Don Bosco College Kohima

Policy for Performance Appraisal System

Preamble:

The success of an institution depends on the quality of its staff. A good performance management system should work towards the continuous improvement of the inclusive performance of individuals for ensuring the achievement of the overall institutional mission and vision. An effective performance management system therefore plays a crucial role in managing the institution in an efficient manner.

Objectives:

This policy sets out the framework for a clear and consistent assessment of the overall performance of teaching and non-teaching staff for supporting their development within the context of the institution plans. The broad purpose of appraisal is to help them for their professional growth and development. The staff appraisal is an evaluation of their performance on measurable vital parameters for future appreciations.

The Performance Appraisal process will:

1. Reflect specific dimensions of each position relevant to an approved job description for that position.
2. Be a collaborative and interactive process.
3. Provide an opportunity to review the job.
4. Align annual individual goals with unit and institutional goals
5. Include a review of general performance standards.
6. Endeavour to maintain and improve employee / job performance.
7. Improve communication between the employee and his / her immediate principal/supervisor by providing an opportunity to provide specific feedback to individual employees on their job performance.
8. Provide an opportunity for employees to reflect on their own performance and to set professional goals that will support professional growth and career planning.
9. Assess employee training needs.

Scope:

This policy sets out the basis of appraisal and applies to all the teaching and non-teaching employees employed in the institution, except those serving on contractual and adhoc basis.

Appraisal Period:

The performance of all the teaching and non-teaching employees will be reviewed on an annual basis. Therefore, the appraisal period will run for twelve

months of an academic year from June 01 to May 31. Appraisal will be based on evaluation parameters of both semesters for an academic year.

Appraisal Form / Proforma:

The IQAC shall devise appropriate proforma of Self-Appraisal for both teaching and non-teaching staff and consider for its revision from time-to-time.

Guidelines and Procedure:

1. A schedule of the Annual Performance Appraisal process and issue of forms shall be notified by the IQAC.
2. Every staff member shall submit his / her annual performance report in the appraisal format prescribed by the college. Instructions issued in this regard have to be followed scrupulously.
3. As it is a self-introspection of his / her performance, reporting by the faculty member should be factual, clear and accurate, supported by evidence wherever necessary.
4. Different proforma for performance appraisal exists for teaching and non-teaching staff.
5. The staff must ensure that in no way the proforma is modified.
6. Before starting to fill the details, kindly spare enough time to go through the proforma and understand it properly.
7. The Criterion-wise and metric-wise weightages have been specified in the proforma.
8. Upon filling the proforma, the Appraisee shall forward the same to the Reporting Officer i.e., the immediate superior - Head of the respective Departments and in case of Head of the Department the next in the line of Principal will be the Reporting Officer for Assessment by the Reporting Officer.
9. It is incumbent on the part of Reporting Officer / Head of the Department, to verify the entries, make an assessment on the said parameters and append his / her remarks in an unbiased manner taking into account the interest of the department. Thereafter forward it to the IQAC for Data Validation process.
10. The peer review process i.e., validation and assessment shall be carried out based on the clearly prescribed benchmark.
11. On concluding the data validation process, the report shall be forwarded to the Reviewing Officer i.e., the Head of the Institution for final appraisal.
12. On completing the review process, a final score will be computed on a 10 point scale and graded accordingly as per the Outcome Indicators (OIs).
13. On completing with all the above processes, on a stipulated date, the appraisee will be communicated about the performance outcome with necessary feedback if any, on one-to-one basis.
14. The Appraisee shall then acknowledge the Outcome Report and the procedure ends.
15. The IQAC shall then prepare the consolidated Performance Appraisal Report and Head of the Institution shall forward the same to the Management for their kind perusal.

Schedule and Timelines for carrying out the Appraisal Process:

1. Issue of the Proforma by the IQAC.
2. Filling in the details and preparation of Self-Appraisal Report.
3. Forward of the filled-in Report to the Reporting Officer for Verification and Assessment.
4. Verification and Assessment by the Reporting Officer.
5. Forward of Report by the Reporting Officer to the IQAC for Data Validation and Assessment.
6. Data Validation and Assessment by IQAC.
7. Forward of Report by the IQAC to the Reviewing Officer for final review.
8. Final Review and Appraisal by the Reviewing Officer.
9. Computation of Final Scores, Grades and determining the Performance Outcome.
10. One-to-one communication of Performance Outcome and Feedback Sharing by the Head of the Institution.
11. Preparation of Consolidated Statement of Report by the IQAC.
12. Forward of the Consolidated Statement of Report to the Head of the Institution.
13. Forward of Consolidated Report to the Management by the Head of the Institution.

Performance Outcome Indicators:

The final performance outcome of an appraised staff shall be based on the following Outcome Indicators:

Outcome Indicators			
Score	Grade	Outcome	Description
9.1-10	A+	Outstanding	Performance is exemplary
7.1-9.0	A	Very Good	Performance is proficient
5.1-70	B+	Good	Performance is developing
4.0-5.0	B	Satisfactory	Performance calls for concern
Below 4.0	C	Unsatisfactory	Performance is unacceptable