



VIDYA SHIKSHAN PRASARAK MANDAL'S
DENTAL COLLEGE & RESEARCH CENTRE,

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Email: vspmdentalcollege@gmail.com

VSPM's DCRC APPRAISAL POLICY

1.0 AIM

- To ensure a fair, uniform and transparent tool to assess the performance of an employee for further development. To ensure that staff knowledge, skills work behavior is in consonance with the defined profile. To provide means for utilizing such knowledge and expertise to improve competence and skills of staff. To motivate employees through fair and proper work recognition.

2.0 SCOPE

- All employees on roll/off roll/third party contract of the institute and those on retainer-ship agreement.

3.0 DEFINITIONS / KEYWORDS / ABBREVIATIONS: None

4.0 RESPONSIBILITY

- HR Head
- HR Executives
- Respective HOD's (To fill the appraisal form)

5.0 ACCOUNTABILITY

- Chairman
- Dean
- Group HR Head

6.0 POLICY & PROCEDURE

- Performance Appraisal Policy states that appraisal of every employee at VSPM's DC & RC, Nagpur will be done based on his/her performance. HR Department & HOD's will be involved in every step of Appraisal process.
- A formal performance appraisal shall be done once every year in two cycles i.e. January & July for all personnel under the scope (for staff joining between Jan to June are eligible for increment in the month of January & for staff joining between July to December are eligible for increment in the month of July).

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- HR should ensure that a proper scientific appraisal is done with no subjectivity in Appraisals. HR & the HOD's/ Reporting Managers should ensure that the Appraisals are taken in a positive and fair & transparent and unbiased sense, the true purpose of Appraisal being Performance Enhancement, by rewarding good performers & training average performers.
- All the employees should be appraised equally on their performance & behavior & no biasness or favoritism should be done for any particular employee.
- There should be a standard structure of Rewards, so that no biasness happens during rewarding employees. {3% hike for Grade A & B and 1% hike for Grade C on (Basic+AGP) for Regular/Permanent staff (as per MUHS Guidelines) & according to ACR Performance Grades for the Fixed/Minimum Wages Staff on case to case basis (except contractual staff which is governed by the contractors guidelines for appraisals)}
- In order to monitor the effectiveness of this policy, regular report on outside market trends and statistics relating to recruitment and appraisals should be maintained by the HR Dept. as appropriate.
- Employee's Compensation and benefits shall normally be reviewed during the appraisal; the review shall be based on individual performance, group performance and affordability and financial viability of the institute and as per guidelines of MUHS for the same.
- Performance appraisal is conducted every year in two cycles i.e. January & July for all personnel under the scope (for staff joining between Jan to June are eligible for increment in the month of January & for staff joining between July to December are eligible for increment in the month of July). But if in case the Chairman/ Dean feels necessary they can conduct an additional review of the performance any time they want. This is specially recommended in cases of:
 - a) Before being transferred to a new position
 - b) Major change in the working environment of an existing position.
- The reward system in DCRC, Nagpur is based on meritocracy. The institute from time to time shall administer exercise which shall help it to assess the performance of an individual. The annual appraisal exercise is one of them. Based on the findings through all these exercises, individuals shall be given increments.
- The staff shall participate in the appraisal exercise from one year after their joining the institute in the cycles as mentioned above.
- Appraisal Performance for Teaching Staff, Non- teaching staff and other employees shall be reviewed and updated by Dean & Group HR Head periodically, if felt necessary.
- The schedule for performance appraisal of new joinees is as:

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- New joinees will be appraised after completion of their one year of joining the institute and will be appraised either in January & July as per their month of joining (for staff joining between Jan to June are eligible for increment in the month of January & for staff joining between July to December are eligible for increment in the month of July). They will be under consideration for appraisal after completion of one year of probation period.
- The performance appraisal kit shall include employee assessment form.
- Appraisal process of employee shall be unbiased, impartial and shall be evidence based, i.e., training records, attendance records and achievements during the year will be taken into consideration.
- In addition to earmarked appraisal rate, there shall be several other recognition systems such as rewards, certificates, honors, extra special allowances for which decision shall be at the discretion of the top Management.
- Appraisal system is a comprehensive approach that not only measures the functional aspects of performance but also measures the behavioral attributes of an individual, as we believe that high performer is one who not only achieves targets but also adheres to the quality policy and objectives of the organization.

