

6.3.5 Institution has Performance Appraisal system for teaching and non-teaching staff



Indira College of Nursing

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)

PERFORMANCE APPRAISAL POLICY

Performance appraisal systems for Teaching faculty

Aim:

- ✓ To continuous quality growth of the Institution
- ✓ To ensure the genuineness of the credentials submitted
- ✓ The appraiser records are maintained to comments his/her work appraise
- ✓ Annual increments/records/promotion

Authority and Responsibility

- Principals and Respective Departmental HOD's

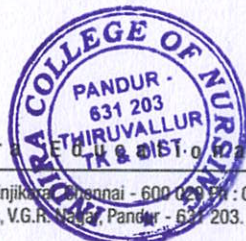
Procedure:

- ✓ The policy for performance appraisal is any employee who has been confirmed and completed one year of working experience can eligible for the performance appraisal.
- ✓ The appraisal form is given to faculty and fills the basic details and self-assessment points to be filled by them.
- ✓ The peer assessment for departmental faculty will be filled by the HOD's based on their performance and HOD's peer performance will be filled by the Principal.
- ✓ The overall rating will be done by the principal based on the points and documents submitted.

Criteria for appraisal: The weight age and points will be reviewed in a yearly basis depending on the structure of the appraisal.

1. Teaching Related Activities: This includes the number of teaching hours and quality of work theory; practical supervision of the allotted students in the clinical area and clinical assignments of students of B.Sc Nursing and M.Sc Nursing. The overall result percentage given by the faculty in the respective subject allotted.

2. Publications in Indexed Journals & Conference proceedings: Details regarding the number of publications done during the current academic year are collected here it also includes the details of staff, those who guide the research thesis and project work along with the publication of chapters in books and publication of books.



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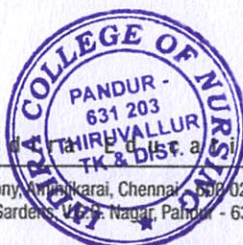
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- 3. Contribution by the faculty for journal article and book of chapters writing and publication of books.**
- 4. Presentation at Local, State National or International Meetings:** The number of papers and posters presented during the academic year will be considered for the promotion and thus supports the culture of research among the staff.
- 5. Organizing of seminars/workshops special lectures, FDP's etc.**
- 6. Details of students undertaking project or thesis and departmental research work**
Or thesis work and department research work where the faculty are research guid
- 7. Research awards and honours received during the year**
- 8. Extension and service-related activities:** This also includes faculty invited as a resource person for Guest lectures, CNE programmes, seminars, conferences, symposium and workshops etc.
- 9. Other assigned responsibilities:** Class coordinator, in-charge for a training programme, chairperson or organizing secretary for seminar, conference, symposiums, and workshops, organizer or participant in community service, health, camps, special projects etc.
- 10. Professional society activities:** Any other achievements (Reviewer/editor in reputed journals/resource person.
- 11. Participation in co-curricular and curricular activities**
- 12. Any other Contributions** made by the faculty during the year if it is not mentioned as professional or non-professional, but that helps in developing the personality.

Performance appraisal systems for non-teaching faculty

This is done by using rating scale annually by the principal. It covers the objective evaluation of regular attendance/ punctuality, job knowledge, initiative and motivation, quality of work, general conduct, communications, team work, responsiveness, interpersonal relationship other workers and timely reporting.


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PERFORMANCE APPRAISAL FOR TEACHING FACULTY

For the Period from _____ to _____


PART-I

| S. No | Self-Particulars |
|-------|--------------------------|
| 1. | Name of the faculty |
| 2. | Designation |
| 3. | Date of Birth |
| 4. | Education Qualification |
| 5. | Additional Qualification |
| 6. | Date of Appointment |
| 7. | Employee ID |
| 8. | Email ID |
| 9. | Mobile No |

PART – II (Self-Assessment)

Name of the courses (Subject) taught during the year

| S. No | Criteria | 1 | 2 | 3 |
|-------------------------|--|---|---|---|
| 1. | Syllabus covered | | | |
| 2. | Seminar Conferences Attended | | | |
| 3. | Organizing of Seminar/ Workshops, special lectures, FDP's, etc | | | |
| 4. | Participation in the College activities/Celebration | | | |
| 5. | National/International-Presentation/Paper publication (Give the Title, Name CO -author if any Attach Separate Sheet) | | | |
| 6. | Conduct of Extension Activities | | | |
| 7. | E – Content developed during the year | | | |
| 8. | Any projects completed other than the student's projects | | | |
| 9. | Research guidance to the student | | | |
| 10. | Involvement of college committee activities | | | |
| Total score (30) | | | | |


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 Campus : No. 1, V.G.R.Gardens, V.G.R. Nagar, Pandur - 631 203, Thiruvallur Taluk & District. Ph : 044 - 27650160 / 161



