

I.T.S Dental College, Hospital and Research Centre

47, Knowledge Park –III, Greater Noida

6.3.5 Institution has Performance Appraisal System

PERFORMANCE APPRAISAL PROCESS

The Performance Management System is designed to define measure and recognize the contribution of individuals and help the College establish achievable goals for its entire people. We devote considerable time and attention to think of ways to improve the various facets of life with us.

Existing Faculty Members: Performance of each employee shall be appraised once in a year and our annual performance appraisal cycle is from February to January for all teaching staff.

New Joinees: The first increment of new joinees [Teaching Staff] will be as per their anniversary date, post which they will also fall in the Annual Performance Appraisal Cycle as mentioned above.

While appraising the performance, employee get to set and understand clearly what is expected from them and are assessed on the same (KRA/KPI). It's an opportunity to do a self-assessment and be given feedback by supervisor. The Appraisal form looks at key achievements of last year and next year.

In order to streamline the annual appraisal process of faculty members. The College has decided to start its first online assessment through its ERP named as "HR One" for the period February 2019 to January 2020. The process has been divided into two segments i.e **Objective** and **Review**. The first one is "**Objective**" and the second one is "**Review**"

There are online KPI and KRA's for all teaching positions.