



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

E Mail: annoordentalcollege@rediffmail.com website: www.annoordentalcollege.org

Ph: 0485-2815217 Fax : 0485-2815817

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

INDEX SHEET

SL.NO	DESCRIPTION	PAGE NO
1.	Certificate of the Head of the Institution	2
2.	Performance Appraisal System	4



Dr. Giju George Baby
Principal
Annoor Dental College & Hospital
Muvattupuzha - 686673



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

E Mail: annoordentalcollege@rediffmail.com website: www.annoordentalcollege.org

Ph: 0485-2815217 Fax : 0485-2815817

CERTIFICATE OF THE HEAD OF THE INSTITUTION



Dr. Giju George Baby
Principal
Annoor Dental College & Hospital
Muvattupuzha - 686673



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

E Mail: annoordentalcollege@rediffmail.com website: www.annoordentalcollege.org

Ph: 0485-2815217 Fax : 0485-2815817

TO WHOMSOEVER IT MAY CONCERN

This is to Certify that the Institution follows appraisal system for teaching, non-teaching staffs and students

Principal

Dr. Giju George Baby

Annoor Dental College & Hospital
Muvattupuzha - 686673



Dr. Giju George Baby

Principal

Annoor Dental College & Hospital
Muvattupuzha - 686673



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

E Mail: annoordentalcollege@rediffmail.com website: www.annoordentalcollege.org

Ph: 0485-2815217 Fax : 0485-2815817

PERFORMANCE APPRAISAL SYSTEM



Dr. Giju George Baby
Principal
Annoor Dental College & Hospital
Muvattupuzha - 686673



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

E Mail: annoordentalcollege@rediffmail.com website: www.annoordentalcollege.org

Ph: 0485-2815217 Fax : 0485-2815817

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

Dr. Giju George Shetty
Principal
Annoor Dental College & Hospital
Muvattupuzha - 686673





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

E Mail: annoordentalcollege@rediffmail.com website: www.annoordentalcollege.org

Ph: 0485-2815217 Fax : 0485-2815817

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.

Dr. Giju George
Principal
Annoor Dental College & Hospital
Muvattupuzha - 686673





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

E Mail: annoordentalcollege@rediffmail.com website: www.annoordentalcollege.org

Ph: 0485-2815217 Fax : 0485-2815817

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

INDEX SHEET

SL.NO	DESCRIPTION	PAGE NO
1.	Other relevant information(feedback forms)	2



Dr. Giju George Baby
Principal
Annoor Dental College & Hospital
Muvattupuzha - 686673



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

E Mail: annoordentalcollege@rediffmail.com website: www.annoordentalcollege.org

Ph: 0485-2815217 Fax : 0485-2815817

OTHER RELEVANT INFORMATION (FEED BACK FORM)



Dr. Giju George Baby
Principal
Annoor Dental College & Hospital
Muvattupuzha - 686673



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

E Mail: annoordentalcollege@rediffmail.com website: www.annoordentalcollege.org

Ph: 0485-2815217 Fax : 0485-2815817

STAFF APPRAISAL FORM

PART - I

BASIC INFORMATION

1. Review Period : From **JUNE 2016** to **OCTOBER 2016**
2. Name of the Staff : _____
3. Educational Qualification : _____
4. Designation : _____
5. Department : _____
6. Date of Joining : _____
7. Experience :
In House : _____
Out House : _____
Total : _____
8. Date of Birth : _____ Age _____
9. Mobile Number : _____
10. E-Mail : _____

PART - II

ACADEMIC ACHIEVEMENTS

11. Progress report of the academic year Odd/Even Sem

S.No	Subject Handled	University Result %
	Overall	

12. Type of innovative methods (Class Room):



Dr. Giju George Baby
Principal
Annoor Dental College & Hospital
Muvattupuzha - 686673



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

E Mail: annoordentalcollege@rediffmail.com website: www.annoordentalcollege.org

Ph: 0485-2815217 Fax : 0485-2815817

13. FC & SIG Contribution:

FC	SIG

14. No of students placed in your department:

15. What is your special contribution for placement?

16. What actions have you taken for the following and what were the result?

Cleanliness of students	:	
Late arrival of students	:	
Improper uniform of students	:	
Cleanliness of class rooms	:	

