6.3.5

All the stack holders of the institute need to adapt the culture of filling the performance Appraisal form (PAF) where people declare by him/herself to evaluate them based on some specific criteria.

The criteria is as below –

1. Academic course file /No. of lecture conducted, student-feedback, result analysis.
2. Co-curriculum activities – The activities on institution as department level members of various acting effective committees, project guide, industry/in house sponsored project, member of professional bodies.
3. Research Activity-Publication of research papers, Textbook.
4. Reference Books, sponsored projects, Guiding PG & Ph.D. Students
5. Internal Revenue Generation- Consultancy, arranged training, Software application.
6. Administrative work- Any specific task, Examination duties
7. Others- Counselling/admission process

The self-Appraisal system for Non-Teaching Faculty is based on

1. Self-evaluation- Pro-activeness, positive response, innovation in work, and qualification improvement

2. Co-curricular Activity- a member of the organizing committee.

3. Administrative Work-Institute level responsibility, department level responsibility.

4. Others-Admission campaigning, admission reference, and involvement in social activity.

All faculties are expected to fill the Self-Appraisal Report (SAR). The SAR forms are submitted to the respective HOD at the end of each academic year. HODs verify the SAR and with his remark forwards the self-assessment sheet to the Principal.

The outcome: The best part of the SAR is that each staff member becomes aware of self-weaknesses and tries to improve in their weak areas

The HOD uses the appraisal performance checklist to prepare for an appraisal meeting by considering what criteria to use to measure employee performance this will set the measure for performance over the next year.

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 is allocated so that the meeting is unhurried and any discussion is properly considered. The HOD should complete this form at, or immediately following the meeting, ensuring that it is signed by both themselves and 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 manager so the employee is aware of the competencies that are critical for effective performance of that role.
Employees may use as a last resort grievance procedure to resolve problems as to the accuracy or the fairness of the appraisal.

Non Compliance

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, underperformance and putting service delivery at risk.
Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with ICEM's Disciplinary Policy up to and including dismissal.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organizational changes.

Additional Information
If you require any additional information or clarification regarding this policy, please contact your HOD and/or Principal. In the unlikely event where you are unhappy with any decision made, you should use ICEM's formal Grievance Procedure.
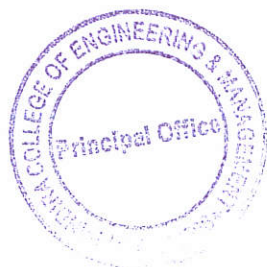
Principal
Indira College of Engineering
& Management, Parandwadi, Pune.

1. **Name of Policy** : SELF APPRAISAL POLICY
2. **Name of members who have drafted policy** : Dr. Vinayak Kale
3. **Content of Drafted policy (Pointwise)**

Policy Statement

A self-appraisal gives individual employees an opportunity to review performance, work content, loads and volume, and to look back on what has been achieved during the past year.

The appraisal system is designed to:
- Be a positive process.
- Raise the quality of services provided.
- Increase job satisfaction.
- Identify appropriate training and development requirements.

Roles and Responsibilities

Principal:
- Setting sustainable standards.
- Providing advice and guidance to HODs on implementing the policy.
- Holding an appraisal meeting and an appraisal review each year.
- Following up actions 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.

HODs:
- Ensuring each member of staff in their team is clear about what is expected of them.
- Ensuring that new employees have work targets and objectives set as part of induction.

Employees:
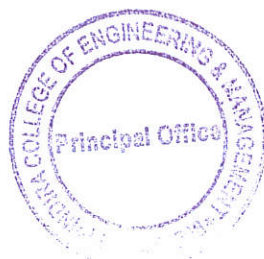- Taking an active role in reviewing their self-appraisal and target setting.

Appraisal Process
Self-assessment

Employees are informed of the appraisal at least 2 weeks before the appraisal one-to-one meeting. A copy of the appraisal self-assessment form is given to the employee so the employee has an opportunity to contribute.

A copy of the completed self-assessment form should be returned to the HOD.

Appraisal Performance

Principal
Indira College of Engineering
& Management, Parandwadi, Pune.