MALLA REDDY VISHWAVIDYAPEETH

(DEEMED TO BE UNIVERSITY)

Recognised Under Section 3 of The UGC Act, 1956, Vide Notification No.9-4/2024-U.3(A) by Department of Higher Education, Ministry of Education, Government of India.

Ref. No: MRV/Policies/019 **Date: 05.10.2026**

NOTIFICATION

In pursuance of the resolution passed by the Executive Council at its meeting held on 03/10/2026 **vide Resolution No. EC-08-07 as adopted on 3rd October 2026.**

It is hereby notified for the information of all concerned that **Malla Reddy Vishwavidyapeeth**, has published the **"Appraisal and Reward Policy"** for information to all concerned. The **Appraisal and Reward Policy Document** mainly comprises the following parts:

- **Qualifying Conditions & Forms of Appreciation**
- **Nomination & Judging**
- **Discretion & Safeguards**

The **Appraisal and Reward Policy Document** will serve as detailed guidelines and will be useful to all concerned. It will come into force with immediate effect.

Registrar

MALLA REDDY VISHWAVIDYAPEETH Suraram Hyderabad (Deemed to be University)

Copy to

1. Hon'ble Chancellor, Malla Reddy Vishwavidyapeeth
2. Hon'ble Vice Chancellor, Malla Reddy Vishwavidyapeeth
3. Pro Vice Chancellor, Academics & Accreditation, Malla Reddy Vishwavidyapeeth
4. Pro Vice Chancellor, MRTC, Malla Reddy Vishwavidyapeeth
5. Deans/ Principals/ Directors/ of all Constituent Colleges/Schools of Eminence, Malla Reddy Vishwavidyapeeth
6. Director (Research), Malla Reddy Vishwavidyapeeth
7. Controller of Examinations, Malla Reddy Vishwavidyapeeth
8. Finance Officer, Malla Reddy Vishwavidyapeeth
9. IQAC Coordinator, Malla Reddy Vishwavidyapeeth
10. Web master for uploading on the Malla Reddy Vishwavidyapeeth Website.



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MRV APPRAISAL AND REWARD POLICY

APPRAISAL AND REWARDS POLICY

1. PREAMBLE

Malla Reddy Vishwavidyapeeth (hereinafter referred to as "MRV" or "the University"), a Deemed-to-be University, recognises that a fair, transparent, objective and development-oriented performance appraisal system contributes to institutional effectiveness, academic quality, employee engagement and continuous improvement. The University also recognises the importance of acknowledging exemplary contributions through appropriate forms of recognition and rewards.

This Policy establishes a common institutional framework for periodic performance appraisal, feedback, professional development, recognition and rewards for eligible employees. It is intended to support performance improvement and institutional goals while ensuring fairness, confidentiality, consistency and accountability.

This Policy shall be read with the MRV Statutes, Ordinances, service rules, appointment terms, applicable UGC regulations and other statutory requirements. Where a specific statutory or service framework prescribes a separate appraisal, promotion or career advancement process, that framework shall prevail.

2. OBJECTIVES

- To establish a systematic, transparent and fair process for assessing employee performance.
- To align individual performance with the University's vision, mission, strategic priorities and institutional objectives.
- To recognise contributions in teaching, research, clinical practice, administration, student support, innovation and institutional development.
- To identify strengths, areas for improvement, training needs and professional development requirements.

MALLA REDDY VISHWAVIDYAPEETH Suraram Hyderabad (Deemed to be University)

- To encourage accountability, quality, productivity, ethical conduct, collaboration and continuous improvement.
- To provide a consistent framework for employee recognition and non-monetary or monetary rewards, subject to approved rules and budget.
- To maintain appropriate records to support human resource planning, performance management and quality assurance.

3. SCOPE AND APPLICABILITY

This Policy applies to eligible teaching and non-teaching employees appointed by MRV, including employees serving in Schools, Departments, Centres, constituent institutions, hospitals/clinical units, administrative offices and other University units, subject to their appointment terms and applicable service rules.

