

PERFORMANCE APPRAISAL POLICY

OBJECTIVE:

The objective of a performance appraisal policy is to systematically evaluate and assess the job performance of employees within the University. The primary goals of implementing a performance appraisal policy include:

- To reward and recognize according to their performance.
- To assess the strength and weakness of an individual and to impart training on the required skills and needs.
- To identify potential for career development and advancement
- To provide feedback to the employees regarding their past performance.
- To judge the gap between the actual and the desired performance.
- Provide clarity of the expectations and responsibilities of the functions to be performed by the employees

SCOPE:

This policy is applicable to eligible employees of the University.

DURATION:

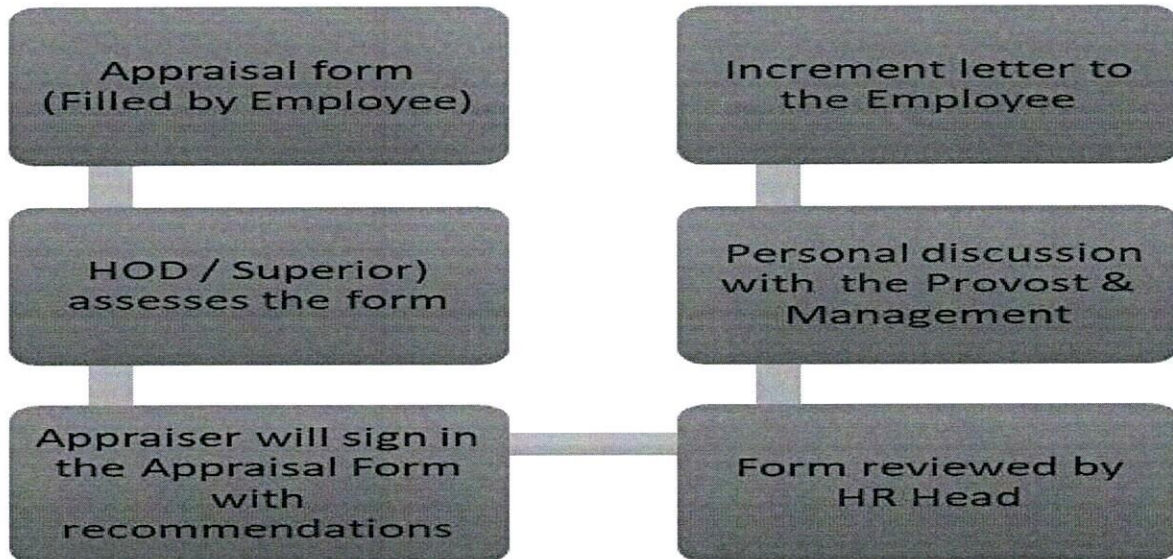
Appraisal is done once in a year (in the month of August)

ELIGIBILITY:

This policy is applicable to permanent employees of PPSU.

PROCESS FLOW:





POLICY:

The process you've outlined for the performance appraisal policy involves several stages, from the employee filling out the appraisal form to the issuance of an increment letter. Here's a detailed breakdown of the steps:

1. Appraisal Form (Filled by Employee):

Employees are provided with a performance appraisal form to self-assess their achievements, goals, strengths, weaknesses, and any other relevant information.

The form may include sections for setting and evaluating goals, as well as self-reflection on performance over the specified period.

2. HOD/Superior Assessing the Form:

The Head of Department (HOD) or the immediate supervisor evaluates the completed appraisal form submitted by the employee.

The assessment may include a review of the employee's achievements, skills, areas for improvement, and alignment with departmental or organizational goals.



3. Appraiser Signing the Form with Recommendations:

The appraiser (HOD or immediate supervisor) signs the appraisal form, indicating their assessment and recommendations.

Recommendations may include suggestions for improvement, training needs, or recognition of outstanding performance.

4. Form Reviewed by HR Head:

The completed appraisal form, along with the HOD's assessment and recommendations, is then submitted to the Human Resources (HR) Head for further review. HR may ensure consistency in the evaluation process and check for adherence to organizational policies and procedures.

5. Personal Discussion with the Provost & Management:

A personal discussion is conducted with the Provost (or relevant high-level management) to discuss the employee's performance appraisal. This discussion may involve reviewing the appraisal form, the supervisor's assessment, and any additional insights from HR.

6. Increment Letter to the Employee:

Based on the overall assessment and discussions, if deemed appropriate, an increment letter is issued to the employee. The increment letter communicates any salary adjustments, bonuses, or other benefits that the employee may receive as a result of their performance appraisal.

It's important to note that this process involves collaboration between the employee, immediate supervisor, HR, and higher-level management. Effective communication and transparency throughout the process contribute to the success and acceptance of the performance appraisal policy. Additionally, feedback and discussions during the process can serve as valuable opportunities for employee development and engagement.



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