



Amrutvahini Sheti & Shikshan Vikas Sanstha's
**Amrutvahini Institute of Management &
Business Administration, Sangamner**

(Permanently Affiliated to Savitribal Phule Pune University and Approved by AICTE New Delhi)

DTE CODE - 5324

NAAC Accredited

ISO 9001 : 2015 Certified Institute

SPPU CODE - 0581

Ref. AIMBA / PA-02

Performance Appraisal Policy

Date : / /20

Policy Statement/Objective

The Performance Appraisal Policy aims to systematically evaluate and recognize the contributions of Employees of organization. The goal is to enhance professional development, encourage continuous improvement, and align individual performance with organizational objectives.

Scope

This policy applies to Employees working in organization.

Definitions

- 1. Teaching Effectiveness:** The ability of employee to deliver high-quality education.
- 2. Research and Publications:** The scholarly output and publications of employee.
- 3. Administrative and Organizational Skills:** Competency in administrative and organizational tasks.
- 4. Professional Development:** The pursuit of ongoing learning and skill enhancement.
- 5. Contribution to Organization's Objectives:** The impact of an employee's efforts on organizational goals.
- 6. Teamwork and Collaboration:** The ability to work effectively with others.
- 7. Innovation and Creativity:** The introduction of new ideas and creative solutions.
- 8. Communication Skills:** The effectiveness of communication within the academic and administrative context.

Responsibilities

- 1. Employees:** Submit self-assessments, participate in goal-setting, and engage in continuous feedback.
- 2. HOI / HOD:** Conduct annual performance reviews, provide feedback, and collaborate on goal-setting.

Procedures / Guidelines

- 1. Goal Setting:** Collaboratively set goals during the appraisal process.
- 2. Self-Assessment:** Employees submit self-assessments reflecting on achievements, challenges, and goals.
- 3. HOI / HOD Evaluation:** Provide feedback based on observations, student feedback, and relevant metrics.
- 4. Performance Improvement Plan:** Develop plans for employees needing additional support

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Compliance will be monitored through regular audits of the appraisal process.

Exceptions/Waivers

Exceptions to the policy may be considered under unique circumstances and will be evaluated on a case-by-case basis.

Communication

The policy will be communicated to all employees through official channels, including employee meetings and electronic communication.

Training and Awareness

Training programs will be conducted to ensure employees awareness of the policy and its procedures.

Review and Revision Process

The policy will be reviewed after every three years or as needed to ensure its effectiveness and relevance.

References

Nil



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Director [HOI]

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