



CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S
DENTAL COLLEGE A HOSPITAL

(An ISO 9001: 2008 Certified)

Kanchanwadi, Paithan Road, Aurangabad. 431 002. (M.S.)
(Recognized UG / PG Center by Dental Council of India / Central Govt. New Delit
Affiliated with Maharashtra University of Health Science, Nashik.)
PH NO. - (0240) 2379248, 2379035, 5646464 FAX NO. (0240) 6646222, 2379355
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CSMSS Dental College has been taking feedback of performance of teaching and non-teaching staff yearly in the end of March month in the prescribed format. This format is assessed by teaching and non-teaching staff authorities.

The management evaluates the performance of the faculty based on teaching, research, participation in team work, arranging co-curricular and extra-curricular activities and publication work. The appraisal system motivates the staff to excel and put forth the best of their abilities and efforts.

Objectives:

1. To maintain and improve employee's performance and assess their training needs
2. To assist employees in knowing what is expected from them in terms of job performance.
3. To provide corrective instructions, counseling, coaching in order to promote effective job performance.
4. To improve communication between the employee and Dean/Supervisor by giving an opportunity to provide feedback to individual employees on their job performance.

Parameters for appraisal system for teaching staff are:

- Experience
- Skill upgradation through participation in Faculty Development program like Conference Workshops and other various programs.
- Innovative teaching practices
- Pursuing higher studies (PhD) and staff administration
- Research activities and Impact of patients
- Results percentage generated in the University Examination



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- Publication work in Scopus indexed/Impact factor/e-journals and conference proceedings.
- Publication of chapters in books and publication of books.
- Carrying out sponsored projects
- Mentoring and counseling methods
- Feedback from HOD and Dean
- Feedback from students
- Establishing rapport with peers.
- Active participation in teamwork
- Undertaking new academic ventures and being Team Leader, Rewards for outstanding achievements.

Feedback from HOD and Dean:

- Active participation in team work
- Work discipline
- Outstanding achievements in their studies
- Participation in Community and Welfare services

Parameters for appraisal system for non-teaching staff are:

- Experience
- Skill upgradation through Orientation Programmes, Refresher Course, Short Term Courses
- Faculty development program
- Higher studies
- Feedback from HOD and Dean
- Active participation in various activities
- Work discipline and holding capacity
- Outstanding achievements



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- Participation in Community and Welfare Services

Rules of Evaluation

- 1, Dean/HR evaluates the performance of the employee against the established standards of performance of the job
2. The rating of employee's performance is based upon the ongoing formative evaluation describes as above
3. Standards of performance must be made known to the employee before the evaluation process is conducted.
4. Minimum of one performance appraisal report every three years. recognizing that formative evaluation is on-going or when major change has occurred in employee's job description needs to be submitted.



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