



**MALLA REDDY
DENTAL COLLEGE FOR WOMEN**

(SPONSORED BY : CHANDRAMMA EDUCATIONAL SOCIETY)

Affiliation to Kaloji Narayanarao University of Health Sciences, Warangal, Telangana.
Recognised by Dental Council of India, New Delhi

No. MRDCW/ Policy/ MAY-2018/ 01

**POLICY DOCUMENT FOR PERFORMANCE APPRAISAL SYSTEM
FOR TEACHING FACULTY:**

Objectives:

- To ensure that performance of every teaching faculty is assessed as per the set norms of the institution.
- To make sure that performance grading is carried out in a fair manner and performance review is undertaken regularly.

Procedure:

- All the teaching faculty should submit structured self-assessment forms every year.
- These self-assessment forms will be reviewed by Dean.
- The Dean will consider the report in sanctioning the increments and promotions of the teaching faculty as decided in the BOG.
- More than 50% is considered for increment.

Schedule of Performance Appraisal:

- The institution will organize the performance appraisal once in a year.
- All the faculty should submit performance appraisal form in the month of May for that particular year.

Performance Grading:

- The grading under performance appraisal system is done on overall performance score
- The grading system as follows: Grade I: <50 %



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Grade II: 50 – 70 %

Grade III: > 70 %

PERFORMANCE APPRAISAL SYSTEM FOR NON-TEACHING FACULTY:

Yearly performance feedback forms from the head of the department

for the non-teaching staff working in their department.

The feedback forms from the supervisor regarding the performance of the non-teaching staff are also collected.

All these forms for each non-teaching are assessed.

The evidence of success of this system reflects in the retention of maximum staff in our institute.

Performance Grading:

- The grading under performance appraisal system is done on overall performance score.

- The grading system as follows:

Grade I: < 50 %

Grade II: 50 – 70 %

Grade III: > 70 %

