



भारतीय दन्त परिषद
Dental Council of India



AMC DENTAL COLLEGE

Khokhra, Ahmedabad 380008

Affiliated to Gujarat University

SELF STUDY REPORT (CYCLE 1) 2022-2023

CRITERIA: 6: Governance, Leadership & Management

KEY INDICATOR: 6.3: Faculty Empowerment Strategies

METRIC: 6.3.5: The Institution has performance appraisal system for teaching and non-teaching staff.

Data



Performance Appraisal System

Performance Appraisal System

Performance appraisal is a systematic evaluation of employee performance to understand their abilities for growth and development. It ensures an effective system by understanding job responsibilities, requirements, and performance expectations, ensuring proper interpretation by both the institute and employee.

Performance Appraisal System of Teaching Staff

Institute follows a well-defined and framed model of performance appraisal system namely API (Academic Performance Indicator) as per DCI and Gujarat University guidelines.

Duties of Teaching Staff is divided broadly in three categories

1. Teaching, learning and evaluation related activities

- a. Lectures, tutorials, practical hours
- c. Preparation and imparting of knowledge
- d. Examination Duties

2. Professional development, co-curricular and extension activities

- a. Student related co-curricular extension (Inter college competition/state/national level competitions)and clinical activities
- b. Contribution to clinical as well as academic work with management of the departmental and institutional work
- c. Professional development activities

3. Research and Academic Contribution

- a. Research papers published in refereed journal, journals and conference proceedings
- b. Ongoing and Completed Research projects/ surveys
- c. Training courses and conferences/seminar/workshop

Performance Appraisal Process for teaching staff in following sequence:

1. Annual Assessment by Confidential report (CR) every year of each faculty.
2. Confidential report (CR) is checked and verified by the Heads of the Departments, followed by the Dean
3. Overall assessment of each faculty members based on duties, responsibilities
4. PAY SCALES UPGRADATION :
 - TIKOO commission (For lecturers and tutors)
 - UGC Career Advancement Scheme (for Readers and Professors)
 - DPC - The faculty members who are eligible with due promotion and if respective post are vacant- for those DPC (Direct Promotion committee) recommended.

Apart from annual self-appraisal, every faculty's record must update with the details of faculty contribution and performance appraisal in the faculty service book which is regularly reviewed by the Dean.

Performance Appraisal System of Non-Teaching Staff

Non-teaching staff are evaluated through annual confidential reports and performance appraisals, focusing on departmental abilities, discipline, reliability, and relationships with superiors, subordinates, colleagues, students, and patients. They also complete a self-appraisal form at the end of the academic year, reviewed by the Head of the Department and Dean, and sent to the administrative office for further consideration for appreciation or corrective action.

AMC MET follows the DCI Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Colleges. The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress. The overall assessment is based on the cumulative grade by the Reporting Officer/HoD, which is then forwarded to the Dean by the forwarding office. On satisfactory performance, all employees are granted promotions and financial upgradation. The Annual Confidential Report with the Performance Appraisal System has significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses and ensuring better performance.