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Amendment Date: 12.04.2017	POLICY AND PROCEDURE – PERFORMANCE APPRAISAL POLICY	Issue Date: 12.04.2017

1. PURPOSE :

The purpose of this guideline is to review the performance of the employees against the assigned responsibilities, identify the areas of strengths and weaknesses in each staff members and provide feedback to the staff members on their individual and team performance, assessing the employee's commitment and dedication towards work, identifying employees who can be developed to take up more responsibilities (if possible) and to identify the areas where the employees under-perform and help them by giving them training in the areas of weaknesses identified.

2. SCOPE :

This procedure is applicable to employees working in Sri Manakula Vinayagar Medical College and Hospital.


3. RESPONSIBILITY:

- This evaluation is done by in-charges, HODs, administrators and appraisal committee.
- The HR manager is responsible for ensuring that the activities are carried out as per the policy of the organization.

4. OBJECTIVES OF PERFORMANCE APPRAISAL:


- 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.
- To allow the faculty to strategically plan to achieve the declared goal
- To let the employee state attainable goals that he /she wishes to achieve in a specified timeframe.
- To get the employee to introspect on his/her own performance for that calendar year

5. PROCEDURE:

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- In the structured performance appraisal form, the faculty is required to self-appraise and indicate the details. The faculty will be evaluated for 100 points and the points are distributed as detailed below :

- Personal information
- Duties and responsibilities
- Achievements
- Self assessment form
 - Teaching and assessment
 - ❖ Student classes
 - ❖ Mentoring
 - ❖ Innovations
 - Research & Scientific Activity
 - ❖ Publications:
 - ❖ Book chapter / book:
 - ❖ Funded / collaborated research:
 - ❖ Innovations
 - ❖ Presented scientific paper:
 - ❖ Research Projects:
 - ❖ Acquired degrees/ fellowships / membership of professional bodies / awards
 - ❖ Organising conference / CME / Workshop
 - ❖ Member of editorial board / referee / reviewer


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Service


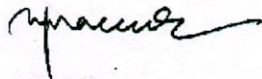

- ❖ Patient care
- ❖ Organized / participated in outreach programs

Institutional additional responsibility

- The HOD shall then evaluate the performance appraisal form filled by the faculty and assign the score based on his/her teaching and clinical attributes.
- Performance appraisals are conducted once in a year.
- The Key Result Areas (KRA) is set by the HOD/ in charges of each non clinical departments based on the designation of the employee.
- HOD/ in charges assess their employee, based on the KRA for that particular designation, which will be sent to the HR Manager.
- HR Manager ensures that the appraisal forms are filled and received back within the specified time.
- After all the forms are duly filled and received, the HR manager records the recommendations of the HOD's and then sends the appraisal forms to the Chairman and Managing Director of the organization.
- Chairman and Managing Director will discuss with the concern HOD/Supervisors about the employee and spell the final opinion.
- Based on the identified strength and weaknesses, HOD/Supervisor will provide the feedback to the staff members for their better improvement.

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- Promotion, salary hike and salary increment will be decided by the Chairman and Managing Director based on the performance appraisal opinion. HR manager has to verify and ensure it for every month.
- Performance Appraisal Committee was formed from 06.03.2019 after getting approval from the Management. The purpose of this committee is to evaluate employee performance for the last one year for their annual increment.
- If the employee performance result is unsatisfactory, the employee will be forwarded to the required training for further development. Even after training, the employee doesn't meet the KRA's standards; he or she will be transferred or terminated. If termination is required, the notice will be issued to the employee.
- After this process appraisal forms are filled in respective employee personnel file.

	Designation	Signature
Prepared by	Mr. T. Dhatchinamurthy Registrar	
Reviewed by	Dr. M. Pragash NABH Co-ordinator	
Approved by	Dr. R. N. Kagne Deputy Director and Dean	
Issued by	Dr. D. Rajagovindan Director	