

TAGORE DENTAL COLLEGE AND HOSPITAL



SOP FOR STAFF APPRAISAL

PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

Tagore dental college expects faculty to communicate information, ideas and values by using teaching methods and techniques that recognize a variety of learning styles, cultural backgrounds, and instructional settings. Instructional and curricular innovation is encouraged, as faculty should provide ways for students to be actively engaged in the work of the discipline. Recognizing that much learning goes on outside of the classroom, faculty should also be effective and skillful to provide formal and informal advice to the students. Faculty should also be able to provide an overview of the various opportunities the students can explore in clinic, laboratory and other hands on learning environment whenever applicable.

For his/her teaching to be designated as outstanding, the faculty must have demonstrated that he/she is an accomplished teacher.

CRITERIA FOR ASSESSMENT OF PERFORMANCE

The performance of faculty at Tagore dental college is evaluated under various criteria which include

1. Knowledge of the Subject Matter.
2. Planning and Communication of Curriculum.
3. Supervision of Students (where applicable).

4. Creation of Engaging Learning Environments.

5. Fostering of Student Development and Engagement.

6. Availability and Receptivity to Students.

7. Fair Evaluation of Student Performance.

These attributes are assessed based on the feedback given by the students and parents.

NORMS FOR INCREMENTS/ INCENTIVES

The faculty can also be recommended for an increment/ incentive when he/she has achieved the following:

1. Continuous growth in peer reviewed publications that may include reviews and book chapters.
2. Research activity that has been conducted
3. Evidence demonstrating excellence in educating students and/or activities directed at student learning
4. Participation in both national and international scientific meetings
5. Invitation for presenting seminars at other institutions
6. Invitation as a Lecturer/panelist at specialty conferences
7. Chairing session in specialty conferences
8. Supervision and mentoring of graduate or post graduate students
9. Participation in College and/or University governance
10. Active member in the Specialty Associations

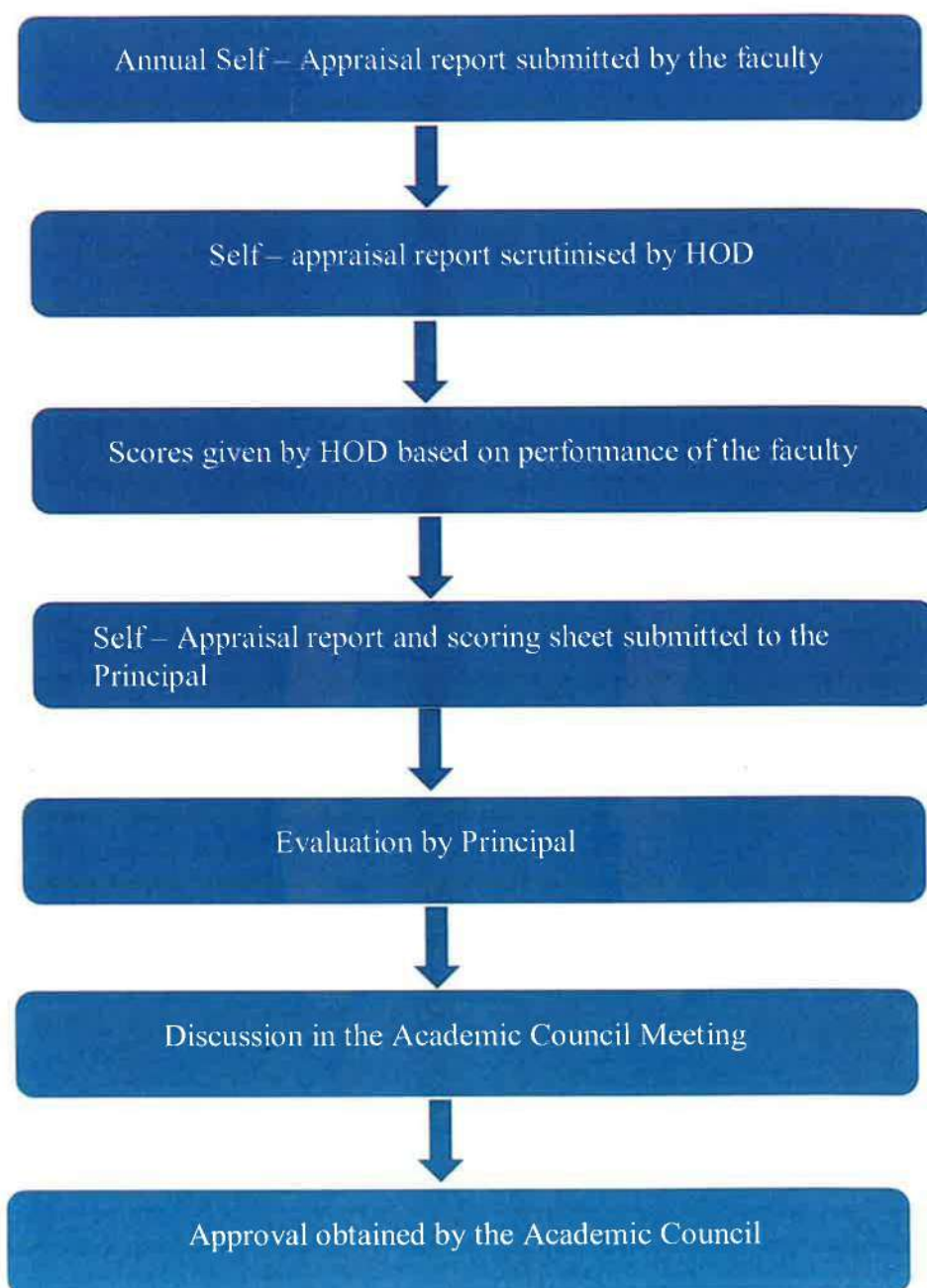
11. Service as a reviewer of manuscripts for peer-reviewed journals

