

M.C.E. Society's

M.A. RANGOONWALA COLLEGE OF DENTAL SCIENCES & RESEARCH CENTRE, PUNE

- i) Recognized by the Government of India
ii) Affiliated to the Maharashtra University
of Health Sciences, Nashik.

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POLICY FOR PROMOTION AND PERFORMANCE APPRAISAL		
1.	Administrative Policy Number (APN): INT/2019/02	Functional Area: Assessment of the performance and achievements of an employee, both teaching and non-teaching staff.
2.	Brief Description of the Policy:	Purpose: The employee assessment identifies his/her performance and growth potential in the college. Employee appraisal is a platform to recognize performance and to make them realize that their contributions directly affect the overall objectives of the college. It is a major consideration for an employee's promotion, increment in salary and scope for improvement in performance. Audience: all stakeholders of the organization.
3.	Policy Applies to:	Teaching and non-teaching employees in the organization
4.	Effective from the Date:	1 st June 2001
5.	Superseding Authority:	Local Managing Committee (LMC)
6.	Approved by:	Principal
7.	Responsible authority:	Principal
8.	Last Reviewed/ Updated:	1 st January 2019
9.	Reason for the policy:	Quality as the sole criterion for updating
10.	References for the policy:	MUHS/DCI



INTRODUCTION

M. A. Rangoonwala College of Dental Sciences and Research Centre strictly abides by the regulations specified by the DCI and MUHS for appraisal of Faculty and other Staff members. The employee evaluation programme of the college is an annual, planned appraisal policy, to assess and document the performance and achievements of an employee, which is documented as Policy for Promotion and Performance Appraisal, approved by Local Managing Committee of the College in the year 2001 and later amended in 2019 vide administrative policy number INT/2019/02.

POLICY STATEMENT

The employee assessment identifies his/her performance and growth potential in the college. Employee appraisal is a platform to recognize performance and to make them realize that their contributions directly affect the overall objectives of the college. It is a major consideration for an employee's promotion, increment in salary and scope for improvement in performance.

OBJECTIVES AND PRINCIPLES OF THE POLICY

Appraisal process is an assessment of the performance, achievements, growth potential and development of an employee. It also measures the impact of employee's performance on future objectives of the college. The process paves way for an improved two-way communication between the employees and organization. The process is a major consideration for employee growth and performance improvement. The appraisal of faculty is done on completion of one year of service and promotion to higher designation is per Service Rules defined by DCI and MUHS.

PROCEDURE

For teaching staff

The annual self-appraisal is done by each teaching staff, facilitating demarcation of employees for maximum performance in research experience, PhD, post-doc experience, scientific publications, research projects, seminars, conferences, symposia, workshops attended, participation in departmental activities and extended work for community. Leadership skills are assessed on the basis of role played in organizations like NSS or any other similar activity. Teaching experience at under graduate, post-graduate and PhD levels is assessed, along with any contribution in devising innovative teaching methods. Furthermore, participation in university education plan, internal evaluation, paper setting, conducting examinations and



evaluation of dissertations is evaluated. Questionnaire also seeks information on additional duties and responsibilities on corporate front for the Institution like participation in co-curricular activities, contribution in sports, games and cultural activities. Effective contribution towards students' welfare and discipline is also considered.

Membership of professional bodies, societies, editorship of journals is given weightage.

Appropriate weightages are considered during appraisal for all these contributions in their overall assessment. The faculty members are also requested to provide information regarding their initiatives / innovative measures in teaching and clinical training. Mentoring effectiveness of the faculty members is also taken into consideration.

On completion of self-assessment in the said form, the respective Heads of Department evaluate the staff and forward their appraisal to the Principal for final approval. The appraisal of HoDs is done directly by the Principal. Thereafter the faculty members falling short of the required benchmark, are asked to improve upon the deficiencies in their appraisal.

For non-teaching staff

The annual performance appraisal system also applies to Non-Teaching Staff through confidential reports. They are assessed by the Head of Department under different categories including job knowledge, work quality, attendance, punctuality, productivity, communication skills, listening skills, language, computer proficiency and dependability. Each non-teaching staff from, staff nurse, lab technician, dental technician, radiographer to accountant, office clerk, assistant, attendant is graded as Excellent, Very Good, Good, Average and Poor categories. On satisfactory performance, the employees are granted promotions and financial upgradation based on their evaluation by the Principal and HoD and also on availability of posts.

The performance appraisal system contributes in evaluation of the performance of employees, in motivating them and analyzing their strengths and weaknesses and ensuring optimum work quality.



A handwritten signature in blue ink, appearing to read "Rugal".

PRINCIPAL
M.A. RANGONWALA COLLEGE OF DENTAL
SCIENCES & RESEARCH CENTRE, PUNE