

PERFORMANCE APPRAISAL SYSTEM

The institute has a system for performance appraisal of teaching and non-teaching staff. This system is utilized to recognize the contribution of individuals for the development of the institute and in-turn the college to achieve its goals.

Institute has a system which is utilized for appraisal of staffs' performance which is based on the Self-appraisal system and is been assessed by Head-of- the departments and later based on this, the Principal will complete the annual appraisal system by giving due consideration for the performances of the staffs.

The self- appraisal system involves the following factors-

Teaching staff –

For teaching faculties completion of the classes assigned according to the curriculum, active participation in students' assessment and evaluation process and fulfilling the University guidelines, attending continued education programs and utilizing the same for educating the students is been considered for performance appraisal. In research field, contributions of the teaching staffs in research publications, research paper presentations done in conferences and getting Copyrights, patency for any creative ideas or any innovations by any staffs are considered for appreciation by the institute. For, Clinical services (where applicable) carrying out the clinical procedures in the department and examining the number of patients and taking care of the additional duties assigned are evaluated for the appraisal of the staffs. Lending the services in administration with due responsibility by the staff and active participation in committees and councils are also subjected for appraisal assessment.

Students' feedback on teaching staff is taken. (Previously it was manual now through online platform – EIS CODS).

Head of institute completes the annual appraisal of the teaching faculty and will send their recommendations for the annual increments and /or promotion which are subject to vacancies.

Non-teaching staff –

The non-teaching staff performance in the institution is been assessed by the Head of the department, where they are posted and the same is been communicated to the Head of the institute. Based on the contribution of the non-teaching staffs towards development of the institute proper appreciations are given to them. As for teaching staff, non-teaching staffs are also considered for annual salary increments. The office/administrative staffs' performance is being evaluated by the Office Manager and the report is submitted to the Head of the institute for their proper appreciation. So does the technical staff's performance in looking afterward all the technical aspects of the institute is duly evaluated by the Manager and report is submitted to the Head of the Institute for proper appreciation.

COLLEGE OF DENTAL SCIENCES

DAVANGERE

NON-TEACHING STAFF'S - PERFORMANCE APPRAISAL FORM

DATE:

1. NAME OF THE FACULTY:

2. DESIGNATION:

3. DEPARTMENT:

4. DURATION OF Work EXPERIENCE:

5. Number of additional courses (or workshops/seminars etc.) completed till the current academic year,
details of the same –

6. Details of awards obtained -

7. Any other achievements -

I declare that all the above information provided by me is true to my knowledge.

STAFF SIGNATURE

DATE:

HOD's REMARKS:

HOD's SIGNATURE

DATE:

PRINCIPAL's RECOMMENDATION:

PRINCIPAL's SIGNATURE

DATE:

COLLEGE OF DENTAL SCIENCES

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TEACHING STAFF'S - PERFORMANCE APPRAISAL FORM

DATE:

1. Name of the faculty:
2. Designation:
3. Department:
4. Current points from publications as per DCI and details of the same, (with ISSN/Pubmed number) –
5. Current experience in academics (in years)-
6. Number of conferences/ convention attended till date, details of the same -
7. Details of being as an resource person (Guest lecture/seminar/workshop/key note speaker) for any institute –
8. Details of patency, copyrights obtained/any innovations-
9. Number of awards obtained -
10. Details of University/Other institute's posts such as Board of studies, etc.

IV. Any other achievements –

I declare that all the above information provided by me is true to my knowledge.

STAFF SIGNATURE

DATE:

HODs REMARKS:

HOD's SIGNATURE

DATE:

PRINCIPAL's RECOMMENDATION:

PRINCIPAL's SIGNATURE

DATE: