



# College of Pharmacy, Dehradun, Dehradun

Rev.	Implementation Date	Approved by
1	Effective from July 2022	Principal

## PERFORMANCE APPRAISAL POLICY

### **Introduction**

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

This policy is a major part of the performance management system and promotes employees towards achieving their professional goals, academic growth, enhancing their research skills, improving work quality, and efficiency in the College/Institute.

This policy provides a guide to employees on the purpose of the performance appraisal and ensures that the work performance and training needs of every employee are managed effectively and fairly. It is a step taken by the college to know about the ability, potential, and aspirations of the employees.

### **Purpose:**

- i) The Purpose of this policy is to discuss, plan, and review the performance of each employee of the College.
- ii) To give an appropriate direction to annual salary increments, promotions, and transfers, and provide a streamlined procedure for conducting performance reviews and evaluations.
- iii) To make employees aware of the performance appraisal system, framework, and participation process.

### **Scope:**

This policy applies to all Teaching & Non-Teaching Staff (Permanent) of the College.

### **Objective**

The performance appraisal system of the College is developed based on the long-term goal. The objective of the performance appraisal policy is –

- i) To make employees aware of the prospects in the College.
- ii) To create a supportive environment in the College to discuss career aspirations and developmental
- iii) To develop innovative skills in-
  - a. Teaching

- b. Research
- c. College/Institute activity
- d. External activity v. Administrative/Examination  $\phi$

**Eligibility Criteria:** Employees who have completed one year of uninterrupted service are eligible for a performance appraisal as per the table below.

***Performance Appraisal Cycle***

S.N	Cycle period	Month of Appraisal
1	From August to July	July of every year

Note:

- i) If an employee joins between 01 to 15, then that month shall be included in the appraisal process.
- ii) If an employee joins between 16 to 29/30/31, then that month shall not be included in the appraisal process. In this situation, the next month shall only be considered as the first month for his/ her appraisal process.

**Appraisal Rewards, Recognition & Revision/ Increment of Salary of Employees**

- i) Based on the above-said appraisal cycle, the appraisal rewards/ Recognition/ Revision/ Increment of salary of the concerned employees shall be effective from the date of his/ her joining.
- ii) If his/ her date of joining comes before the appraisal month (As per the appraisal Cycle), then the applicable salary shall be transferred to him/ her in the form of an Arrear with effect from his/ her date of joining.
- iii) **The following criteria shall be used to give Rewards, Recognitions, & Revision/ Increment of Salary of Employees**

S.N	Criteria		Reward & Proposed increment (%)
	Rating ( At a Scale of 100)	Score Range	
1	80 & Above	Outstanding/ Excellent	<b>7% of CTC</b> + One-time <b>Performance Bonus</b> approved by the Competent Authority, which will be adjusted equally in each Month's Salary throughout the year.
2	70-79	Very Good	<b>6% of CTC</b>
3	60-69	Good	<b>5 % of CTC</b>
4	50-59	Satisfactory	<b>4 % of CTC</b>
5	40-49	Marginal	<b>3 % of CTC</b>
6	Below 40	Below Marginal	<b>No Increment</b>

**Policy**

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

### **Policy Aims**

- i) The college recognizes that employees perform most effectively when they have clear expectations of their work profile, role, and purpose, their goals, objectives, and the wider aims of the College.
- ii) The policy aims to ensure that employees:
  - a. Know what is expected of them, i.e., the required standard of performance and how they should do their job.
  - b. Receive feedback that aims to improve and develop performance and recognize their achievements.
  - c. Identify areas where improvement is required and training and development needs.
  - d. Have a mutually agreed plan to achieve both development goals and employee career development.

### **Appraisal Process**

#### **Self-assessment**

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

A copy of the completed self-assessment form should be submitted to the concerned Coordinator/ HOD one week before the appraisal meeting.

#### **Appraisal Performance**

The HOD will use 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. HoD shall place all forms before the Principal for approval and necessary action.

### **Appraisal Records**

- i) When an appraisal is completed, the appraisal records shall be kept by the HR department for further reference.
- ii) 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 the effective performance of that role.

- iii) A copy of the form should be given to the employee as soon as possible.
- iv) Employees may use, as a last resort, the college grievance procedure to resolve problems as to the accuracy or the fairness of the appraisal.

### **Non-Compliance**

- i) All employees have a role to play in enforcing the policy.
- ii) Failure to comply with this policy may lead to a lack of clarity over job roles, learning needs, or expected standards of performance, resulting in reduced effectiveness or efficiency and underperformance.
- iii) Any member of staff refusing to observe the policy will be liable to disciplinary action under the College Disciplinary Policy / Code of Conduct, including dismissal.

### **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 & Removal of Difficulties**

Notwithstanding anything contained above, the Principal shall have the power to remove any difficulty faced in the implementation of the above regulation.

Approved By  
Principal