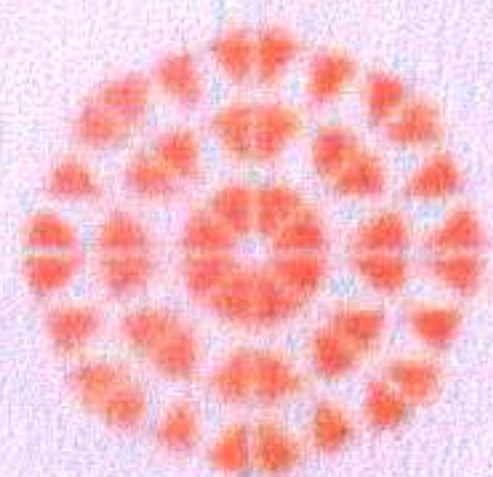




KMCT
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TO WHOM SO EVER IT MAY CONCERN

This is to certify that the information in the attached document is verified by me and is true to the best of my knowledge.

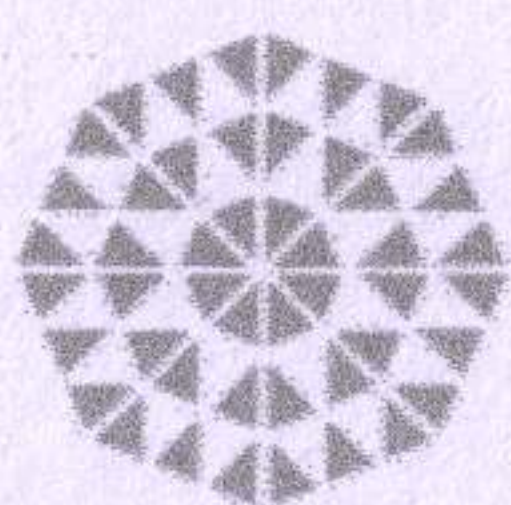



PRINCIPAL

Dr. MANOJ KUMAR. K.P
Principal
KMCT Dental College
Manassery, Mukkam

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6.3.5 INSTITUTION HAS PERFORMANCE APPRAISAL SYSTEM FOR TEACHING & NON-TEACHING STAFF

The Performance appraisal System in KMCT Dental College is designed to recognize the contribution of each employee and to recognize the employee's strength, weakness, potentiality, and skills and help them to improve their performance in the areas of weakness. College has staple criteria's to evaluate the employees and consider these scores for promotion and increment process. College follows a 360 degree performance appraisal system. The college considers multilevel evaluation and analysis. In this evaluation process, feedback from head of the institution, Head of the Department, colleagues, and other stakeholders of the institute will be considered.

The appraisal is done for each academic year with qualitative and quantitative assessment and goals are planned from the beginning of the academic year. The evaluation is done at the middle of the academic year and the attainment of the goals is evaluated at the end of academic year. In order to streamline the annual appraisal process of faculty members, the College has an online assessment through "campus medicine" the academic software from the year 2021-22. Categorization of the employees will be done according to appraisal system and training will be given to those who are scoring below average.

Performance Appraisal of teaching staff depends on Teaching and mentoring ability, Research projects and number and quality of publication, Feedback from students, parents, Head of the depts., colleagues, and other stake holders of the Institute, overall disciplinary measures like dress code, code of conduct and interpersonal relationship etc

Evaluation parameters:

Teaching – 20%

Mentoring ability -15%

Research Project & Publication – 15%

Assigned duties other than Teaching – 15%

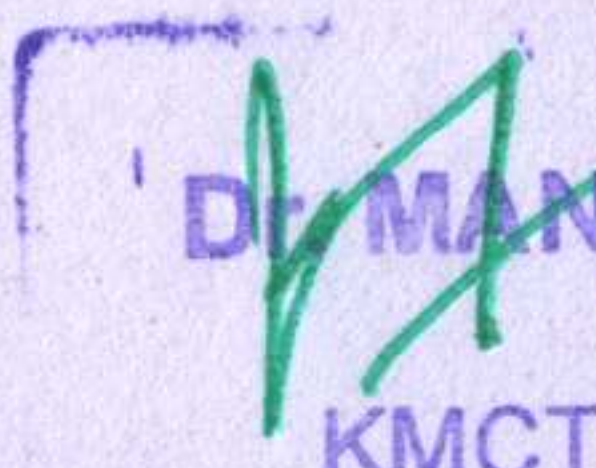
Annual Confidential Report (Evaluation report of Principal, HODs, Colleagues) – 15%