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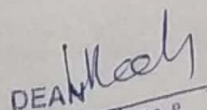
Research Centre, Digdoh Hills, Nagpur

Appraisal Event Management

Sequence	Event	Responsibility	Task
1st	Announcement of Appraisal as per Calendar & Schedule	HR	All the appraisee & appraiser along with related team members prepared with facts & figures of expected performance of themselves & their immediate subordinate.
2nd	Form Distribution	HR	Appraisal form is distributed to appraisee : Employee Assessment Forms are handed over to respective HOD's along with the stipulated time for submission to HR.
3rd	Submission of Appraisal form and Checking of forms by HR	HR	The finalized & signed forms are then sent to the HR Department. The HR Department examines the "Performance Assessment" Forms to see whether they are filled correctly. HR will refer the form filled to the respective HOD's wherever necessary and arrange for any corrections, which may be required.
4th	Review Meeting	Dean/ HR Head/ Appraisee/ Appraiser	Appraisee, Appraiser & HR & Dean discuss performance & plan of action.
5th	Communication of Appraisal feedback/Result	HR	Decisions taken by the Dean/ Principal/ Group HR Head are then translated into formal increments to the employees.

Schedule Format of Appraisal

Sr. No.	Event	Date	Responsibility
1.	Distribution of appraisal form	<DD/MM/YY>	HR
2.	Submission of appraisal form	<DD/MM/YY>	HOD/Appriasee
3.	Review Meeting	<DD/MM/YY>	HR
4.	Announcement of appraisal result	<DD/MM/YY>	HR


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ASSESSMENT CRITERIA

FUNCTIONAL PARAMETERS	BEHAVIORAL PARAMETERS
Department knowledge	Team Work
Job Knowledge	Integrity
Process Orientation / Documentation	Quality Orientation
People Orientation	Caring
Cost Saving & Revenue Generation	Transparency / Openers
Practical field experience	Soft skills
Punctuality	Discipline
Sincerity & honesty	Coordination & cooperation with peers
Academic Results	Teaching Quality

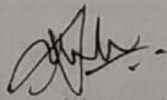
EXCEPTIONS/AMENDMENTS:

- The above terms are subject to modification by Management at any time according to Institute/ Statutory requirements. All exceptions must be approved by the Dean & Chairman of the Institute.

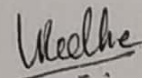
Disclaimer: While we try to ensure that, this document reflects the current VSPM'S DC & RC, Nagpur Appraisal System for Performance Management, at times there may be a lag between a change in policy and an update of this document. You should contact your HR Department to ensure that the policy statement contained in this document is the most current

7.0 ANNEXURE:

Annexure {1}: Performance Appraisal Forms (for Teaching & Non-Teaching Staff)



(Dr. Nishant Dhodre)
Group HR Head
VSPM AHE



(Dr. Usha Radke)
Dean
VSPM'S DCRC
DEAN

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Final ACK
Dental

VSPM AHE Health Science Institutes

ANNUAL CONFIDENTIAL REPORT (ACR) - TEACHING STAFF and Institution Heads

Assessment Period:	Pay Code:	Name
Designation:		Department:
Academic qualification:		Date of Birth:
Contact No.		Email id-
Date of joining:/...../.....		Total Teaching Experience:
		Yrs..... Months
Permanent/Temporary		w.e.f.:
.....upto.....		
total approved		service:
.....		
MUHS Status:	Approval	Registration No.

