

## **A) PERFORMANCE APPRAISAL PROCESS & PROMOTION GUIDELINES**

### **Performance Appraisal Process**

The Performance Management System is designed to define, measure and recognize the contribution of individuals and help the college establish achievable goals for all its people. We devote considerable time and attention to think of ways to improve the various facets of life with us.

**Existing Employees:** Performance of each employee shall be appraised once in a year and our annual performance appraisal cycle is from **August to July** for **teaching staff** and **July to June** for **Non-Teaching staff**.

**New Joinees:** The first increment of new joinees (Teaching and Non-Teaching staff) will be as per their anniversary date, post which they will also fall in the Annual Performance Appraisal Cycle as mentioned above.

While appraising the performance, employees get to set and understand clearly what is expected from them and are assessed on the same (KRA/KPI). It's an opportunity to do a self- assessment and be given feedback by the supervisor. The Appraisal form looks at key achievements of last year and next year's plan. Please refer to the Annual Performance Review & Development Plan (APRDP).

### **Promotion Guidelines**

As assessed during the appraisal and arising of the vacancy, the potential employee shall be promoted. The objective of the promotion is to ensure that high performance levels are recognized and rewarded. The following are the some of the key elements taken in consideration for Promotion:-

- ❖ Performance appraisal scores
- ❖ Competencies, Ability to do many tasks - Multi-tasking.
- ❖ Behaviour with subordinates, colleagues, peers.
- ❖ Attendance/ leave.
- ❖ Demonstrated ability to improve quality, productivity, safety, cost and efficiency.
- ❖ Consistency in the quality of work.
- ❖ Willingness to accept tasks.