



RAAK


ARTS AND SCIENCE COLLEGE


PERFORMANCE APPRAISAL POLICY


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PREPARED BY	VERIFIED BY	APPROVED BY
		
ADMINISTRATIVE OFFICER	IQAC COORDINATOR	PRINCIPAL


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Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution
Recognized under section 2(f) of the UGC Act, 1956.

PERFORMANCE APPRAISAL POLICY

Performance appraisal is a process of obtaining, analyzing, recording employee information in his work environment, and reporting the results to Board of Management. This process provides a system for assessing employees at their work for their further development.

This Performance Appraisal Policy ensures that the appraisal process in RAAK Arts and Science College (RASC) are well-defined. The teaching faculty appraisal and promotion is governed as per the UGC CAS regulation 2018. Staff members are appraised every academic year in accordance with the duties indicated in the job description to provide them constructive feedback regarding performance and expectations. Performance appraisal is linked with staff training and development.

All employees and faculty of RASC will receive an annual written Performance Appraisal. Head of Department will be responsible for initiating, managing, conducting, and completing the Performance Appraisal process.

OBJECTIVES:

- The appraisal process aims to improve the effectiveness of the College by contributing to achieving a well-motivated and competent workforce.
- Appraisal is an ongoing process with an annual formal meeting to review progress.
- The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual and of the College are being met.
- All employees who have completed their probationary period are required to participate in the appraisal process.
- The appraisal process will provide management with valuable data to assist succession planning.





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PROCEDURES:

Teaching Staff

RASC strictly follows the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Colleges and other Measures for the Maintenance of Standards in Higher Education, 2018 Clause 6.0.VII.B.

Assessment Process

The teaching staff shall submit to college an annual self-appraisal report (ASAR) in the prescribed Proforma. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD and Principal

Methodology of Finalization of yearly API Score of Individual Faculty member.

- Individual Faculty-member would submit the Performance Based Appraisal System (PBAS) proforma duly filled by themselves enclosing all evidence and the calculated Academic Performance Indicators (API) score
- Each of the filled up PBAS proforma will be authenticated and forwarded to the Principal by the respective Head of Department
- Finalization would be done by the Management.

Non-teaching staff Performance Appraisal

Non-teaching staff Performance Appraisal is based on the following process

- The performance appraisal cycle is based on Academic year.
- The performance appraisal for all employees under probation shall be done on completion of one year from their date of joining, upon which their employment will be confirmed or terminated, or probation may be extended, based on their performance evaluation.
- All employees in the RASC shall be appraised by the immediate superior /Reviewing





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Authority.

- The training needs of the employee shall also be discussed during the performance review and recorded in writing.
- The appraisal parameters depend on the category and their performance attributes.

Continuous Improvement

- Analyze the Appraisal ratings; identify the training needs and coordinate with the training team to provide necessary training.
- Maintain the appraisal forms in the personal files of the employees for future reference.
- Extension of Training and Probation in case of unsatisfactory performance during Training / Probation, the same period will be extended by giving an opportunity for individual improvement by imparting the required training improvement programs.

