



MAHATMA GANDHI INSTITUTE OF MEDICAL SCIENCES, SEVAGRAM

Performance appraisal policy

PURPOSE

The Performance Appraisal Scheme is an annual system of written review of the performance of the employees. It is designed to enable the assessment of the performance through feedback about the employees' performance, skills and behaviour, and also for identification of the employee career advancement and opportunities. These can be the basis for arriving at decisions in an objective manner. The immediate in-charges are responsible for completing the annual performance appraisal of the employees under them.

- The performance appraisal of the individual teaching faculty members would be enabled at the level of the Head of the Department, and subsequently, the latter would submit the appraisal to the Head of the Institute.
- For non-teaching staff the same would be done by the immediate supervisor through the Head of Department.

The Performance Appraisal system has been introduced to identify the skill, talent and contribution of each staff member towards the development and performance of the institute. The Appraisal system for teaching staff takes into its fold both: self-appraisal as well as the immediate supervisor's appraisal and brings an understanding of the departmental working and the transparency as actually existing and provides an opportunity for the future requirements.

The Performance Appraisal System for non-teaching staff covers all staff (viz. administrative, nursing, paramedical staff, technical and other) of the institute, who will be appraised by their superiors. The appraisal is then forwarded to the Head of Department who will then forward it to the Dean.

PROCEDURE

A Standard Operative Procedure of performance appraisal rating has been formulated to evaluate general parameters, team-based factors, supervisory factors, research factors and teaching factors which are akin to the needs of the institution. In addition to it, under the Career Advancement Scheme, a novel initiative will be promulgated to recognize the services of faculty members who contribute to the overall growth of MGIMS over and above the duties expected of them.

These appraisals are collated and a report is prepared to fill any gaps. In addition, all departments are required to provide quarterly reports, and annual assessment of their academic and research output

Teaching faculty

The performance appraisal of teaching faculty shall be done every year. Each teaching faculty will fill the Self-appraisal form (Annexure 1) and submit the same through the HoD to the Dean. The HoD and Dean will discuss with the faculty member about their performance with respect to the Appraisal Performance Report and future plans for the expansion of Departmental activities and institution. Based on the discussion with the faculty members, the concerned authorities decide the promotion for the faculty and also give suggestions for the betterment of their future.

The Performance Appraisal Category is based on the duties dispensed in the areas of Teaching, Learning and Professional Development and Research & Academic Contributions.

The Performance Appraisal Methodology is based on

- (a) Teaching and evaluation related activities,
- (b) Co-curricular, extension and professional development related activities,
- (c) Research and academic contributions
- (d) Publications as directed by the regulatory authorities from time to time.

Non-teaching staff

The performance appraisal cycle is based on Academic / Financial year.

- The general parameters will include assessment on a Likert scale having performance indicators such as initiative, neatness, punctuality, promptness, attendance, inter-personal relations, dependability etc. It also assesses the staff on their intellect, technical ability and other aptitude.
- The performance appraisal for all non-teaching employees under temporary appointment/probation shall be done every 6 months, based on which upon which their employment will be confirmed (after two years of probation) or terminated or probation may be extended, based on their performance evaluation.
- In case the performance of an employee under probation is not satisfactory during the probation period of two years, the probation may be extended to a maximum period of two years after which the appointment may be terminated if no improvement is seen in the performance. The final decision lays with the competent authority in this regard.
- The performance appraisal of permanent staff members shall be done every year. (Annexure 2)
- All employees shall be appraised by the immediate superior/ Reviewing Authority.
- The training needs of the employee shall also be discussed during the performance review.
- The Performance appraisal copy is to be filed in the personal file employee.



Dean
MGIMS, Sevagram