PAR Score refers to- Performance Appraisal Report Score

I. TEACHING/LEARNING/EVALUATION (in current assessment period) (PAR SCORE Max : 20)

Sr. No	Nature of Activity	PAR Score Allotted (max 20)	Self-appraisal Score	Score Verified by HOD
1	<input checked="" type="checkbox"/> Total No. of Lectures Allotted: <input checked="" type="checkbox"/> No. of Lectures taken: (Lectures taken as percentage of lectures allocated (100% Compliance = 10 Marks)	10		
2	<input checked="" type="checkbox"/> No. of seminars, tutorials, practical's clinics allotted: <input checked="" type="checkbox"/> No. of hours of seminars, tutorials, practical's taken: (Seminar, tutorials, practical's, contact hours undertaken as of those actual allocated (100% compliances = 10 Marks)	10		
3	Attendance in Percentage in P.G Activity: {If not applicable, then 5 Marks will be added to Point No.1} (91-100% : 5, 81-90%: 4, 71-80%: 3, 61-70% -2, 51-60% -1, Less than 50%: 0)	5		
4	No. of LRM developed.	5		

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2

II. **CLINICAL WORK (in current assessment period) (PAR SCORE Max : 10)**
 (Write NA if not applicable. If not applicable maximum PAR score of 10 will be added to Teaching Learning score)

Nature of Activity	PAR Score Allotted (max 10)	Self-appraisal Score	Score Verified by HOD
No. Patients done (Elective)	10		
Attendance in OPD			
Any other			

III **Research & Publications as per DCI (published during current assessment period only (Par score Max 25))**

S.No	Category	Points
1.	Category I: (1) Journals Indexed to Pubmed – Medline Please see- www.ncbi.nlm.nih.gov/pubmed (2) Journals published by Indian/International Dental Speciality Associations approved by Dental Council of India.	15
	Category II: (1) Medical / Dental Journals published by Government Health Universities <u>awarding</u> dental degree or Govt. Universities <u>awarding</u> dental degree (2) Original Research/Study approved by I.C.M.R/Similar Govt. Bodies (3) Author of Text / Reference Book concerned to respective speciality (4) PhD. or any other similar additional qualification after MDS	10
	Category III: (1) Journals published by Deemed Universities / Dental Institutions / Indian Dental Association (2) Contribution of Chapters in the Text Book	5

Note:-

- For any publication, except original research, first author (principal author) will be given 100% points and remaining authors (co-authors) will be given 50% points and upto a maximum of 5 co-authors will be considered.
- For original research, all authors will be given equal points and upto a maximum of 6 authors will be considered.
- Maximum of 3 publications would be considered for allotting points in Category III.
- Publication in Tabloids / Souvenirs / Dental News magazines / abstracts of conference proceedings / Letter of acceptance etc. will not be considered for allotment of points.
- For the purposes of this table, the crucial date for consideration of the publications shall be the last date for submission of application i.e. 30th of June of every year either for starting of MDS Course or increase of admission capacity in MDS Course, as the case may be, to the Central Government u/s 10A of the Dentists Act, 1948, for each academic year, as prescribed in the Time Schedule annexed to the Dental Council of India Regulations 2006 as amended from time to time.

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Sr. No	Type of publication: Original, case etc and indexing agency	Title of Pub, Vol. page No.etc	Author (1 st or 2 nd)	PAR Score Allotted (max 25)	Self-appraisal Score	Score Verified by HOD	Verified by Dept of Research

IV. UG/ PG / PhD Research (in current assessment period) (PAR SCORE Max : 15)
 (if not PG/ PhD guide respective maximum PAR score of 4/3 will be added to Ethical Committee Clearance & member)

A) For UG

Sr no	Name of UG student	Research Topic	ICMR/ MUHS/VSPM STS/others	PAR Score Allotted (3 Marks per Article)	Self-appraisal Score	Score Verified by HOD	Cervical course Obt. & No.

