

## PERFORMANCE APPRAISAL SYSTEM

### **JKKN DENTAL COLLEGE AND HOSPITAL**

#### **The institution has a Performance Appraisal System for teaching and non-teaching staff**

The performance appraisal system at JKKN Dental College and Hospital is a comprehensive system that is designed to assess the performance of both teaching and non-teaching staff. The system is based on the following principles:

**Regularity:** The appraisals are conducted regularly, typically once in four months, and an overall assessment will be performed at the end of the academic year. This ensures that the performance of staff is reviewed regularly and that any areas for improvement can be identified and addressed.

**Fairness:** The appraisals are conducted fairly and objectively. All staff are appraised against the same criteria, and there is no bias in the process.

**Development:** The appraisals are used to identify areas where staff can improve. This information is then used to provide training and development opportunities to help staff reach their full potential.

**Continuous improvement:** The appraisal system is constantly being reviewed and updated to ensure that it is meeting the needs of the college.

The Self-appraisal form for teaching and Non-teaching Staff is given by the management to assess their academic, clinical, technical, and administrative skills. This assessment form is generated through college's internal software in the E format to their email. All the Staff members are instructed to complete this appraisal form every Four months to upgrade and update their skills and knowledge. The appraisal form consists of personal details, educational status, Research activities like PhD, Intellectual Property Rights like Patents that are applied, Research publications like articles and books, Workshop and Conferences attended, Design thinking activities, Innovation in the teaching and learning process, participation in State level and National level programs related to subjects, Research and Leadership skills. The details collected from the appraisal form of the Staff are analyzed and utilized to implement necessary initiatives to improve the quality of teaching staff thereby improving the quality of Institutional performance.

#### **Performance appraisal for Teaching Staff**

The performance appraisal system for teaching staff is as follows:

The self-appraisal form is completed by the teaching staff member. This form assesses the staff member's performance in a variety of areas, including teaching, research, and clinical skills.

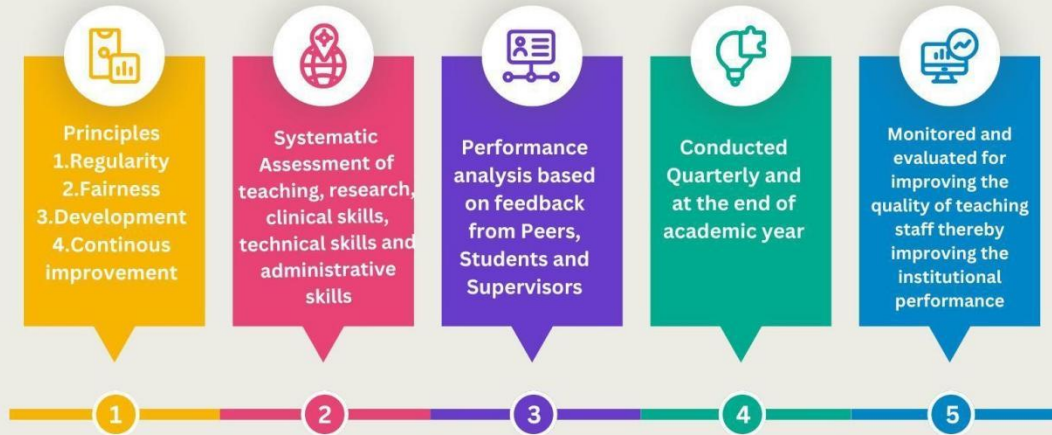
The supervisory appraisal form is completed by the staff member's supervisor. This form provides feedback on the staff member's performance from a management perspective.

The final appraisal rating is based on the combined feedback from the self-appraisal, peer appraisal, and supervisory appraisal.

(Done by Senior teaching Faculties, Head of the Department, Principal and Management Members)

1. Based on the assessment of the Self-appraisal form submitted by junior staff
2. From their participation and organization in Institutional activities
3. Based on their teaching and motivating skills assessed by the Students and Head of the Department
4. Their contribution to academics like paper publication and research projects
5. Based on their ability to develop innovation and invention, entrepreneurship and leadership skills, publication of articles and Star ranking in LinkedIn, and ability to coordinate among other Staff and Students during classes and other extracurricular activities
6. The Promotion and other benefits are provided based on their performance appraisal and involvement in institutional progress.
7. All teaching Staff are instructed to attend the Design thinking classes, Faculty development programs, and clinical skill development programs and are evaluated periodically for their modification in teaching methods and patient management for efficiency and professionalism.
8. The punctuality in timings, regular attendance and sincere participation in theory classes and seminars are monitored and evaluated intra-department level and inter-department level for the empowerment of teaching staff.
9. Their ability to handle academic and administrative issues is monitored and based on their capacity work allocation will be done by the Principal
10. Based on the quality of the research activity and quantity of the research projects the Research committee will implement the rules and regulations in the overall research development of the institution.

