

6.3.5 Institution has Performance Appraisal System

PERFORMANCE APPRAISAL PROCESS

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.

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

KEY PERFORMANCE INDICATORS

Name :

Name of the Department:

Clinical Competency (Students & Peer Feedback)

S.No	Particulars	UG	PG	Average Score
A.	Department Student Feedback* (Annexure 1)			
B.	Clinical Competency** (Annexure2)			
C.	No. of Special Cases Done in the Department (Source- Orion)			

****Student Feedback Form from APO & an average score to be calculated.***

*****Average Score to be calculated on the basis of feed back***

KPI-Tutor

Name of the Department:.....

Awards by Department (Source- Dept)

S.No	PARTICULARS	AWARD CATEGORY	AWARDEE CATEGORY (In Numbers)	
			Student/Faculty	Self
1.	National Conference	Paper Presentation		
		Poster Presentation		
2.	International Conference	Paper Presentation		
		Poster Presentation		
3.	Any other Award	National		
		International		

Name of the Department:

University UG Curriculum (Demonstration)

S.No	BDS BATCH	CURRICULUM	REQUIREMENT	ACHIEVEMENT
1.	Ist Year			
2.	IInd Year			
3.	IIIrd Year			
4.	Final Year			

KPI-Tutor

Name of the Department:

Number of Research Projects /Publications Undertaken (2.1 a-h)

S.No	RESEARCH	INITIATED (2.1 a)	COMPLETED (2.1b)	FUNDED BY GOVT. AGENCIES (2.1c)	DONE IN- HOUSE (2.1d)	STATUS OF PUBLICATIO N ALONG WITH INDEXING (2.1e)	Author/Co- Author (2.1f)
1.	As Faculty						
2.	Studies Under Supervision /Co- coordinator						

Source - Department/Research Centre)

KPI-Tutor

Name of the Department:

Participation in National & International Conferences(Source-Dept)

S.No	POSITION	CONFERENCE ATTENDED	
		NATIONAL	INTERNATIONAL
1.	Participation		
2.	Paper Presentation		
3.	Poster Presentation		

***Please enclose a copy of the related certificates**

KPI-Tutor

Name of the Department:

Professional Activities(Source- Dept)

S.No	Activity	Comment
1.	Writing Books	
2.	Acquisition of Higher Educational Qualification	
3.	Involvement in Various Committees (eg BIS)	

***Enclose a copy of related Proofs**

Name of the Department:

Patient management (3.1a-h)

S.No	Particular	Department
1.	Patient's Medical Record Maintenance (3.1b) (Source - Orion)	
2.	Number of Patient Complaints Received <i>(In Numbers)</i> (Source - Orion) (3.1c)	
3.	Evaluation of Clinical Audit <i>(Ranking of departments, between 0-10)</i> (Source - Audit committee) 3.1d)	
4.	Scheduling of Patients (Source - Orion) (3.1e)	
5.	Cost Per Patient (3.1f) (Source - Orion)	
6.	Patient Satisfaction Level (3.1h) (Source - Orion)	
7.	Audit Score (Source - Audit Committee)	

**** Data analysis of the above initiatives to be generated from ORION/ AUDIT REPORT/PATIENT FEEEDBACK***

KPI-Tutor

Name of the Department

Contribution to Department / Institute / University Activities

S.No	Activity	Target	Achievement
1.	Monitoring of Monthly & Weekly Schedule (Source - Department)		
2.	Academic Calendar(Source - Department)		
3.	Inventory Management(Source - Department)		
4.	Up Keep & Maintenance(Source - Department)		
5.	Sterilization & Disinfection(Source - Dept)		

KPI-Tutor

Name of the Department:

4.1) Others(Source Dept)

S. No	Particulars	System	Particulars of Enhancement	Impact of Enhancement
1.	System Enhancement	ORION		
		ERP		
		CMS		
		Any Other		