Feedback (student, parents & other stake holders) -10%

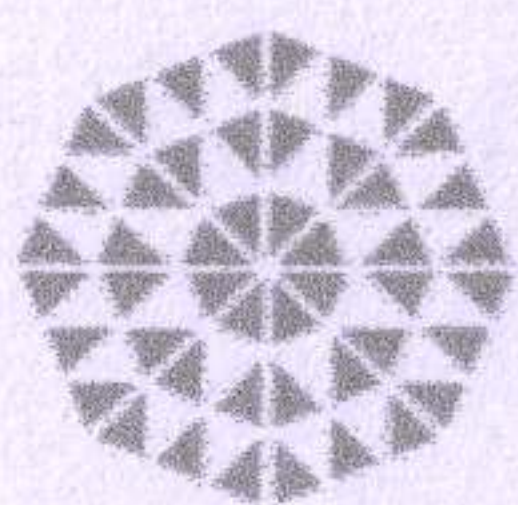
Disciplinary measures – 10%

Self-appraisal -5%




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The performance appraisal of the non-teaching staff is equally important for efficient running of an institution. The Institution has Para medical staff, Technical staff, housekeeping and Administrative staff. Appraisal of each staff will be prepared annually and reviewed by the Principal. Performance appraisal depends on their working efficiency, ability to take responsibility, record keeping ability, interpersonal relationship, customer care management etc. Categorization of the employees will be done according to appraisal system and training will be given to those who are scoring below average.

The overall performance of appraisal helps the administration on decision regarding regularization, promotion and increments. The appraisal also helps the staff to know their strengths and weakness and potential for future development.

Evaluation Parameters

Working efficiency-20%

Ability to take responsibility –20%

Record Keeping-20%

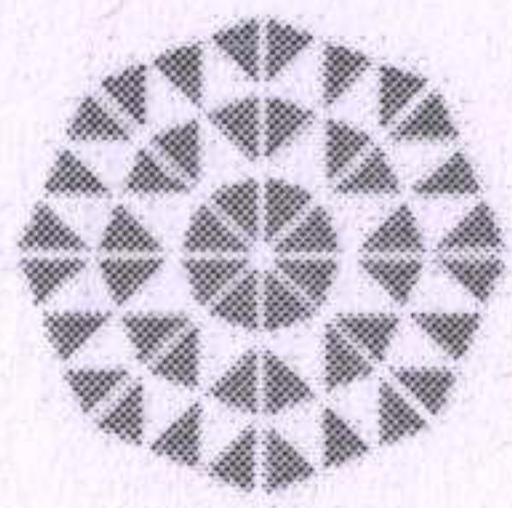
Feedback – 20%

Confidential annual report- 20%



Dr. Manoj Kumar K.P.
Principal
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KMCT
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ANNUAL PERFORMANCE APPRAISAL

REPORT

- ❖ Name :
- ❖ Designation :
- ❖ Employee ID No. :
- ❖ Date of Birth :
- ❖ Department / Institute :
- ❖ Faculty :
- ❖ Year :

Note: Principal/ HoDs shall submit duly completed APAR to the office.

Due date :

Date of submission :

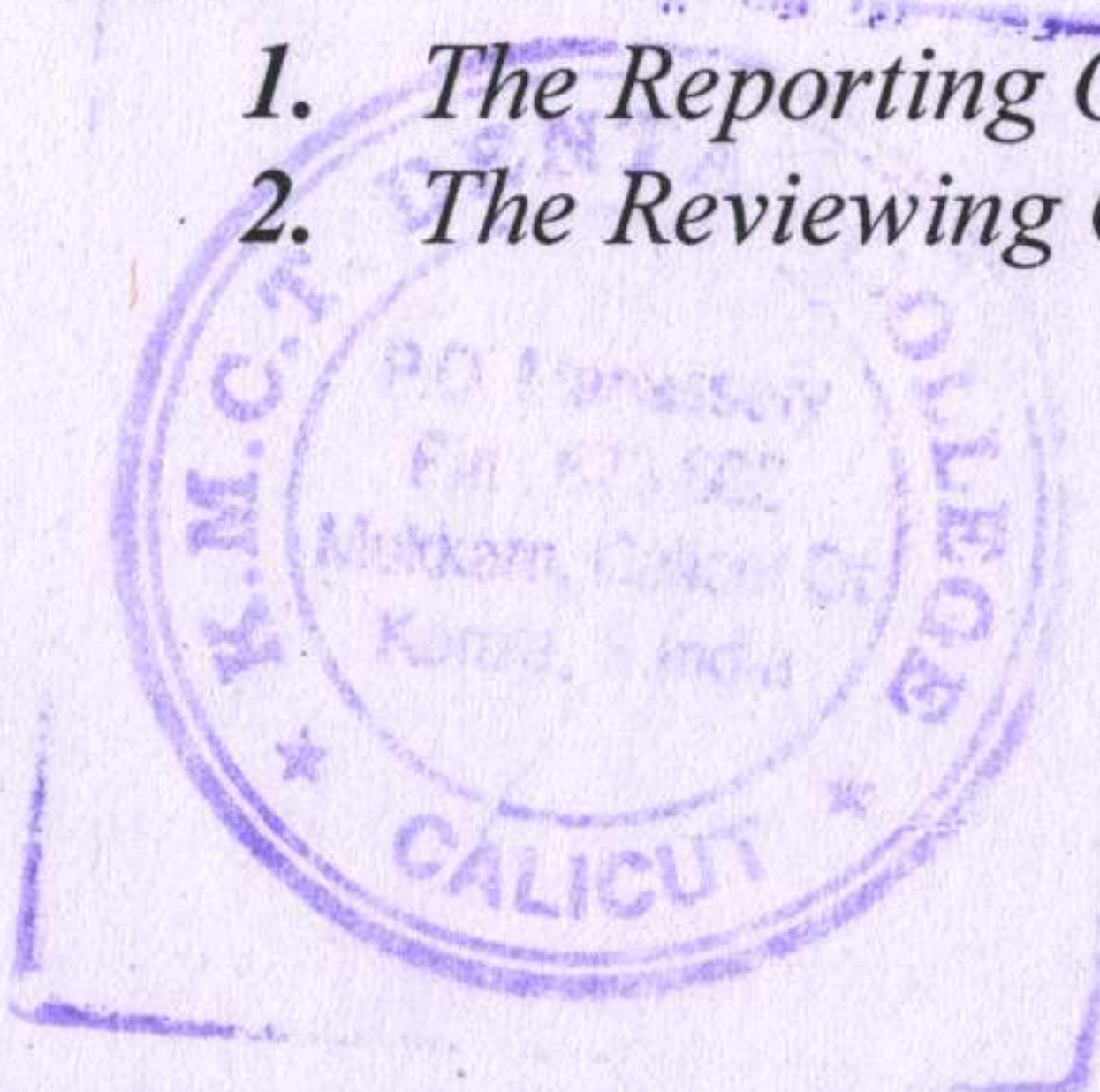
Date:

