



**CHILDREN'S EDUCATION SOCIETY (Regd.)**

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**THE OXFORD DENTAL COLLEGE**

**Accredited with 'A' grade by NAAC**

(Recognised by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka & Recognised by Dental Council of India, New Delhi)

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## **POLICY ON PERFORMANCE APPRAISAL SYSTEM**

The performance appraisal system of the institution provides a framework to the employees on the purpose of the performance appraisal ensures that the work performance and training needs of each employee are managed effectively and fairly. It allows the individual an opportunity to review performances, work content, work quality and quantity, to look back on what has been achieved during the past year and work on future objectives. The individual can realize his scope and work on his shortcomings and any learning and development requirements which may help.

### **Teaching Faculty**

The institution follows a performance appraisal system to regularly monitor the performances of its employees. At the time of joining the institution, the staffs are made aware of the performance appraisal system so that he/she is constantly aware of his responsibilities and duties in civil structure. This sensitizes the staff to make them put their best performances in social and soft skills. At the end of an academic year, the staffs are given self-appraisal forms to fill out and submit to the head of the institution through their respective head of the departments. These self-appraisal forms ensure that the staffs are always being monitoring their quality of work and their own progress, rectifying their own limitations and accepting them to have a positive outcome.

After evaluating the self-appraisal forms, the head of the institution gives feedback and attempts to understand their shortcoming and advices them. Such approaches encourage communication and open channels for self-improvements. If any staff is found to be having scope for any kind of improvement, then methods of improvement are suggested and asked to be implemented. A fresh self-appraisal is again done to review his/her performances. Such comprehensive self-improvement ensures co-operation of the staffs and transparent and cohesive atmosphere in the institution. The Management makes the final decision regarding all such feedbacks and communicates to the staff for further follow up.



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## **Non-Teaching Staff**

At the time of joining the institution, the staffs are made aware of the performance appraisal system so that he/she is constantly aware of his responsibilities and duties in civil structure. The non-teaching staffs are asked to fill the self-appraisal forms at the end of each academic year. Every tier of the non-teaching staff is independently evaluated by their respective seniors and head of the departments where they are posted. Such appraisals are then brought to the attention of administrative office for further evaluation. If there are any changes the officer speaks to the particular employee, to ensure directness in approach and also provide a chance to the non-teaching staff to correct themselves. This is done in a kind and humane manner, keeping in mind social and economic strata and sensitivities. Such interactions make the staff aware of implications of non-improvement and provide scope to do better.

Finally, a review is submitted to the office for further action and evaluation. The Management makes the final decision regarding all such feedbacks and communicates to the staff for further follow up.



