



## Criterion 6 – Governance, Leadership and Management

### 6.3.5: Performance Appraisal

#### Summary & Instructions

##### Appraisal cycle

##### PRISM/Appraisal cycle consists of following phases

Phase 1: Goal setting by the employee
Phase 2: Goal approval by Manager
Phase 3: Continuous performance management
Phase 4: Self-appraisal
Phase 5: Manager/Reviewer appraisal

The document give details of Goal setting for Hols, Dean and other designations.

Goal are of 2 categories, mandatory goal and variable goals. Section 2 gives mandatory goals and section 3 gives variable goals. Each goal will have a weightage. Total weightage of all goals has to be 100. Weightage for mandatory goals is already defined in the section 2, weightage for variable goal can be selected as per the relevance.

Note: For variable goals, it is preferable to keep minimum weightage of 10% for each goal

##### Mandatory Goals

##### Instruction for goal setting

Goals are to be created under the Personal Goal option (copy from the section 2 to create the same)

Note: 1. Manual for Goal setting also attached for your reference  
2. Once Goals are set kindly inform the HR Team, to take it further