The University may prescribe separate appraisal formats or performance indicators for different employee categories, roles, levels and functional areas. Contractual, temporary, project-funded, outsourced and visiting personnel shall be covered only to the extent specified in their contracts, engagement terms or a separate approved procedure.

This Policy does not by itself create an entitlement to promotion, increment, bonus, incentive, financial benefit or continued employment. Such matters shall be governed by applicable regulations, approved service conditions, competent-authority decisions and availability of funds.

4. GUIDING PRINCIPLES

- Fairness and objectivity: Appraisal shall be based on relevant evidence, defined expectations and role-appropriate criteria.
- Transparency: Employees shall be informed of the appraisal process, timelines, criteria and review mechanism.
- Consistency: Comparable roles shall be assessed using consistent standards, while allowing for differences in duties and responsibilities.
- Development orientation: Appraisal shall identify support, training and improvement opportunities, not merely assign ratings.
- Confidentiality: Appraisal records shall be accessed only by authorised persons and handled securely.

MALLA REDDY VISHWAVIDYAPEETH
Suraram
Hyderabad
(Deemed to be University)

- Non-discrimination: Decisions shall be free from unlawful discrimination, bias, favouritism or retaliation.
- Accountability: Appraisers and reviewing authorities shall record reasoned assessments and complete the process within prescribed timelines.
- Integrity: Performance claims and supporting evidence shall be accurate, verifiable and ethically obtained.

5. PERFORMANCE APPRAISAL FRAMEWORK

The University shall ordinarily conduct a formal performance appraisal once in each appraisal cycle, normally covering the preceding academic or financial year as notified by the Registrar/HR Department. The University may prescribe interim reviews, probation assessments, project reviews or role-specific assessments where required.

The appraisal process may include self-appraisal, reporting officer assessment, reviewing authority assessment, moderation or calibration by a designated committee, and communication of the final outcome. The applicable workflow and forms shall be notified by the HR Department.

5.1 Performance Planning

At the beginning of the appraisal cycle, the employee and reporting officer should identify key responsibilities, expected outcomes, measurable objectives and relevant performance indicators. Objectives should be realistic, role-specific, measurable where practicable and aligned with the unit's approved work plan.

5.2 Self-Appraisal

The employee shall submit a self-appraisal in the prescribed format, describing achievements, responsibilities undertaken, targets achieved, challenges, professional development and supporting evidence. Submission of a self-appraisal does not guarantee acceptance of the claims or a particular rating.

5.3 Reporting and Reviewing

The reporting officer shall assess performance against the notified criteria and supporting records. The reviewing authority shall examine the assessment for fairness, consistency and completeness. Where reporting and reviewing arrangements are not clear, the Registrar/HR

MALLA REDDY VISHWAVIDYAPEETH Suraram Hyderabad (Deemed to be University)

Department shall identify the appropriate authorities based on the University's administrative structure.

5.4 Performance Discussion and Feedback

Where practicable, the appraisal outcome shall be discussed with the employee. Feedback should identify strengths, areas requiring improvement, agreed development actions and expectations for the next cycle.

5.5 Performance Improvement Plan

Where performance is assessed as requiring improvement, the reporting authority may recommend a time-bound Performance Improvement Plan (PIP), specifying the areas of concern, expected standards, support or training to be provided, review period and follow-up assessment. A PIP shall be implemented consistently with applicable service rules and shall not replace any formal disciplinary procedure.

5.6 Probation and Confirmation

Employees on probation shall be assessed in accordance with their appointment terms and applicable service rules. Probation assessment and confirmation shall be processed by the competent authority under the applicable rules; an annual appraisal rating shall not automatically determine confirmation.

6. PERFORMANCE INDICATORS

Performance indicators shall be appropriate to the employee's designation, responsibilities, workload and institutional context. The University may issue separate appraisal forms and weightages for teaching, research, clinical, technical, professional and administrative roles. The following areas may be considered, as relevant:

6.1 Teaching and Academic Staff

- Teaching effectiveness, course planning, delivery, student engagement and completion of assigned academic responsibilities.
- Assessment, evaluation, timely declaration or submission of results, academic advising and mentoring.
- Curriculum development, academic innovation, outcome-based education and use of appropriate educational technology.

