



MAEER PUNE'S

MAHARASHTRA INSTITUTE OF DENTAL SCIENCES & RESEARCH (DENTAL COLLEGE)

ESTD 2006



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Appraisal policy for Faculty

The Appraisal system is intended to define, measure, and acknowledge each individual's contribution as well as assist the College in setting attainable goals for all of its employees. Appraisal process that put employees to improve their performance and professional development. At Maharashtra Institute of Dental Sciences and Research (Dental College) appraisal process of teaching and non-teaching staff is done on yearly basis. It is carried out in a stepwise manner.

1. Self-appraisal - Appraisal Forms are mailed to all departments for teaching and non-teaching staff at the end of the year they should be filled by every staff within the stipulated time along with necessary supporting documents. Then it should be submitted to the Head of the Department for verification.
2. Verification- This process is done at the departmental level by the Head of the respective department. The head of the department should verify the forms of all teaching and non-teaching staff. The head of the department should verify the information filled with supporting documents. Afterward, all forms should be submitted to the Principal's office.
3. Certification-Appraisal Forms submitted to the Principal's office should be certified by the principal of the college. He should certify the forms of all teaching and non-teaching staff as per department. Even office, college store, and electricity department staff should submit their forms to the principal office for certification.
4. Administrative committee evaluation- All certified appraisal forms were evaluated by the administrative committee in their meeting. In case of any query regarding a particular form, concerned staff would be called during the evaluation process.
5. Assessment of achievement of benchmark- The administrative committee defines a separate set of 'Benchmarks of Achievement' for teaching and non-teaching staff. All of the forms would be evaluated, and the committee would compile a schedule of meetings for both teaching and non-teaching staff.
6. Salary appraisal plan- Based on the guidelines from the trust this plan is prepared for all teaching and nonteaching Faculty.
7. Final approval- the plan of appraisal would be put forth in front of the Executive Director of the college. Related information would be provided and discussed with the Executive director.
8. Implementation of the appraisal: Increment implemented after receiving the Executive Director's approval. This process is considered for each faculty at the time increments and promotion.


Principal
M. I. D. S. R. Dental College,
LATUR

Performance Indicators for Teaching Faculty

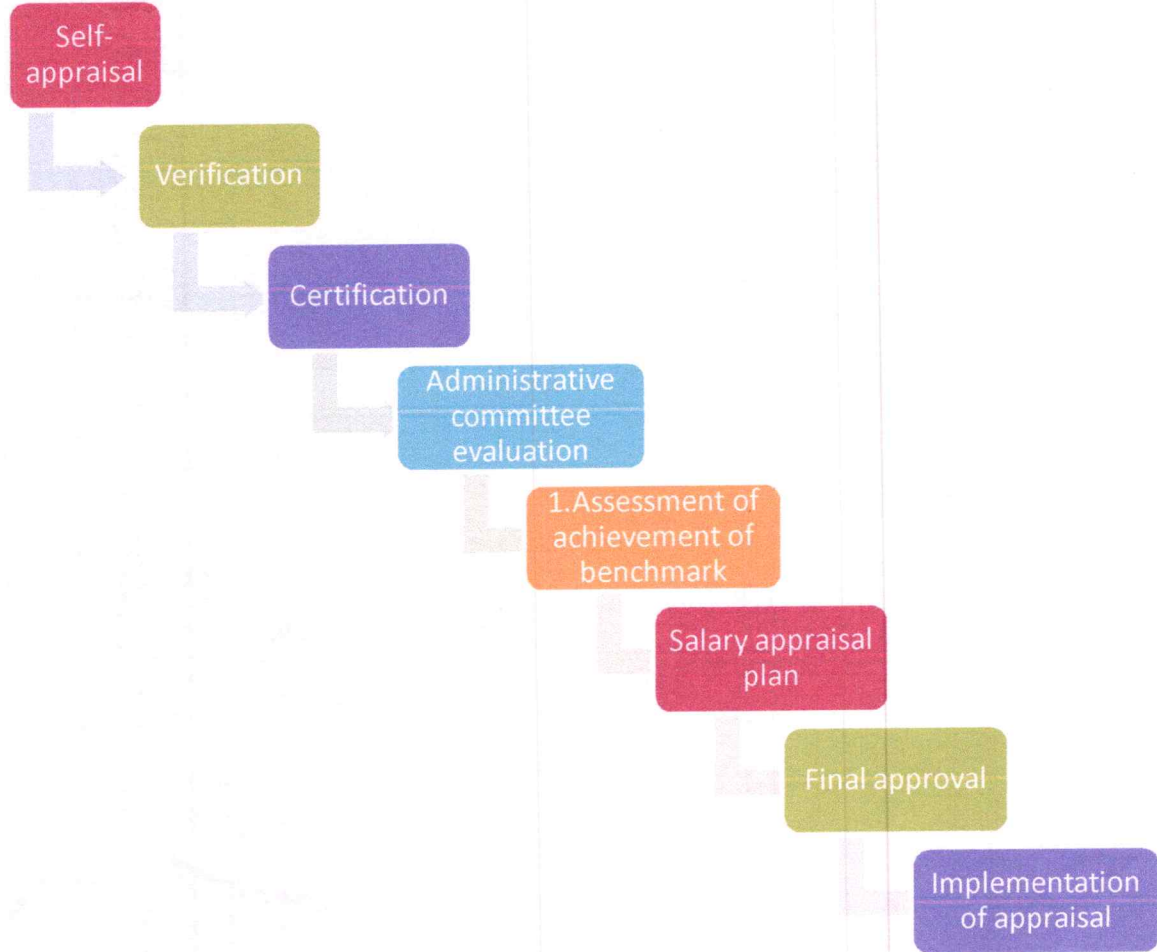
- Attendance
- Student Feedback
- Academic Responsibilities
- Examination duties
- Clinical Competency
- National / International Conference/Award/Speaker
- Publication/ Book Published
- Research grants/ Copy rights/Patents
- Contribution in management and governing bodies

Performance Indicators for Non-Teaching Faculty

- Attendance
- Knowledge about the profile carried
- Time Management (Regularity, submission, etc.)
- Communication Skills- Written/ Oral
- Delegation of work
- IT skills (Specify MS office and others required)
- Meeting deadlines & commitments
- Work under pressure

Sangam

Appraisal System



Kangane
Principal
M. I. D. S. R. Dental College,
LATUR