



TO WHOSOEVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge.



Principal

Principal
KMCT Medical College
Manassery P.O.
Kozhikode



POLICY DOCUMENT FOR PERFORMANCE APPRAISAL

The performance appraisal is a method to evaluate the skills, contributions and potential of every teaching and non teaching staff

KMCT has adopted a 360 degree appraisal system. The faculty will be appraised by self, HOD, peers students and the Principal. The faculty's performance is evaluated at the end the end of a specified period by evaluating the person's achievements in that year, in the areas of teaching and learning, institutional responsibilities, contribution towards research and other activities.

The appraisal system may be used to decide on promotions, annual increments, confirmation of job for faculty on probation, conferring awards and entrusting other responsibilities.

The objectives of the appraisal system

- 1- To let the faculty be aware of his/ her performance for a calendar year
- 2- To let the faculty develop a strategic plan to attain goals for the next year.
- 3- For the management to know areas of strengths in order to assign specific responsibilities

Each faculty is to submit the self appraisal form by the 15th of January to their respective HODS with the supporting documents. The appraisal form includes the details of teaching activity, professional skills, contribution to the institution, research activity, professionalism, innovation, up gradation of knowledge etc. Details of research articles published, awards or recognition received are to be included along with the appraisal. The overall score is to be filled in by the faculty and submitted to the HOD.


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The HOD then reviews the appraisal and also assigns a score for each faculty based on his/her opinion about job skills, knowledge, professionalism, leadership quality etc.

This is then forwarded to the Principal along with the peer and student feedback forms with confidentiality for final review and score. Depending on the overall score and performance each faculty is categorized into outstanding performers, very competent, satisfactory or those who need improvement.

The final assessment score is revealed to the faculty so that they may assess the feedback, areas of weakness and develop suitable strategies for the next year.

The scores may be used for job confirmation, promotions, increments, awards and financial support.

The appraisal system will be an ongoing process in order to create a feedback system with constant communication. The review system will help to set goals for the subsequent years, plan the overall professional growth of the individual and thereby institution.

Date : 06-02-2017

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Self Appraisal Form

(Provide supporting documents wherever necessary)

Name:

Designation

Department:

Total years of experience:

Years of experience in the current position:

Date of Submission :

Rating Scale: 4 - Outstanding/Role Model 3 - Very Competent

 2 - Satisfactory 1 - Improvement needed

Category	Self-Rating
1. Technical Skills related to your specific job	
2. Technical Knowledge (up-gradation of knowledge via CMEs, workshops etc)	
3. Productivity(on time, quality)	
4. Research/ paper publications	
5. Interpersonal Skills (positive attitude; ability to get along well with co-workers)	
6. Communication Skills—Verbal/Written (proposals/reports, letters, e-mails, etc.)	
7. Innovation or Creativity	
8. Collaboration/Teamwork	
9. Mentoring Skills	
10. Service to institution (coordinator, committee member)	
11. Leadership Skills	
12. Professionalism (punctuality, attendance; conduct; responsiveness and follow through)	
Overall score	

- ☐ ≥ 40 - Outstanding
- ☐ 30-40 - Very efficient
- ☐ 20-30 - Satisfactory
- ☐ <20 - Needs improvement

Declaration

I hereby declare that the details provided by me here are correct to the best of my knowledge.

Name of the Employee:

Signature with date:

HOD Appraisal Form

Please comment on the performance of the employee for each item listed.

(4= outstanding; 3= Very competent ; 2 = Satisfactory; 1 = Needs improvement)

Sl. No	Domain	Appraisal	Feedback
1	Job knowledge		
2	Professional skills		
3	Quality of work		
4	Productivity		
5	Punctuality & regularity		
6	Dependability		
7	Integrity		
8	Initiative & creativity		
9	Interest in general welfare of patients and/or students		
10	Adherence to institutional policy		
11	Leadership quality		
12	Team work		
13	Overall score		

☐ **Overall performance:**

> 40 - Outstanding

32-40 - Very competent

24-32 - Satisfactory

<24 - Needs improvement

Comments

Peer Appraisal Form

Name of faculty –

Name of reviewer

Please comment on the performance of the employee for each item listed.

(4= outstanding; 3= Very competent ; 2 = Satisfactory; 1 = Needs improvement)

Sl. No	Domain	Appraisal	Feedback/ comments
1	Job knowledge		
2	Professional skills		
3	Quality of work		
4	Productivity		
5	Punctuality & regularity		
6	Dependability		
7	Integrity		
8	Initiative & creativity		
9	Interest in general welfare of patients and/or students		
10	Inter personal skills		
11	Leadership quality		
12	Team work		
13	Overall score		

☐ **Overall performance:**

>40 - Outstanding

32 - 40 – Very competent

24-32 - Satisfactory

<24 - Needs improvement

STUDENTS FEEDBACK FORM

Name of student

Name of teacher and department

Parameters	Points
1. Punctuality	
2. Method of teaching	
3. Language/Communication skills	
4. Coverage of topics	
5. Approachability	
6. Discipline enforcement	
7. Mentoring	
8. Neat and presentable appearance	

4 - Outstanding/Role Model

3 - Very Competent

2 - Satisfactory

1 - Improvement needed

>25 Outstanding

20-25 - Very competent

15- 20 - Satisfactory

< 15 - Needs improvement

Final Appraisal assessment

Name of the faculty

Dept.

Designation

Date -

Total score of the faculty after all feedbacks -

>150 - Outstanding/ Role Model

120-150 - Very competent

92- 1119 - Satisfactory

< 92 - Needs improvement

Comments