MALLA REDDY VISHWAVIDYAPEETH (Deemed to be University) Suraram Hyderabad

- Research publications, funded projects, patents, books, scholarly activities and research supervision, assessed with due regard to quality and applicable norms.
- Academic administration, committee responsibilities, accreditation, quality assurance and institutional development.
- Professional development, collaboration, community engagement and contribution to student progression and welfare.
- Compliance with academic regulations, research ethics, professional conduct and institutional policies.

6.2 Non-Teaching and Administrative Staff

- Accuracy, timeliness, quality and volume of assigned work.
- Efficiency in service delivery, process improvement and responsiveness to students, employees and stakeholders.
- Compliance with procedures, records management, statutory reporting and financial or administrative controls relevant to the role.
- Use of ERP, digital systems, data management and technology to improve institutional processes.
- Teamwork, coordination, communication, initiative and problem-solving.
- Reliability, punctuality, attendance and adherence to assigned responsibilities, considered in accordance with applicable rules.
- Confidentiality, integrity, professional conduct and compliance with University policies.

6.3 Technical, Clinical and Specialised Roles

For technical, laboratory, library, IT, engineering, healthcare, clinical and other specialised roles, appraisal may include role-specific quality standards, safety and compliance, service delivery, equipment or facility management, patient/client service where relevant, technical output, professional development and adherence to applicable professional standards.

7. APPRAISAL RATINGS AND OUTCOMES

The University may adopt a rating scale in the prescribed appraisal form. If a rating scale is used, its descriptors, scoring method, weightages and interpretation shall be notified in advance. Ratings shall be supported by evidence and shall not be based solely on subjective impressions.

MALLA REDDY VISHWAVIDYAPEETH
Suraram
Hyderabad
(Deemed to be University)

Appraisal outcomes may be used, as permitted by applicable rules, for identifying training needs, performance improvement, recognition, workforce planning, role development and consideration for other employment-related decisions. Any use for promotion, career advancement, increment or other service benefits shall be subject to the separate applicable statutory and service framework.

8. REWARDS AND RECOGNITION FRAMEWORK

MRV may recognise employees who make significant and demonstrable contributions to the University's academic, research, clinical, administrative, student-support or institutional objectives. Recognition shall be based on transparent criteria, documented achievements and approval by the competent authority.

8.1 Categories of Recognition

- Excellence in Teaching and Academic Innovation.
- Excellence in Research, Publications, Innovation and Consultancy.
- Excellence in Clinical, Laboratory, Technical or Professional Services, where applicable.
- Excellence in Administration and Institutional Support.
- Outstanding Student Mentoring, Welfare and Support.
- Innovation, Digital Transformation and Process Improvement.
- Outstanding Team or Departmental Contribution.
- Community Engagement, Outreach and Institutional Reputation.
- Long Service and Sustained Contribution, subject to notified eligibility criteria.
- Special Recognition for exceptional contributions during emergencies or significant institutional initiatives.

8.2 Forms of Rewards

- Certificate of Appreciation or Recognition.
- Letter of Commendation from the competent University authority.
- Presentation of an award or trophy at an institutional event.
- Publication of achievements through official University communication channels, with appropriate consent and verification.

MALLA REDDY VISHWAVIDYAPEETH
Suraram
Hyderabad
(Deemed to be University)

- Nomination for external awards, fellowships, training or professional development opportunities.
- Monetary award, honorarium or incentive, only where specifically approved, budgeted and permissible under applicable rules.
- Team or unit-level recognition for collective achievements.

8.3 Eligibility and Selection Criteria

The University shall notify eligibility, nomination procedure, evidence requirements, evaluation criteria and selection process for each reward category. Criteria may include quality and impact of contribution, originality, measurable outcomes, sustained performance, institutional relevance, ethical compliance and contribution beyond normal assigned duties. Routine discharge of assigned responsibilities may be acknowledged through appraisal feedback but shall not automatically qualify for a special award.

