



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 any institution. 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 any other 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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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).
- 3. 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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