



## Policy

University: Sri Sri University  
Country: India  
Web Address: [www.srisriuniversity.edu.in](http://www.srisriuniversity.edu.in)

### Performance Management Policy

Name of Policy	Performance Management Policy	Prepared By	Aruni Agarwal
Department	All	Verified by	Director IQAC
Effective Date	June 10, 2023	Approved by	Executive Registrar
Number of Pages	3	Reference No.	SSU/ER/2023/238-A

### Purpose

This policy's objective is to create a framework for overseeing the performance of all university staff members, including academic staff, support staff, and administrative staff. Performance management is an ongoing activity that aims to support staff in achieving their unique objectives and making a positive impact on the university as a whole.

### Scope

This policy applies to all university employees, regardless of their position or employment status.

### Policy

The university is dedicated to developing a fair, open, and encouraging performance management system. The system ought to: Be founded on unambiguous, quantifiable performance standards that are in line with the strategic aims and objectives of the university. Give staff members regular feedback on how they're doing and encouragement to grow. be used to make well-informed choices about pay, advancement, and other human resource issues.

### Responsibilities

*Employee have a responsibility to:*

It is everyone's duty to take part in the performance management process. Employees should collaborate with their supervisor to establish specific, quantifiable Key Responsibility Areas. meeting with their

**Doc. No.: SSU/POLICY/ Performance Management Policy**



## Policy

University: Sri Sri University  
Country: India  
Web Address: [www.srisriuniversity.edu.in](http://www.srisriuniversity.edu.in)

### Performance Management Policy

manager on a frequent basis to talk and get feedback. creating and carrying out a plan to improve performance, if required. assuming accountability for one's own development as a professional.

*Supervisors have a responsibility to:*

For their personnel, set clear, quantifiable performance standards. Their staff should get regular performance reviews. Support the growth of their workers. Evaluate employees' performance in a fair and impartial manner. depending on performance, decide on pay, promotions, and other human resource issues.

### Process

The performance management process should include the following steps:

1. **KRA Finalisation:** Employees and their supervisors should work together to set clear and measurable performance goals for the year. These goals should be aligned with the employee's job description and the university's strategic goals and objectives.
2. **Regular feedback:** The goal of these meetings should be to discuss the employee's development and offer feedback. This criticism must be pertinent, specific, and constructive.
3. **Performance development:** As required, employees and their managers should collaborate to create a performance improvement plan. The activities that the employee and supervisor will take to improve performance should be identified in this plan, along with the employee's areas of weakness.
4. **Performance evaluation:** Every year at the end, supervisors should assess employee performance. These reviews should compare the employee's performance to their objectives and point out any areas that need improvement.
5. **Human resource decisions:** Decisions about compensation, promotion, and other human resource matters should be made based on performance.



## Policy

University: Sri Sri University  
Country: India  
Web Address: [www.srisriuniversity.edu.in](http://www.srisriuniversity.edu.in)

### Performance Management Policy

#### Confidentiality

All information collected during the performance management process is confidential and should only be shared with those who have a legitimate need to know.

#### Non-Discrimination

The performance management process must be conducted in a fair and non-discriminatory manner. Employees should not be discriminated against on the basis of race, colour, religion, sex, national origin, age, disability, sexual orientation, or veteran status.

#### Grievance Procedure

Employees who have concerns about the performance management process should follow the university's grievance procedure.

#### Conclusion

The performance management system is an important tool for helping employees achieve their goals and contribute to the overall success of the university. The university is committed to creating a system that is fair, transparent, and supportive.

**Executive Registrar**