



# MES Dental College

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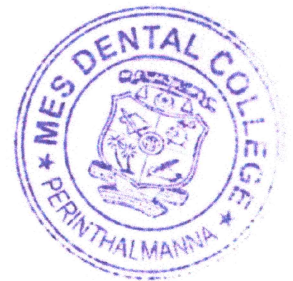
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6.3.5: Institution has Performance Appraisal System for teaching and non-teaching staff

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**CERTIFICATE OF THE HEAD OF INSTITUTION**



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**Dr. ABDUL SHAMEEM, MDS.,  
PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that, our Institution has effective Performance Appraisal System for teaching and non-teaching staff details are given:



**PRINCIPAL**

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## PERFORMANCE APPRAISAL SYSTEM





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## PERFORMANCE APPRAISAL

### 1. PURPOSE:

To describe the procedure established by the organization to review and plan performance, objectives / goals for the employees and to define performance assessment method for each category of employees. This procedure aims to facilitate individual training need analysis, career planning & development within in the organization.

### 2. SCOPE:

This procedure shall be applicable to all categories of employees within the organization.

### 3. DEFINITIONS: Nil


4. **RESPONSIBILITY:** The respective Functional In-charge shall be responsible for defining objectives / goals for the employees & to assess their performance based on achievements as per preplanned objectives / goals. The Dental College Management / HR Department shall be responsible for coordinating periodic performance assessment activities and collating the result of such assessment.

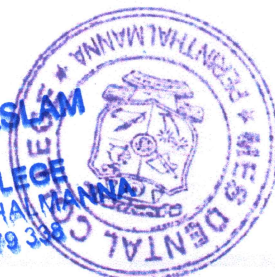
Dental College Management / HR department shall also be responsible for deciding career options & growth path of employees in the organization in consultation with the HOD / Committee and the concerned Functional in-charge.

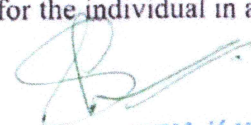
### 5. DESCRIPTION:

Periodic assessment of employee's performance is a vital factor in performance and quality oriented management process. The Performance Appraisal System followed at MES Dental College has two main objectives.

a. Employee Performance Planning through goals and target setting for the individual in alignment

  
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with departmental and organizational objectives

- b. Assessment of the Employee Performance for the period under assessment in relative to the preset goals and targets; and overall organizational performance
- c. Career Planning and Training Needs Assessment for identifying potential leadership qualities and equipping employees for better performance.

**A. Performance Appraisal System:** The assessment year for all confirmed employees shall be from April to March every year except in the cases of new recruits for whom the assessment shall be done after their probation period.

The Functional In-charges shall define the objectives / goals of the new employees after the completion of the probation period. The assessment of the new employees shall be done depending on the employment status such as Trainee/ Probationer / Annual Contracts etc.

## Performance Planning

The Dental College Management / HR Department shall coordinate to conduct the appraisal in a cordial environment.


The Functional In-charges shall discuss with the employee, finalize and record the objectives / goals with mutual agreement on Employee Performance Appraisal Form (R-HR-11). Whenever possible, the date of the completion of the objectives / goals shall also be finalized.

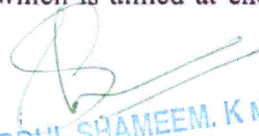
The objective / goals shall serve the purpose of measuring the results achieved by the employees during the assessment year with the standard of performance accepted by both i.e. Assessor and Assessed.

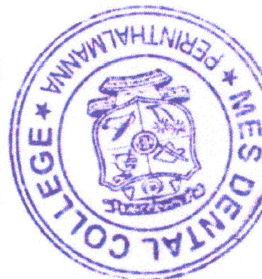
The Functional In-charge shall take care to see that the objectives / goals to be achieved are neither over - ambitious nor underestimated. In short, the targets shall be achievable without compromising potential improvements.

At the end of the exercise, the objectives / goals shall be signed by the Functional In-charge and by the employee.

Performance appraisal is carried out for teaching faculties which is aimed at encouraging staff to

  
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improve contribution to the profession. Assessment was done based on staff performance in teaching, learning and evaluation related activities, co-curricular activities, research & related contributions and profession related contribution which includes Institutional Governance responsibilities, membership in profession related committees, participation in conferences, participation in short term training courses, membership of professional associations committees, boards of studies, editorial committees of journals / institutional publications.

