



# SREE NARAYANA NURSING COLLEGE

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Recognized by Indian Nursing Council vide letter No. 02/Sep/2006 INC dated : 29.09.2006

A.P. Nurses & Midwives Council Letter No. APNMC/CON/5212/2006, dated: 4/11/2006

Affiliated to Dr. N.T.R. University of Health Sciences, A.P. Vijayawada.



## PERFORMANCE APPRAISAL POLICY

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## PERFORMANCE APPRAISAL POLICY

### OBJECTIVE

To lay down guidelines for implementation of the performance System(PMS).

### Eligibility & Applicability

This policy is applicable to all employees of Sree Narayana Nursing College.

### RASCI

Responsible : Individual/HOD/HRD

Approver : PRINCIPAL/HOD

Support :HOD/HRD

Inform : HOD/HRD/A&F Department

### PURPOSE

- A performance appraisal serves the following purpose:
- Provides feedback to employees about their performance and encourages enhanced performance.
- Determines who gets increment and promotion.
- Counseling of poor performance.
- Determines training and development needs.
- Confirming that good hiring decisions are being made.
- Facilitates layoff and downsizing decision.

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- Creates an alignment between the expectations of the management and execution on ground.

## PROCEDURE

Performance management is a method used to measure and improve effectiveness of employees at the workplace. It is a system composed of several activities including goal setting, tracking changes, coaching, motivation, employee development.

The performance management cycle begins with Key responsibility area / goals and eventually reviewed in a formal one - to - on meeting. An informal midterm appraisal review will also be held. The results of the formal end term meeting will feed into the incentive/ Increment system.

The strategy based performance management system will be followed. The PMS model will have four phases as enumerated in succeeding paragraphs.

**Phase 1 – Performance Planning .** At the beginning of the appraisal period the appraisee and appraiser will get together for a performance planning meeting. In this session they discuss as to what the employee will achieve during the appraisal period. The key result areas, key performance indicators, the competency desired of the appraisee and the individual developmental plans are recorded on the performance planning form and kept in the personal file of the employee that is maintained in the HRD. A copy of the same is given to the employee.

**Phase 2 – Performance Execution.** Over the course of the appraisal period the employee works to achieve the goals, objectives and undertakes to complete key responsibilities. The appraiser coaches and provides feedback as well as creates on additions that motivates and resolves performance problems that arise. Semi – formal periodic reviews are held to monitor performance and set corrections in order to enable the appraisee achieve the laid down objectives.

**Phase 3 – Performance Assessment.** This is the assessment system wherein the supervisor/appraiser/reporting officer has to fill out an appraisal form. The blank appraisal forms and a copy of the performance planning forms will be sent by the

- HRD to the appraiser. The completed appraisal form is reviewed by the supervisor's senior/Reviewing officer and submitted to the HR department who in turn will scrutinize

  
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the same for its correctness. The performance assessment of the reporting officer will be shown to the appraise and signed by both. However the remarks/assessment of the reviewing officer will not be shown to the appraise and will be kept confidential. This is a measure to bring in objectivity, as also avoid a “one man report” and even out the inflationary trends that is generally seen in appraisals that have to be shown to the appraise.

**Phase 4 – Performance Review.** The Appraiser and the appraise meet and discuss the assessment. They will also set a date to hold performance planning discussion for the next appraisal period, at which point performance appraisal starts a fresh.

#### **Filling and Handling of Appraisal Forms**

The appraisal form is a privileged document. It should be treated with confidentiality. Receipt/dispatch of the forms should be done in a secure/confidential envelope. The form should finally get filed in the personal file of the individual. HR dept must ensure the confidentiality of the Appraisal forms.

#### **Criteria for initiation if Appraisal forms**

The following will be the norms for initiation of the appraisals

The appraise should have served for at least 90 days under the Appraiser, In case he/she has not served for 90 days then the previous superior/Reporting Officer will be entitled to initiate the appraisal. In case he/she has served for less than 90 days in the organization then he/she will be eligible for an appraisal in the succeeding appraisal period.

All appraisals will be reviewed and endorsed by the next senior in the line of reporting that Reviewing officer.

In case the Appraise are of the same designation then the next senior in line should initiate the appraisal

**Performance Rating** Employees will be assessed by the appraiser on various individual qualities as well as their overall performance on rating as under:-



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Rating	Meaning
Performance Rating A	Performance exceptional and consistently high level
Performance Rating B	Performance superior and consistently exceeds overall performance requirements
Performance Rating C	Performance satisfactory meets most parameters of performance requirements. Weakness offset by strong points.
Performance Rating D	Below satisfactory performance. However displays progress towards an enhanced performance.

**Promotion** Promotions of employees will depend on consistent good performance and existence of vacancies at the higher designations. While policy on promotions will change from time to time, as a general rule the following aspects can be considered. Promotions should normally be carried out along with the paying out of performance increment and will the same channel of approvals.

Grade	Minimum period in present Designation	Grading to be achieved
G1-G3	2/3 Years	"B" (last 2 Years)
G4-G6	3 Years	Min "B" with at least one "A" (Last 3 Years)
G7-G9	3 Years	Min "B" with "A" during Last 2 Year (for last 3 Years)
G10 and Above	¾ Years	Consistent "A" Grading depends on the decision by the Top management (For last ¾ Years)

B. Kalpana

VERIFIED BY

V. Jayantha

Principal

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