## Performance appraisal System-teaching staff



### Performance appraisal for Non-teaching Staff

The performance appraisal system for non-teaching staff is as follows:

The self-appraisal form is completed by the non-teaching staff member. This form assesses the staff member's performance in a variety of areas, including administrative, technical, and support skills.

The supervisory appraisal form is completed by the staff member's supervisor. This form provides feedback on the staff member's performance from a management perspective.

The final appraisal rating is based on the combined feedback from the self-appraisal, peer appraisal, and supervisory appraisal.

(Done by College Manager, Teaching Staff, Principal, and Management Staff)

The Institution strongly believes that the welfare and well-being of each employee determine the overall performance and success of the organization. The following methods of appraisal are conducted for non-teaching staff

1. Based on their participation and contribution to Public health and patient service
2. Motivated to participate in Design thinking classes and insisted on applying innovative strategies in their work for better output

3. Assessment of their attendance and activities followed by appreciation by the Principal and Management to promote interest and enthusiasm towards their profession.

4. Unity is insisted among the non-teaching and teaching staff, between the Staff and Students, and the same is monitored by the higher authorities for a better working environment

5. Periodic counseling and Performance assessment will be done by the Manager and principal to improve the quality of the behavior and knowledge of non-teaching staff.

Thus, the performance appraisal system at JKKN Dental College and Hospital is a comprehensive system designed to assess the performance of both teaching and non-teaching staff. The system is based on the principles of regularity, fairness, development, and continuous improvement. The system is used to identify areas where staff can improve and to provide training and development opportunities to help staff reach their full potential.

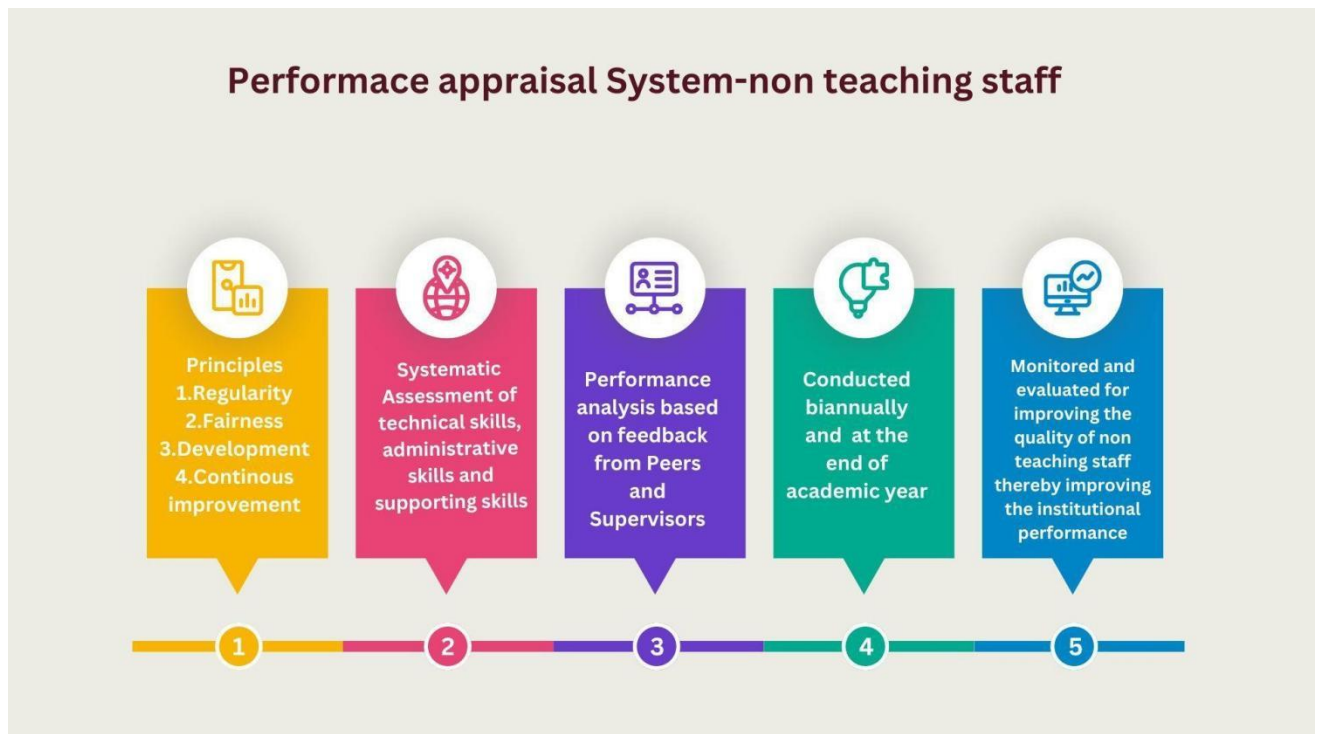
Here are some of the benefits of the performance appraisal system at JKKN Dental College:

It helps to identify and reward high-performing staff.

It helps to identify areas where training and development is needed.

It helps to improve communication between staff and Management.

It helps to create a more positive and productive work environment.



## Performance Appraisal -Teaching Staff

### Unfilled Form

JKKN Facilitator's Self Appraisal

**Name of the Learning Facilitator \***

First Name

Last Name

**Designation \***

**Quarter (Academic year) \***

**Email \***

example@jkkn.ac.in

**Institution \***

**College of Pharmacy Department \***

**College of Engineering Department \***

**college of allied health science Departments \***

**College of Nursing and Research departments \***

**Dental college and hospital \***

**College of Education Departments \***

**College of arts and science Departments \***

Introduction

**Provide a brief introduction about your role within the institution and your overall performance during the quarter \***

Metric-wise Performance

**Taking leadership roles in the functioning of Centers of Excellence (COEs) aligned with the institution's vision**

**How many add-on programs conducted / solutions provided by you in this quarter? \***

1

2

>/=3

No directly aligned leadership roles

No leadership roles

**Provide a detailed description of the solutions you have led within the COE and how they align with the institution's vision. Include relevant dates and outcomes. \***

**List any supporting documents or evidence such as project reports, meeting minutes, or testimonials \***

Interdisciplinary collaborations between different COEs under JKKN Institutions

**How many interdisciplinary collaborations between different COEs under JKKN Institutions made by you in this quarter? \***

1

2

>/=3

Participation, but no leadership

No collaborations

**Provide a detailed description of interdisciplinary collaborations you have participated in or led, including the COEs involved, the nature of the collaboration, and the outcomes achieved. \***

**List any supporting documents or evidence such as collaboration agreements, joint publications, or event records \***

Actively participating in global engagements such as international events, initiatives, or collaborations

**How many global engagements such as international events, initiatives, or collaborations has been made by you in this quarter? \***

1

2

>/=3

Expressed interest, but no participation

No international engagements

**Provide a detailed description of the global engagements you have participated in or led, including the events or initiatives, your role in them, and the outcomes achieved. \***



List any supporting documents or evidence such as certificates of participation, letters of recognition, or photos. \*

Developing and implementing innovations that lead to practical solutions, patents, or publications

How many practical solutions, patents, or publications in alignment with our institution vision has been made by you in this quarter? \*

1

2

>/=3

Involvement, but no patents or publications

No innovations

Provide a detailed description of the innovations you have developed or implemented, including the nature of the problem they address, the process followed, and the outcomes achieved. \*

List any supporting documents or evidence such as patents, publications, or testimonials. \*

Actively engaging with industry, universities, institutions of national importance, and premium private institutions or community stakeholders

How many strategic partnerships or projects, addressing real-world challenges, and fostering mutually beneficial relationships has been made by you in this quarter? \*

1

2

>/=3

Engagement, but no project leadership

No partnerships/engagements

Provide a detailed description of the engagements you have had with industry, universities, institutions of national importance, or community stakeholders, including the nature of the collaboration, the outcomes achieved, and the impact on the institution's reputation and societal impact. \*

List any supporting documents or evidence such as collaboration agreements, joint projects, or testimonials. \*

Providing effective mentorship and leadership roles in guiding mentees or junior faculty to success

How many mentees or junior faculty has been guided to success, sharing knowledge and expertise, and nurturing the next generation of academic and industry leaders within the institution has been made by you in this quarter? \*

1

2

>/=3

Involvement, but limited success

No significant mentorship or leadership

Provide a detailed description of the mentorship and leadership roles you have provided to mentees or junior faculty, including the nature of the guidance, the outcomes achieved, and the impact on their success \*

