



KMCT
DENTAL COLLEGE

Recognised Research Centre of Kerala University of Health Sciences

Recognised by Dental Council of India and Govt. of India

KMCT Medical College Campus, Mukkam, Kozhikode-673602

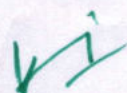
Phone: (0495)2292002, 2292004

E-mail: dental@kmct.edu.in, website: www.kmctdentalcollege.org

TO WHOM SO EVER IT MAY CONCERN

This is to certify that the information in the attached documents 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 and 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 performance appraisal system. The college considers multilevel evaluation and analysis.

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, 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%




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