

STANDARD OPERATING PROCEDURE (SOP)
ON
PERFORMANCE APPRAISAL POLICY

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PREAMBLE

PERFORMANCE APPRAISAL POLICY

1. This policy is designed to help employees to achieve the set objectives and act as a reward for their contribution to the progress of the College/Institute.
2. This policy is a major part of the performance management system and promotes to employees achieve their professional goals, develop academic growth, enhance their research skills, and improve work quality and efficiency in the College/Institute.

INTRODUCTION

1. This policy provides a guide to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of every employee are managed effectively and fairly. It is a step taken by the College/Institute to know about the ability, potential, and aspirations of the employees.
2. While this policy applies to all employees of the College/Institute, there may be some cases where the process is amended so that it is appropriate to the role.

PURPOSE

1. The Purpose of this policy is to discuss, plan, and review the performance of each employee of the College/Institute.
2. To give an appropriate direction to annual salary increments, promotions, and transfers, and provide a streamlined procedure for conducting performance reviews and evaluations.
3. To make employees aware of the performance appraisal system, framework, and participation process.

SCOPE

- This policy applies to all Teaching & Non-Teaching Staff (Permanent/Temporary/ Contractual Staff) of the College/Institute.

OBJECTIVE

1. The performance appraisal system of the College/institute is developed based on the long-term goal. The objective of the performance appraisal policy is
2. To make employees aware of the prospect in the College/Institute
3. To create a supportive environment in the College/Institute to discuss career aspirations and developmental
 - a. To develop innovative skills in Teaching
 - b. Research
 - c. College/Institute activity
 - d. External activity
 - e. Administrative/Examination

ELIGIBILITY CRITERIA

1. Employees who have completed one-year uninterrupted service are eligible for performance appraisal effective the next financial year. (Performance Appraisal Date)
2. The performance appraisal period & the financial year is the same i.e., 1st April. The period of performance appraisal of new employees will be irrespective of their date of joining the college/institute.

POLICY

1. A performance appraisal system allows individual employees and their department HOD to review performance, look back on what has been achieved during the last year then agree on future objectives.

2. It is also the time an employee can agree with personal objectives, and any learning and development requirements which may help.

The appraisal system is designed:

- ✓ To be a positive process.
 - ✓ To raise the quality of services provided by motivating
 - ✓ To increase work satisfaction
 - ✓ To identify appropriate training and development requirements. **Policy Aims**
3. College/Institute recognizes that employees perform most effectively when they have clear expectations of their work profile role and purpose, their goals, and objectives, and the wider aims of College/Institute.
 4. The policy aims to ensure that employees:
 - a. Know what is expected of them i.e., the required standard of performance and how they should do their job.
 - b. Receive feedback which aims to improve and develop performance and recognize their achievements.
 - c. Identify areas where improvement is required and training and development needs.
 - d. Have a mutually agreed plan to achieve both development goals and employee career development.

ROLES AND RESPONSIBILITIES

- a. College/Institute is responsible for:
- b. *Setting sustainable standards.*
- c. Providing advice and guidance to HODs on implementing the policy.
- d. Ensuring that appropriate training and development are available for HODs and employees.
- e. Holding an appraisal meeting and an appraisal review each year.

- f. Appraising employees fairly and objectively against agreed objectives and action plans.
- g. Following up actions arising from appraisals.
- h. Ensuring that a written record of the appraisal meetings is completed.
- i. Informing employees how the appraisal scheme works and how it will affect them.

HOD'S ARE RESPONSIBLE FOR:

- a. Ensuring each staff in their department is clear about what is expected from them.
- b. Ensuring that new employees have work goals and objectives set as part of induction.
- c. Meeting employees regularly to review progress. Employees are responsible for:
- d. Taking an active role in reviewing their performance appraisal and goals & objective setting.

APPRAISAL PROCESS

Self-assessment

1. Employees will be informed of the appraisal at least 2 weeks before the appraisal one-to-one meeting. A copy of the appraisal self-assessment form will be given to the employee so the employee has an opportunity to contribute.
2. A copy of the completed self-assessment form should be returned to the HOD 1 week before the appraisal one-to-one meeting.