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| S. No | Criteria | Comments |
|-------|---|----------|
| 1. | Contribution to the department (work to be specified) | |
| 2. | Serves as Committee Head (mention) | |
| 3. | Membership or Fellowship of Professional / Academic bodies (Evidence) | |
| 4. | Award received (Evidence) | |
| 5. | Any other achievement (Mention in separate Sheet) | |

Note: Evidence to be enclosed and if need mention in separate sheet

SIGNATURE OF THE FACULTY

PART – III (Assessment by Head of the Institution)

Kindly provide your assessment on the five-point scale in respect of the following

| S.No | Assessment on the Five Point scale | 5 | 4 | 3 | 2 | 1 |
|-------------------------|--|---|---|---|---|---|
| 1. | Knowledge in the sphere of work | | | | | |
| 2. | Teaching load and regularity in taking class | | | | | |
| 3. | Contribution to the corporate life of the college | | | | | |
| 4. | Aptitude to work & Quality of Output | | | | | |
| 5. | Innovations / experiments introduced in the teaching methodology | | | | | |
| 6. | Contribution in curriculum Planning and Implementation | | | | | |
| 7. | Intellectual capital (Books/Articles/Patents/Talks) | | | | | |
| 8. | Involvement in the work | | | | | |
| 9. | Interpersonal relations and team work | | | | | |
| 10. | Ability to inspire and motivate/coordination students | | | | | |
| 11. | Supervisory Ability / General Conduct | | | | | |
| 12. | Contribution to the department | | | | | |
| 13. | <i>Integrity and Trustworthiness</i> | | | | | |
| 14. | Contribution to the Extension Activities | | | | | |
| Total Score (70) | | | | | | |

Note: Parameters (Outstanding-5, Very good-4, Good-3, Satisfactory-2, Unsatisfactory-1)

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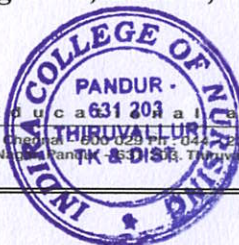
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No. of. days leave taken (CL/EL/LOP) :

No. of. days leave taken without prior approval :

No. of. days OD available (Specify the reason and enclosed the evidence) :

No. of. days permission obtained :

No. of. days came without obtaining permission :

Any work pending during this month :


Overall performance / Grading by taking all the above parameters

| | |
|-----------------------|------------------|
| Outstanding | 91 to 100 |
| Very Good | 71 to 90 |
| Good | 51 to 70 |
| Satisfactory | 40 to 50 |
| Unsatisfactory | up to 40 |

Date:

Seal:

HEAD OF THE INSTITUTION


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ANNUAL PERFORMANCE APPRASIAL FORMAT FOR NON – TEACHING


Academic Year From _____ To _____

To be filled by employee

| | | |
|----|--------------------------|--|
| 1. | Name of the Employee | |
| 2. | Employee ID | |
| 3. | Designation | |
| 4. | Mobile Number | |
| 5. | Name of the Department | |
| 6. | E-mail ID | |
| 7. | Qualification | |
| 8. | Total experience in ICON | |

| S.NO | EMPLOYEE COMMENT ABOUT AREA OF WORKING | SUGGESTION |
|------|---|------------|
| 1. | Give your comment about your working areas for the current year | |
| 2. | Do you need any training to improve the work area | |
| 3. | Any suggestion to improve the function of work | |

SIGNATURE OF THE EMPLOYEE


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To be filled by Head of the Institution (Please give rating between 1 and 5)

| S.No | Particulars | 1 | 2 | 3 | 4 | 5 |
|------|---|---|---|---|---|---|
| 1. | Regulation of the work | | | | | |
| 2. | Capacity to do hard work | | | | | |
| 3. | Discipline | | | | | |
| 4. | Communication Skills | | | | | |
| 5. | Effectiveness of skill in the area of working | | | | | |
| 6. | Confidentiality | | | | | |
| 7. | Communication toward work | | | | | |
| 8. | Organization ability | | | | | |
| 9. | Interpersonal relationship | | | | | |
| 10. | Punctuality | | | | | |

| RATING SCALE | SCORE |
|----------------|-------|
| Unsatisfactory | 1 |
| Satisfactory | 2 |
| Good | 3 |
| Very good | 4 |
| Excellent | 5 |

Report and Suggestion:


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Overall Assessment

| RATING SCALE | SCORE | SCORE GIVEN BY HOD |
|----------------|-------|--------------------|
| Unsatisfactory | 1 | |
| Satisfactory | 2 | |
| Good | 3 | |
| Very good | 4 | |
| Excellent | 5 | |

HEAD OF THE INSTITUTION


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