

6.3.1 *The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff*

Performance Appraisal.

Performance Management

The purpose of this is to evaluate and appraise the performance of the employee and to develop the individual personally and professionally.

The objectives of the performance appraisal at AEF are as follows:

1. Provide feedback to the employees on their performance.
2. Assessment of training needs
3. Compensation (increment) decision
4. Benchmark for promotions
5. Personal development of the employee

The HR team is in charge of the performance appraisal process, which will also provide guidance on conducting appraisal and will coordinate timely execution of the same. HR will also impart skills to concerned evaluators for executing appraisals on objective and impartial basis. All performance evaluations are monitored by the immediate supervisor of the evaluator/HR head/HR department performance evaluation scores are also used to determine the annual compensation increase.

Periodicity

Performance appraisals are required to be done for the following purpose with specific periodicities.

For purpose of assessment of training need, personal development and feedback on performance: Half yearly: March and October.

For promotion and compensation increase purposes: annually in March (For financial year April to March basis) & the implementation will be according to their joining.

Process

Performance appraisal at AEF is conducted on the basis of individual performance set-out in job profile. Further, institutional Objective/Goals/Targets etc. are set at the beginning of the academic year. These are then broken down into departmental level, and then on individual level. The individual objectives are linked to the compensation scheme and the performance on these objectives is the basis for determining the rewards pay outs for individual employees. The additional activity performed by the employee pertaining to events / functions which are not regular in nature shall be included in performance appraisal.

For performance appraisal employee level wise formats will be designed and the rating system is inbuilt. Performance is judged by immediate superior. The concerned superior/department head shall submit completed appraisal and it will be finalized by the Principal with the recommendation from Director General for Academic and Administrative staff respectively. Increment and Promotion solely depends on the performance of the employee. The copy of Performance Appraisal form shall be submitted to HR Dept. for his/her personal file.

Policy For Promotion :

Intent: To promote or to fix the increment of the employee as per the requirement. The criteria for promotion is

For Academic staff

- Existence of vacancy
- Length of service
- Annual appraisal
- Suitability for posts (skills required to perform)
- Attitude & integrity of individual.



For Admin staff

- Existence of vacancy
- Suitability for the post (skills required to perform)
- Annual appraisal
- Length of service
- Attitude & integrity of individual

Conditions:


- The employee shall be promoted on the basis of his/ her performance and experience.
- The tenure of an employee to perform at one post shall be of minimum 3 years, however depending upon the performance and requirement it may be shortened at the sole discretion of management.
- The promoted employee shall be issued the promotion letter of that post and to be reviewed in that respect by immediate superior.
- Permanent and Probationary employee both are entitled for promotion.
- Review of employees who have worked for 5 years and more at one post shall be taken and necessary development plan will be chalked out for further advancement.
- At one time single promotion to be considered.
- The promotion shall be considered on 30:30:40 ratios. (30-Qualification, 30-Experience, 40- Performance)

Encouragement:

- The objective of this policy is to motivate the employee for better performance.
- All employees of AEF are covered under this policy.
- Appreciation letter will be awarded on monthly performance basis.
- Recommendation and suggestion of employee name will be the decision of higher authority.
- Same employee can receive the Appreciation Letter more than one time for his/her performance.
- The appreciation/performance letter will be considered at the time of increment.


Co-Ordinator
Internal Quality Assurance Cell (IQAC)
Ashoka Center for Business & Computer
Studies, Nashik-422 003.




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Computer Studies, Nashik