8.4 Nomination and Selection Process

1. Nominations may be invited from employees, Heads of Departments, Deans, Directors or other authorised officers, as specified in the annual notification.
2. Self-nominations may be permitted where the notified procedure allows them.
3. Each nomination shall include a concise description of the contribution and verifiable supporting evidence.
4. A designated Awards and Recognition Committee or other notified committee may scrutinise nominations against pre-approved criteria.
5. The Committee shall record its assessment and recommendations and submit them to the competent authority for approval.
6. Final decisions shall be communicated through the prescribed institutional channel and recorded by the HR Department.

8.5 Conflict of Interest

Members involved in evaluating nominations shall disclose any actual, potential or perceived conflict of interest and shall recuse themselves where appropriate. No person shall improperly influence the selection process or provide preferential treatment.

MALLA REDDY VISHWAVIDYAPEETH
Suraram
Hyderabad
(Deemed to be University)

9. APPRAISAL AND REWARDS COMMITTEE

The University may constitute an Appraisal and Rewards Committee or designate an existing competent committee to oversee consistency, moderation and recognition processes. Its composition, tenure, quorum, functions and reporting arrangements shall be notified separately by the competent authority.

The Committee may review appraisal-process implementation, recommend improvements to performance indicators, examine reward nominations, ensure consistency and recommend recognition. It shall not exercise powers reserved by the MRV Statutes, Ordinances or service rules to another authority.

10. ROLES AND RESPONSIBILITIES

Authority / Function	**Key Responsibilities**
Executive Council	Exercises only the powers assigned under the MRV Statutes and Ordinances, including matters specifically reserved to it. This Policy does not assign routine employee appraisal or award-selection functions to the Council.
Vice-Chancellor	Provides institutional leadership and exercises employee-related powers assigned under the University's governing instruments and approved delegation.
Registrar	Provides administrative oversight, issues or coordinates appraisal schedules and ensures that the process follows approved rules.
Human Resources Department	Coordinates the appraisal cycle, maintains records, issues forms and guidelines, tracks completion, supports committees and communicates approved outcomes.
Deans / Directors / Heads of Units	Set or communicate role expectations, ensure timely appraisal, review performance evidence and recommend development actions or recognition.
Reporting Officers	Provide fair, evidence-based assessments, discuss feedback and identify development or improvement needs.
Reviewing Authorities	Review assessments for consistency,

MALLA REDDY VISHWAVIDYAPEETH
Suraram
Hyderabad
(Deemed to be University)

	reasonableness and completeness and record appropriate recommendations.
Appraisal and Rewards Committee	Undertakes functions assigned in its approved terms of reference and recommends improvements or recognition outcomes.
Employees	Understand role expectations, submit accurate self-appraisals and evidence, participate in feedback discussions and pursue agreed development actions.

11. TRAINING AND PROFESSIONAL DEVELOPMENT

Appraisal outcomes should inform the University's training and development plans. The HR Department, in consultation with academic and administrative units, may identify needs relating to teaching and learning, research, leadership, digital skills, administration, compliance, communication, safety and other role-specific competencies. Participation in training shall be recorded and may be considered in subsequent appraisal where relevant.

12. CONFIDENTIALITY AND RECORD MANAGEMENT

Appraisal forms, ratings, feedback, supporting documents, reward nominations and committee recommendations shall be treated as confidential personnel records. Access shall be restricted to authorised officers and committees on a need-to-know basis. Records may be maintained in physical or approved digital systems with appropriate access controls.

Appraisal records shall be retained in accordance with applicable law, University record-retention requirements and approved HR procedures. Disclosure shall be made only where authorised by law, University rules or a competent authority.

13. REPRESENTATION / REVIEW OF APPRAISAL

An employee who has a concern regarding the appraisal process may submit a written representation within the period specified in the appraisal notification, setting out the specific grounds and relevant supporting information. The representation shall be considered by the designated reviewing authority or committee, provided that the person concerned is not the sole decision-maker on the representation. The process shall be conducted fairly and in accordance with applicable service rules.

MALLA REDDY VISHWAVIDYAPEETH
Suraram
Hyderabad
(Deemed to be University)

This mechanism does not replace statutory grievance redressal procedures, disciplinary appeal mechanisms or other remedies available under applicable rules.