It was done on yearly basis with a ranking system in which scoring criteria ranges from

- 81-100 for outstanding
- 61 – 80 for very good
- 41 – 60 for good
- 21 – 40 for average
- less than or equal to 20 for poor performance


There are some Additional Parameters for Lecturers in which scoring criteria ranges from


- 17 - 20 for outstanding
- 13 – 16 for very good
- 9 – 12 for good
- 5 – 8 for average
- less than or equal to 4 for poor performance

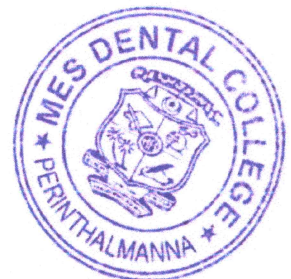
Scoring criteria for Non-Teaching faculties ranges from

- 61 - 75 for outstanding
- 46 – 60 for very good
- 31 – 45 for good
- 16 – 30 for average
- less than or equal to 15 for poor performance

It was done to access overall performances of the faculties and to know the areas where improvements can be achieved.

  
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## Assessment of Performance

The Functional In-charge shall ensure proper counseling of the employee on the objectives of the performance appraisal exercise.

He / She shall provide objective feedback to the employee about their performance, areas of strength, concerns and the areas for improvement during the appraisal process.

The appraisal session shall be very open and informal. Reasonable opportunity shall be given to the employees to give their views on their current performance, constraints experienced by the employee's in achieving the results.

The appraisal session shall close with the action plans to be agreed by both the appraiser and the employee to improve the performance and reduce the constraints that affect the performance.


Overall performance of the employee will be will be graded 'O/A/B/C/D' according to the score attained. The employees will be informed about their grades at the end of exercise. Incase of poor performers, special instructions shall be provided to improve their performance before the next interview.


### B. Career Planning and Training Needs Assessment :

The Functional In-charge plan and shall record the career planning and training needs of each employee in Employee Performance Appraisal Form.

#### The plan shall highlight:

- Current performance levels

  
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- b. Potential for higher responsibilities
- c. Training & Development needs keeping in mind the current and future role

The Functional Heads shall submit the completed Employee Performance Appraisal Form after completion of the appraisal process.

## Monitoring of the Performance Appraisal System :

The success of the appraisal system lies in its implementation - primarily in spirit rather than on paper. This system is to be perceived as a key instrument in development and growth of employees in the organization.

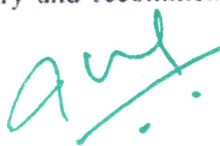
The grades in the performance appraisals will also reflect in the calculation of yearly increment, thereby achieving a performance reward linkage.

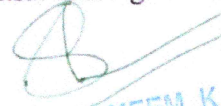
To balance skews in performance appraisal system each functional managers shall be informed in advance about the ratios of each grade that can be awarded in each functional area. This shall be calculated based on an overall organizational ratio arrived upon by the Dental College Management / HR department in advance linked to the overall organizational performance.

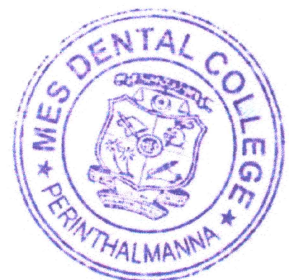
Each employee shall be provided an opportunity to air his / her grievances regarding the grade awarded directly in writing to In-charge / Dental College Management / HR Department. The In-charge / Dental College Management / HR department shall scrutinize all such grievances and shall mediate a discussion of the assessment together with both the assessor and assessee. Based on this discussion the In-charge / Dental College Management / HR shall decide on awarding an improved grade or retaining the existing grade. This decision shall be separately informed to both assessor and assess with reasons for the decision.

No employee shall be encouraged to approach any other functionary of the management with his / her grievances on the grades awarded.

A summary of the performance appraisal exercise shall be submitted to the HOD / Committee by the Manager -HR Department. They scrutinize the exercise by going through individual cases if necessary and recommend changes to appraisal findings if found necessary. The grades shall be

  
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officially confirmed on their approval and communicated to each employee by the Dental College Management / HR Department.

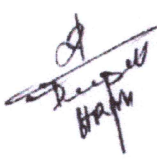
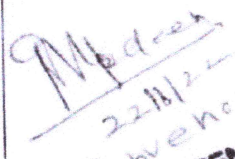
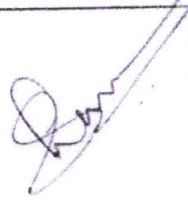
## 6. RECORDS


Record Code	Record	Format	Responsibility	File No	Minimum Retention Period
R-HR-11	Employee Performance Appraisal Form – Non Teaching Staff	Manual	Functional In-charges	HRM/ 06	Three Years
R-HR-12	Employee Performance Appraisal Form – Teaching Staff	Manual	Functional In-charges	HRM/ 07	Three Years


7. REFERENCES: Nil

## 8. ANNEXURE:

1. Format of Employees Performance Appraisal Form – Non Teaching Staff
2. Format of Employees Performance Appraisal Form – Teaching Staff

Initiated By	Recommended By	Approved By	Issued By
Dental College Management / HRD		 22/11/22 Convener	

  
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