

Subject: Information regarding a qualitative metric-7.2.1-Best Practices for the purpose of application of NAAC.

This is with reference to the email dated 13.9.21 regarding providing the information of Best Practices for the purpose of application of NAAC. In this regard, information as per the desired format is as follows: -

1. Title of the Practice

To implement Annual Performance Appraisal Report (APAR) Module of Integrated Human Resource Management System of Punjab (iHRMS) software by National Informatics Centre (NIC) in the University.

2. Objectives of the Practice

Preservation of employee information in electronic format at one location in decentralized manner with facility for timely & automatic updates

Reduction in manual records preparation & maintenance at offices thereby ensuring elimination of duplicate and inconsistent record keeping.

Implement and assign a unique ID to employee thereby making it de-facto ID for employee till his/her exit from service.

Making available self-services to employee online.

Introducing element of transparency in employee service matters.

3. The Context

- Workflow & Role Based Operation for streamlined operations.
- Graphical Reporting & Dashboard
- Web Enabled and local language support

4. The Practice

As per the directions of Government of Punjab vide Personnel Department letter No.15/27/2008-2P.P.1/615 dated 05-07-2021 and IKGPTU circular No. IKGPTU/REG/1179 dated 27-10-2020, it has been made mandatory in the University for the employees' to fill up their Annual Performance Appraisal Report (APAR) through online mode at "iHRMS" portal, Punjab. Accordingly, a Circular has been issued vide circular No. IKGPTU/HRM/CIR/1359 dated 04.08.2021.

University has created user accounts of all its employees/officers and faculty on iHRMS Punjab portal. Login id and password of the employees have been sent via SMS at their registered mobile number directly.

This practice is unique as it ensures timely filing of APAR and moreover it is paperless. Once the process is complete, APAR can be viewed by the employee.

However, this practice has constraints of local language support and to develop customized APAR Performa's.

5. Evidence of Success

University employees (except faculty and category 'D' employees) have successfully uploaded their APAR on iHRMS portal.

6. Problem Encountered

As university was implementing this practice for the first time, a lot of queries were raised by the employees and to address this more training sessions needs to be conducted.

For development of Customized APAR Performa especially for the faculty of the university, technical support of NIC officials is required.

Provide web link to:

Best practices in the Institutional web Site: Circular issued by the university regarding to implement the iHRMS portal, Punjab has already been upload on the University web site.