



PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

Performance Appraisal is the process that systematically measures an employee's personality and performance against the predefined attributes like skill set, knowledge about the role, attitude, punctuality etc. This is done to identify qualities of an employee and the abilities and level of competency of an employee for their future growth and development.

This system is done in the College separately for the teaching and non-teaching staff

Performance Appraisal for Teaching Staff:

All teaching staff are evaluated under the Performance Appraisal system of the College. This comprises of two aspects (Format attached)

- a. **Self-Evaluation:** This comprises of achievement of individual performance objectives on the following criteria.
 - Academic Activities
 - Research/ Publications
 - New projects
 - Student Development Program
 - Career Development Program
 - Participation in Professional Bodies/Conferences

Under this system, teaching faculties evaluate themselves and submit the Appraisal Form to the immediate supervisor i.e. the HOD. The HOD write their comments in the Appraisal form and highlights the areas they need improvement. The form is countersigned by the



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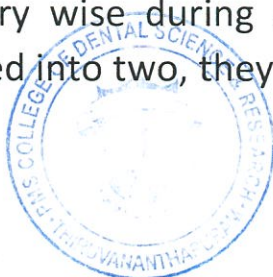
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Principal and it is submitted to the HR Department for finalization of Training, Increment, Special Allowances and Promotions. This also helps the management to assign right staff for the right kind of work apart from teaching. This is a win – win situation for both the employee and the College. This system determines the effectiveness of training Program conducted by the College. It also helps the HOD to talk about the grievances and how to handle them. This system also helps the HR Department in maintaining year on year record of Appraisals of the growth rate of staff and which staff has a declining rate and what actions need to be taken to improve it.

b. Student Evaluation: Under this, teachers are being evaluated by the students every year. This helps the HOD to analyze the faculties in each and every aspect of learning process. A student can highlight a teacher's position aspects, which can fire the teachers enthusiasm. Also the teachers will be less likely to become complacent in their work, if they know that they will be evaluated regularly. So, this system is very effective in the College and this leads to good relationship between students and teachers in a long run.

Performance Appraisal for Non- Teaching Staff:

The Performance Appraisal systems for Non-teaching staff are done in Category wise during August every year. Non-teaching staff are categorized into two, they are as follows:



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- Clinical staff
- Administrative & support staff

The main criteria of Performance appraisal for non-teaching staff are job knowledge, Quality of work, reliability, attendance and the ability to follow instructions. (Format attached)

Clinical Staff:

The Clinical staff make-up the largest constituent in the non-teaching staff group. The success of the College administration depends upon the clinical staff ability and willingness to provide quality health care services. Our system of Performance Appraisal is a valuable asset in ensuring that clinical staff are motivated, promoted, trained and rewarded appropriately. The Clinical staff of the College includes the following:

- Dental technician
- Lab Technician
- Chairside Assistant
- Housekeep Assistant

Administrative and Support Staff:

The Administrative and support staff includes Managers, Supervisors, Electrician, Plumbers, Securities, clerical staff, cashiers, helpers, Gardeners, housekeeping etc. The Appraisal for Administrative



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staff are done by the immediate supervisor. The HR department ensures that supervisors and managers are adequately trained in their performance management responsibilities. The Supervisor will complete the form and conduct a discussion with the employee. The discussion is an informal, relaxed and private discussion. The performance of Administrative staff is also reviewed when there is any change in duty arrangements or any special purposes.




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