



PRIYADARSHINI DENTAL COLLEGE & HOSPITAL

STAFF APPRAISAL POLICY

VERSION: 03

DOC NO.: PDCH /SAP/03/ 2022

DATE OF ISSUE:04/03/2022

PREPARED BY

Human Resources Department

Priyadarshini Dental College and Hospital

APPROVED BY

Dr. B. Sivapathasundharam MDS,

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Priyadarshini Dental College and Hospital



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1.0 Preamble

The institution and the employees of Indira Group of Educational Institutions are committed to the principle of continuous personal and professional development. This policy sets guidelines for the evaluation of the annual performance of the employees that enables them to achieve their career goals and growth within the institution.

2.0 Purpose

The policy provides guidelines on effective appraisal of the employees for constructive feedback leading to personal and professional development of the employees further improving the quality of the institute.

3.0 Scope

The policy addresses comprehensively the diverse needs of the employees and the institute for achieving the goals of the institute; contributes to development, motivation of employees and overall quality of education.

4.0 Objectives

- To assess the performance of employees
- To constructively provide feedback
- To identify the areas need to be improved and provide professional training
- To identify the strength and sanction the appropriate rewards
- To self appraise and foster a growth mind set
- For overall improvement of quality of education

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5.0 Policy outline

Indira Group of Educational Institutions is committed to provide annual evaluation of employee's performance in academic, research, administrative and service activities. Employees of all ranks are obliged to submit the Performance Evaluation Form annually and evaluate by the Head of the Department on an annual basis and submit the report to the Human Resources Department. This evaluation will be considered for promotion, salary increment, cash incentives and other perks as applicable.

Definitions

Annual: Every academic year.

Academic year: The period commencing from 1st August of every year to 31st July next year 2021-22 will be effect from 1st August 2023

Activities: Those activities that fulfill the mission of teaching, research, clinical and administrative services.

Employees:Teaching faculty: Tutor, Senior Lecturer, Reader, professor, HOD, Vice-principal and Principal.

Non- Teaching:Administrative officer, office super indent, secretary to principal, receptionist, dental technician, dental hygienist, dental radiographer, network administrator, photographer, DTP operator, lift operator, attendant/peon.

Significant duration: The said employees must have worked for a minimum period of one year in an academic calendar year, for his/her performance to be evaluated.

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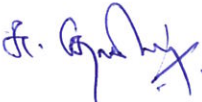
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6.0 Procedure & Timeline

Self-assessment: All the employees both teaching and non- teaching members, who have worked for more than one year in the previous academic year in our institution and must submit their self-assessment form to their Department Heads on or before the 10th of August every year.

Rating and feedback by HOD: Department Heads must rate the self-assessment forms and provide constructive feedback to the employees on or before 15th September every year. The interaction between the department head and the individual employee's member allows an opportunity for review and justification by the employee's member and for discussions regarding establishing goals for the next year. The feedback and discussion should be documented. The feedback must include the progress in the assigned activity towards the individual's strengths, challenges and areas requiring development and expected career goals.

Appraisal by Principal / Dean: Heads of the Departments must forward the completed Employees Performance Evaluation Form along with the documented feedback and discussions to the office of Principal on or before 30th September of every Year. The Office of Principal shall rate and forward the appraisal reports to the Human Resources Department on or before 1st of November every year.

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SELF-APPRAISAL FORM

Name of the Employee:

Designation:

Department:

1.1	Name	
1.2	Age	
1.3	Gender	
1.4	Address for correspondence	
1.5	Mobile .No	
1.6	Designation	
1.7	Department	


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1.8		Additional Qualification / Fellowships / Certificate Courses				
1.9		Any Awards				
2		Total Teaching Experience				
2.1		Date of Joining in PDCH				
2.2		Other Professional Experience				
3		Number of Faculty Development Programs attended				
4		Research				
4.1		Number of research projects completed				
4.2		Number of ongoing projects				
4.3		Number of research grant applied/ granted				
4.4		Number of patent applied/ published/ granted				
4.5		Number of copyright applied/ published/ granted				
5		Number of guest lectures/ invited lectures delivered				
5.1		Lectures- National/ state/ local				
6		Number of Publications in the current academic year in the following format				
	S.No	Title with Page No s	Book/ Journal Name	ISSN/ ISBN No./	Indexing details	Whether you are the first or Co- author
7		No.of Conference/ seminar/ CDE/ workshops/ hands-on attended		State		
	National					
	International					


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8	No. of Conference Organized	Topic	Department	Date & Place
	State			
	National			
	International			
9	Participation in PDCH administrative activities			
	Institutional committees			
	TN Dr. MGR Medical University			
	DCI			
	NAAC			
	IQAC			
	Others			
10	Membership of professional bodies / organizations (With positions held, If any):			
11	Professional/ Faculty Development Programmes attended			
12	Teaching			
	Total number of theory classes taken			
	Total number of practical classes taken			
	Total number of patients attended			

Principal

HOD

Signature of Staff Member

Performance Appraisal Form

(To be filled by the Head of the Department/ Principal/ Dean)

Please comment on the performance of the employee for each item listed.

(A = Excellent - 80-100) (B = Very Good 70-80) (C = Good – 60-70) (D = Poor – 60 Below)

Handwritten signature
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Sl. No	Category	Total Marks	Feedback
1	Job knowledge	10	
2	Professional skills	10	
3	Quality of work	10	
4	Problem solving skills	10	
5	Punctuality & regularity	10	
6	Innovation& creativity	10	
7	Adherence to institutional policies and norms	10	
8	Leadership quality	10	
9	Team work	10	
10	Administrative work	10	
	Total Marks	100	

Overall performance:



Excellent



Very Good



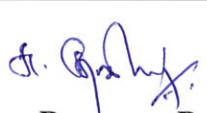
Good



Poor

Principal

Employee Sign

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