12. Participation in service activities concerned with Department, College, and University.

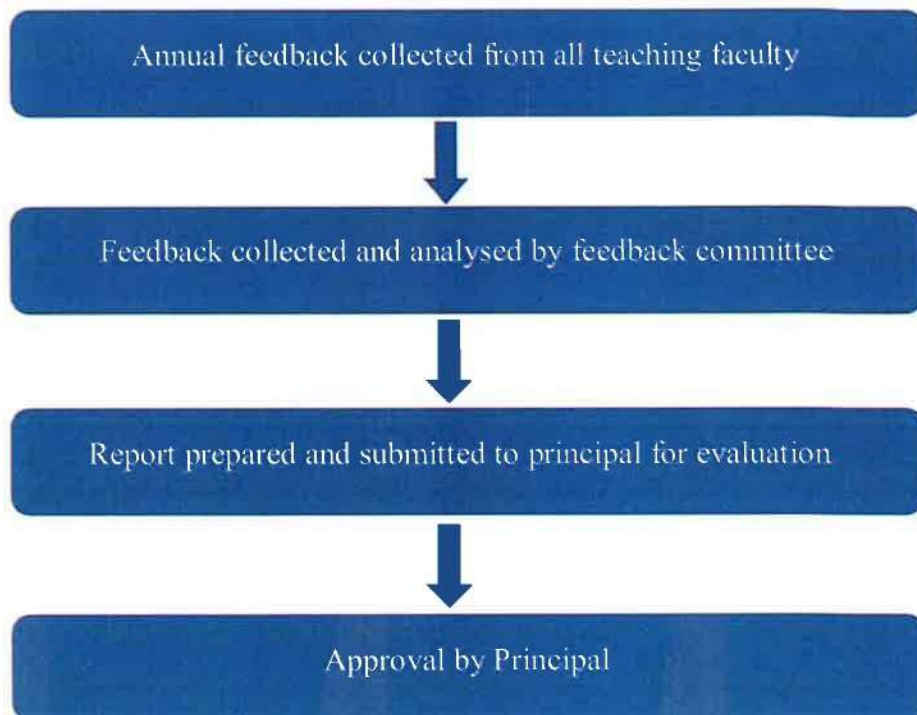
Other attributes that can be considered for scoring are:

1. Adaptable and open to constructive criticism
2. Interest to learn new skills
3. Willingness to share knowledge
4. Enthusiastic, fair and mature
5. Trustworthy
6. Attendance and punctuality

APPRAISAL PROTOCOL FOR TEACHING STAFF



**APPRAISAL PROTOCOL FOR NON-TEACHING STAFF BY TEACHING
FACULTY**



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