

TAGORE DENTAL COLLEGE AND HOSPITAL



EVALUATION OF NON-TEACHING STAFF

2020-21

Dr. C.J. VENKATA KRISHNAN, M.D.S., Ph.D.,
PRINCIPAL
TAGORE DENTAL COLLEGE & HOSPITAL
Rathinamangalam, Vandalur Post,
Adambakkam, Chennai - 600 127.

Dr. K. PALANI, M.D.S.
Deputy Principal
TAGORE DENTAL COLLEGE & HOSPITAL
RATHINAMANGALAM
CHENNAI - 600 127.

INTRODUCTION

In every organizational setup, it is mandatory to assess the efficiency of every staff and whether the protocol has been adhered at all levels to ascertain the progress of individual. The output of this assessment/feedback will lead to help to realized the areas which needs alteration or improvement. As a part of this strategy, we had purposefully started to evaluate the performance of the Non-teaching staffs as well.

AIM

To evaluate the performance of the Non-Teaching Staffs.


OBJECTIVES

- To evaluate the Mannerisms & Discipline of the Non-Teaching Staffs.
- To evaluate the General Appearance of the Non-Teaching Staffs.
- To evaluate how helpful the Administrative Support Staff have been to the students & if they were able to solve their difficulties
- To evaluate the general upkeep of the Office / Library / Lab/ Department by the Non-Teaching Staffs.


METHODOLOGY

This feedback study was undertaken in Tagore Dental College in July 2021 over a period of 2week to evaluate the performance of Non-Teaching Staffs. Two Customized Google Feedback forms were prepared and the link was sent to the students and staffs for responses. (Sample feedback forms for each group are provided below for reference).

The principle investigator conveyed the reason & distributed the feedback forms to all the Academic Staffs in each department namely - Department of Oral Medicine, Department of Periodontics, Department of Prosthodontics, Department of Conservative Dentistry, Department of Oral Surgery, Department of Orthodontics, Department of Community Dentistry, Department of Pedodontics and Department of Oral Pathology.



Next to evaluate the students response of the Non Teaching Staff, the Feedback forms were distributed online to First year students, Second year students, Third year ,Fourth year students, CRRi and PGs.



Each individual in each group was advised to respond to the feedback confidentially without/with marking any type of identification on the forms.

All the teaching staff and 245 students gave the feedback for the non-teaching staff.

TAGORE DENTAL COLLEGE AND HOSPITAL

EVALUATION OF NON TEACHING STAFFS BY TEACHING STAFFS

NAME *

Short answer text

DEPARTMENT *

Short answer text

DESIGNATION

Short answer text

General Grooming/Appearance as expected of the Non Teaching Staffs in the department,lab,office,library. *

- MOSTLY
- QUITE OFTEN
- AT TIMES
- HARDLY
- NEVER

⋮
Pleasant Manners of the Non Teaching Staffs in the department,lab,office,library. *

- MOSTLY
- QUITE OFTEN
- AT TIMES
- HARDLY
- NEVER

Are Non Teaching staffs cooperative and work as per your needs and requirements. *

- MOSTLY
- QUITE OFTEN
- AT TIMES
- HARDLY
- NEVER

General upkeep of the Office/Library/Department /lab *

- MOSTLY
- QUITE OFTEN
- AT TIMES
- HARDLY
- NEVER

Overall Discipline as expected of the Non Teaching Staffs. *

- MOSTLY
- QUITE OFTEN
- AT TIMES
- HARDLY
- NEVER

YOUR COMMENTS & SUGGESTIONS

is not meant for criticism but aims at improvement for future

This box

Long answer text

TAGORE DENTAL COLLEGE AND HOSPITAL

FEEDBACK ON NON TEACHING STAFF BY STUDENTS

* Required

1. Email *

2. NAME

3. YEAR OF STUDY *

Mark only one oval.

I BDS

II BDS

III BDS

IV BDS

CRRI

PG

4. Pleasant Manners of the Non Teaching Staffs in department,lab,office,library. *

Mark only one oval.