Objective

Self-service / Performance / Objective

C4 Professor 19



Rachit Walia
Professor
01/02/2019 - 31/01/2020



← Back

KEY RESULT AREA

100.00 %



1. Academics

40.00 %

KEY PERFORMANCE INDICATOR 1

Number of awards received by the Department / Individual /PG / UG

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 2

Quality of teaching - learning and inputs, Student and Peer feedback

TARGET (P)

100.00

WEIGHTAGE

30.00 %

KEY PERFORMANCE INDICATOR 3

Quality of teaching learning/inputs (Clinical Competency)

TARGET (P)

100.00

WEIGHTAGE

50.00 %

KEY PERFORMANCE INDICATOR 4

Student Attendance

TARGET (P)

100.00

WEIGHTAGE

10.00 %

2. Research & Publications

25.00 %

KEY PERFORMANCE INDICATOR 1

Acquisition of Higher Educational Qualification

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 2

Memberships on Professional Bodies

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 3

Number of participation in National and International conferences

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 4

Number of Publications as Co Author in Indexed and Pub Med / Medline

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 5

Number of research Projects Completed In House

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 6

Number of research Projects Funded By Government / ICMR / CSIR

TARGET (P)

100.00

WEIGHTAGE

20.00 %

KEY PERFORMANCE INDICATOR 7

Number of research Projects Initiated In House

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 8

Reviewer of Journals (valid for 6 yrs of teaching exp)

TARGET (N)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 9

Total number of Publications in Indexed Journal other than Pub Med / Medline

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 10

Total number of Publications Pub Med /Medline Indexed Journal

TARGET (P)

100.00

WEIGHTAGE

20.00 %

KEY PERFORMANCE INDICATOR 11

Writing Books / Chapter

TARGET (P)

100.00

WEIGHTAGE

5.00 %

3. Team Management & Administration

20.00 %

KEY PERFORMANCE INDICATOR 1

Growth in OPD

TARGET (P)

100.00

WEIGHTAGE

50.00 %

KEY PERFORMANCE INDICATOR 2

Involvement in Various Committees (Dept / College)

TARGET (P)

100.00

WEIGHTAGE

15.00 %

KEY PERFORMANCE INDICATOR 3

Patient Satisfaction

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 4

Punctuality

TARGET (P)

100.00

WEIGHTAGE

25.00 %

4. Others

15.00 %

KEY PERFORMANCE INDICATOR 1

Record management (rating based on audit/quarter) applicable only when given responsibility R / L

TARGET (P)

100.00

WEIGHTAGE

50.00 %

KEY PERFORMANCE INDICATOR 2

System Enhancement : ORION; ERP, CMS (Any Others)

TARGET (P)

100.00

WEIGHTAGE

50.00 %

COMPETENCY



Share

Objective

Self-service / Performance / Objective

C4 Reader 19



Madhurima Nanda
Reader
01/02/2019 - 31/01/2020



← Back

KEY RESULT AREA 100.00 %



1. Academics

50.00 %

KEY PERFORMANCE INDICATOR 1

Number of awards received by the Department / Individual / PG / UG

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 2

Quality of teaching - learning and inputs, Student and Peer feedback

TARGET (P)

100.00

WEIGHTAGE

20.00 %

KEY PERFORMANCE INDICATOR 3

Quality of teaching learning/inputs (Clinical Competency)

TARGET (P)

100.00

WEIGHTAGE

40.00 %

KEY PERFORMANCE INDICATOR 4

Student Attendance - UG / PG

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 5

UG Academic Performance (Internal Assessment)

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 6

University UG Position (Improvement)

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 7

University UG Result (Improvement in Passing) Subject Wise

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 8

University UG Result (Passing)

TARGET (P)

