

Dr. MGR Educational & Research Institute
NH4 Highway, Maduravoyal, Chennai 600095



Performance and Salary Review POLICY

DR MGR EDUCATIONAL AND RESEARCH INSTITUTE

Research Projects | Publications | Patents

PURPOSE

The performance appraisal process provides a means for discussing, planning and reviewing the performance of each employee.

Performance appraisals influence salaries and promotions and it is critical that supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

ELIGIBILITY

Employees who have completed more than 6 months will be considered as full-time employee/eligible employee. All full-time employees are provided an annual performance review and consideration for merit pay increases as warranted.

PERFORMANCE REVIEW SCHEDULE

Performance appraisals are conducted [*annually/quarterly/semiannually*] on [*an established focal date each year / dates announced by the management*]. Each *Department Head* is responsible for the timely and equitable assessment of the performance and contribution of subordinate employees.

INCREMENT VALUE & MANAGEMENT STANDARDS:

While the % or value cannot be determined, decided or fixed each year as a matter of policy it is pertinent to note the objective, background & philosophy of salary revision.

- 1) Salary revisions or increments are basically to offset inflation,
- 2) Increments on merit based are highly motivating & mutually rewarding,
- 3) Recognize and reward performers & counsel low performers.
- 4) One of the objective of the exercise is to identify High Performers & Low Performers

REVIEW PROCESSES

There are different methods of assessing performance (Performance Appraisal)

Review by Head, Peer Review, 360 degree review, etc., etc.

Management will establish the format and timing of all review processes. The completed evaluations will be retained in the employee's personnel file.

Salary increase requests must be supported by a performance appraisal for salary change processing. Head may not discuss any proposed action with the employee until all written approvals are obtained.

Management will review all salary increase/adjustment requests to ensure compliance with company policy and that they fall within the provided guidelines.

The President has the right to change, modify or approve exceptions to this policy at any time with or without notice.

PERFORMANCE RATINGS AS A CRITERIA:

Increments will be linked to individual performances.

S. No.	Research Activities	Categories	Credit Score		Remarks
1	Extramural Research Funding /Project (for each project)	1-5 (lakhs) >5-10 >10-20 >20-30 >30-50 >50-100 >100	05 10 15 20 30 35 40		<ul style="list-style-type: none"> ➤ Full credits will be given to PI (single PI) for each project ➤ In case of collaborative research, PI will get 60 % credits and 40 % credits will be given to Co-PI ➤ In case of more than one Co-PI, then 40 % credits will be equally shared among them
2	Research Publications	Impact Factor (Thomson Reuters) 0.5-1 >1-3 >3-5 >5-7.5 >7.5-10 >10	05 15 25 35 45 50		<ul style="list-style-type: none"> ➤ Single author (full credits) ➤ In case of more than one author, 60% credits will be given to first/corresponding author and 40% to all other authors ➤ Only research papers and review articles will be considered for credit points for each publication
3	Books Publications (Reputed publishers with ISBN number)	Text Book Reference Book	National 10 15	International 20 30	<ul style="list-style-type: none"> ➤ Single author (full credits) ➤ In case of more than one author, 60% credits will be given to first/corresponding author and 40% to all other authors. ➤ There will be capping of maximum 30 credits
4	Annual Citation Index as per Scopus (Excluding self citation)	Citations 25-50 >50-100 >100-200 >200-500 >500	05 10 20 30 40		<ul style="list-style-type: none"> ➤ Those papers will be counted which have been published as M.G.R. University faculty
5	h-index of faculty member as per Scopus	05-10 >10-15 >15-20 >20-25 >25-30	05 10 15 20 25		

		>30-40 >40	30 40	
6	Research & Academic Awards and Fellowships	State Award/ Fellowship National Award/ Fellowship International Award/ Fellowship	20 30 40	<ul style="list-style-type: none"> ➤ From Government organizations and apex national/international academic bodies with minimum 10 years of existence ➤ Fellowship must be for the duration of at least 3 months
7	Patents and Commercialization	Application filed Application published Patent granted Technology Transferred Patent commercialized	05 10 20 25 30	<ul style="list-style-type: none"> ➤ Those patents will be counted which have been patented under M.G.R. University

The most ideal /common method of assessing the performance of each individual is Categorization:

Category	Credit score
A	> 100
B	81 - 100
C	61 – 80
D	41 – 60
E	21 – 40
F	0 - 20

Category A, B, C, D, E, F on a scale of A is Highest (Outstanding or Excellent Performance category) & F are the least (Poor Performers).

Candidates who are assessed as Outstanding/ Excellent fall under **Consistently Exceeds Expectations** Category. Such employees qualify for Recognition & Rewards. Poor Performers fall under **Below Expectations** category.

The above recommended policy is a guideline as such the same is subject to review /change from time to time