17. Unique Contribution:

Department	College

18. Leave Record

Casual Leave	Spell Leave	Loss of Pay	Total Absence

19. No. of permission during the year: _____

20. No. of sapling planted: _____

21. Club Activities:

PART - III

CO-CURRICULAR ACTIVITIES

22. List of Seminars/Workshops attended during this academic year.

23. List of Articles published during this academic year.



Dr. Giju George Baby
Principal
Annoor Dental College & Hospital
Muvattupuzha - 686673



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

E Mail: annoordentalcollege@rediffmail.com website: www.annoordentalcollege.org

Ph: 0485-2815217 Fax : 0485-2815817

24. Appreciation/Awards/Recognition earned.

25. List of Sponsorship/Consultancy/Project work.

26. Other activities inside/outside the campus towards development of self & students.

27. About your work at College Name

I am satisfied because: _____

I am not satisfied because: _____

28. Suggestions for betterment of academics:

29. The strength and weakness analysis of your performance is as under:

Strength

1.

2.

Weakness

1.

2.

Please note the above and initiate suitable steps for converting area of weakness, which will enable you to excel in your field of work.(Training needed area).

1)

2)

SIGNATURE OF MEMBER OF FACULTY



Dr. Gijo George Baby
Principal
Annoor Dental College & Hospital
Muvattupuzha - 686673

Annoor Dental College & Hospital

EVALUATION SHEET TO BE FILLED BY THE FIRST YEAR STUDENT

Date

Name of the Student (Optional)

Sl No.	Attributes of the teacher	Dr. Vibhu Dhawan Anatomy	Ms. Suvarna T.P. Anatomy	Ms. Raji C. Anatomy	Dr. Sivakumar Physiology	Dr. Rahmathullah Physiology	Ms. Remya Physiology	Dr. A.N. Dhinaa Biochemistry	Ms. Manju K. John Biochemistry	Ms. Aneena Endhose Biochemistry	Dr. Rekha K.P. DADH	Dr. Bindhu P.R. DADH	Dr. Priya Thomas DADH	Dr. Nirupa Thomas DADH	Dr. Lekshmi Venugopal DADH	Dr. Tom (PreClinical Conservative and DM)	Dr. Blessy (PreClinical Prosthodontics and DM)
1	Does the teacher's teaching helps you to understand the subject?																
2	Does he/she answer to your questions in class?																
3	Do you find his/her teaching method interesting?																
4	Is he/she available after college hours to help you with your study?																
5	Does he/she come to class on time?																
6	Is his/her behavior proper with you?																
7	Is he/she able to do demonstration in clinical/practical classes?																
8	Does he/she encourage you to participate in extra - curricular activities?																
9	Attitude towards student																
10	How do you rate his/her teaching methods?																
	Total																

Rating (1-10 each) 1- Terrible; 2- Very Poor; 3- Poor; 4- Moderate; 5- Fair/Average; 6- Above Average; 7- Good; 8- Very Good; 9- Excellent; 10-Outstanding

To be evaluated in every 6 months (January, June)

