

6.3.5: Institution has Performance Appraisal System for teaching and non-teaching staff

Our institute strictly follows the DCI Regulations on minimum qualifications for appointment of teachers and other academic staff in colleges and measures for the maintenance of standards in higher education.

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows:

Teaching Staff:

- The performance of each faculty member is assessed according to the Competency Assessment for the Performance Based Appraisal System (PBAS).
- Promotions are based on the PBAS proforma
- The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.
- The faculty members are informed well in advance of their due promotion.
- The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Principal.

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6.3.5

Name:	Emp. ID:
Department:	Designation:
Date of Appointment:	Present Salary:
Period covered for this appraisal : July 2016 to June 2017	

RATING SCALE

Exceptional	Highly Satisfactory	Satisfactory	Marginal
A-4	B-3	C-2	D-1

***Note: Ratings can be given according to the above mentioned assessment scale and N/A can be mentioned wherever it is required.**

S. No	PERFORMANCE CRITERIA	Performance Score	
		Self	Appraiser
1	Qualification : Score can be given if BDS = 1, Diploma=2, MDS = 3, Ph.D/Fellowship = 4		
2	Experience in the NDCH Score can be given if 12 Yrs and above = 4 ;8 Yrs and above = 3, 4 Yrs and above = 2 ;below 4 Yrs = 1		
3	Experience out of the NDCH Score can be given if 12 Yrs and above = 4 ;8 Yrs and above = 3, 4 Yrs and above = 2 ;below 4 Yrs = 1		
4	Students' Feedback Score can be given if above 90% = 4; Above 75%= 3, above 60%= 2 ;below 60%=1		
5	Seminar/Work shops / FDP's Score can be given if attended- 02 International Seminar/Work shops = 4; 01 International Seminar/Work shops = 3 02 National Seminar/Work shops =2 01 National Seminar/Work shops =1		
6	Papers published Score can be given if published 02 International Journal = 4 01 International Journal = 3 02 National Journal = 2 01National journals = 1		
7	Funded Research projects & Developments Score can be given if Projected completed =4 ; Released =3, fund approved =2 ; Proposal submission=1		
8	Quality Of Clinical Work Score can be given if - Clinical work has a high degree of functionality and enthusiastically on all work produced = 4 Quality of clinical work is good. Makes few mistakes =3 Produces clinical work that is passable, although quality needs improvement=2		

COMPETENCY ASSESSMENT

	Leaves patients with a good feeling about consultation =3; Talks to the patient too long/ talks to patient about the doctor's own interest=2; Frequently rude or blunt=1		
10	General Clinical Proficiency- (Maintains and applies up-to-date knowledge base appropriate to clinical scope & Seeks consultation from others when appropriate) Score can be given if - Above Expected Level = 4, At Expected Level=3, Below Expected Level=2, Significant Concern=1		
11	Maintains Appropriate Medical/Clinical Documentation Score can be given if - Extremely good=4 . Good =3, Average=2, Non- Maintains=1		
12	Co-Curricular, Extension and Professional Development Activities Have Participated more than 02 socially responsible activities=4 Have Participated minimum 02 socially responsible activities=3 Deputation to Various Educational Institutes=2 Member of Academic/Administrative committees Member of NGOs=1		
13	Analytical ability: Ability to size up problem, collect and evaluate facts and reach sound conclusions.		
14	Interest in work: Ability to learn new job quickly and willingness to work together with others.		
15	Code of conduct: Work place etiquette, Punctuality , Attendance, Dress code, Team work		
16	Communication : Ability to effectively convey information and ideas to others; clarity of oral and/or written communications		
17	Leadership Skills: Coach and Develop others, Team Building, Follows proper procedures ,Follows Standards, Learning New Skills		
18	Interpersonal skills Relationship with colleagues, Cooperation, Coordination &Team work, Problem-solving & Decision-making		
Total Score			

Rating- A: Total Score =>70;
Rating-C: Total Score =>40;

Rating- B: Total Score =>55;
Rating D: Total Score < 40

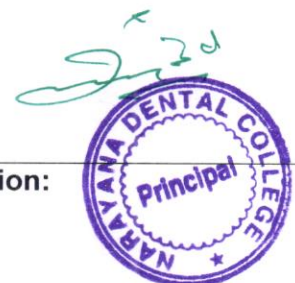
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OVERALL ASSESSMENT

Appraiser's Name:

Designation:

Comments and suggestions by the Appraiser:



Action plans for development:

Signature with date

Remarks of the Reviewer / Principal

Final Rating :
with date

Signature

HR Comments:

Rating Recorded:
with date

Signature

