

SRM University Delhi-NCR, Sonapat, Haryana
Appraisal Policy-2022

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1. Purpose

The primary purpose of the annual appraisal of University regular employees is to evaluate the performance of an employee's systematically.

2. Scope

The appraisal process applies to all employees who have completed their probation period. Based on the annual appraisal report, an employee may get

- Annual increment.
- Faculty/Staff awards may be declared based on the appraisal.
- Promotion of an employee.

3. Procedure of Appraisal

The appraisal of an employee goes through the many steps, mainly as under:

3.1 Frequency of Meeting

Appraisal meetings shall be conducted annually at the end of academic session.

3.2 Probationary Employee

An employee under the probation period is not eligible to fill the annual appraisal forms unless he/she completes one year.

3.3 Appraisal Meetings

- Every employee should submit his/her annual performance report in the appraisal format prescribed by the University (Annexure 1 & Annexure-2).
- As it is a self-introspection of his/her performance, reporting by the employee should be factual and accurate, supported by the evidence wherever necessary.
- The Appraisal Committee shall be responsible to hold the appraisal meeting as per the directions of the competent authority.
- The purpose of the meetings will be

MR

K. Anandhalingam

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- Discuss, review and rate the performance (as per the job description) for a period of one academic year.
- Identify any Faculty/Staff Development Activities required to assist the person to meet their job description and formulating an action plan for developing the employee's skills.

3.4 Appraisal Ratings

The appraisal rating shall be as under:

- GRADE-A: If the Score is between 91-100%
- GRADE-B: If the Score is between 81-90%
- GRADE-C: If the Score is between 71-80%
- GRADE-D: If the Score is between 61-70%
- GRADE-E: If the Score is below 60%

NOTE: The appraisal report shall be used to appraise an employee. If an employee does not satisfactory appraisal report, the competent authority has the right to decide the action on the employee.

3.5 Appraisal Forms

The performance appraisal form is annexed. An employee has to submit (appraisal form) filled and signed copy in the HR Department in a confidential sealed envelope. (Annexure I & Annexure II)

AMENDMENTS OF APRAISAL POLICY

The University reserves the right to modify /cancel or amend all or any of these rules & regulations and issues supplementary rules or amended rules without prior notice and shall be applicable with the effect of the notification of such amendment.

OR

K. Anandiyar

D. V. Singh