

## **PERFORMANCE EVALUATION & APPRAISAL SYSTEM**

The Performance Evaluation & Appraisal Committee is tasked with assessing the performance of individuals within the organization as per UGC guidelines and providing feedback to help them improve. Here's an overview of its functions and responsibilities:

**Performance Evaluation:** The committee conducts regular evaluations of employees' performance based on predetermined criteria and key performance indicators (KPIs) as per UGC guidelines. This evaluation may include assessing their work quality, productivity, adherence to deadlines, teamwork, communication skills, and adherence to organizational values.

**Appraisal Process:** The committee oversees the performance appraisal process, ensuring it is fair, transparent, and consistent across all employees. It may develop appraisal forms, establish evaluation timelines, and communicate evaluation criteria to employees.

**Feedback and Coaching:** The committee provides constructive feedback to employees based on their performance evaluations. This feedback may highlight areas of strength and areas needing improvement, as well as provide guidance on how employees can enhance their performance and achieve their career goals.

**Identifying Training Needs:** Through performance evaluations, the committee identifies training and development needs for individual employees. It may recommend training programs, workshops, or other learning opportunities to address skill gaps and enhance employees' professional development.

**Performance Improvement Plans (PIPs):** In cases where employees' performance does not meet expectations, the committee may develop performance improvement plans (PIPs) in collaboration with the employees. These plans outline specific goals, timelines, and support mechanisms to help employees improve their performance.

**Documentation:** The committee maintains accurate records of employees' performance evaluations, feedback sessions, and any performance improvement plans implemented. These records are essential for tracking employees' progress over time and making informed decisions about promotions, transfers, or disciplinary actions.

**Policy Review:** The committee periodically reviews the organization's performance management policies and procedures to ensure they remain effective and aligned with best practices and UGC guidelines. It may recommend updates or revisions to enhance the efficiency and fairness of the performance evaluation and appraisal process.

Overall, the Performance Evaluation & Appraisal Committee plays a vital role in promoting a culture of continuous improvement, professional development, and accountability within the organization in line with UGC guidelines and standards. Its efforts contribute to enhancing employee performance, job satisfaction, and organizational success.

### **Constitution of the Committee:**

Committee Composition: **Head of the Institution and Department Heads**