

## Performance Appraisal – Policy & Process

( HR Department)

### 1. Objective of Performance Appraisal

The primary objective of the Performance Appraisal process is to evaluate the performance of employees fairly and accurately, providing them with constructive feedback to enhance their professional growth and contribute effectively to organizational objectives.

### 2. Schedule for Performance Appraisal

Performance Appraisal will be conducted annually, with clear timelines communicated to all employees well in advance.

### 3. Conducting the Performance Appraisal

Performance Appraisal will be conducted through a combination of self-assessment, supervisor evaluation, and peer feedback to ensure a comprehensive evaluation process.

### 4. Standardization of Rating

A standardized rating scale will be used to assess employee performance consistently across all departments and roles.

### 5. Using of ERP Appraisal Form

a. **Elements of the ERP Appraisal Form:** The ERP Appraisal Form will include sections for assessing key performance indicators, competency evaluations, goal achievements, and developmental needs.

b. **Completing the Appraisal:** Appraisals will be completed by both the employee and their supervisor, with thorough documentation of achievements, challenges, and areas for improvement.

### 6. Writing Performance Targets / Goals

c. **Objective of Writing Performance Targets and Goals:** Clear and measurable performance targets and goals will be set collaboratively between employees and their supervisors to align individual objectives with organizational goals.



## 7. Discussion between Principal, HOD, HR & Appraise


Performance discussions will be conducted between the Principal, Head of Department (HOD), HR representative, and the appraisee to ensure alignment of expectations, address any concerns, and provide clarity on performance feedback.

## 8. Final Rating (Principal + HR + Trustee)

The final performance rating will be determined collaboratively by the Principal, HR department, and relevant trustees, taking into account all assessment inputs and ensuring fairness and transparency.

## 9. Revision / up-gradation and finalization of revised remuneration

Performance appraisal outcomes will inform decisions regarding salary revisions, promotions, and career development opportunities, ensuring that remuneration is aligned with performance and organizational objectives. Any revisions or upgrades will be finalized through a transparent and merit-based process.

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