

6.3.5

Performance Appraisal Policy of the Institution

Krishna Institute of Medical Sciences “Deemed To Be University”, Karad

Performance Appraisal Policy (Teaching)

1. **Aim:** To ensure the genuineness of the credentials submitted.
2. **Definition:** Performance appraisal is the process of obtaining, analyzing and recording information about the relative worth of an employee.
3. **Applicable areas:** All cross the organization.
4. **Authority & Responsibility:**
 - 4.1 Respective Deans
5. **Guidelines:** The appraisal process and related activities will ensure complete adherence to guidelines laid down by respective regulatory bodies.
6. **Procedure:**
 - 6.1 The policy for performance appraisal is:
 - 6.1.1 Any employee who has been confirmed and has completed 1 year shall be eligible for appraisal in the month of **July**.
 - 6.2 The Registrar Office shall send the Appraisal Form to the Respective Deans by filling the necessary details.
 - 6.3 The appraisal is given the appraisal form and asked to fill the form.
 - 6.4 Once the appraisal has been done the rating, the form is given to Respective Deans.
 - 6.5 Then a meeting of the appraisee and the appraiser is done and based on the discussion between them the final rating is filled in by the Respective Deans.
 - 6.6 The Appraiser records his/ her comments about the appraisee.
 - 6.7 (Appraiser) recommends:
 - 6.7.1 Annual increment / Reward.
 - 6.7.2 Promotion.
 - 6.8 The appraiser then sends the appraisal form to the Registrar Office.
 - 6.9 The Registrar Office prepares the necessary ratings for further actions from the management point of view.

6.9.1 Criteria for appraisal

6.9.1.1 The weightage and points will be reviewed in a yearly basis depending on the UGC, regulatory and university guidelines. The structure of the appraisal would be based on

6.9.1.1.1 Capacity enhancement through trainings and skill development

6.9.1.1.1.1 Training courses

6.9.1.1.1.2 Conferences attended

6.9.1.1.1.3 Seminars attended

6.9.1.1.1.4 Workshops attended

6.9.1.1.1.5 Paper presentations

6.9.1.1.1.6 Poster presentations

6.9.1.1.2 Examination responsibilities

6.9.1.1.3 Special teaching learning programs

6.9.1.1.4 Syllabus completion vis a vis time and content

6.9.1.1.5 Research

6.9.1.1.5.1 Trainings

6.9.1.1.5.2 Publications

6.9.1.1.5.3 Research funding (internal and external)

6.9.1.1.5.4 Research guidance

6.9.1.1.6 Accolades

6.9.1.1.6.1 Membership on Professional Bodies

6.9.1.1.6.2 Invitations to lecture / chair events

6.9.1.1.6.3 Honors and recognitions

6.9.1.1.7 Extension activities

6.9.1.1.7.1 Organization of Conferences/ CMEs /Workshops Symposia

6.9.1.1.7.2 Institutional Co-curricular activities

6.9.1.1.7.3 Number of Community Service, Social Orientation and other Student Mentoring Activities

6.9.1.1.7.4 Number of Students and staff Related Socio-Cultural and Sports Programs

6.10 Promotion Policy:

- 6.10.1 Promotion of an employee will purely depend upon existence of a vacancy and suitability of an employee for the higher-grade position and responsibilities thereof.
- 6.10.2 The suitability of employee for promotion will be solely decided by the Management.
- 6.10.3 Upon promotion, the promoted employee will be granted a promotional benefit as decided by the Management. In the entire issue of promotion, the management decision will be final and binding upon all concerned.
- 6.10.4 Promotion shall be strictly based on:
- 6.10.4.1 Merit.
 - 6.10.4.2 Efficiency.
 - 6.10.4.3 Past Records.
 - 6.10.4.4 Requisite skill.
 - 6.10.4.5 Seniority.
 - 6.10.4.6 State of Health of the employee.

7. References: Performance appraisal form.



Registrar
KIMSDU, Karad

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Performance Appraisal Policy (Non Teaching)

1. **Aim:** To ensure the genuineness of the credentials submitted.
2. **Definition:** Performance appraisal is the process of obtaining, analyzing and recording information about the relative worth of an employee.
3. **Applicable areas:** All cross the organization.
4. **Authority & Responsibility:**
 - 4.1 HOD of HR Dept.
5. **Procedure:**
 - 5.1 The policy for performance appraisal is:
 - 5.1.1 Any employee who has been confirmed and has completed 1 year shall be eligible for appraisal in the month of **July**.
 - 5.1.2 Any employee who was on contract and has completed 1 year shall be eligible for appraisal

Category	Period
Confirmed category	Annual increment once a year in July
Non confirmed category	Once a year

- 5.2 The HR Dept. shall send the Appraisal Form to the Respective HOD by filling the necessary details.
- 5.3 The appraisal is given the appraisal form and asked to fill the form.
- 5.4 Once the appraisal has been done the rating, the form is given to the HOD.
- 5.5 Then a meeting of the appraise and the appraiser is done and based on the discussion between them the final rating is filled in by the HOD.
- 5.6 The Appraiser records his/ her comments about the appraisal.
- 5.7 (Appraiser) recommends:
 - 5.7.1 Annual increment / Reward.
 - 5.7.2 Promotion.

- 5.8 The appraiser then sends the appraisal form to the HR executive in charge.
- 5.9 The Executive In charge prepares the necessary ratings for further actions from the management point of view.

5.10 Promotion Policy:

- 5.10.1 Promotion of an employee will purely depend upon existence of a vacancy and suitability of an employee for the higher-grade position and responsibilities thereof.
- 5.10.2 The suitability of employee for promotion will be solely decided by the Management.
- 5.10.3 Upon promotion, the promoted employee will be granted a promotional benefit as decided by the Management. In the entire issue of promotion, the management decision will be final and binding upon all concerned.
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 - 5.10.4.6 State of Health of the employee.

6. References: Performance appraisal form.



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