PROJECT REPORT

ON

STAFF PERFORMANCE SYSTEM

SUBMITTED BY

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BSC II (SEM III)

GUIDED BY

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SHREE HANUMAN VYAYAM PRASARAK MANDAL'S

DEGREE COLLAGE OF PHYSICAL EDUCATION, AMRAVATI

(A MULTI-FACULTY AUTONOMOUS COLLEGE)

2025-2026

Project Title -Staff Performance System

Project Manager:-

1) Vaishnavi Tiwari
2) Prajakta Puri
3) Disha Durgwar
4) Bhavika Sonone

Class – BSC SECOND YEAR (Sem III)

Frontend – HTML, SS, Java Script

Backend - Python (flask)

Database – MySQL

1] Introduction Of Field Project Work-

As part of our academic curriculum, we will be undertaking a field project to develop a comprehensive Staff Performance System. This project aims to design and implement a system that evaluates and enhances employee performance, aligning individual goals with Organizational objectives.

Project Overview:

Title : Staff Performance System

Objective: To develop a user-friendly system for evaluating and improving employee performance

Scope: Design, development, testing, and implementation of the system

Deliverables: A fully functional Staff Performance System with documentation and user manual

Project Goals:

- Understand the importance of staff performance evaluation in organizations
- Design a system that aligns individual goals with organizational objectives

- Develop a user-friendly interface for employees and administrators
- Test and implement the system in a real-world setting

Expected Outcomes:

- A comprehensive Staff Performance System
- Improved employee performance and productivity
- Enhanced employee engagement and motivation
- Alignment of individual goals with organizational objectives

2. Literature Review (Requirements Gathering) -

A literature review was conducted to gather information on the requirements and best practices for a Staff Performance System. The review included academic journals, industry reports, and online resources.

Key Findings:

1. Performance Evaluation: A Staff Performance System should include a comprehensive performance evaluation module that assesses employee performance based on key performance indicators (KPIs).

2. Goal Setting: The system should allow employees to set and track individual goals aligned with organizational objectives.

3. Feedback Mechanism: A feedback mechanism should be included to provide employees with regular feedback and coaching.

4. Training and Development: The system should identify training and development needs and provide opportunities for employee growth.

5. Employee Engagement: The system should include features to enhance employee engagement, such as recognition and rewards.

Functional Requirements:

1. User Authentication: Secure login and authentication for employees and administrators

2. Employee Profile: Employee profile management, including job description and performance history

3. Goal Setting: Goal setting and tracking module

4. Performance Evaluation: Performance evaluation module with KPIs and feedback

5. Training and Development: Training and development module with course recommendations

6. Reporting: Reporting module for administrators to track employee performance and progress

Non-Functional Requirements:

1. Usability: User-friendly interface for employees and administrators

2. Security: Secure data storage and transmission

3. Scalability: System should be scalable to accommodate growing number of employees

4. Compatibility: System should be compatible with various devices and browsers

3.Framework/Timeline of Field Work-

Project Duration: 12 weeks

Week   Activity   Description

1-2   Planning and Research

Conduct literature review, gather requirements, define project scope and objectives

3-4   System Design

Design system architecture, create UI mockups, develop system requirements document

5-6   System Development

Develop system backend and frontend, implement features and functionalities

7-8   System Testing and QA

Conduct system testing, identify and fix bugs, refine system performance

9-10

Implementation and Training Implement system, provide training and support to users, monitor system performance

11-12   Finalization and Documentation

Finalize system development, document system design and implementation, prepare final report and presentation

Milestones:

1. Week 4: System design and requirements document

2. Week 6: System development and testing

3. Week 8: System testing and quality assurance

4. Week 10: System implementation and training

5. Week 12: Final project report and presentation

Deliverables:

1. Staff Performance System

2. System documentation and user manual

3. Final project report and presentation

Timeline:

- Week 1-2: Conduct research and planning

- Week 3-4: Design system architecture and create UI mockups

- Week 5-6: Develop system backend and frontend

- Week 7-8: Test and refine system

- Week 9-10: Implement system and provide training

- Week 11-12: Finalize system development and documentation

4) Division Of Work among students: Roles and responsibilities

Roles

1. Vaishnavi Tiwari- Project Leader:

   - Oversees the staff performance evaluation process.

   - Ensures timely completion of tasks and reports.

   - Coordinates with other team members.

2. Prajakta Puri- Data Collector:

   - Gathers staff performance data (attendance, feedback, appraisal metrics).

   - Organizes data for analysis.

3. Disha Durgwar-Analyst:

   - Reviews data to identify trends, strengths, and areas for improvement.

   - Prepares insights for the report.

4 . Bhavika Sonone- Report Compiler:

   - Creates a comprehensive report based on analysis.

   - Highlights key findings and recommendation

Responsibilities

- Set evaluation criteria with input from staff and management.

- Ensure confidentiality and fairness in the process.

- Regular check-ins to track progress and address issues.

5. Introduction of Field/Organization-

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to connect, provide products that add value to your business and experience that will delight you. We offer our customers a wide range of services like web design, web development, web hosting, graphic design, mobile application development, and custom software development, Search Engine Optimizations, Ecommerce, CMS and more.

5) Objective and Relevance-

Objective

The primary objectives of a staff performance system are:

- Evaluate Performance: Assess individual staff performance against set goals, roles, and expectations.

- Improve Productivity: Identify strengths, weaknesses, and areas for growth to boost overall productivity.

- Enhance Development: Provide targeted training, feedback, and support for professional growth.

- Align with Institutional Goals: Ensure staff efforts contribute to the school/organization's vision and mission.

Relevance

1. Accountability: A structured system encourages staff to meet their responsibilities.

2. Fairness and Transparency: Clear metrics ensure unbiased evaluations.

3. Motivation: Recognition of achievements and constructive feedback boost morale.

4. Strategic Planning: Performance data helps identify training needs and succession planning.

5. Improved Communication: Regular feedback fosters better staff-management relations.

Conclusion:

A robust staff performance system is pivotal in fostering growth, enhancing productivity, and achieving institutional goals. By focusing on regular feedback, fair evaluation, and professional development, we can build a motivated and high-performing team that drives student success and organisational excellence.

References:

1. Armstrong, M. (2009). Armstrong's Handbook of Performance Management. Kogan Page.

2. Aguinis, H. (2013). Performance Management. Pearson Education.

3. Society for Human Resource Management (SHRM). (2020). Performance Management.

4. CIPD. (2020). Performance management: An introduction.

5. Grote, D. (2012). Performance Management: A Guide to Creating High-Performance Organizations. Jossey-Bass.

6. Pulakos, E. D. (2009). Performance Management: A New Approach for Driving Business Results. Wiley-Blackwell.

7. WorldatWork. (2020). Performance Management: A Strategic Approach to Driving Business Results.

Online Resources:

1. SHRM: http://www.shrm.org/

2. CIPD: http://www.cipd.co.uk/

3. WorldatWork: http://www.worldatwork.org/

4. Harvard Business Review: http://www.hbr.org/