MOSTLY

QUITE OFTEN

AT TIMES

HARDLY

NEVER

5. Helpfulness of Non Teaching Staffs in department,lab,office,library. *

Mark only one oval.

- MOSTLY
- QUITE OFTEN
- AT TIMES
- HARDLY
- NEVER

6. Are the Non Teaching Staffs able to solve your difficulty? *

Mark only one oval.

- MOSTLY
- QUITE OFTEN
- AT TIMES
- HARDLY
- NEVER

7. Do you feel Comfortable to visit the Office/ Feel motivated to visit the library and feel free to work in the lab or clinic? *

Mark only one oval.

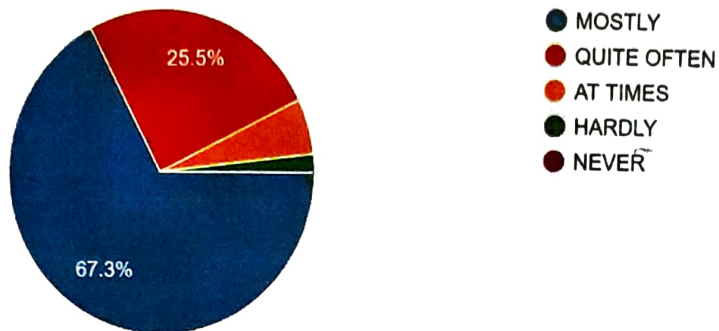
- MOSTLY
- QUITE OFTEN
- AT TIMES
- HARDLY
- NEVER

8. YOUR COMMENTS & SUGGESTIONS This box is not meant for criticism but aims at improvement for future

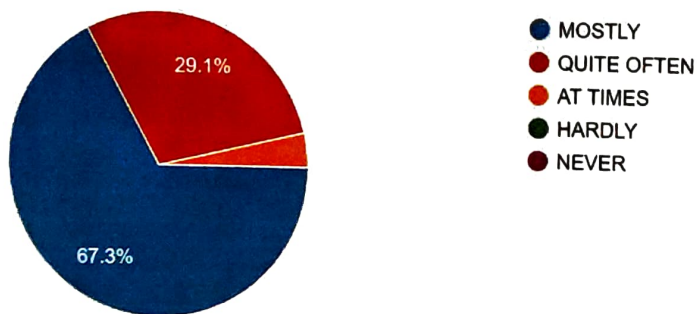
RESULTS

NON-TEACHING STAFF FEEDBACK BY TEACHING STAFFS:

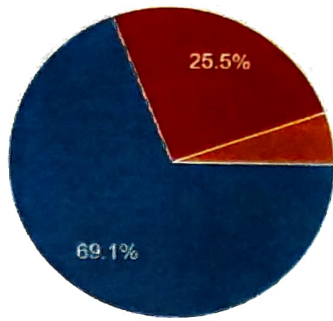
All the staffs were satisfied with the pleasant manners of the Non-Teaching Staffs and very few feel that they can be a little more emphathetic.



The majority of staffs are happy with the general appearance and grooming of the administrative support staff. Some feel that the uniform dress code can be maintained for all the non-teaching staffs.

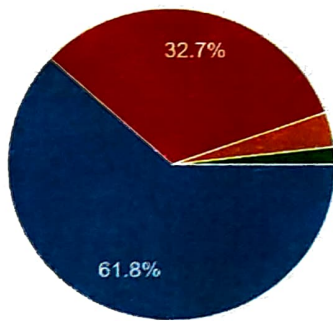


The teaching staff group were contented with the helpfulness of non-teaching staffs to the students and work as per the staff direction. The staff group feel that they are more cooperative and work as per the teaching staff requirements.



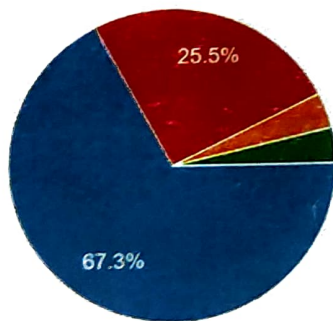
- MOSTLY
- QUITE OFTEN
- AT TIMES
- HARDLY
- NEVER

The staff group was pleased with the general upkeep of the office & the library



- MOSTLY
- QUITE OFTEN
- AT TIMES
- HARDLY
- NEVER

The staff group were of the opinion that the non-teaching staffs were disciplined as expected of them.