Signature of HOD

(SEAL)

Note:

1. The Reporting Officer of the faculty member shall be the HOD.
2. The Reviewing Officer of the faculty member shall be the Principal.



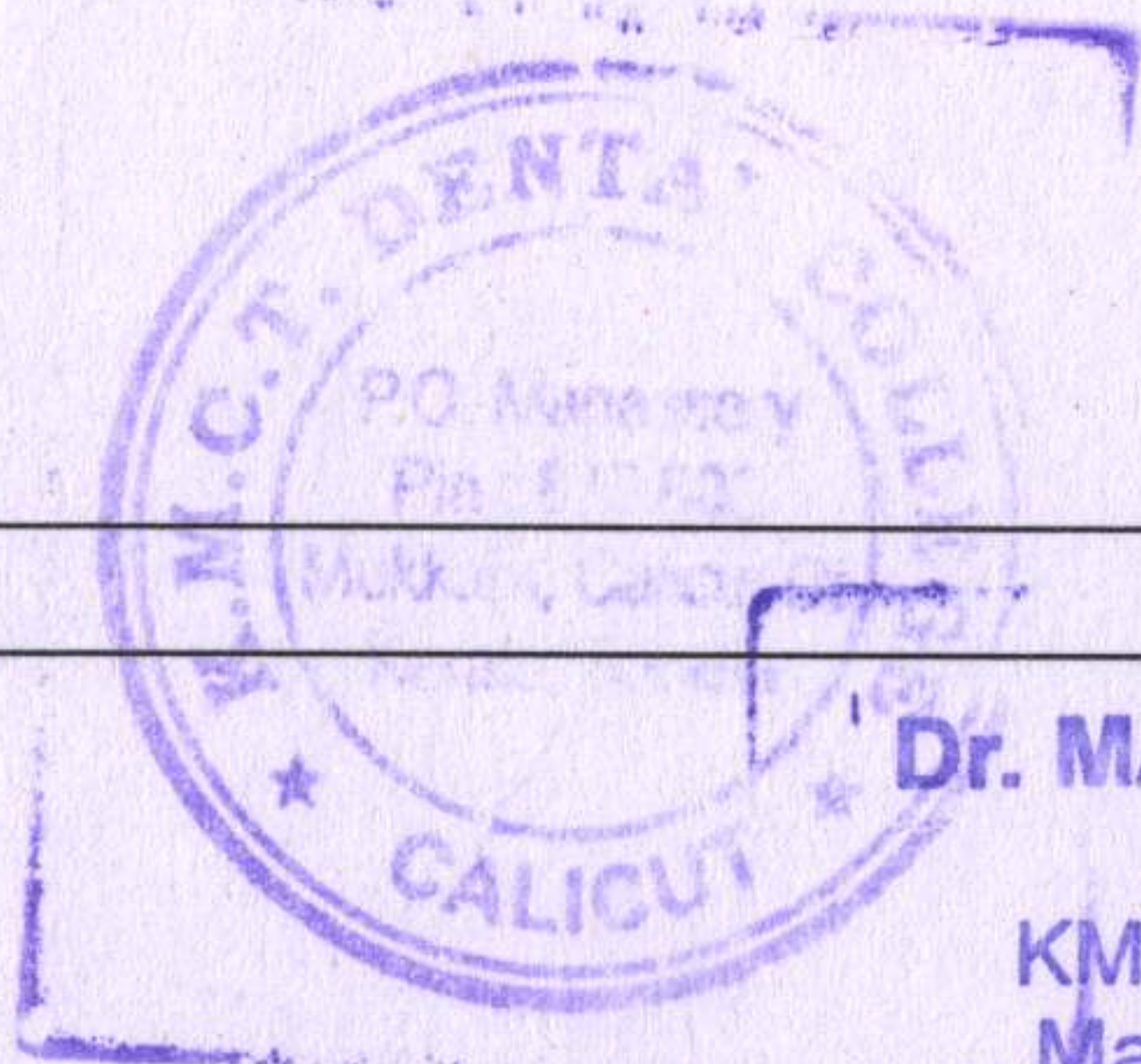
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Principal
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Manassery, Mukkam

