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Fax: 04862 229586

# AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA & AFFILIATED TO KUHS)

RUN BY NOORUL ISLAM TRUST

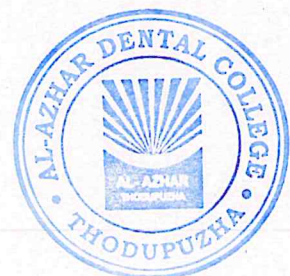
PERUMPILICHIRA P. O., THODUPUZHA, IDUKKI DIST., KERALA- 685 605

6.3.5 The Institution has performance appraisal system for teaching and non- teaching staff

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Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
Thodupuzha -685 605





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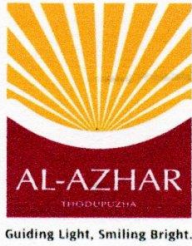
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**CERTIFICATE OF THE HEAD OF THE INSTITUTION**



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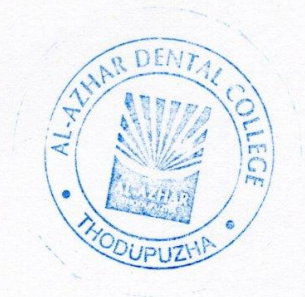
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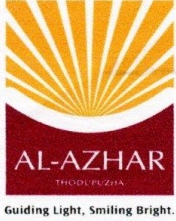
PROF. Dr.HARVEY THOMAS, MDS  
PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the Institution has Performance Appraisal System for teaching and non-teaching staff. Details are given:

Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
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### THE PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

A Performance appraisal system is an essential tool for improving the quality of teaching and upholding the standards of an institution. It involves systematically and periodically documenting the performance of all teaching and non-teaching staff members. The primary objective of this system is to identify areas where staff can improve and provide feedback to help them grow professionally.

The appraisal system is based on an appraisal form that collects important details such as biodata, academic qualifications, research publications, conference attendance, and membership in any professional bodies. This information is used to evaluate the performance of each staff member against specific criteria. The appraisal system is overseen by the Principal, who is responsible for ensuring that it is carried out efficiently and effectively.

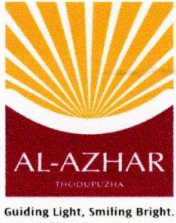
To begin the appraisal process, self-appraisal forms are collected from both teaching and non-teaching staff members. The completed forms are then submitted to the Head of department (HOD) or Administrative officer for verification. The evaluation criteria are provided to the HOD/Administrative officer by the college office. Staff members are evaluated on seven criteria, with three criteria - Teaching and subject knowledge, Mentoring Ability, Research Projects & Publications - given a weightage of 10 marks each. The remaining four criteria - Cooperation and interaction, Appearance, Attendance and Punctuality, and Team Work - are given a weightage of 5 marks each. Thus, teaching staff members are evaluated on a total score of 50 marks annually.

The Performance appraisal system for non-teaching staff is based on four criteria - Punctuality and attendance, Leadership skills, Technical Knowledge, and Attitude towards work - which are each given a score of 5. The total weightage for non-teaching staff is thus 25 marks. The Administrative officer collects the data through the appraisal form and forwards it to the Principal for necessary action. The feedback is analyzed, and actions are taken by the Principal and management to introduce new reforms and improve the staff's overall performance.

Data collection by the appraisal system is done at the end of each academic year. In the case of teaching staff, the HOD with remarks forwards the appraisal form to the Principal for further

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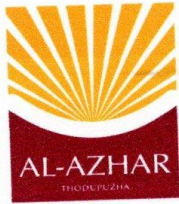
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action. For non-teaching staff, the Administrative officer with remarks forwards the appraisal form to the Principal for further action.

The Performance appraisal system is a crucial tool for improving the quality of teaching and upholding the standards of an institution. The system is based on an appraisal form that collects essential details to evaluate the performance of staff members. The evaluation criteria are provided by the college office and include seven criteria for teaching staff and four criteria for non-teaching staff. The system is overseen by the Principal, who ensures that it is carried out efficiently and effectively. The feedback obtained from the system is analyzed, and actions are taken to introduce new reforms and improve staff performance. The Performance appraisal system is an essential tool for ensuring that an institution maintains its high standards and provides quality education to its students.



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Guiding Light, Smiling Bright.

