

Performance Appraisal Policy



AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G College

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0		Issued for Implementation
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1. Introduction

The Performance Appraisal Policy of Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, is designed to establish a fair, transparent, and systematic process for evaluating the performance of academic and non-academic staff. This policy aims to recognize and reward outstanding performance, identify areas for development, and enhance overall institutional effectiveness.

2. Objectives

The primary objectives of this performance appraisal policy are:

- To provide a structured framework for evaluating employee performance.
- To align individual performance with the college's goals and objectives.
- To identify and address training and development needs.
- To recognize and reward high-performing employees.
- To foster a culture of continuous improvement and professional growth.
- To provide a basis for decisions related to promotions, salary increments, and other rewards.

3. Scope

This policy applies to all academic and non-academic staff at Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur.

4. Principles of Performance Appraisal

The performance appraisal process at Amar Shaheed Kanchan Singh Autonomous P.G College is guided by the following principles:

- The process will be fair, objective, and transparent, with clear criteria and procedures.
- The appraisal process will be consistently applied across all departments and positions.
- The focus will be on identifying strengths and areas for improvement, with a view to professional development.
- All appraisal information will be kept confidential and used solely for the intended purposes.
- The process will comply with all relevant legal and regulatory requirements.

5. Performance Appraisal Committee

A Performance Appraisal Committee will be established to oversee the appraisal process. The committee will consist of:

- The Principal (Chairperson)
- Heads of Departments
- One senior faculty member
- One external expert (if required)

The committee is responsible for:

- Developing and reviewing appraisal criteria and procedures.
- Ensuring the appraisal process is conducted fairly and consistently.

- Reviewing and approving appraisal results.
- Making recommendations for rewards and development actions.

6. Performance Appraisal Cycle

The performance appraisal cycle will be conducted annually and will consist of the following stages:

- **Goal Setting:** At the beginning of the academic year, goals and objectives will be set for each employee, aligned with departmental and institutional goals.
- **Mid-Year Review:** A mid-year review will be conducted to assess progress towards goals and provide feedback.
- **Annual Appraisal:** At the end of the academic year, a comprehensive appraisal will be conducted to evaluate overall performance.
- Feedback will be provided to employees, and development plans will be created to address identified needs.

7. Performance Criteria

The performance appraisal will be based on clear and objective criteria, which may include:

- **For Academic Staff:**
 - Teaching effectiveness and student feedback.
 - Research and publication output.
 - Contribution to curriculum development.
 - Participation in academic and professional activities.
 - Service to the college and community.
- **For Non-Academic Staff:**
 - Job knowledge and skills.
 - Quality and quantity of work.
 - Initiative and problem-solving abilities.
 - Communication and interpersonal skills.
 - Dependability and punctuality.

8. Appraisal Methods

The appraisal process will use a combination of methods to ensure a comprehensive evaluation:

- Employees will complete a self-appraisal form, reflecting on their performance and achievements.
- Feedback from colleagues will be obtained to provide additional perspectives on performance.
- Direct supervisors will assess employee performance based on established criteria.
- For academic staff, feedback from students will be considered as part of the evaluation.

9. Documentation and Records

All appraisal activities and results will be thoroughly documented and maintained in employee records. This includes:

- Goal setting forms and agreements.
- Mid-year review documentation.
- Self-appraisal and peer review forms.
- Supervisor evaluation reports.
- Feedback and development plans.

10. Training and Development

Based on the appraisal results, training and development needs will be identified. The college will provide opportunities for professional development, including:

- Workshops and training programs.
- Seminars and conferences.
- Mentoring and coaching.
- Support for further education and qualifications.

11. Rewards and Recognition

Outstanding performance will be recognized and rewarded through various means, which may include:

- Salary increments and bonuses.
- Promotions and career advancement opportunities.
- Awards and certificates of recognition.
- Public acknowledgment and appreciation.

12. Addressing Underperformance

If an employee's performance is found to be below expectations, the following steps will be taken:

- The supervisor will discuss the performance issues with the employee and provide constructive feedback.
- A development plan will be created to address the identified areas for improvement, with specific actions and timelines.
- The employee's progress will be monitored, and support will be provided to help them improve.
- A follow-up review will be conducted to assess progress and determine further actions.

13. Appeals and Grievances

Employees who are dissatisfied with their appraisal results can submit a formal appeal to the Performance Appraisal Committee. The committee will review the appeal, investigate the matter, and make a final decision. Employees are assured of a fair and impartial review process.

14. Confidentiality and Data Protection

All information related to the performance appraisal process will be kept confidential and handled in accordance with data protection laws and college policies. This includes:

- Ensuring the confidentiality of appraisal documents.
- Limiting access to appraisal information to authorized personnel.
- Using appraisal data solely for the intended purposes.

15. Monitoring and Evaluation

The Performance Appraisal Committee will regularly monitor and evaluate the appraisal process to ensure its effectiveness and fairness. This includes:

- Reviewing appraisal outcomes and feedback from employees.
- Assessing the impact of the appraisal process on employee performance and development.
- Making improvements to the appraisal process as needed.

16. Continuous Improvement

Amar Shaheed Kanchan Singh Autonomous P.G College is committed to continuous improvement in its performance appraisal practices. This includes:

- Keeping abreast of best practices and trends in performance management.
- Providing training and support to appraisers and employees.
- Seeking feedback from employees to improve the appraisal process.

17. Communication and Awareness

The performance appraisal policy and procedures will be communicated to all employees to ensure awareness and understanding. This includes:

- Providing information during the induction program for new employees.
- Conducting workshops and training sessions on the appraisal process.
- Making the policy and related documents available on the college intranet.

18. Review and Revision

This Performance Appraisal Policy will be reviewed annually by the Performance Appraisal Committee and revised as necessary to ensure its continued relevance and effectiveness. Any changes to the policy will be communicated to all staff and stakeholders.

19. Conclusion

The Performance Appraisal Policy of Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, aims to establish a fair, transparent, and systematic process for evaluating employee performance. By adhering to this policy, the college aims to foster a culture of continuous improvement and professional growth, thereby enhancing overall institutional effectiveness.

Approved By



Principal