Appraisal Performance

The HOD will use the appraisal performance checklist to prepare for an appraisal meeting by considering what criteria to use to measure employee performance this will set the measure for performance.

The one-to-one meeting

1. The appraisal one-to-one meeting will be carried out in private to provide confidentiality. Sufficient time will be allocated so that the meeting is unhurried and any discussion is properly considered. However, it must be understood to the employee that information filled in the form by them must be explained in the appraisal one-to-one meeting.
2. The one-to-one form should be used to record an employee / HOD /college authority meeting. The HOD should complete this format, or immediately following the meeting, ensuring that it is signed by both themselves and the employee. A copy will be given to the employee.

The Appraisal Record

1. When an appraisal is completed, it should be recorded using the appraisal form. This form should be completed by the appraiser and countersigned by the employee and the appraiser's HOD so the employee is aware of the competencies that are critical for the effective performance of that role. A copy of the form should be given to the employee as soon as possible.
2. Employees may use as a last resort College/Institute grievance procedure to resolve problems as to the accuracy or the fairness of the appraisal.

Non - Compliance All employees have a role to play in enforcing the policy.

1. Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency and underperformance.
2. Any member of staff refusing to observe the policy will be liable to disciplinary action following College/Institute Disciplinary Policy up to and including dismissal.

Implementation of the Policy

1. Overall responsibility for policy implementation and review rests with College/Institute authorities. However, all employees are required to adhere to and support the implementation of the policy.
2. College/Institute will inform all existing employees about this policy and their role in the implementation of the policy. HOD will give all new employees notice of the policy on induction.
3. This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings.

Monitoring Policy

The policy will be monitored on an ongoing basis, monitoring of the policy is essential to assess how effective the College/Institute has been.

Reviewing Policy

This policy will be reviewed, if necessary, Improvements will be made to the management by learning from experience and the use of established reviews.

Policy Amendments

1. Should any amendments, revisions, or updates be made to this policy it will be the **part** of higher authorities.
2. College/Institute will respond to see that all relevant employees receive notice/information.

Additional Information

1. If the employee requires any additional information regarding this policy, they can contact their HOD. In the unlikely decision made, the employee could use College/Institute's formal Grievance Procedure.

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





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(NAAC ACCREDITED "B+" GRADE)

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6.3.5 - Institutions Performance Appraisal System for teaching and non-teaching staff

1. Performance-Based Assessment System (PBAS) is monitored by the IQAC where teachers are promoted from one grade to another.
2. Term-end report of the staff is acknowledged by the principal of the college and is referred for promotion.
3. The college collects feedback from all its stakeholders. The analysis of the feedback helps in taking necessary action and in improvisation of the performance of the teachers.
4. The performance appraisal system is channelized through the confidential report.
5. The Institution has a Performance Appraisal System for teaching and non-teaching staff which aids in the improvisation of the standards of the faculty members.
6. Teachers must regularly maintain their diaries that include leaving history and all the activities related to teaching, Co-curricular, Extracurricular and research activities.
7. Teachers must submit filled-information for PBAS (Performance Based Appraisal System) to the principal. Apart from that, Annual Proformas are submitted by the Teachers/Librarian Cell-in charges to the IQAC which help in the collation and cross-checking of the information.
8. The diaries are checked by the head of the department, IQAC Coordinator and Principal of the college.
9. The IQAC reviews Administrative and Academic progress to review the performance of all the departments and office administration.
10. The performance of Teachers is also assessed through Student feedback, taken at the end of every academic session and appropriate instructions were given to staff by the principal.

11. At the departmental level, IQAC conducts an internal and external academic audit of the departments wherein the departmental activities are audited by external peers.
12. As per the direction of UGC and Joint Directorate of Higher Education, Government of Maharashtra, the Institution has a performance appraisal system.
13. For Career Advancement under CAS, PBAS formats submitted to the principal at the end of every academic session are forwarded by the Principal to J.D and the affiliating S.G.B. Amravati University after approval by an Internal Scrutiny Committee.
14. After the evaluation of the report by the principal and management, it is communicated to the respective department for improving shortcomings.


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