



ANNOOR DENTAL COLLEGE & HOSPITAL

Affiliated to Mahatma Gandhi University & Kerala University of Health Sciences

Recognised by Dental Council of India and Govt of India)

Muvattupuzha-686673, Ernakulam Dist, Kerala, India

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PERFORMANCE APPRAISAL SYSTEM


Dr. Giju George Baby
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6.3.5: Institution has performance appraisal system for teaching and non - teaching staff

PERFORMANCE APPRAISAL SYSTEM

Teaching faculty

At the time of inducting new staff, they are educated about the system of functioning with regard to appraisal methods. This makes the staff to be constantly aware of their responsibilities in the civic structure. This also sensitizes the staff to student and peer behaviour; and makes them to put forward their best social and soft skills. At the end of certain duration of time, which may be six months to a year, staff is given self-appraisal forms to fill out and submit to the Principal. These self-appraisals at regular intervals ensure that the staffs are always monitoring their own progress, rectifying their limitations and trying new and acceptable ways to have a positive outcome.

For each staff, the Principal gives the feedback and attempts to understand the perception of that faculty within their environment. Such dialogues enhance communication skills and open channels of self-improvement. If any staff is found to be having scope for improvement, then methods to improve are suggested and deployed. A fresh self-appraisal after a suitable time is done to review performance. Such academic and behavioural modulations are noted by the Principal and communicated to the Management members for further evaluation.

Apart from self-appraisal, peer appraisal i.e., from junior and senior staff in the system; and appraisal from authority is also given about each staff member. This is done via feedback forms sent confidentially to the faculty for information and action. This gives the staff a consolidated view of their value, their efforts and contribution to the platform, and areas in need of improvement. It also helps them to approach the concerned faculty who are good in certain skills for help and guidance. Such a holistic approach to self-improvement ensures co-operation from the staff and makes for a cohesive atmosphere. The Management makes

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the final decision regarding all such feedbacks and communicates to the staff for further follow-up.

Student appraisal

Academic skills such as punctuality to the class, teaching competence, subject explanation, clinical guidance and appropriate behaviour are noted by the students in their feedback forms and submitted to the Principal. Such information is then disseminated to the staff for further reconsideration.

Non – teaching staff

Every tier of the non-teaching staff is independently evaluated by their respective seniors and heads of offices. They are also assessed by respective heads of departments where they may be posted. Such appraisals are then brought to the attention of the Administrative Officer for further action. If there are any challenges, the officer speaks to that particular employee to ensure directness in approach and also provide a chance for that non-teaching staff to correct themselves. This is also done in a kind and humane manner, keeping in mind social and economic strata and sensitivities. Such interactions make the staff aware of implications of non-improvement and provide impetus to do better. Finally, after a prescribed time of employment, a collated view of each non-teaching staff is submitted by the Administrative Officer to the Management for further evaluation and action.

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