B) For PG

Sr no	Name of PG student	Research Topic	PAR Score Allotted (max 4)	Self-appraisal Score	Score Verified by HOD	Ethical Committee Clearance & Number

C) For Ph.D.

Sr no	Name of Ph.D. student	Research Topic	PAR Score Allotted (max 3)	Self-appraisal Score	Score Verified by HOD	Ethical Committee Clearance & Number

D) For Staff

Sr no	Name of Staff student	Research Topic	PAR Score Allotted (max 5)	Self-appraisal Score	Score Verified by HOD	Ethical Committee Clearance & Number

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- V. Conferences, CME, Workshops attended/Paper presented etc. as Participant/Faculty (PAR SCORE Max : 10) (PAR score as mentioned in table below) (State and local level events should be accredited)

	International (overseas) (A)	International /National in India (B)	State level (C)	Local (D)
As Faculty	10	8		
As delegate with paper / poster	10	6	6	4
As delegate	6	4	4	3
			3	2

Sr. No	Event Conference/Workshop/ CME	A/B /C/D As above	Venue	Date	As Participant or Faculty	Self appraisal score	Score Verified by HOD

- VI. Administrative assignments (in current assessment year) (PAR SCORE Max : 10)

	Assignment performed	PAR Score (Max 10)	Self appraisal score	Score Verified by HOD
Institutional administrative assignments Eg: assignments at the departmental level like incharge etc, Institutional Committee incharges/ member etc		5		

	Assignment performed	PAR Score	Self appraisal score	Score Verified by HOD
Departmental Responsibilities		5		

- VII. Non academic extracurricular activities: Institutional/ non-institutional in current Assessment year like participation in outreach community program, annual social gathering etc

Activities	PAR Score (Max 5)	Self appraisal score	Score Verified by HOD
	5		

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Overall Grade obtained:

Grades: >90% = Very good (A), 90% - 80% = Good (B), 79% - 50% = Satisfactory (C), <49% = Satisfactory (D).

• Remarks of HOD (Reporting Officer):

Signature

• Remarks of Dean (Reviewing Officer):

Signature

End of Report

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ANNUAL CONFIDENTIAL REPORT (ACR) - NON TEACHING STAFF (CLASS III & IV)

NAME:		EMPLOYEE CODE:-											
DEPARTMENT:		DESIGNATION:-											
QUALIFICATION:		DO:- / /											
NAME OF HOD:		EMPLOYEE TYPE - REGULAR / MINIMUM / FIXED WAGES:-											
HOD's Designation:-													
S T . N O	NAME OF EMPLOYEE	DESIGNATION	KRA (Attach Separate sheet, if required)	PERFORMANCE FACTORS (10 MARKS EACH COLUMN)									
				KRA SCORE	KNOWLEDGE	ACCURACY	QUALITY OF WORK	COMMUNICATION	SAFETY RULES	COOPERATION	INITIATIVE	JUDGEMENT	PUNCTUALITY

GRADING: >90 (A) = EXCELLENT, 75 - 89 (B) = GOOD, 50 - 74 (C) = AVERAGE, 49 < (D) = POOR

HOD SIGN:-

DATE:-

REVIEWING OFFICER SIGN:-

REMARKS:-

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महाराष्ट्र शासन, शिक्षण विभाग, मुंबई

क्र. सं.	वर्ग	वैयक्तिक माहिती	वय	शिक्षण कक्षा व नोकरी-बातचीत (व्यवस्थापक अधिकारी यांना फक्त भरणे)	सामान्य प्रश्न (प्रत्येकी १० गुण)										एकूण गुण				
					कठोर प्रश्न	गुण	सुलभ प्रश्न	कठोर / सामान्य प्रश्न	सुलभ	सुलभ	सुलभ	सुलभ	सुलभ	सुलभ		सुलभ			
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सर्व प्रश्नांचे उत्तरे स्पष्टपणे द्यावे.

Handwritten signature

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