



POLICY FOR PERFORMANCE APPRAISAL



Performance Appraisal

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POLICY DOCUMENT FOR PERFORMANCE APPRAISAL SYSTEM

The Performance Appraisal is an evaluation of personalities, contributions and potentials of group members of an organisation.

RMC has adopted a 360 degree appraisal system. The faculty shall be appraised by self, peer, HOD, the Principal and by the students.

In the summative appraisal system, a faculty's performance is evaluated at the end of a specified period by summing up his/her total achievement of stated goals, strategies employed to achieve the same and the performance in the areas of teaching and learning, accepting additional Institutional responsibilities and the contribution towards research.

The appraisal system may be used to make decisions on annual increments, confirmation of jobs for faculty on probation, promoting faculty to higher levels of designation, entrusting faculty with additional Institutional responsibilities or for conferring any awards.

The objectives of the appraisal system are:

- i. To let the employee state attainable goals that he /she wishes to achieve in a specified time frame..*
- ii. To allow the faculty to strategically plan to achieve the declared goal.*

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- ii. *To get the employee to introspect on his/her own performance for that calendar year*

In the structured Performance Appraisal Form, the appraisee is required to self-appraise and indicate the details regarding the leave availed during the last one year. He/she is required to state his daily activity in accordance with the work schedule i.e., the time spent in theory classes, OPD-MH/MTH, OT-MH/MTH, Ward-MH/MTH, ICU - MH/MTH, clinics/ PG teaching in compliance with RGUHS teaching schedule.

The appraisee is required to specify the number of hours spent on teaching activities namely, lectures, seminars, practical sessions, dissection, small group teaching, clinical teaching, research guidance and counselling to MBBS, MD/MS, BDS, MDS, BPT and MPT students.

The appraisee shall indicate the scores and comments received in UG, PG and peer evaluation.

The appraisee shall detail the following :

A. teaching activity:

- 1. As to whether he/she has been able to achieve , gone beyond or fallen short of the goals set the previous year with comments if any.*
- 2. The professional goals (health or education related) for the next year and the strategic plan to achieve them has to be stated(Include the resources required, if any, to achieve these goals)*
- 3. What has he/she done to create a challenging and stimulating teaching/learning environment for the students?*
- 4. Has he/she introduced any new/ modified instructional approaches?*

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5. Has he/she individualized instructional techniques and approaches to meet the diverse needs and abilities of students?

6. Has he/she developed and /or revised course materials?

B. Service to the Institute/Societal responsibilities:

1. Administrative Responsibilities in the department.

2. Service to the organisation (Committee Member, Chairman, co-ordinator etc.)

3. Any other.

C. Service related to patient care: To declare if the employee has

1. No outside practice

2. Practice only at RMCH/RMH

3. Outside practice. (To specify the Hospitals and organisations).

Further details to be filled by the Appraise:

1. **Clinical duties at RMCH and/or RMH.**

2. **Research** : Research projects / postgraduate student projects undertaken during the last one year along with the supporting documents such as ethical committee approval, sponsor letter etc.

3. **Scholarly articles published:** Book Publication details; Chapter in. / edited / authorized a book / any other.

4. **Scholarly work presented at other forums** (podium or poster presentation, seminars) if he is a presenting author.

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5. Academic Recognition : Post terminal degree/ diploma / honors/ awards / fellowships / others.

6. Invited guest lectures: Seminars, Conferences, Symposia, Workshops, CMEs Attended / conducted with the evidence of recognition.

The HOD shall then evaluate the Performance Appraisal Form filled by the appraisee and assign the score based on his/her teaching and clinical attributes. The HOD shall rate the job proficiency, the communication skills, degree of knowledge and accomplishment of goals.

Finally, the faculty can view the evaluation of Head of the department and record his/her opinion / Comment on UG, PG, Peer and HOD evaluation and rate himself on the scale of 10. The Performance Appraisal Form will be forwarded to the Principal for final review.

The criteria for scoring may use the following guidelines:

1. Summary of teaching evaluation(UG/PG/Peer)on a scale of 5:

<2 is C

2-3 is B

>3 is A

2. Service to Institution:

a) Accreditation committees:

-Core committee member/ co-ordinator/chairpersons.....07

-other members06

b) Committees that deal with college activities viz. Graduation day /orientation day/International day/Women's day/Scientific committee / students research committee03

c) Committees for extracurricular activities viz. sports, arts, cultural etc.....03

When the score for a faculty is <3, the grade is C; 3-5 is B and >5 is A

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3. Academic recognition: Zero is score C; 1 is score B and >1 is A

4. Research publication/project undertaken: Zero is score C; 1 is score B and >1 is A

5. Guest speaker/chair person/panellist in CME/conference/seminar etc. : Zero is score C; 1 is score B and >1 is A

6. HOD's appraisal: $\geq 80\%$, score is A; ≥ 60 & < 80 is B and < 60 is C

Appreciation letters are given to those that display outstanding performance and the faculty with poor performance appraisal shall be counselled and supported to rise upto the expectations within a definite time frame.

The responsibilities of Appraiser in relation to performance appraisal:

- 1. To identify and clarify key performance areas of each appraise.*
- 2. To help the appraise set challenging goals and objectives. i.e., the goals shall be specific, measurable, attainable, relevant and time bound (SMART rule).*
- 3. To identify the support needed by the appraise and facilitate the same .*
- 4. To help the appraise recognise his/her strengths and weaknesses through periodical feedback.*
- 5. To hold regular appraisal and performance counselling sessions.*
- 6. To create an environment of openness and trust in which the Appraise shall feel encouraged and confident.*

The performance of non- teaching faculty are reviewed on annual basis by the respective Heads of the departments/ superiors. The areas in which improvement is sought shall be conveyed to the Appraise and he/she shall strive hard to achieve the same.

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The Performance appraisal scores can be the basis for job confirmation, promotions, financial support for enhancing skills/knowledge, increments and felicitations

Finally, the performance evaluation shall become an ongoing process to evaluate the Appraise fairly and accurately and create a culture of constant communication and feedback . The review of performance shall be taken as an opportunity to set goals, plan the professional development and up gradation of skills and knowledge.

Date: 09.02.2016

Signed/-

Principal, RMC & H

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