



Inderprastha

Dental College & Hospital

PERFORMANCE APPRAISAL SYSTEM

The performance appraisal is the key mechanism to identify and ensure that individual contribution is recognized therefore considerable time & attention is given to evaluate various aspects of individual performance.

Staff Member (Teaching Staff)

IPDC has an appraisal system for teaching staff. The performance of each employee is assessed annually after completion of one year of service. Faculty member whose promotion are due are recommended based on their performance activities besides academics, for which academic faculty member is assessed and verified by the Heads of the Departments followed by the Head of the Institute and secretary IPDC. Appraisal for teaching staff is done after performance evaluation on yearly basis and is up to INR 5000.

Staff Member (Non-Teaching Staff)

Appraisal process is normally done according to the performance of the employee and is provided in the form of appraisal or bonus.

Employee's performance shall be appraised once in a year as soon as they complete their one year in institution. Head of the Institution after discussion with Head of Department decides the performance of individual staff after evaluation of their performance and discussion with their supervisor.

The parameters for staff members are assessed under different categories i.e. Character and behavior, departmental working abilities, discipline, reliability, co-operation with superiors/ subordinates/colleagues/students and public.

Performance Appraisal System has significantly helped in the evaluation of the performance of employees and analyzing their strengths and weaknesses to ensure better performance.

