



A T M E
College of Engineering

EMPLOYEE'S APPRAISAL POLICY

[illegible]

Employee's Appraisal Policy

Purpose

The purpose of appraisal is to review regularly the work, development needs and career aspirations of members of Faculty in relation to the requirements of their Department, College and the University's plans and to take appropriate steps to realize their potential. The obvious and principal purpose of performance evaluation is to guide Faculty members to improve his teaching capability in order to deliver his best. No one is perfect in this world everyone needs to improve at every stage of life. As students need guidance and advice for their error correction, similarly faculty members need more accurate and honest data for their self-improvement in weak areas. Positive improvement in teaching faculty can take place only when they will have large measures of their performance evaluated on kind of facts came out from evaluation results.

The purpose of 360° appraisal system adopted in the Institution is to evaluate the performance of all the staff members working for the organization and to encourage and assist them on one-on-one and on need basis.

Objectives

The faculty member appraisal policy is designed to:

1. Recognise individual contributions, analyse the gap between their performances against agreed objectives.
 2. Assist faculty members in understanding the goals of their Department, College and the University and their part in helping to achieve these.
 3. Provide individual faculty members with an opportunity to reflect on their personal performance, to identify strengths and weaknesses and how to improve performance to enable them to reach their potential and achieve their professional growth.
 4. Help individual faculty members to identify their training and development needs to further develop their careers.
 5. Fix accountability of faculty member as accountability is important in order to assure that faculty member is delivering the services as per requirements of institution.
 6. Evaluate performance of faculty member for personnel decisions of probationary period confirmation, promotion, tenure decisions, for performance rewards, guidance in hiring decisions and termination decisions.
 7. Increase their productivity and efficiency in order to provide students with new teaching methods, improved learning atmosphere and more detailed research on subject outline and contents.
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1. Creating an environment for the faculty to have a self-assessment pertaining to teaching learning, research contributions, enhancing knowledge in one self, networking with professional bodies, and participation in students' related activities.
 2. Providing an environment for the faculty to work in the area of their interest.

3. Assist faculty members to have a better understanding of vision, mission of the department and the Institution.
4. Providing an environment for team work.
5. Assist the faculty member to set the goals and help them to reach the set goals.
6. Motivate faculty members to reach better heights in their career.
7. Recognizing the efforts of the faculty and rewarding them through incentives, recognitions and promotions.

Participation

The appraisal scheme will apply uniformly to all members of faculty of the ATMECE.

Frequency

For the confirmed members of staff the formal appraisal will be done once a year or twice in a year as may be decided by Head of the Institute. For members of staff on probation, the appraisal should always be twice in a year. In case of confirmed employee, appraisal shall be done before completion of each academic year. In case of employees who are on probation and also selected confirmed employee in whose case the Head of the department decide to have biannual appraisal, the appraisal shall be done immediately after completion of each semester. It is recommended that in case of newly recruited employees an initial appraisal meeting takes place within the first two months of appointment. This will provide an early opportunity to:

- review the individual's performance thus far,
- review the job description and clarify objectives and/or any concerns,
- identify any immediate and/or longer term training and development needs,
- Address any managerial or individual's concerns at an early stage.

Appraisal System

Appraisal system which considers multiple sources of data. Summary of the multiple sources and their respective rating is shown in the table below.

Source of Appraisal	Appraisal Marks	Weightage on total Appraisal
1. Students performance in final Exams / Result Analysis	100	20%
2. Students Feedback	100	20%
3. Self-Appraisal	100	20%
4. Co-Worker Appraisal	25	5%
5. Head of the Department Appraisal	75	15%
6. Head of the Institute Appraisal	50	10%
7. Management Appraisal	50	10%
Appraisal Summary	500	100%

Appraisal Training

Head of the Institution provides an awareness about the appraisal policy of the institution to all the employees of the Institution on a regular basis.

The Appraiser

Appraisal will normally be conducted by an immediate supervisor or by a senior colleague, nominated by the Head of the Institution as appropriate, who has a direct relationship with the appraisee's work. Head of the Department and Professors will normally be appraised by the Head of the Institution.

If, with good reason, an appraisee wishes to have an alternative appraiser, she/he will be able to make alternative arrangements with the consent of the Head of the Institute.

Appraisal Process

The Head of the Institute identifies appraisers and allocates appraisees. Appraisee's are notified and asked to complete the following.

- Form 1- Students performance in Exams / Result Analysis
- Form 3- Self-Appraisal
- Form 4- Co-Worker Appraisal

Appraiser shall coordinate with Head of the Department, Head of the Institute and the Management to get their appraisal of the employee in Form-5, Form-6 and Form-7 respectively. Appraiser shall also collect the student feedback summary pertaining to each employee. All the data so collected shall be tabulated in the **Appraisal Summary** sheet (Form-8).

The appraiser should arrange the appraisal meeting as soon as possible after receipt of all the data, appraisee's documentation, allowing themselves time to prepare for the meeting, taking into account the content of the self-appraisal and other relevant information, such as previous appraisal records, strategic and operational objectives within their area, support available for development, etc.

Appraisal meeting

The form and style of the meeting should allow the appraiser and the appraisee to discuss matters in a relaxed and positive manner. The location of the meeting should offer privacy without interruption. It is also important to allow sufficient time for a full review of the appraisee's performance over the previous year and for joint agreement on a plan of action for the coming year related to objectives, achievable targets and development plans.

The appraisal meeting is an ideal opportunity for the appraisee and appraiser to consider the role of the employee against his/her job description, to re-iterate key responsibilities, and to identify variance. All the discussion and the decision taken during the meeting shall be recorded in the Appraisal Summary sheet.

Confidentiality

What is said between the parties during the appraisal meeting should remain confidential between the appraiser and appraisee, unless noted as part of the appraisal outcomes on the Appraisal Summary or otherwise agreed. However, it is recognized that where the appraiser is not the HOD, the appraiser will need to provide feedback to the appraisee's HOD.

Appraisal Records


Appraisal records constitute various appraisal forms, supporting documents submitted by the appraisee and the Appraisal Summary sheet. During the Appraisal meeting, after completing the **Part-I, Part-II** and **Part-III** of the Appraisal Summary (Form-8) and duly signed by both Appraisee and Appraiser, a copy of the Appraisal Summary (Form-8) will be released to Appraisee.

Signed Appraisal Summary (Form-8) along with other records will be sent to Head of the Institute for recording his comments & recommendation in **Part-IV** based on the entire appraisal process and forwarded to Management for further action to be recorded in **Part-V** of Appraisal Summary (Form-8). Part IV and Part V of the Appraisal Summary (Form-8) shall not be made public and be used for personnel decisions of probationary period confirmation, promotion, tenure decisions, for performance rewards, guidance in hiring decisions and termination decisions.

All these records shall be maintained for a minimum period of 3 year.

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