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	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

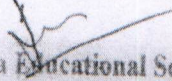
**Policy:**

- 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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**CHINHAT, LUCKNOW-226028**

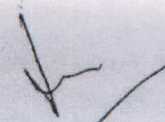
  
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- Step 2:** After self-appraisal, the Supervisor & HOD assesses the performance of the Appraisee by conducting an appraisal interview. During the interview the appraisers discuss with the appraisee about the performance on each of the traits mentioned 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 forms 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.

  
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# College of Nursing

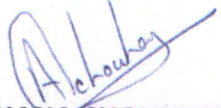
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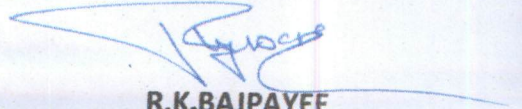


## POLICY FOR TEACHING FACULTY

1. Everyone should come college on scheduled time that is 9.45 am to 4 pm. You can late by 15 minutes maximum. If you are late in any circumstances you have to inform principal otherwise salary will deduct accordingly.
2. Everyone have 14 casual leave in one whole academic year .maximum 3 CL can be taken continuously. Before taking leave prior notice and permission need to take from principal otherwise your leave will be count as leave without pay (LWP). Also you have to manage your classes before leaving for CL and LWP.
3. If any faculty will engage in paper checking, inspection or any academic work related to university or examination body .or they want to go for any in service education, duty leave will be provided by college .for Duty Leave you need to apply by application and ask for permission. Maximum 10-15 dl will be provided every year as per the requirement. During inspections, examinations or any important work no DL will grant.
4. Every month salary will dispatch in your salary account between 1st -10th date of every month, if any holiday will come in between the date may extend by one day accordingly.
5. Every year new session consider from the month of October, if any faculty wants to leave their job they have to give 3 month prior notice before ending the session, and management will take decision on that. Without prior notice you are not allow to leave job.
6. In mid-session no one allow to leave their job as per inc guidelines, if you are selected in any govt. Job and you want to give 24 hour resignation than you have to submit your one month salary or to avoid this situation please inform in between or at least one month before your govt. Joining.
7. Salary increment will be provided minimum 5% every year in the month of January .on the basis of performance it can be maximum 10%. In case of any default, any misconduct or unacceptable behavior your increment may will affect. So please make sure your performance in college and conduct should be good.
8. Everyone is responsible for their given job responsibility and it will count in your performance.

**Note-** This policy will be followed by academic year 2022 to 2025 (revised after 3 years)

  
**DR.ARCHANA CHOUHAN**  
PRINCIPAL

  
**R.K.BAJPAYEE**  
DIRECTOR