



MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

A Unit of Mahe Educational & Charitable NRI Trust

POLICY DOCUMENT ON PERFORMANCE APPRAISAL SYSTEM

Appraising the performance of an employee is an integral part in development of the Institution. A robust performance management system paves way for evaluating the performance of an individual amongst the peer group. It helps to identify the performance levels of individuals and gives input to reward them suitably and also initiate development programs to enhance their competence levels.

MINDS faculty performance Management system has four parameters as detailed below:

FOR THE TEACHING FACULTY:

- ❖ *Teaching & Learning Evaluation:* The Faculty performance in Academics is evaluated annually.
- ❖ *Self-Development:* Faculty should enhance their knowledge to improve their performance & problem-solving skills, achieving personal goals and widening their knowledge under the following parameters;
 - Continuing Education.
 - Publishing Books/ Chapters (International, National & Local).
 - Publishing in International & National Conference.
 - Participation in Seminars, Workshops, FDP, STTP and Delivering Guest Lectures.
- ❖ *Research:* Faculties who exhibits initiatives towards research and developmental activities for strengthening the outcome of Institution are identified through Publishing International & National Journals, Funded Projects etc.



Principal
Mahe Institute of Dental Sciences & Hospital



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❖ *Contributions to Institution & Society Development :*

The Faculty performance is also evaluated based on the amount of work done in their respective department for its development, clinical performance competencies, possesses skills and knowledge competently, improving work methods, reliability and adaptness towards Institution and also their contribution towards society growth.

PERFORMANCE FEEDBACK FROM PRINCIPAL :

A feedback form is maintained in which every staff data for appraisal is considered and the principal gives the ratings in a five range value such as 5 – outstanding, 4 – above average, 3 – average, 2 – below average and 1 – unsatisfied which is again sent for approval and remarks from the Hon. Chairman sir. This feedback system provides accurate appraisal for every faculty when compared with the self-appraisal form provided.

FOR THE NON- TEACHING FACULTY:

Appraisal for the Non - Teaching / Admin staff members will be done on the basis of following parameters;

- General impression.
- Punctuality and loyalty to the Institution.
- Job knowledge and skills.
- Discipline.
- General conduct.
- Quality of work.
- Technical competence.
- Taking additional responsibilities / Contributions to institution & society.
- Promoting Institution.


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