Total

Dr. Anand

Annoor Dental College & Hospital
Muvattupuzha - 686873

Annoor Dental College & Hospital

EVALUATION SHEET TO BE FILLED BY THE SECOND YEAR STUDENT


Date _____

Name of the Student (Optional) _____

Sl No.	Attributes of the teacher	Dr. Vipin Viswanath(Microbiology)	Dr. Tintu Abraham (Microbiology)	Ms. Mereena Mathew(Microbiology)	Ms. Josphine (Microbiology)	Dr. Bindu Madhavi (G. Pathology)	Dr. Binu Chandran (G. Pathology)	Dr. Simi S.(G. Pathology)	Dr. R. Kothai (Pharmacology)	Dr. Thomas Kuruvilla (Pharmacology)	Mr. Arun K. Thomas (Pharmacology)	Dr. Josey (PreClinical Conservative and DM)	Dr. Dhanya (PreClinical Conservative and DM)	Dr. Aleesha Joy (PreClinical Conservative and DM)	Dr. George Jose (PreClinical Ortho and DM)	Dr. Rahul(PreClinical Ortho and DM)	Dr. Cinil (PreClinical Prostho and DM)	Dr. Angel (PreClinical Prostho and DM)
1	Does the teacher's teaching helps you to understand the subject?																	
2	Does he/she answer to your questions in class?																	
3	Do you find his/her teaching method interesting?																	
4	Is he/she available after college hours to help you with your study?																	
5	Does he/she come to class on time?																	
6	Is his/her behavior proper with you?																	
7	Is he/she able to do demonstration in clinical/practical classes?																	
8	Does he/she encourage you to participate in extra - curricular activities?																	
9	Attitude towards student																	
10	How do you rate his/her teaching methods?																	
	Total																	

Rating (1-10 each) 1- Terrible; 2- Very Poor; 3- Poor; 4- Moderate; 5- Fair/Average; 6- Above Average; 7- Good; 8- Very Good; 9- Excellent; 10-Outstanding

To be evaluated in every 6 months (January, June)


 Dr. G. George Baby
 Principal
 Annoor Dental College & Hospital
 Muvattupuzha - 806573

Annoor Dental College & Hospital

EVALUATION SHEET TO BE FILLED BY THE THIRD YEAR STUDENT

Date

Name of the Student (Optional).

Sl No.	Attributes of the teacher	Dr. Rekha K.P Oral Pathology	Dr. Bindu P.R. Oral Pathology	Dr. Priya Thomas Oral Pathology	Dr. Nirupa Oral Pathology	Dr. Lekshmi Oral Pathology	Dr. Binoy Mathai General Medicine	Dr. Saju Joseph General Medicine	Dr. Cuckoo Cherian General Medicine	Dr. Shilpa Thampi General Medicine	Dr. Karthik Ravi General Surgery	Dr. Soosan John General Surgery	Dr. Abraham Mathew General Surgery				
1	Does the teacher's teaching helps you to understand the subject?																
2	Does he/she answer to your questions in class?																
3	Do you find his/her teaching method interesting?																
4	Is he/she available after college hours to help you with your study?																
5	Does he/she come to class on time?																
6	Is his/her behavior proper with you?																
7	Is he/she able to do demonstration in clinical/practical classes?																
8	Does he/she encourage you to participate in extra - curricular activities?																
9	Attitude towards teacher																
10	How do you rate his/her teaching methods?																
	Total																

Rating (1-10 each) 1- Terrible; 2- Very Poor; 3- Poor; 4- Moderate; 5- Fair/Average; 6- Above Average; 7- Good; 8- Very Good; 9- Excellent; 10-Outstanding

To be evaluated in every 6 months (January, June)

Annoor Dental College & Hospital

Muvattupuzha - 686673

Annoor Dental College & Hospital

EVALUATION SHEET TO BE FILLED BY THE FINAL YEAR PART I STUDENT

Date

Name of the Student (Optional)

Sl No.	Attributes of the teacher	Dr. Giju George Oral Medicine	Dr. Vineet Alex Oral Medicine	Dr. Anish N. Oral Medicine	Dr. Hima John Oral Medicine	Dr. Binu Babu Oral Medicine	Dr. Jismin Joseph Oral Medicine	Dr. Jose Paul Perio	Dr. Johnson Prakash Perio	Dr. Senny Thomas Perio	Dr. Binitta Paul Perio	Dr. Deepak Thomas Perio	Dr. Syed Mohd. Jiffry Perio	Dr. Denny Joseph Ortho	Dr. Abraham Vinod Ortho	Dr. George Jose Ortho	Dr. Jibin Skaria Ortho	Dr. Rahul S. Ortho	Dr. Pooja Latti PHD	Dr. Thara Bhavani PHD	Dr. Subin T. Siby PHD	Dr. Surabhi S. PHD
1	Does the teacher's teaching helps you to understand the subject?																					
2	Does he/she answer to your questions in class?																					
3	Do you find his/her teaching method interesting?																					
4	Is he/she available after college hours to help you with your study?																					
5	Does he/she come to class on time?																					
6	Is his/her behavior proper with you?																					
7	Is he/she able to do demonstration in clinical/practical classes?																					
8	Does he/she encourage you to participate in extra-curricular activities?																					
9	Attitude towards student																					
10	How do you rate his/her teaching methods?																					
	Total																					

