



# PSPM MAHILA HOMEOPATHIC MEDICAL COLLEGE

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## 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

The PSPM Mahila Homeopathic Medical College has implemented a performance assessment system to assess the job carried out. This approach includes self-appraisal, appraisal by peers, and review of factual data by the management. Each person completes the printed format of self-appraisal. The teaching personnel and non-teaching staff have distinct forms tailored to their respective fields. The Teacher's Appraisal Form has three main components.

The initial section encompasses general information about the services provided, including details about the teaching workload such as the number of classes conducted or assigned, including lectures and practical classes. It also includes information about student support activities and efforts to enhance professional competence through participation in workshops, orientation programs, and seminars. Additionally, it includes contributions to research activity and the research initiatives done. Engagement in community services, involvement in co-curricular and extracurricular activities are integral components of the Self Appraisal Form.

The second section of the Appraisal Form comprises an evaluation of one's own performance in their own area. This includes reflections on accomplishments, challenges encountered, volunteer activities conducted in relation to the institution, personal growth, and duties connected to society. In this section, the individual evaluates their performance using quantitative measures within specified boundaries.

The third section of the Appraisal Form is completed by the Head of the Department/Peer evaluator. The department's leader provides their feedback on the self-assessment of the person acting as a Peer Observer. This evaluation technique assists the authorities in comprehending the faculty's profile, their competencies, as well as their limitations or deficiencies.

The fourth component of the Appraisal is the annual Student appraisal, during which students have the option to maintain the confidentiality of their own name, if they want to do so.

The non-teaching appraisal involves a self-assessment of timeliness, loyalty, and multitasking skills, followed by an evaluation by peers on individual job capabilities and sincerity. The evaluation system serves as a foundation for determining promotions and wage increases. This performance evaluation technique also facilitates individual employees in comprehending their own strengths and limitations, and offers them the chance to address their flaws in order to seize additional possibilities and effectively tackle the demands of their work schedule with enhanced authority.

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