



## KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES AND RESEARCH CENTRE

GST Road, Chinnakolambakkam, Madhuranthagam, Tamilnadu -603308

Ph.no: 044-27598484/27565195; Fax: 044-27565170; E-mail:[kims.medical@yahoo.com](mailto:kims.medical@yahoo.com); Website: [www.kveg.in](http://www.kveg.in)

### Performance appraisal system

The institute has a well framed performance appraisal system which is transparent and time bound. The Institution follows triple method of appraisal system:

1. Academic and administrative appraisal
2. Students evaluation
3. Self-appraisal

Objectives:

- ✓ It motivates the faculty to perform better.
- ✓ Helps in the growth of the employee which further helps in the progress of institution.
- ✓ Friendly and Competitive atmosphere in the institution.
- ✓ Helps to keep a track in the progress of the employee and aids in the decision of promotion or upgrading of faculties.

**Academic and administrative appraisal:** Key indicators of academic and administrative appraisal documents include the following attributes i.e., Job knowledge, Attitude towards work, Initiative, Quality of work, Care of entrusted materials, Compliance of institutional policies, behavior and discipline, Reliability, Relationship with HOD/immediate supervisor/with peers/with patients/with subordinates and attendance. All parameters are analyzed by the respective Head of the departments and reviewed by the Principal and report is submitted to the trustee.

Positive and negative appraisal are brought to the notice of individual faculty to progress further and to perform better in forth coming years.

Regular evaluation of departments and teachers are done by the feedback received from the students. Performance appraisal of the non-teaching staff is done by head of the departments or respective administrative head. Self-appraisal is considered in case of ambiguity in the evaluation appraisal at all the levels.

All non-teaching faculties are continuously motivated to attend training programs and skill development programs. Yearly submission of such program attendance is considered for non-teaching staff during their performance.



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## Standard Appraisal Format of the Institution

<b>CONFIDENTIAL –TO BE RETURNED TO PRINCIPAL OFFICE</b>				
<b>KARPAGA VINAYAGA INSTITUTE OF MEDICAL SCIENCES&amp;RESEARCH CENTRE</b>				
<b>PERFORMANCE APPRAISAL</b>				
Name		Date of Joining		
ID NO.		Department:	Designation	
Qualification		Present salary Rs	Date of Last appraisal	
Previous EXP: (Yrs)				

**PLEASE  APPROPRIATE COLUMN**

SL. NO	Parameters	Outstanding	Exceeds Expectation	Meets Expectation	Occasionally Meet	Fails to meet
	Points	5(A)	4(B)	3(c)	2(D)	1(E)
1	Job knowledge	Outstanding <input type="checkbox"/>	Very high <input type="checkbox"/>	High <input type="checkbox"/>	Average <input type="checkbox"/>	poor <input type="checkbox"/>
2	Attitude towards work	Outstanding <input type="checkbox"/>	Very high <input type="checkbox"/>	Positive <input type="checkbox"/>	Neutral <input type="checkbox"/>	Negative <input type="checkbox"/>
3	Initiative	Outstanding <input type="checkbox"/>	Very high <input type="checkbox"/>	High <input type="checkbox"/>	Average <input type="checkbox"/>	Low <input type="checkbox"/>
4	Quality of work	Outstanding <input type="checkbox"/>	very good <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
5	Quantity of work	Outstanding <input type="checkbox"/>	Very good <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
6	Care of entrusted materials	Outstanding <input type="checkbox"/>	Very careful <input type="checkbox"/>	Careful <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
7	Compliance of institutional policies	Outstanding <input type="checkbox"/>	Very careful <input type="checkbox"/>	Careful <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
8	Personality behavior & discipline	Outstanding <input type="checkbox"/>	Very good <input type="checkbox"/>	Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
9	Reliability	Outstanding	Very high	High	Average	Poor



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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Publication and presentation	(2+2)	(2+1)	(1+1)	(1)	(nil)
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Relationship	Outstanding	Very good	Good	Average	Poor
A	With HOD/Immediate Supervisor					
B	With peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C	With patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D	With subordinates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Attendance Working Days (to be filled by HRD)	Regular	Occasionally Morning Irregular	Occasionally Morning /evening Irregular	Continuously morning/evening Irregular	Always Irregular
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### AREAS REQUIRING ATTENTION/TRAINING/IMPROVEMENT

### Appraise Awareness about Appraisal

I am aware of my ratings and comments in this appraisal.

**Signature:-**

**Date:**

### CAREER ADVANCEMENT

Can be considered for increment

Is the appraise capable of higher responsibility? Yes  No  Can't judge now

### APPRAISER'S FINAL COMMENTS



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Name:

Destination:

Date:

Signature:

(Note: Support incidents/additional justification is called from appraiser in case of outstanding & poor. kindly mention the designation if there is any change of designation in the appraiser's final comment)

### COLLEGE/INSTITUTIONAL PURPOSE

**Appreciation/disciplinary issues during the appraising period, if any**

Total rating score: -----/60

Grade:-----

[60-56(A), 55-51(B), 50-46(C), 45-41(D), 40-35(E) ] Note: D&E grade not to be considered for increment

Approved/Not Approved, comments if any

**AUTHORISED SIGNATORY**

*S. S. S. S.*  
Principal  
Karpaga Vinayaga Institute of  
Medical Sciences  
G.S.T. Road, Chinna Kolambakkam,  
Palayanoor Post,  
Maduranthagam - 603 308