Rating (1-10 each) 1- Terrible; 2- Very Poor; 3- Poor; 4- Moderate; 5- Fair/Average; 6- Above Average; 7- Good; 8- Very Good; 9- Excellent; 10-Outstanding
To be evaluated in every 6 months (January, June)

Dr. Giju George Reby
Annoor Dental College & Hospital
Muvattupuzha - 656573

Annoor Dental College & Hospital

EVALUATION SHEET TO BE FILLED BY THE FINAL YEAR PART II STUDENT

Date

Name of the Student (Optional)

Sl No.	Attributes of the teacher	Dr. Cherian K.P.(Prosthodontics)	Dr. Jyothi K.S.(Prosthodontics)	Dr. Cinil Mathew (Prosthodontics)	Dr. Manu Johns (Prosthodontics)	Dr. Angel Mary (Prosthodontics)	Dr. Blessy Joseph (Prosthodontics)	Dr. Rahul Udayasankar (Prosthodontics)	Dr. Anupama (Prosthodontics)	Dr. Liza George (CD)	Dr. Josey (CD)	Dr. Tom P. Varghese (CD)	Dr. Sinju Paul (CD)	Dr. Dhanya John(CD)	Dr. Aleesha Joy(CD)	Dr. Muhsina(CD)	Dr. Tharian Emmatty (Pedodontics)	Dr. Bijimole Jose (Pedodontics)	Dr. Kumar Kavitha (Pedodontics)	Dr. John Joseph (Pedodontics)	Dr. Asif Ismail (Pedodontics)	Dr. Ronin Sebastian (Pedodontics)	Dr. Nidhi Mary (Pedodontics)	Dr. Eldhose K.G (Oral Surgery)	Dr. Sanju L. (Oral Surgery)	Dr. Paul Steaphen (Oral Surgery)	Dr. Joji Peter(Oral Surgery)	Dr. Sumary (Oral Surgery)	Dr. Teenu Philip (Oral Surgery)
1	Does the teacher's teaching helps you to understand the subject?																												
2	Does he/she answer to your questions in class?																												
3	Do you find his/her teaching method interesting?																												
4	Is he/she available after college hours to help you with your study?																												
5	Does he/she come to class on time?																												
6	Is his/her behavior proper with you?																												
7	Is he/she able to do demonstration in clinical/practical classes?																												
8	Does he/she encourage you to participate in extra - curricular activities?																												
9	Attitude towards students																												
10	How do you rate his/her teaching methods?																												
	Total																												

Rating (1-10 each) 1- Terrible; 2- Very Poor; 3- Poor; 4- Moderate; 5- Fair/Average; 6- Above Average; 7- Good; 8- Very Good; 9- Excellent; 10-Outstanding

To be evaluated in every 6 months (March, August)

Annoor Dental College & Hospital
Muvattupuzha - 686673

Annoor Dental College & Hospital
EVALUATION SHEET TO BE FILLED BY THE CONCERNED AUTHORITY

Date

Name of the Evaluator (Optional) *

Sl No.	Attributes of the staff	Biju K. Joseph (COO)	K R Muralidharan Nair (Accounts Head)	K.C Muralidharan Nair (Purchase Manager)	Mallika Satheesan (Cashier)										
1	Motivation														
2	Interpersonal Relationships														
3	Technical Ability														
4	Leadership Skills														
5	Team Work														
6	Quality of Work														
7	Work Knowledge														
8	Academic Proficiency														
9	Adaptability														
10	Patient Service														
	Total														

Rating (1-10 each) 1- Terrible; 2- Very Poor; 3- Poor; 4- Moderate; 5- Fair/Average; 6- Above Average; 7- Good; 8- Very Good; 9- Excellent; 10- Outstanding

To be evaluated in every 6 months (January, July)

Principal
 Annoor Dental College & Hospital
 Muvattupuzha - 686673