

Document	Policy and Procedures Manual	R.D.ENGINEERING COLLEGE.GHAZIABAD
Department	Human Resources	
Topic	Appraisal Policy	

Purpose:

Appraisal policy is implemented in the Institution to retain good staff, to promote those who are qualified, deserved without any discrimination, to improve employee motivation and job satisfaction.

Policy:

Appraisal policy covers the rules, standards and guidelines that govern the Institution policy of Appraisal prescribed by UGC and the affiliated University.

Scope:

This Appraisal policy applies to all employees on the rolls of the Institution.

Procedure:

- All staffs are reviewed after every academic year on performance in their academic activities, departmental activities and student interactions.
- Scores are given for the above and will be taken into account for the Annual Performance review and Appraisal.
- Increments for the year are based on these scores.
- Our Institution holds an appraisal Policy.
- In this policy, Staff will be reviewed based on student feedback, self appraisal of staff, professional development activities done by staff and also by Director, HOD and peer appraisal.
- Based on the score obtained from "Self Appraisal Form", the employee will be recommended for appraisal.
- The Appraisal could be of many ways like change in designation and with additional responsibilities, transfer from one department to another department, change in designation alone without monetary benefit etc.


 Director
 R.D. Engineering College
 Duhai, Ghaziabad

Teaching Staff:

For teaching staff the following parameters will be taken into consideration for recommendation of Appraisal:

- Student Feedback
- Self Appraisal
- Performance Appraisal
- HOD Appraisal
- Staff activities which includes professional and self development activities undertaken by staff
- Director Appraisal etc.

Each carries different weight age and scores consolidated.

For HOD, the following parameters are taken into consideration:

- Student Feedback
- Self Appraisal
- Performance Appraisal
- Director Appraisal
- Staff Activities which includes professional and self development activities undertaken by staff etc.




Non teaching Staff:

For administration staff, the Appraisal is based on the performance over the year, the feedback of the department head.

- Staff Appraisal is based on the yearly performance review and feedback by the Head of the Department.
- Teaching assistant staff's Appraisal is based on the self appraisal of the staff on the activities done by him/her during the year, feedback from the Head of the Department.

Score Classification can be below:

- Outstanding : Above 90%
- Very Good : Between 80% to 89%
- Good : Between 70% to 79%
- Average : Below 69%

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