs with their reports being directly evaluated by the Principals, while Principal's reports are evaluated by the Vice-Chancellor.
- Those with awards and recognitions are commended by the University.
- Based on the performance appraisal analysis, recommendation for yearly increment and / or promotion is finalized. The employees who do not fulfill the requirements are counseled and trained to attain the required competencies.

Key points of online performance appraisal system.

- Self-Assessment: Teaching staff at BVDU's constituent units complete self-appraisal forms and also the formats as stipulated by the statutory bodies
- Evaluation Criteria: These forms assess various aspects of faculty performance, including:
 - Personal and academic background
 - Teaching effectiveness
 - Professional activities
 - Research contributions (papers, patents, books, etc.)
 - Development of digital learning materials (ICT creation)
 - Research guidance and consultancy services
 - Awards, fellowships, and invited lectures
 - A point system assigns weight to each area.
- Verification and Approval:
 - Heads/Principals of each unit review the completed forms.
 - After verification, these documents are forwarded to higher authorities for endorsement.
- Impact on Career Advancement:
 - This endorsed self-appraisal plays a key role in determining faculty eligibility for salary increments and potential promotions.

Performance appraisal for non-teaching staff:

Non-teaching staff are assessed by obtaining confidential report from the HOD or unit in- charge for the yearly increment. The report includes discipline, efficiency, dedication, and improvements in abilities.

The non-teaching staff is periodically trained and evaluated for communication skills, English language, basics and advanced computer skills, use of different softwares like MIS, Tally, etc., and financial literacy. Based on the results of the evaluations, code of conduct, competencies, supervisor/peer feedback, and confidential report, the selected non-teaching staff is recommended for incentives and promotions

BVDU follows a structured performance evaluation system for non-teaching staff as.

- Annual Reports: Non-teaching staff complete annual Confidential Reports (CRs).
- Review Process:
 - Principals review these reports to assess performance.
 - Relevant committees further examine the reviewed reports as maybe applicable.
- Performance Recognition:
 - Grades are assigned based on the CRs and service records.
- Salary Advancement:
 - Non-teaching staff who consistently achieve a minimum B+ grade over five years is eligible for salary scale increases.

Based upon the performance appraisal results of the teaching and non-teaching staff, the annual increments are released for the employees as per the recommendations of the head of the institution.

Career Advancement / Promotion Policy

BVDU follows a structured promotion process for the faculty and staff. Each unit maintains detailed service records for all teaching and non-teaching staff. Promotion for teaching staff adheres to established guidelines.

These are:

- Government Norms: The Career Advancement Scheme (CAS) set by the government.
- Council Regulations: Specific promotion criteria defined by relevant professional councils such as the UGC, AICTE etc.
- For Performance Evaluation, Principals or Directors review Confidential Reports (CRs) to make informed decisions regarding promotions. For promotions from Assistant Professor to Professor, faculty apply under the Career Advancement Scheme based on service years and available openings.
- Proper selection procedure is followed for appointments and promotions. Advertisements, scrutiny, selection committee, interviews, and shortlisted candidates appointment orders are adhered to.

Salary Increments / allowances for employees

Many a times, the employees are shouldering additional responsibilities and portfolio. These employees need to be recognized for their valuable efforts and contributions for motivation. In such cases, such employees are granted additional monthly allowances as approved by the authorities of the university.

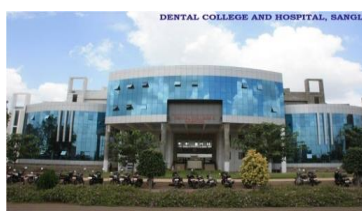
Incentives and Awards

- The university provides incentives to faculty who achieve high-quality research publications and secure funded projects.
- To recognize exceptional contributions in teaching and research, BVDU presents annual awards:
 - Best Teacher Award celebrates outstanding teaching performance.
 - Best Researcher Award acknowledges excellence in research endeavors.
- BVDU honors long-term commitment, contribution and service through the Seva Gaurav Puraskar. This annual award recognizes both teaching and non-teaching staff who have served the university loyally and responsibly for an extended period.
- BVDU acknowledges and celebrates the achievements of its faculty and staff who receive awards at various levels.
 - Receiving prestigious awards at the state, national, or international level, or recognition from esteemed organizations outside of BVDU, is also a significant factor considered during the promotion process.
 - Certificate of Recognition is given to the teachers for their achievements
 - Promotions and allowances
- Strong performance evaluations and contributions alongside these awards strengthen a candidate's application for a higher position.

Code of Conduct:

Whereas, the promotion, recognition and welfare measures are in place, it is binding on the employees to adhere to the rules and regulations as specified in the code of conduct for staff of the university,

“Social Transformation through Dynamic Education”



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