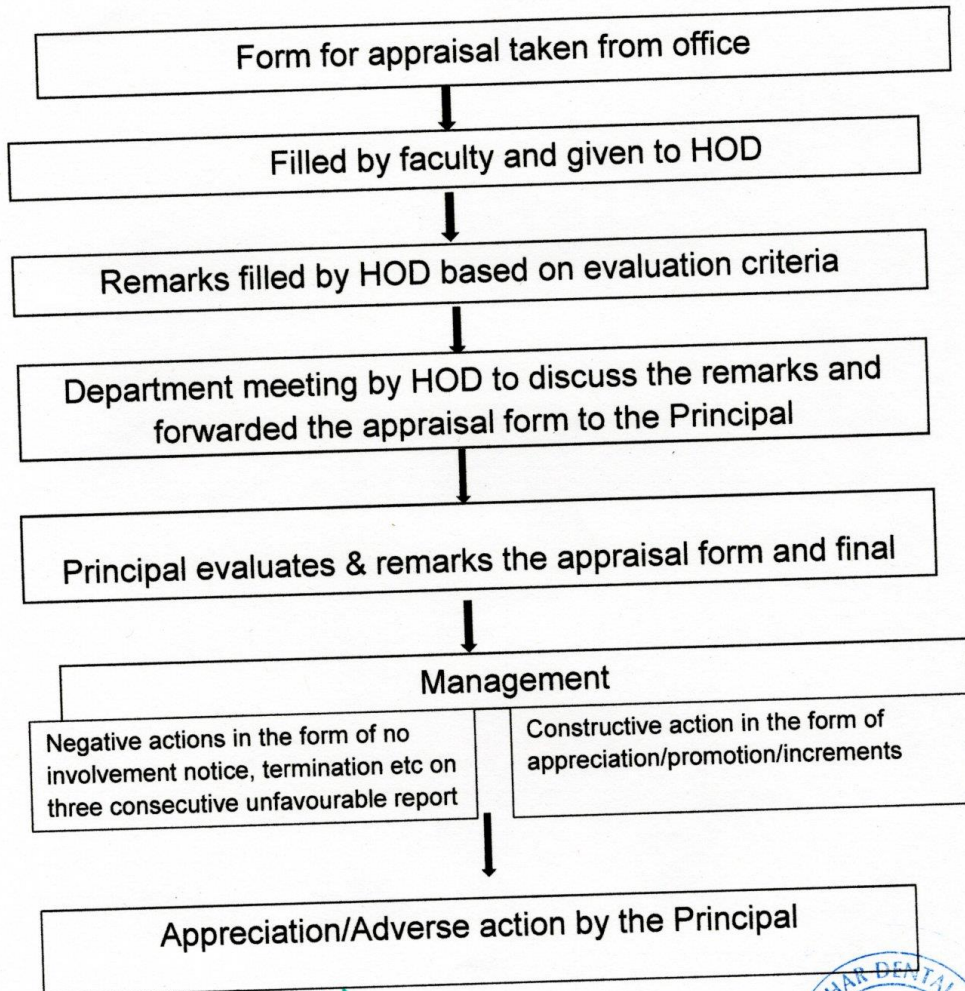
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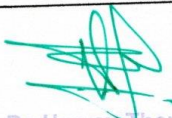
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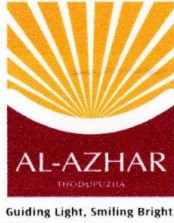
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## FACULTY PERFORMANCE APPRAISAL AND DEVELOPMENT SYSTEM



  
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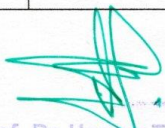
## Al Azhar Dental College PERFORMANCE APPRAISAL GUIDE

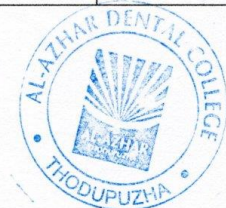
### Guide to appraisers

Maximum Score: 50

### Annual Assessment Of Teaching staff

FACTOR TO BE RATED	INADEQUATE (0)	ADEQUATE (2)	AVERAGE (4)	CAN DO BETTER (6)	BETTER (8)	GOOD (10)
Teaching and subject knowledge	Has less knowledge and understanding	Has less knowledge and Needs close monitoring	Adequate knowledge and competency for the job. Needs occasional monitoring.	Adequate knowledge and competency for the job.	Well informed for the job.	Well Informed and proficient at the job.
Mentoring Ability	Poor efforts and no motivation.	Poor efforts and low motivation. Needs constant monitoring.	Average efforts and motivation.	Average efforts and motivation. Needs occasional monitoring.	Makes good efforts	Makes good efforts and has good ability in Problem solving
Research Projects & Publications	Poor initiative. Incapable of performing Research works	Poor initiative. capable of performing Research works	Capable, Gives creative suggestions	Gives innovative suggestions. Enterprising and completes the research works	Gives inventive suggestions. Takes initiative, and is a team player.	Gives creative suggestions. Takes all efforts to support all initiatives.

  
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FACTOR TO BE RATED	INADEQUATE (0)	ADEQUATE (1)	AVERAGE (2)	CAN DO BETTER (3)	BETTER (4)	GOOD (5)
Cooperation and interaction	Antagonistic behavior	Makes no effort to be cooperative.	Makes efforts to be cooperative.	Cooperative	Cooperative and willing to help others.	Proactive and helpful. Good attitude, polite and pleasant
Appearance	Untidy. Careless about appearance	Careless about appearance	Neat appearance	Well-groomed	Well-groomed, Presentable appearance	Well-groomed and takes special care about appearance
Attendance and Punctuality	Often absent without valid reason and frequently tardy.	Seldom absent: and usually reports to work on time	usually reports to work on time. Takes all eligible leaves and LOP	usually reports to work on time. Takes all eligible leaves	Always prompt, never late in reporting to work on time.	Always present and prompt, reports early to work.
Team Work	No participation in team effort	Poor participation in team effort	borderline participation in team efforts.	Makes efforts towards participation in team efforts.	Strives towards participation and motivate others in team efforts.	Makes good efforts towards participation, Develops rapport & trust



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