PART – I
SELF-APPRAISAL
(To be filled by the teacher concerned)

GENERAL INFORMATION

1. Name :
2. Designation :
3. Address (Residential/Phone No.) :
4. Grade :
5. Date of First Appointment in the Institution:
6. Date of Appointment in the Present Post :
7. Date of Superannuation :
8. Qualification :
9. Confirmed/ on probation :
10. Date of confirmation/ end of probation :
11. Periods of Duration Spent by the Teacher on Different Kind of Leaves

Type of Leave	No. of days of leave in the Academic Year
Duty Leave	
Casual Leave	
Maternity Leave	
Medical Leave	
Others (Please Specify)	
Total	



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12. Academic Staff College Orientation / Refresher Course / Research Methodology Course attended
(attach proper documents)

Sl. No.	Name of the Course	Place	Duration

I. TEACHING

BDS/MDS	Level	Class Assigned per week		Class Taught in the year		Teaching = (Number of Classes Taught / Total Classes Assigned) × 100 %	Self-appraisal Grade	Verified Grade
		L*	T/P*	L	T/P			
Regular Batch	U.G.							
	P.G.							
	Any other (Specify)							
Additional Batch	U.G.							
	PG							
	Any other (Specify)							

* L = Lecture, T = Tutorial, P = Practical

Teaching Experience

Position	Name of Institution	From	To	Total Experience

II. INVOLVEMENT IN INSTITUTIONAL ADMINISTRATIVE & STUDENT ACTIVITIES / RESEARCH ACTIVITIES

- (a) Administrative responsibility (including as IEDC/CRITERIA COORDINATORS / COMMITTEE HEADS / Teacher-in-charge / warden and similar other duties that require regular office hrs for its discharge)

Sl. No.	Responsibilities

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(b) Examination Duties (question paper setting, Invigilation, evaluation of answer scripts)

Sl. No.	Type of Examination Duties	Duties Assigned	Hours spent per semester	Hours spent per academic year

(c) Student related co-curricular, extension and field-based activities (such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services)

Sl. No.	Type of Activity	Hours spent per week	Hours spent per academic year

(d) Seminars / Workshops / Conferences / Short-Term Courses / Outreach Programmes Organized by the Faculty

Sl.No.	Title of the Seminar / Workshop / Conference / Short-Term Course / Outreach programme	Sponsored by	Date	Whether international / national / State / Regional / University Level