100.00

WEIGHTAGE

10.00 %

2. Research & Publications

20.00 %

KEY PERFORMANCE INDICATOR 1

Acquisition of Higher Educational Qualification / Skill

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 2

Memberships on Professional Bodies

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 3

Number of participation in National and International conferences

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 4

Number of Publications as Co Author in Indexed and Pub Med / Medline

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 5

Number of research Projects Completed In House

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 6

Number of research Projects Funded By Government / ICMR / CSIR

TARGET (P)

100.00

WEIGHTAGE

20.00 %

KEY PERFORMANCE INDICATOR 7

Number of research Projects Initiated In House

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 8

Reviewer of Journals R (valid for 6 yrs of teaching exp)

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 9

Total number of Publications in Indexed Journal other than Pub Med /Medline

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 10

Total number of Publications Pub Med /Medline Indexed Journal

TARGET (P)

100.00

WEIGHTAGE

20.00 %

KEY PERFORMANCE INDICATOR 11

Writing Books / Chapter

TARGET (P)

100.00

WEIGHTAGE

5.00 %

3. Team Management& Administration

20.00 %

KEY PERFORMANCE INDICATOR 1

Consumption/Cost Per Patient (as per se)

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 2

Growth in OPD

TARGET (P)

100.00

WEIGHTAGE

20.00 %

KEY PERFORMANCE INDICATOR 3

Involvement in Various Committees (Dept / College)

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 4

Number of patients complaints received (as per se)

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 5

Patient Satisfaction

TARGET (P)

100.00

WEIGHTAGE

20.00 %

KEY PERFORMANCE INDICATOR 6

Punctuality

TARGET (P)

100.00

WEIGHTAGE

20.00 %

KEY PERFORMANCE INDICATOR 7

Scheduling of patients by UG and PG

TARGET (P)

100.00

WEIGHTAGE

10.00 %

4. Others

10.00 %

KEY PERFORMANCE INDICATOR 1

Record management (rating based on audit/quarter) applicable only when given responsibilities

TARGET (P)

100.00

WEIGHTAGE

50.00 %

KEY PERFORMANCE INDICATOR 2

System Enhancement : ORION; ERP, CMS (Any Others)

TARGET (P)

100.00

WEIGHTAGE

50.00 %

COMPETENCY 0.00 %

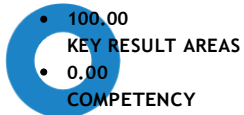


Share

Objective

Self-service / Performance / Objective

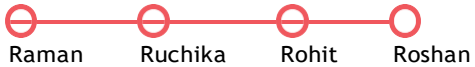
C4 Lecturer 19



Raman Mishra

Lecturer

01/02/2019 - 31/01/2020



History

← Back

KEY RESULT AREA

100.00 %



1. Feedback

10.00 %

KEY PERFORMANCE INDICATOR 1

Analysis of Knowlarity based feedback collection. Each negative feedback is confirmed on email and same is documented by Dolly & Tushar. Final rating is based upon ratio of remaining positive feedback / all collected for the Dr
(If it is 100)

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 2

If it is below 85

TARGET (P)

100.00

WEIGHTAGE

2.00 %

KEY PERFORMANCE INDICATOR 3

If it is in between 85-90

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 4

If it is in between 90-95

TARGET (P)

100.00

WEIGHTAGE

6.00 %

KEY PERFORMANCE INDICATOR 5

If it is in between 95-100

TARGET (P)

100.00

WEIGHTAGE

8.00 %

2. Treatment started 1st day

10.00 %

KEY PERFORMANCE INDICATOR 1

If it is below 85

TARGET (P)

100.00

WEIGHTAGE

2.00 %

KEY PERFORMANCE INDICATOR 2

If it is in between 85-90

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 3

If it is in between 90-95

TARGET (P)

100.00

WEIGHTAGE

6.00 %

KEY PERFORMANCE INDICATOR 4

If it is in between 95-100

TARGET (P)

100.00

WEIGHTAGE

8.00 %

KEY PERFORMANCE INDICATOR 5

This is applicable for Drs who work as Clinicians only (If it is 100)