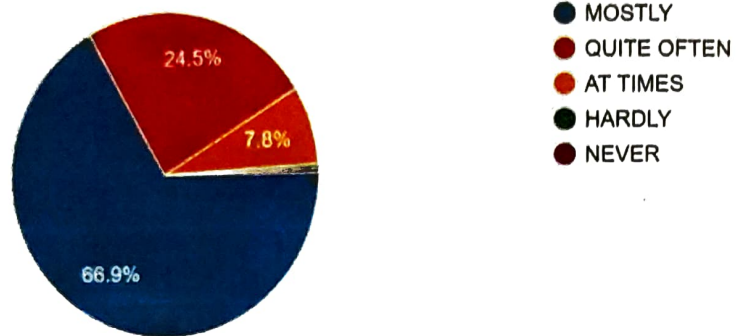


- MOSTLY
- QUITE OFTEN
- AT TIMES
- HARDLY
- NEVER

NON TEACHING STAFF FEEDBACK BY STUDENTS:

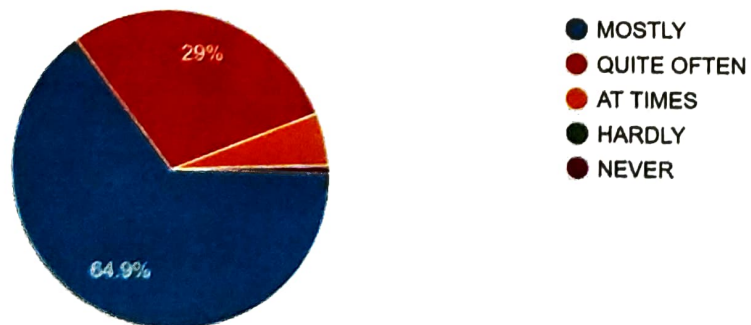
The majority of students group feel that the non- teaching staff have pleasant manners but 10% of them feel they can be more polite towards them.

Pleasant Manners of the Non Teaching Staffs in department,lab,office,library.
245 responses



The majority of students group feel that the non-teaching staffs are quite helpful but some (2%) feelthat they should improve in terms of their attitude.

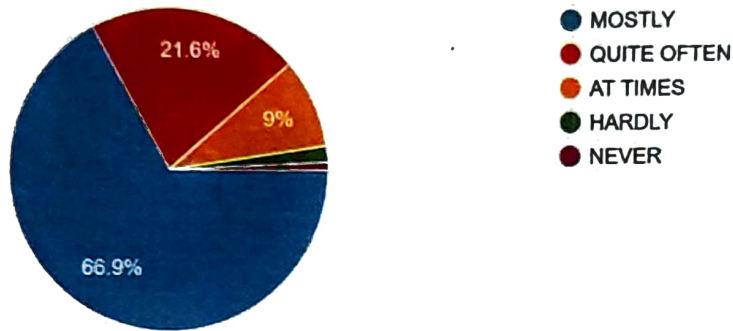
Helpfulness of Non Teaching Staffs in department,lab,office,library.
245 responses



The students group feel that they are encouraged to visit the office/library at any time.

Do you feel Comfortable to visit the Office/ Feel motivated to visit the library and feel free to work in the lab or clinic?

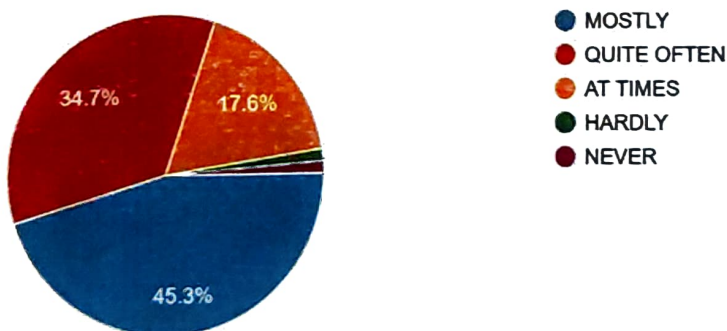
245 responses



The students group were of the opinion that non-teaching staffs were quite often able to solve the problem. But 6% of students think that the non- teaching staffs need to help them more whenever necessary

Are the Non Teaching Staffs able to solve your difficulty?

