

MALLA REDDY INSTITUTE OF MEDICAL SCIENCES

(SPONSORED BY : CHANDRAMMA EDUCATIONAL SOCIETY)

Recognized by Medical Council of India, Ministry of Health & Family Welfare, Govt. of India Affiliated to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana. [No.U.12012/127/2016-ME.I (FTS.3084749)]

SELF APPRAISAL POLICY

MRIMS/POLICY/2017/SAP/01

PERFORMANCE APPRAISAL SYSTEM

Performance appraisal system forms an integral part of the smooth functioning and growth of anyinstitution. It helps to boost employee engagement and productivity. Mallareddy Institute of Medical Sciences has always been proactive in this front and has a mechanism in place for timely appraisals and promotions.

The appraisal system for the teaching staff comprises of:

Annual Self-appraisal form for faculty: This consists of a structured questionnaire which includes teaching activities, participation in teacher training/ faculty development programs /national and international conferences, research guidance to undergraduate students, scientific publications, research grants received and punctuality.

The obtained appraisal forms are assessed by the Dean and the report will be forwarded to the Governing Council for further decisions.

The governing council's recommendations form the basis for faculty increments, promotions, and anyother incentives.

The appraisal system for the non-teaching staff comprises of:

Monthly performance feedback forms from the head of the department for the non-teaching staff working in their department.

Monthly feedback forms from the supervisors regarding the performance of the non-teaching staff are also collected.

Monthly feedback of the non-teaching staff from H.R. Manager is also collected.

All these three forms for each non-teaching staff are assessed by the director and forwarded to the governing council for further decisions.

The governing council's recommendations form the basis for increments and monthly incentives. The evidence of success of this system reflects in the retention of maximum staff in our institute.

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TO SECOND

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Designing a performance appraisal system for MRIMS involves several key steps to ensure fairness, effectiveness, and alignment with organizational goals. Here's a procedure you might consider:

- 1. Identify Key Performance Indicators (KPIs): Start by determining the key areas of performance relevant to medical colleges. These could include teaching effectiveness, research productivity, clinical skills, professional development, administrative duties, and contributions to the institution's mission.
- 2. Establish Clear Objectives: Define clear and measurable objectives for each KPI. These objectives should be specific, achievable, relevant, and time-bound (SMART).
- Develop Evaluation Criteria: Create criteria or standards against which performance will be assessed for each KPI. This might involve rubrics, benchmarks, or qualitative descriptions of performance levels.
- 4. Select Appropriate Evaluation Methods: Choose evaluation methods that are suitable for assessing performance in each KPI area. Methods might include self-assessment, peer review, supervisor evaluation, student feedback, patient satisfaction surveys, objective metrics (e.g., publication counts, teaching evaluations), and portfolio reviews.
- 5. Train Evaluators: Provide training to those involved in evaluating performance to ensure consistency and fairness in the appraisal process. This might include training on using evaluation criteria, providing constructive feedback, and avoiding bias.
- 6. Establish Evaluation Frequency: Determine how often performance evaluations will occur.

 Annual evaluations are common, but more frequent check-ins or reviews may be beneficial in some cases, especially for new faculty or those undergoing significant professional development.

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- 7. **Conduct Performance Reviews:** Schedule performance review meetings between evaluators and employees to discuss performance feedback. These meetings should provide an opportunity for dialogue, goal setting, and development planning.
- 8. **Document Performance:** Keep records of performance evaluations, feedback, and development plans for each employee. Documentation should be maintained securely and confidentially.
- Provide Feedback and Recognition: Offer constructive feedback to employees based on their performance evaluations. Recognize and celebrate achievements and contributions to the medical college.
- 10. Link Performance to Rewards and Development: Use performance appraisal outcomes to inform decisions about promotions, salary increases, bonuses, and opportunities for professional development and advancement.
- 11. Review and Revise the System: Regularly evaluate the effectiveness of the performance appraisal system and make adjustments as needed. Solicit feedback from employees, evaluators, and other stakeholders to identify areas for improvement.
- 12. **Ensure Compliance:** Ensure that the performance appraisal system complies with relevant laws, regulations, and institutional policies, including those related to confidentiality, non-discrimination, and data protection.

By following these steps, MRIMS can establish a robust performance appraisal system tailored to the unique needs and objectives of MRIMS.

PRINCIPAL/DEAN

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