

**ARMY INSTITUTE OF TECHNOLOGY
DIGHI HILLS, PUNE**

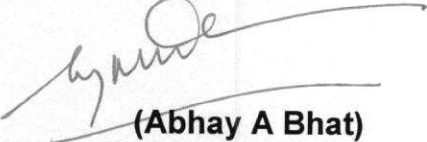
**STANDARD OPERATION PROCEDURE (SOP)
FOR
PERFORMANCE APPRAISAL FEEDBACK TO EMPLOYEES**

1. A performance appraisal is a “formal process” used to assess an employees effectiveness and productivity. It serves both “administrative” and “development” purpose.
2. Performance appraisal (PA) has three basic functions :
 - (a) To provide adequate feedback to each person on his or her performance.
 - (b) To serve on a basis for modifying or changing behavior towards more effective working habits.
 - (c) To provide data to mangers with which they may judge future job assignment, changes in job assignment, eligibility for promotions and higher assignments.
3. In most educational institutes APAR (Annual Performance Appraisal Ratings) or APIs are used for purpose of CAS or promotion in existing vacancies. The first two functions of PA, as given in Para 2 are not given the due importance.
4. It has now been decided that the procedure for initiating and processing the performance appraisal will be modified accordingly. Step by step process is as given below :
 - (a) Each Employee will fill up the individual Self Appraisal form (ACR) and submit it to the Initiating Officer HOD.
 - (b) The HOD / Initiating Officer will carefully and objectively fill up the portion of the ACR. The HOD will consider various aspects such as contribution to the dept, behavior with students, research contribution, academic excellence etc while writing the ACR.
 - (c) After completion of initiation, the HOD will interact with each employee individually and provide them with the outline of the performance appraisal, emphasizing on areas of improvement, additional training / upgradation required and behavioural changes required if any.
 - (d) Signature will be taken after such interaction in the register maintained in each Dept (format attached).

- (e) The reviewing officer will review the ACR, endorsing his remarks as applicable.
- (f) The reviewing officer will also interact / counsel with selected employees (outstanding employees and underachievers) and maintain record in the register accordingly.
- (g) Appraisal of Principal / Jt Director / HOD / TPO / Registrar / Librarian / Office Supdt (OS) will be initiated by the Director in the manner mentioned above.
- (h) Plan must be chalked out for training as required for individuals and detail the faculty to undergo training / FDP / STTP / Workshop.
- (j) All necessary records must be maintained. Counter signature must be taken from Principal & Director.
- (k) During the subsequent appraisals, record of improvements suggested earlier, should be maintained.

File No : AIT/0351/SOP/PRIN

Date : 28 Jan 2019


(Abhay A Bhat)
Brig (Retd)
Director, AIT

INTERACTION REGISTER

Name of Faculty: _____ Designation: _____

Academic Year	Date of Interaction	Critical Points discussed	Remark/Suggestion on areas of improvement of performance appraisal	Trg./Skills Suggested	Sign of Faculty	Sign of IO/HOD	Sign of RO	Sign of Director

Note: IO and RO must highlight strength, weaknesses, Significant Contribution/Achievements (if any in critical points discussed)