(e) Research Guidance

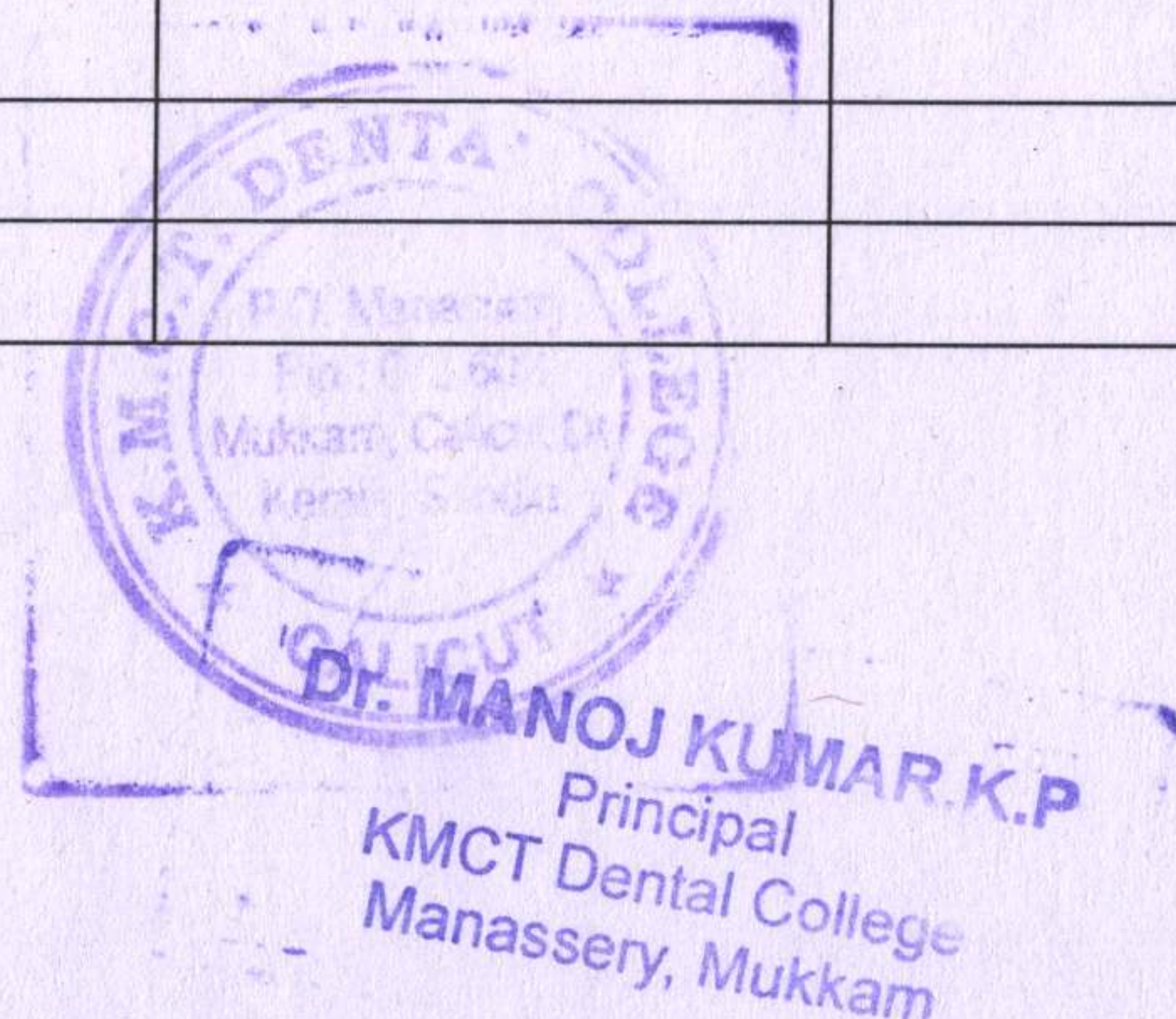
i. Thesis Guidance / Thesis Submitted*

Sl.No.	Name of the Scholar	Title of the Thesis	Awarded / Thesis Submitted	Date of Award / Thesis submission	Enclosure No.

(f) Examination

i. Internal / External Examiner

Sl. No.	Name of the Faculty	Internal Examiner	External Examiner	Name of the Institute



(g) Research Projects / Patents / Policy Documents

i. Research Projects Completed

Sl. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs.in Lakh)	EnclosureNo.

ii. Ongoing Research Projects

Sl. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs.in Lakh)	EnclosureNo.

iii. Consultancy Projects

Sl. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs.in Lakh)	EnclosureNo.