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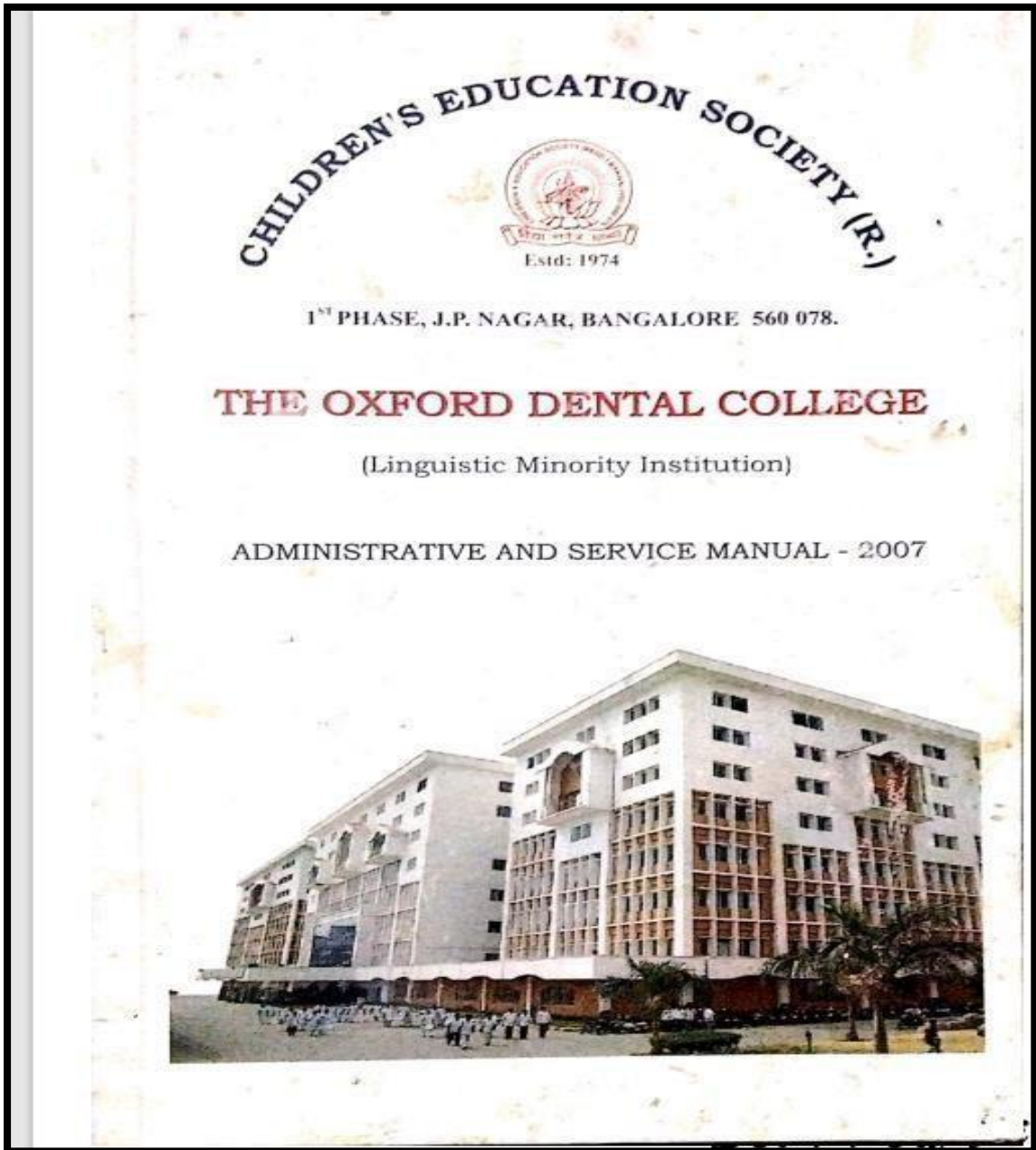
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## Incentive and Rewards for Exemplary work (Extract of Service Manual)





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## CHAPTER - 18

### 32. Incentive and Rewards for exemplary work.

(1) The Management may at its discretion grant incentives and / or rewards to any employees in recognition of their extraordinary work, for outstanding abilities & proficiency by sanctioning advance increments in the time scale of pay of the post held by them or in terms of cash or kind.

(2) In pursuit of motivating the faculty for presentation of papers in National and International conferences, seminars, symposiums etc and also to publish research papers on various projects in the National and International journals an incentive in the nature of cash awards shall be sanctioned. The details of the cash award shall be as here under:

Sl.No	Nature of Presentation/Publication	Amount of Cash Awards
1	National Level Presentation	Rs. 2000/-
2	National Level Publication	Rs. 3000/-
3	International Level Presentation	Rs. 4000/-
4	International Level Publication	Rs. 5000/-

Provided that the journals shall have wide circulation at National Levels and International Levels.

(3) In order to encourage the faculty to improve their academic qualification by acquiring specialized qualification or higher qualification like M.Phil, Ph.D and Post Doctoral which will have an impact on upgrading the standard of teaching, undertaking research, clinical and developmental activities and also extension activities an advance increment as admissible under the AICTE pay scales shall be sanctioned soon after acquisition of such qualification. Such faculty shall also be considered, at the discretion of the Management, for promotion to the higher posts against the existing vacancies.

  
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