

# SOP FOR PERFORMANCE APPRAISAL

# INDEX

SR.NO	CONTENT	PAGE NO
1	Vision and Mission	3
2	Preamble	4
3	Introduction	4
4	Purposes	4
5	Scope	4
6	Objectives	5
7	Eligibility Criteria	5
8	Performance Appraisal Date	5
9	Policy	5
10	Policy Aims	5
11	Roles and Responsibilities	6
12	Appraisal Process	6

## **VISION & MISSION**

### **VISION:**

To develop the center of professional excellence in nursing with global standards, quality education, health care and research towards the prodigious dedication to the nation.

### **MISSION:**

1. To prepare the nursing students with global standards curriculum, learning, teaching, technology and research catering towards the professional excellence.
2. To make learning as an experience that will inspire learners to reach their full potential to become as a role model.
3. To fulfill comprehensive health care needs of the nation with holistic approach.
4. To foster the leadership through the values based on patient care practices integrated with interdisciplinary collaboration and partnership.
5. To contribute the professional development of the faculties as per the academic requirements.

## **PREAMBLE**

This policy is designed to help employees to achieve the set objects and act as a reward for their contribution in the progress of the College.

This policy is a major part of performance management system and promotes employees to achieve their professional goals, development in academic growth, enhance their research skills, improve work quality and efficiency in the College.

### **❖ Introduction**

- This policy provides guide to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of all employees are managed effectively and fairly. It is the step taken by the College to know about the employees' abilities, potentials, and aspirations.
- While this policy applies to all teaching and non- teaching employees of the College, there may be some cases where the process is amended to be appropriate to the role.

### **❖ Purposes**

- The purpose of this policy is to discuss, plan, and review the performance of each employee of the College.
- To give an appropriate direction to annual salary increment, promotions and transfers, and provide a streamline procedure in conducting performance reviews and evaluations.
- To make employees aware of the performance appraisal system, framework and participation process.
- Assess the quality of job performance.
- Provide feedback regarding job performance.
- Plan future performance goals and objectives.
- Improve job performance through recognition and coaching.
- Establish a better knowledge of the employee to understand what motivates them.
- The supervisor and employees can plan how to improve in weak areas.

### **❖ Scope**

This policy is applicable to all Teaching and Non -Teaching staff (Permanent, Temporary, Contractual staff) of the College.

### ❖ Objectives

The Performance appraisal system of the College is developed based on the long-term goal. The objectives of the performance appraisal policy are as follows: -

- To make employees aware of the future prospect in the College.
- To create a supportive environment in the College to discuss the career aspirations and development.
- To develop innovative skills in-
  - i. Teaching
  - ii. Research
  - iii. College activity
  - iv. External activity
  - v. Administration/ Examination

### ❖ Eligibility Criteria

Employees who have completed one-year uninterrupted services are eligible for performance appraisal effective the next academic year.

### ❖ Performance Appraisal Date

The Performance appraisal period & the academic year is the same i.e 1<sup>st</sup> August. Period of performance appraisal of new employees will be irrespective of their date of joining in the College / Institute.

### ❖ Policy

- A performance appraisal system gives individual employees and their department HOD an opportunity to review performance, to look back on what has been achieved during the past year then agrees the future objectives. It is also the time an employee can agree personal objectives and any learning and development requirements which may help.
- The appraisal system is designed:
  - ✓ To be a positive process.
  - ✓ To raise the quality of services provided by motivating.
  - ✓ To increase work satisfaction.
  - ✓ To identify appropriate training and development requirements.

### ❖ Policy Aims

- College recognizes that employees perform most effectively when they have clear expectations of their work profile role and purposes, their goals, objectives.
- The policy aims to ensure that employees:

- ✓ Know what is expected of them i.e., the required standard of performance and how they should do their job.
- ✓ Receive feedback which aims to improve and develop performance and recognize their achievements.
- ✓ Identify areas where improvement is required and training development needs.
- ✓ Have a mutually agreed plan to achieve both development goals and employee career development.

#### ❖ **Roles And Responsibilities**

College is responsible for:

- Setting sustainable standards.
- Providing advice and guidance to HOD's on implementing the policy.
- Ensuring that appropriate training and development is available for HOD's and employees.
- Holding an appraisal meeting and an appraisal review each year.
- Appraising employee in a fair and objective manner against agreed objectives and action plans.
- Following up action arising from appraisals.
- Ensuring that a written record of the appraisal meetings is completed.
- Informing employees how the appraisal scheme works and how it will affect them.

HOD's are responsible for:

- Ensuring each staff in their department is clear about what is expected from them.
- Ensuring that new employees have work goals and objectives set as part of induction.
- Meeting employees on a regular basis to review progress.

Employees are responsible for: -

- Taking an active role in reviewing their performance appraisal and goals and objective setting.

#### ❖ **Appraisal Process**

##### • **Self- assessment**

Employees will be informed of the appraisal at least 2 weeks before the appraisal one-to-one meeting. A copy of the appraisal self-assessment form will be given to the employee so that employee have an opportunity to contribute.

A copy of the complete self-assessment form should be returned to the HOD 1 week before the appraisal one-to-one meeting.

- **Appraisal Performance**

The HOD will use the performance appraisal checklist to prepare for an appraisal meeting by considering what criteria to use to measure employee performance which will set the measure for performance.

- **The one-to-one meeting**

The appraisal one-to-one meeting will be carried out in private so as to provide for confidentiality. Sufficient time will be allocated so that the meeting is unhurried and any discussion is properly considered. However, it must be understood to the employee that information filled in the form by them has to be explained in appraisal one-to-one meeting.

The one-to-one form should be used to record an employee/ HOD/ college authority meeting. The HOD should complete this format, or immediately following the meeting, ensuring that it is signed by both themselves and the employee. A copy will be given to the employee.

- **The Appraisal record**

When an appraisal is completed, it should be recorded using the appraisal form. This form should be completed by the appraiser and countersigned by the employee and the appraiser's HOD so the employee is aware of the competencies that are critical for effective performance of that role. A copy of the form should be given to the employee as soon as possible.

Employees may use as a last resort College grievance procedure to resolve problems as to the accuracy for the fairness of the appraisal.

- **Non-Compliance**

All employees have a role to play in enforcing the policy.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency and underperformance.

Any member or staff refusing to observe the policy will be liable to disciplinary action in accordance with College Disciplinary policy up to and including dismissal.

- **Implementation of the Policy**

Overall responsibility for policy implementation and review rests with College/Institute authorities. However, all employees are required to adhere to and support the implementation of the policy. College will inform all existing employees

about this policy and their role in the implementation of the policy. HOD will give all new employees notice of the policy on induction.

This policy will be implemented through the development and maintenance of procedure for appraisals and one-to-one meetings.

- **Monitoring Policy**

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective the College has been.

- **Reviewing Policy**

This policy will be reviewed, if necessary, improvements will be made to the management by learning from experience and the use of established reviews.

- **Policy Amendments**

Should any amendments, revisions, or updates be made to this policy will be part of higher authorities.

College will be responsible to see that all relevant employees receive notice/information.

College has changed the format of performance appraisal from academic year 2021-22.

- **Additional Information**

If employee requires any additional information regarding this policy, they can contact to their HOD. In the unlikely decisions made, employee could use College Grievance Procedure.

The above recommended policy is a guideline as such the same is subject to review change amend from time to time.

  
Principal

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