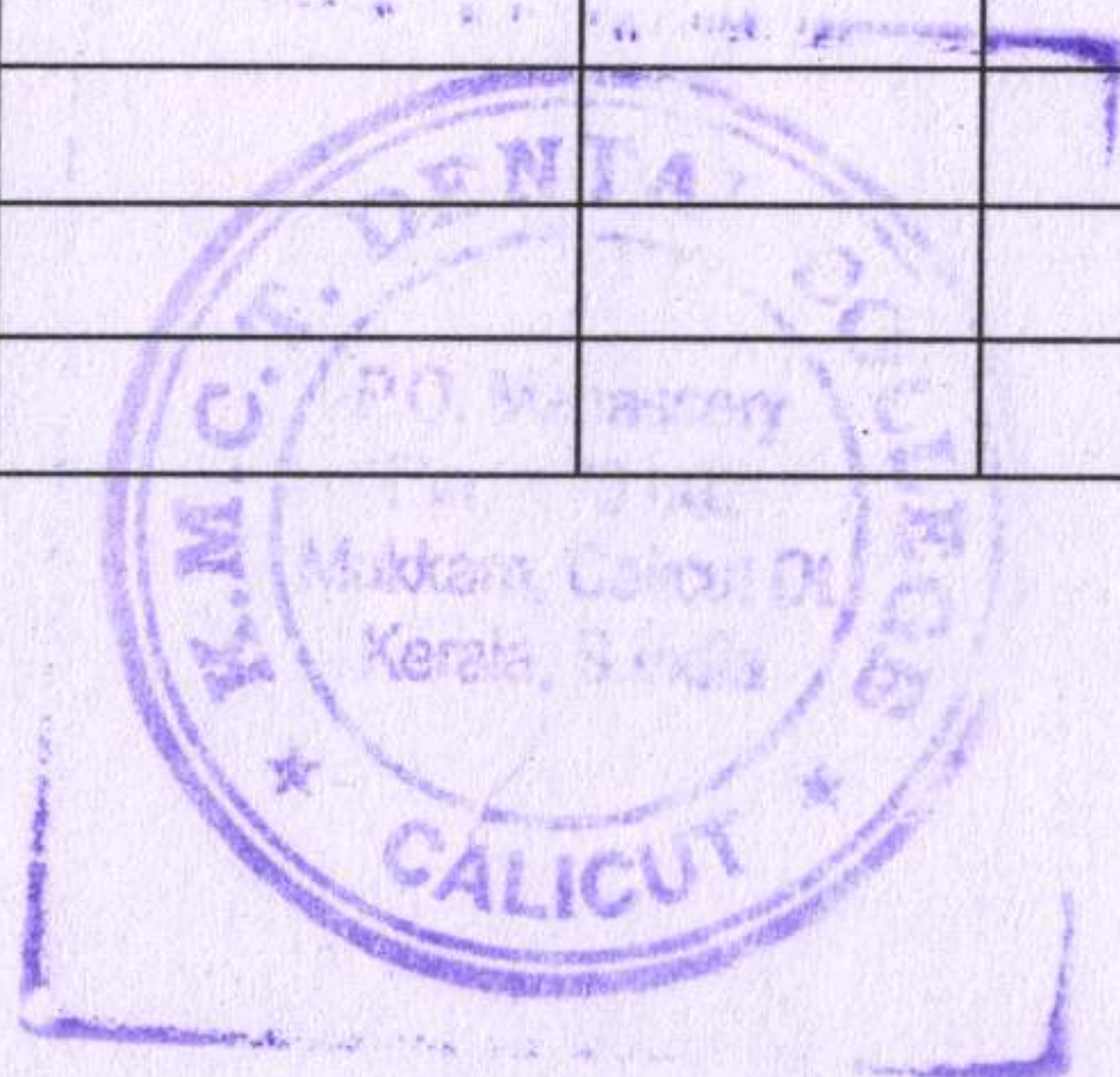
iv. Patents

Sl. No.	Details of Patent	International /National	Year of Grant	EnclosureNo.

(h) Research Publications / e-content Development

i. Research Papers in Peer-reviewed or UGC Listed Journals

Sl. No.	Sl. No. in UGC Approved list	Title of the Paper	Name of the Journal	Volume, issue & page nos.	Year of Publication	Latest impact factor*	Whether you are main author/ sole author	EnclosureNo.



ii. Books published

Sl. No.	Title with page nos.	Book Title, editor and publisher	Year of Publication	ISBN No.	No. of authors	Whether you are main author/ sole author	EnclosureNo.

iii. Award / Fellowships

Sl. No.		Name of the Award / Fellowship	Awarding Institute/ Organization	International / National / State Level	Date Awarded	EnclosureNo.

iv. Invited lectures / Resource Person / Paper Presentation in Seminars / Conferences/ Full Paper in Conference Proceedings

Sl. No.	Title of the lecture / paper presented	Title of Seminar / Conference, etc.	Date with year	Organized by	International (abroad or within country) / National/ State / University	EnclosureNo.

To the best of my knowledge the above information is true.

Signature

Name

Date:

