	Issue Date: 30 <sup>th</sup> June 2020	Issue No: 1
	Revision date:	Revision No:
	Prepared by: Quality Cell	Approved by: Management
	Policy No: BES/AM/Policy on performance appraisal of teaching and non teaching staff	

**Purpose:**

The purpose of the Performance Appraisal System is to set guidelines that aid in tracking and encouraging high performance work practices that help employees create value for the organization. It is a developmental tool to help employees deliver and manage outstanding performance.

**Scope:** All teaching & non teaching staff


**Responsibility:** HR department, HODs & Head of the Institution

**Policy:**

- The performance appraisal of teaching staff shall be done under the guidelines of RML University, Ayodhya.
- Annual performance appraisal shall be done at the end of each academic year which consists of faculty self-appraisal, Appraisal by Head of the Department and Appraisal by Head of the Institution.
- The performance appraisal for all employees under probation shall be done on the completion of their probation, upon which their employment shall be confirmed or terminated or probation may be extended.
- All teachers shall fill a comprehensive Self Assessment Performa at the end of the each academic year. The teachers maintain records of teaching, examination, college work, research and project to calculate API scores.
- For non-teaching staff Annual Performance Assessment Report (APAR) shall be maintained for every employee. Every year individual employee and their reporting officers shall fill the APAR.
- Annual increments & Promotions shall be purely granted based on performance of the individual.
- The training needs of the employee shall also be discussed during the performance review and recorded.

**Steps of Performance Appraisal System**

**Step 1:** The Appraisal Form shall be sent to the immediate supervisor by the HR dept of the institute by filling the necessary details.

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- Step 2:** After self-appraisal, the Supervisor & HOD assesses the performance of the Appraisee by conducting an appraisal interview. During the interview the appraisers discuss with the appraisee about the performance on each of the traits mentioned in the appraisal form.
- Step 3:** The Appraiser also discusses with the Appraisee the training needs identified for him for the forthcoming year and records the same on the appraisal format.
- Step 4:** The Appraiser and Appraisee agree with the ratings and sign the form.
- Step 5:** The Appraiser records his / her comments about the appraisee. He / She also recommends
- Confirmation of the services
  - Annual increment
  - Promotion
  - Extension of Probation
- Step 6:** The Appraiser discusses with the reviewing authority (wherever applicable) and obtains his comments / recommendations with signature and sends the same to HR dept / for further action.
- Step 7:** This duly filled Appraisal form to be sent to Head of the Institution for recommendations and for final approval.
- Step 8:** The HR department prepares the necessary orders to be issued to the employee.
- Step 9:** The appraisal form along with the issued orders shall be filed in the employee's personal file.