TARGET (P)

100.00

WEIGHTAGE

10.00 %

3. Special treatments count

10.00 %

KEY PERFORMANCE INDICATOR 1

If it is in between 15-20

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 2

If it is in between 20-30

TARGET (P)

100.00

WEIGHTAGE

6.00 %

KEY PERFORMANCE INDICATOR 3

If it is in between 30-40

TARGET (P)

100.00

WEIGHTAGE

8.00 %

KEY PERFORMANCE INDICATOR 4

If it is less than 15

TARGET (P)

100.00

WEIGHTAGE

2.00 %

KEY PERFORMANCE INDICATOR 5

Relative count of new/better treatments done by DrsSingle Sitting RCTs
(If it is more than 40)

TARGET (P)

100.00

WEIGHTAGE

10.00 %

4. Closed cases

10.00 %

KEY PERFORMANCE INDICATOR 1

If it is in between 80-85

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 2

If it is in between 85-90

TARGET (P)

100.00

WEIGHTAGE

6.00 %

KEY PERFORMANCE INDICATOR 3

If it is in between 90-95

TARGET (P)

100.00

WEIGHTAGE

8.00 %

KEY PERFORMANCE INDICATOR 4

If it is less than 80

TARGET (P)

100.00

WEIGHTAGE

2.00 %

KEY PERFORMANCE INDICATOR 5

Ratio of cases closed/cases started RCTs
(If it is in between 95-100)

TARGET (P)

100.00

WEIGHTAGE

10.00 %

5. Visits / treatment

10.00 %

KEY PERFORMANCE INDICATOR 1

If it is in between 1.25-1.35

TARGET (P)

100.00

WEIGHTAGE

8.00 %

KEY PERFORMANCE INDICATOR 2

If it is in between 1.35-1.45

TARGET (P)

100.00

WEIGHTAGE

6.00 %

KEY PERFORMANCE INDICATOR 3

If it is in between 1.45-1.55

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 4

If it is more than 1.55

TARGET (P)

100.00

WEIGHTAGE

2.00 %

KEY PERFORMANCE INDICATOR 5

Ratio of Average of visits for specific treatmentsRCTs
(If it is less than 1.25)

TARGET (P)

100.00

WEIGHTAGE

10.00 %

6. Duration / treatment

10.00 %

KEY PERFORMANCE INDICATOR 1

Average duration in which main treatments are completed
If it is less than 5

TARGET (P)

100.00

WEIGHTAGE

10.00 %

KEY PERFORMANCE INDICATOR 2

If it is in between 5-6

TARGET (P)

100.00

WEIGHTAGE

8.00 %

KEY PERFORMANCE INDICATOR 3

If it is in between 6.1-7.5

TARGET (P)

100.00

WEIGHTAGE

6.00 %

KEY PERFORMANCE INDICATOR 4

If it is in between 7.5-9.0

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 5

If it is more than 9.0

TARGET (P)

100.00

WEIGHTAGE

2.00 %

7. Scheduling

5.00 %

KEY PERFORMANCE INDICATOR 1

If it is in between 65-75

TARGET (P)

100.00

WEIGHTAGE

2.00 %

KEY PERFORMANCE INDICATOR 2

If it is in between 75-85

TARGET (P)

100.00

WEIGHTAGE

3.00 %

KEY PERFORMANCE INDICATOR 3

If it is in between 85-95

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 4

If it is less than 65

TARGET (P)

100.00

WEIGHTAGE

1.00 %

KEY PERFORMANCE INDICATOR 5

Shows counselling & convincing capabilities (if IT IS IN BETWEEN 95-100)

TARGET (P)

100.00

WEIGHTAGE

5.00 %

8. Total Bills/ New patients

5.00 %

KEY PERFORMANCE INDICATOR 1

Dept Bills/ New patient YOY (If it is more than 1)

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 2

If it is 0.6-0.7

TARGET (P)