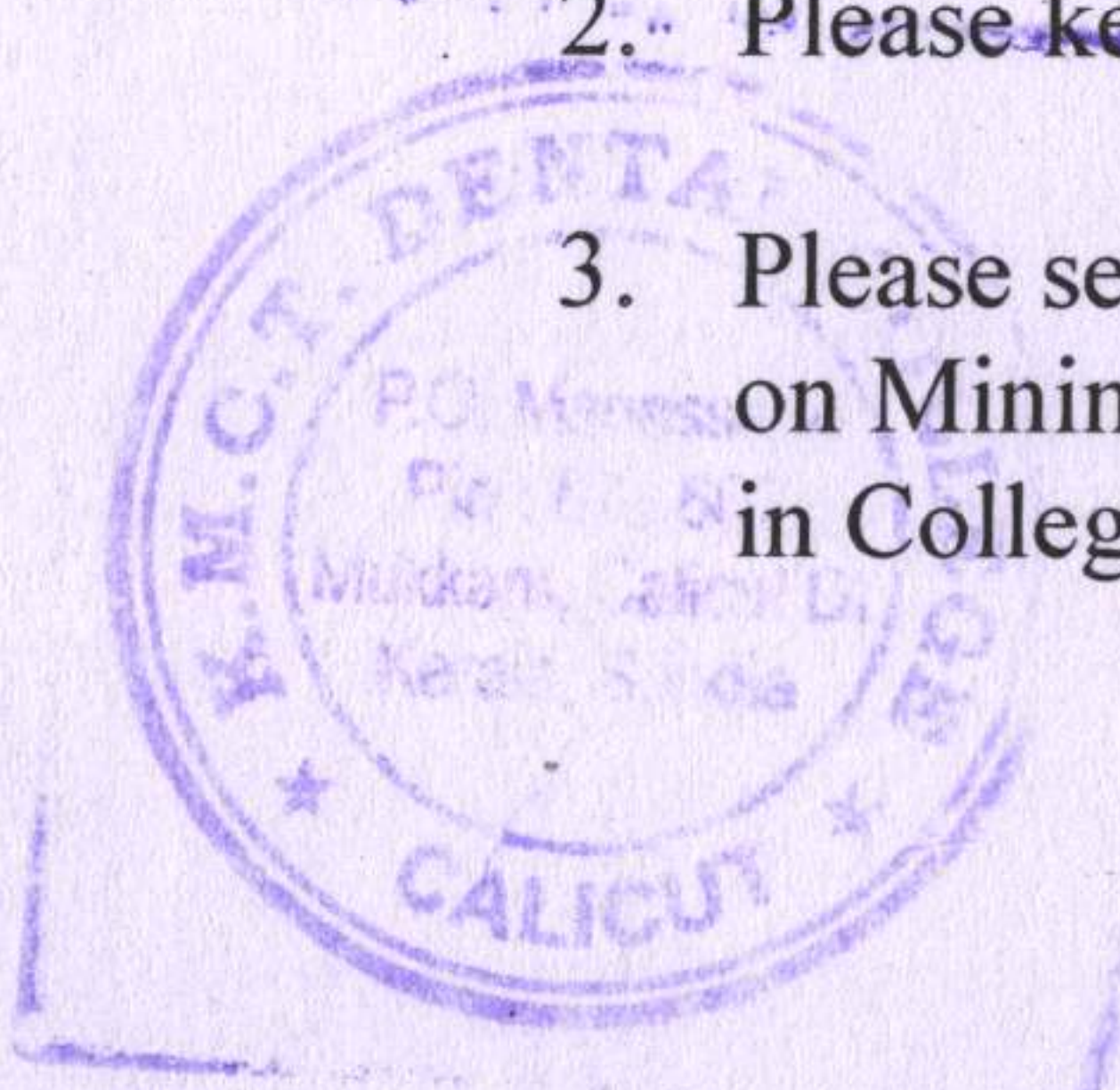
Designation

 Note:

1. Please attach the documentary evidence to support your claim where necessary.

2. Please keep one copy of this in your records.

3. Please see Annexure I (self-appraisal grade should be based on the UGC regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staffs in Colleges).



PART - II
ASSESSMENT BY THE REPORTING OFFICER

Name (Teacher) :

Designation :

Date of Appointment :

Verification of factual data

General Information

I. Teaching (Please tick)

- ☐ Good
☐ Satisfactory
☐ Not Satisfactory

:
:
:

II. Involvement in Student Related Activities / Research Activities No. of Activities involved as per Table 1 (Sl. No. II) of Annexure I

Overall Grade

- ☐ Good
☐ Satisfactory
☐ Not Satisfactory

:
:
:

Do you agree with the self-appraisal details submitted by the teacher, if not, comment on the specific item on which you have disagreement?

.....
.....

Any other remarks:

Signature

Name

Designation

Date of appointment as Head Of Department

.....

(Seal of Reporting Officer)

Date:

 Note:

1. Opinion/remarks be such that it be sustained with valid reasons.
2. Please retain one copy with you.

PART – III
REMARKS OF THE REVIEWING OFFICER

Name (Teacher) :

Designation :

Date of Appointment :

1. Specific remarks on the assessment of the Reporting officer

2. Summary of the appraisal

On performance of the faculty member
(Please tick one)

☐ Good

☐ Satisfactory

☐ Not Satisfactory

On Conduct of the faculty members
(Please tick one)

☐ Good

☐ Satisfactory

☐ Not Satisfactory

3. Any other Remarks

Date:

.....

Signature

.....

Name

.....

Designation

.....

(Seal of Reviewing Officer)

Date:

 Note:

1. Opinion/remarks be such that it be sustained with valid reasons.
2. Please retain one copy with you.



Instruction for Filling the Part-I of the APAR

The proforma is to be filled as per these tables and self-assessment scores given. The self-assessment scores are to be based on the indicators/activities given below. The self-assessment scores are subject to verification by reporting and reviewing officer.