14. LINKAGE WITH PROMOTION, CAREER ADVANCEMENT AND SERVICE BENEFITS

Performance appraisal under this Policy may provide relevant information for employment-related decisions, but it shall not supersede the applicable UGC regulations, MRV Statutes and Ordinances, recruitment and promotion rules, Career Advancement Scheme requirements, selection committee procedures or approved service conditions. No promotion, pay revision, increment or career advancement shall arise automatically from an appraisal rating or reward.

Where UGC or other applicable regulations prescribe a specific Academic Performance Indicator, Performance Based Appraisal System, API/PBAS, Academic/Research Score, Career Advancement Scheme or other assessment framework, the prescribed framework and current amendments shall be followed for the relevant category of employee.

15. BUDGET AND FINANCIAL CONTROL FOR REWARDS

Any monetary reward, incentive, honorarium or benefit shall be subject to prior approval by the authority competent under the University's approved delegation of financial powers, availability of an approved budget, applicable tax and accounting requirements, and any restrictions attached to the source of funds. No provision of this Policy shall be interpreted as creating a fixed or automatic financial entitlement.

16. ETHICAL CONDUCT AND PROHIBITED PRACTICES

- Fabrication, falsification or misrepresentation of performance data, publications, achievements or supporting documents is prohibited.
- Appraisers shall not use appraisal as a means of retaliation, harassment, discrimination or personal favour.
- Employees shall not offer gifts, inducements or pressure to influence appraisal or reward decisions.
- Confidential appraisal information shall not be circulated or disclosed without authority.

MALLA REDDY VISHWAVIDYAPEETH
Suraram
Hyderabad
(Deemed to be University)

- Plagiarism, research misconduct, academic dishonesty, financial irregularity or serious professional misconduct may be considered in accordance with the relevant University policies and applicable rules.

17. MONITORING, REVIEW AND AMENDMENT

The HR Department shall monitor the timely completion and overall implementation of the appraisal and rewards process and may prepare periodic reports on completion rates, training needs, recognition outcomes and process improvements. The University may periodically review the fairness, effectiveness and relevance of performance indicators and reward categories.

This Policy shall be reviewed at least once every three years or earlier if required due to changes in UGC regulations, applicable law, MRV Statutes, Ordinances, service rules or institutional requirements. Amendments shall be approved by the competent authority in accordance with the University's governing instruments.

18. APPROVAL AND IMPLEMENTATION

This Policy shall come into force from the date of approval by the competent authority of Malla Reddy Vishwavidyapeeth. The Registrar shall communicate the approved Policy to all Schools, Departments, Centres, constituent institutions and administrative units for implementation.

Detailed appraisal forms, rating scales, weightages, annual timelines, reward categories, monetary limits and committee composition shall be issued separately through approved procedures or notifications. Until such details are approved, no rating, weightage, financial reward or entitlement shall be inferred from this Policy.

ANNUAL APPRAISAL CYCLE

1. HR Department issues appraisal schedule, instructions and prescribed forms.
2. Reporting officers and employees review role expectations and objectives.
3. Employees submit self-appraisal with supporting evidence.
4. Reporting officers complete assessment and feedback.
5. Reviewing authorities examine and finalise recommendations.
6. Designated committee or HR Department undertakes moderation or process checks, where applicable.

MALLA REDDY VISHWAVIDYAPEETH
Suraram
Hyderabad
(Deemed to be University)

7. Competent authority considers outcomes where approval is required.
8. HR Department communicates approved outcomes and records development actions.

APPRAISAL RECORD CHECKLIST

- Employee details, designation, department and appraisal period
- Approved job description / assigned responsibilities
- Performance objectives and agreed targets
- Employee self-appraisal
- Supporting evidence and achievement records
- Reporting officer assessment and comments
- Reviewing authority observations
- Performance discussion / feedback record
- Training and development needs
- Performance improvement actions, where applicable
- Employee representation, if any, and its disposal
- Final approval and record of communication

Sd/-

Registrar