List any supporting documents or evidence such as letters of recommendation, feedback from mentees or junior faculty, or photos \*

Adopting and leveraging AI tools (e.g., ChatGPT, Bing, etc.) to enhance teaching, research, or administrative activities

How many AI tools (e.g., ChatGPT, Bing, etc.) to enhance teaching, research, or administrative activities, improving efficiency, decision-making, and innovation in academic and institutional processes has been adopted and leveraged by you in this quarter? \*

2-1

3-4

>/=5

Limited use of AI tools

No or minimal use of AI tools

Provide a detailed description of the AI tools you have adopted and leveraged to enhance teaching, research, or administrative activities, including the nature of the tools, the process followed, and the outcomes achieved \*

List any supporting documents or evidence such as reports on tool usage, student feedback, or photos. \*

Implementing innovative teaching methods and pedagogy that improve the learning experience for students

How many innovative teaching methods and pedagogy has been implemented by you in this quarter by you in fostering critical thinking, problem-solving, and adaptability within the learner's? \*

1

2

>/=3

Involvement in innovative teaching, but limited success

No innovative teaching methods

Provide a detailed description of the innovative teaching methods and pedagogy you have implemented, including the nature of the methods, the outcomes achieved, and the impact on the student learning experience. \*

List any supporting documents or evidence such as student feedback, assessment results, or photos. \*

Pursuing relevant qualifications, certifications, or professional development opportunities to enhance expertise

How many qualifications, certifications, or professional development opportunities has been pursued by you in this quarter to enhance expertise and contribute to the institution's vision? \*

1

2

>/=3

Participation in professional development, but limited success

No relevant qualifications

**Provide a detailed description of the qualifications, certifications, or professional development opportunities you have pursued to enhance your expertise, including the nature of the opportunities, the process followed, and the outcomes achieved \***

**List any supporting documents or evidence such as certificates, diplomas, or photos \***

Achieving Key results in Committee Working Groups by actively participating in decision-making, project execution, and monitoring progress to ensure the timely and successful completion of tasks

**How much percentage of key results in committee working groups has been achieved by you in this quarter? \***

≥ 90%

70-89%

50-69%

30-49%

< 30%

**Provide a detailed description of the committee work you have participated in or led, including the nature of the work, your role in it, and the outcomes achieved. \***

**List any supporting documents or evidence such as meeting minutes, reports, or testimonials. \***

**Performance appraisal form - Non Teaching Staffs**

**Unfilled Form**

**JKKN DENTAL COLLEGE AND HOSPITAL  
PERFORMANCE APPRAISAL FORM - NON-TEACHING STAFF**

**Employee Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**1. Administrative Skills**

**A.Organization:**

Excellent  Good  Satisfactory  Needs Improvement

\*\*Comments:\*\*

\_\_\_\_\_

**B.Time Management:**

Excellent  Good  Satisfactory  Needs Improvement

\*\*Comments:\*\*

\_\_\_\_\_

**C.Resource Management:**

Excellent  Good  Satisfactory  Needs Improvement

\*\*Comments:\*\*

\_\_\_\_\_

**2. Technical Skills**

**A.Proficiency in Relevant Software/Tools:**

Excellent  Good  Satisfactory  Needs Improvement

\*\*Comments:\*\*

\_\_\_\_\_

**B.Problem-Solving Abilities:**

Excellent  Good  Satisfactory  Needs Improvement

\*\*Comments:\*\*

\_\_\_\_\_

**C.Adaptability to New Technologies:**

Excellent  Good  Satisfactory  Needs Improvement

\*\*Comments:\*\*

\_\_\_\_\_

**3. Communicative Skills**

**A. Verbal Communication:**

Excellent  Good  Satisfactory  Needs Improvement

**\*\*Comments:\*\***

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**B. Written Communication:**

Excellent  Good  Satisfactory  Needs Improvement

**\*\*Comments:\*\***

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**C. Interpersonal Skills:**

Excellent  Good  Satisfactory  Needs Improvement

**\*\*Comments:\*\***

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**4. Overall Performance**

- **\*\*Rating:\*\***

Outstanding  Very Good  Satisfactory  Unsatisfactory

**\*\*General Comments:\*\***

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**5. Goals for Next Review Period**

**\*\*Goals/Objectives:\*\***

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**6. Employee's Comments**

**\*\*Feedback/Input:\*\***

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**Signature of Reviewer:\*\*** \_\_\_\_\_

**Signature of Employee:\*\*** \_\_\_\_\_ **Date:\*\*** \_\_\_\_\_