Table 1
Assessment Criteria and Methodology for Faculty

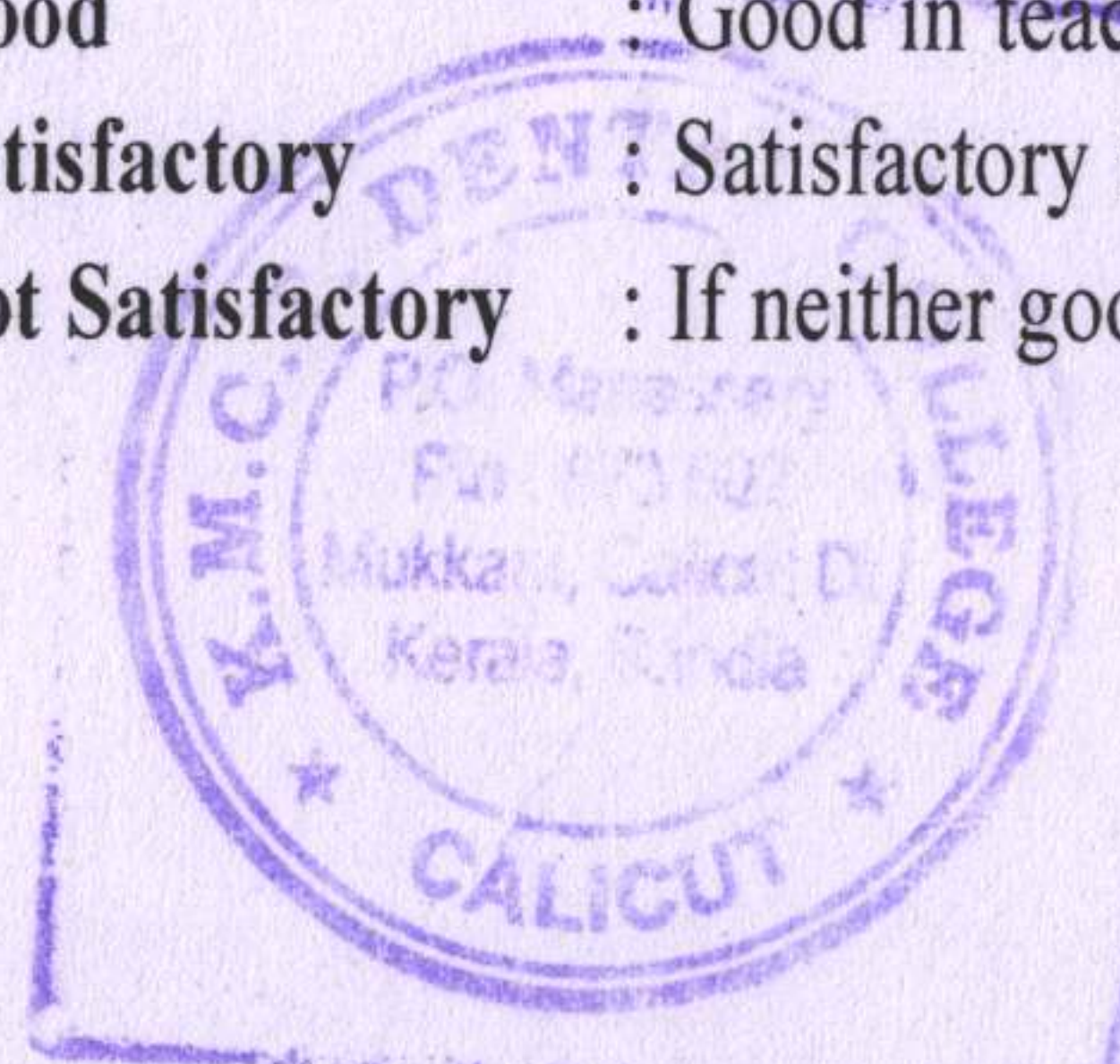
Sl. No.	Activity	Grading Criteria
I.	Teaching: (Number of classes taught/total classes assigned) $\times$ 100 % (Classes taught includes sessions on tutorials, laboratory and other teaching related activities)	80 % & above = Good Below 80 % but 70 % & above = Satisfactory Less than 70 % = Not Satisfactory
II.	Involvement in University/College student related activities/research activities: a. Administrative responsibilities such as Head, Chairperson / Coordinator, Warden etc. b. Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. c. Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. d. Organising seminars/ conferences/ workshops, other college/university activities. e. Evidence of actively involved in guiding Ph.D. students. f. Conducting minor or major research project sponsored by national or international agencies. g. At least one single or joint publication in peer reviewed or UGC list of Journals.	Involved in at least 3 activities = Good 1-2 activities = Satisfactory Not involved/ undertaken any of the activities = Not Satisfactory

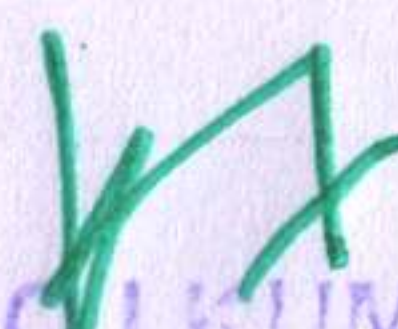
Overall Grading:

Good : Good in teaching and satisfactory or good in activity at Sl. No. II

Satisfactory : Satisfactory in teaching and good or satisfactory in activity at Sl. No. II

Not Satisfactory : If neither good nor satisfactory in overall grading




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