100.00

WEIGHTAGE

2.00 %

KEY PERFORMANCE INDICATOR 3

If it is 0.7-0.85

TARGET (P)

100.00

WEIGHTAGE

3.00 %

KEY PERFORMANCE INDICATOR 4

If it is 0.85-1

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 5

If it is less than 0.6

TARGET (P)

100.00

WEIGHTAGE

1.00 %

9. Total Bills/ New patient

5.00 %

KEY PERFORMANCE INDICATOR 1

If it is 0.6-0.7

TARGET (P)

100.00

WEIGHTAGE

2.00 %

KEY PERFORMANCE INDICATOR 2

If it is 0.7-0.85

TARGET (P)

100.00

WEIGHTAGE

3.00 %

KEY PERFORMANCE INDICATOR 3

If it is 0.85-1

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 4

If it is less than 0.6

TARGET (P)

100.00

WEIGHTAGE

1.00 %

KEY PERFORMANCE INDICATOR 5

Individual Bills/ New patient YOY (If it is more than 1)

TARGET (P)

100.00

WEIGHTAGE

5.00 %

10. Department Revenue

5.00 %

KEY PERFORMANCE INDICATOR 1

Dept revenue YOYYOY increase (If it is more than 50)

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 2

If it is 0-20

TARGET (P)

100.00

WEIGHTAGE

2.00 %

KEY PERFORMANCE INDICATOR 3

If it is 20-40

TARGET (P)

100.00

WEIGHTAGE

3.00 %

KEY PERFORMANCE INDICATOR 4

If it is 40-50

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 5

If it is equal to or less than 0

TARGET (P)

100.00

WEIGHTAGE

1.00 %

11. Individual Contribution

5.00 %

KEY PERFORMANCE INDICATOR 1

If it is 0-20

TARGET (P)

100.00

WEIGHTAGE

2.00 %

KEY PERFORMANCE INDICATOR 2

If it is 20-40

TARGET (P)

100.00

WEIGHTAGE

3.00 %

KEY PERFORMANCE INDICATOR 3

If it is 40-50

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 4

If it is equal to or less than 0

TARGET (P)

100.00

WEIGHTAGE

1.00 %

KEY PERFORMANCE INDICATOR 5

Individual revenue contribution YOY (If it is more than 50)

TARGET (P)

100.00

WEIGHTAGE

5.00 %

12. Department Consumption

5.00 %

KEY PERFORMANCE INDICATOR 1

Dept consumption YOY YOY Reduction (If it is more than 30)

TARGET (P)

100.00

WEIGHTAGE

5.00 %

KEY PERFORMANCE INDICATOR 2

If it is 0-10

TARGET (P)

100.00

WEIGHTAGE

2.00 %

KEY PERFORMANCE INDICATOR 3

If it is 10-20

TARGET (P)

100.00

WEIGHTAGE

3.00 %

KEY PERFORMANCE INDICATOR 4

If it is 20-30

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 5

If it is equal to or less than 0

TARGET (P)

100.00

WEIGHTAGE

1.00 %

13. Outstanding

10.00 %

KEY PERFORMANCE INDICATOR 1

If it is 0-1

TARGET (P)

100.00

WEIGHTAGE

8.00 %

KEY PERFORMANCE INDICATOR 2

If it is 1-2

TARGET (P)

100.00

WEIGHTAGE

6.00 %

KEY PERFORMANCE INDICATOR 3

If it is 2-3

TARGET (P)

100.00

WEIGHTAGE

4.00 %

KEY PERFORMANCE INDICATOR 4

If it is more than 3

TARGET (P)

100.00

WEIGHTAGE

2.00 %

KEY PERFORMANCE INDICATOR 5

Individual Outstanding contribution YOY Outstanding/Revenue with all excess payments removed
(If it is 0)

TARGET (P)

100.00

WEIGHTAGE

10.00 %

COMPETENCY

