



**MAHATMA GANDHI MISSION'S DENTAL COLLEGE &
HOSPITAL**

Accredited by NAAC with "A" Grade
Plot No. 1 & 2 Sector-01 (Old 18 & 19),
Kamothe, Navi Mumbai- 410209
E-Mail ID: mgmdch@mgmmumbai.ac.in



Policy Document for Performance Appraisal of Faculty

Sign:



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Policy for Performance Appraisal

Purpose:

The Performance Appraisal policy of MGMDCH is designed to make staff aware of the organization's annual performance appraisal system, framework and process for all the teaching and non-teaching staff.

Aim:

The appraisal process is conducted during July to October every year using standardized formats. Its aim is:

- To ensure that staff performance is evaluated in accordance with the institute's established norms
- To ascertain that performance appraisals are conducted on a regular basis and are gradings are carried out fairly.
- To build employee confidence in the organizations review process.

Scope of Performance Appraisal Policy:

- The performance of the existing staff members may be considered, evaluated and graded in an effective and robust way with the performance appraisal system.
- A comprehensive review form enables the institute to provide incentives to the employees either in form of promotion or offering a better profile.
- The Head of institute and Head of department pass constructive feedbacks to the concerned employee.
- In applicable cases, **Disincentives** ranging from mild penalties like verbal warnings, memo, pay cut to severe penalties like no promotion, demotion, termination may be issued.

Process of Performance Appraisal:

The performance appraisal process starts with the employee assessing his/her performance (Self appraisal) and culminates with assessment by Head of Institute. The process is depicted below:

- Self - Appraisal (Part A)
- Head of Department (Part B)
- Head of Institute (Part C)