



# MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011)  
and affiliated to the Tamil Nadu Dr. M.G.R. Medical University, Chennai)

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798  
E-Mail : info@madhadentalcollege.com Website : www.madhadentalcollege.com

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

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| <p style="text-align: center;"><b>POLICY FOR PERFORMANCE APPRAISAL<br/>SYSTEM</b></p>  | <p><b>Policy No:</b> MDC/PA/2022/21<br/><b>Date:</b> 10/01/2022<br/><b>Issue No:</b> 00<br/><b>Pages:</b> 1-4</p> |
| <p><b>Introduction:</b></p> <p>The Performance Appraisal is an evaluation of personalities, contributions and potentials of group members of an organisation. The faculty shall be appraised by self, peer, HOD, the Principal, and the students.</p> <p>A faculty's performance is evaluated at the end of a specified period in the summative appraisal system by summing up his/her total achievement of stated goals, strategies employed to achieve the same, and performance in the areas of teaching and learning, accepting additional Institutional responsibilities, and contribution to research.</p> |   |
| <p><b>Objectives:</b></p> <ol style="list-style-type: none"><li>i. To enable the employee to declare feasible goals that he or she intends to achieve within a certain time frame.</li><li>ii. To get the employee to introspect on his/her own performance for that calendar year</li><li>iii. To enable the faculty to strategically plan to achieve the declared goal.</li></ol>  |   |
| <p><b>Purpose:</b></p> <p>Madha Dental College and Hospital adopts the performance appraisal system 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.</p>  |   |
| <p><b>Procedure:</b></p> <p>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.</p> <p>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 BDS&amp; MDS.</p>  |   |



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

**The appraise 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 him/her done to create a challenging and stimulating teaching/learning environment for the students?
4. Has he/she introduced any new/ modified instructional approaches?
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, Coordinator etc)
3. Any other.

**Service related to patient care:**

To declare if the employee has:

1. No outside practice
2. Practice only at MDCH
3. Outside practice. (To specify the Hospitals and organisations).

Further details to be filled by the Appraise:

1. **Clinical duties at MDCH**
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.



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

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

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

The HOD will next examine the appraiser's Performance Evaluation Form and provide a score based on his/her teaching and clinical attributes. The HOD will evaluate job proficiency, communication skills, knowledge level, and goal achievement.

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 members.....06

b) Committees that deal with college activities viz. Graduation day /orientation day/International day/Women's day/Scientific committee/ students research committee...03

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

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

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

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

5. **Guest speaker/Chairperson/panellist in CME/conference/seminar etc.:** Zero is score C, 1 is score B and 1 is A

6. **HOD's appraisal:** >= 80%, score is A; >=60 &<80 is B and <60 is C



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Recognition letters are issued to those who demonstrate exceptional performance, while academics with poor performance appraisals are counselled and supported to meet goals within a specific time limit.

### The responsibilities of Appraiser in relation to performance appraisal:

1. To assist the appraiser in setting demanding goals and objectives. Goals must be specific, quantifiable, attainable, meaningful, and time-bound.
2. To identify and clarify key performance areas of each appraisal
3. To identify the support needed by the appraiser and facilitate the same.
4. Periodic feedback should assist the appraiser in recognising his or her own strengths and flaws.
5. To hold frequent appraisal and performance counselling meetings
6. To create an environment of openness and trust in which the Appraiser shall feel encouraged and confident.

Non-teaching faculty performance is evaluated on an annual basis by the appropriate department heads/superiors. The areas for improvement must be communicated to the appraiser, who must work hard to attain them. Performance appraisal ratings can be used to determine job confirmation, promotions, and financial assistance for skill/knowledge enhancement, increments, and recognition. Finally, the performance evaluation shall become an ongoing process to evaluate the Appraiser 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.

| Prepared by<br>IQAC Coordinator   | Verified by<br>IQAC Director  | Approved by<br>Principal   |
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|  |  | <br><b>PRINCIPAL</b><br>MADHA DENTAL COLLEGE & HOSPITAL<br>KUNDRATHUR, CHENNAI - 600069 |