

**MRMCW/Policy/JAN-2018/10**

**PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING  
STAFF AT MALLAREDDY MEDICAL COLLEGE FOR WOMEN**

**Objective Setting:**

At the beginning of each appraisal period, clear and achievable objectives are set for teaching and non-teaching staff in alignment with the college's goals and individual roles.

**Regular Feedback:**

Continuous feedback is provided throughout the appraisal period, allowing staff members to track their progress, identify areas for improvement, and address any concerns in a timely manner.

**Evaluation Criteria:**

Both teaching and non-teaching staff are evaluated based on predefined criteria relevant to their respective roles, including teaching effectiveness, research contributions, administrative duties, interpersonal skills, and adherence to institutional policies and procedures.

**Self-Assessment:**

Staff members are encouraged to conduct self-assessments, reflecting on their achievements, challenges, and professional development goals. This self-reflection process provides valuable insights for both employees and evaluators.

**360-Degree Feedback:**

A multi-rater feedback mechanism is employed, where feedback is collected from peers, students, supervisors, and other relevant stakeholders. This comprehensive feedback approach offers a well-rounded perspective on the staff member's performance.

### **Performance Review Meetings:**

Formal performance review meetings are conducted periodically between the staff member and their supervisor or evaluator. These meetings serve as opportunities to discuss progress, address any concerns or obstacles, and collaboratively plan for future development.

### **Professional Development Plans:**

Based on the appraisal outcomes, individualized professional development plans are created to support staff members in enhancing their skills, knowledge, and competencies. This may include opportunities for further education, training programs, mentoring, or job enrichment initiatives.

### **Recognition and Rewards:**

Outstanding performance and achievements are acknowledged and rewarded through various means, such as commendations, awards, salary increments, promotions, or additional responsibilities.

### **Fairness and Transparency:**

The performance appraisal process is conducted with utmost fairness, transparency, and objectivity. Clear evaluation criteria, standardized procedures, and impartial assessments ensure the integrity of the appraisal system.

### **Continuous Improvement:**

The performance appraisal system is periodically reviewed and refined to address evolving needs, feedback from stakeholders, and emerging best practices in performance management. This commitment to continuous improvement ensures the effectiveness and relevance of the appraisal process over time.

By implementing a robust performance appraisal system, Mallareddy Medical College for Women aims to foster a culture of excellence, accountability, and professional growth among its teaching and non-teaching staff members.

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