245 responses



SUGGESTIONS


The feedback results obtained indicate, the following points can be added to ameliorate the performance of the concerned staffs.

1. Orientation programs and personality development programs for all non- teaching staffs can be conducted to upgrade and streamline their duties and responsibilities.

2. Biosafety awareness and sterilization protocols to be updated for the non teaching staffs.

CONCLUSION

This feedback program aims to apprise the performance of the non-teaching staffs by encouraging optimistic attitude in them. The Non-Teaching Staffs have scope for better performance and consistent progress as individuals with such regular programs



C.J.VENKATA KRISHNAN, M.D.S., Ph.D.,
PRINCIPAL
GORE DENTAL COLLEGE & HOSPITAL
Rathinamangalam, Vandalur Post,
Melakottaiyur, Chennai - 600 127.



TAGORE DENTAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai -600 127, Ph: 30102222

Recognized by The Dental Council of India, New Delhi

Affiliated to the Tamilnadu Dr. M.G.R. Medical University, Chennai.

FEEDBACK COMMITTEE

Email: tdchfeedbackcommittee@gmail.com

TDC&H/F.C/2022/3

23.2.22

TO,

NON TEACHING STAFFS FEEDBACK-STAFF INCHARGE

TAGORE DENTAL COLLEGE AND HOSPITAL

THROUGH,

THE PRINCIPAL

TAGORE DENTAL COLLEGE AND HOSPITAL

RESPECTED SIR/MADAM,

SUB: SUGGESTIONS REGARDING THE FEEDBACK FORMS SUBMITTED FOR THE YEAR 2021

THIS IS TO BRING TO YOUR KIND NOTICE REGARDING NON TEACHING STAFFS FEEDBACK REPORT SUBMITTED BY YOUR COMMITTEE FOR YEAR 2021:

THE FOLLOWING POINTS ARE NOTED REGARDING THE SAME FOR THE BETTERMENT OF THE COLLEGE AND TAKE IMMEDIATE ACTIONS:

1. ONLY 90% OF STUDENTS FELT THAT THE NON TEACHING STAFFS HAD PLEASANT MANNERS.
2. THE STUDENTS GROUP FELT THAT NON TEACHING STAFFS SHOULD ENCOURAGE THEM EVEN MORE TO VISIT OFFICE/LIBRARY AT ANY TIME.

THANKING YOU

DR.K.BALAJI

CONVENOR

DR.VENKATAKRISHNAN

DR.C.J.VENKATAKRISHNAN, M.D.S., Ph.D.,
CHAIRMAN
PRINCIPAL

TAGORE DENTAL COLLEGE & HOSPITAL
RATHINAMANGALAM, YANDALUR,
MELAKOTTAIYUR, CHENNAI-600 127.

DR. VENKATAKRISHNAN
Chairman

DR. BALAJI.K
Convenor

DR.ASOKAN
Member

DR. NARASIMMAN
Member

DR. DR.SHOBANA, DR.NIDHAJAKSHI,
Member Member

DR. SHANTHINI PRIYA
Member

DR. JAISANTOSH
Member

DR.ANISHA
Member

DR.RATHINAVEL PANDIAN
Member

DR.MAKESH RAJ DR.PARTHASARATHY
Member Member Member



TAGORE DENTAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai -600 127, Ph: 30102222

Recognized by The Dental Council of India, New Delhi

Affiliated to the Tamilnadu Dr. M.G.R. Medical University, Chennai.

FROM

3.3.2022

DR.K.MAHALAKSHMI

STAFF INCHARGE-STUDENTS AND STAFFS FEEDBACK ON NON-TEACHING STAFFS

TAGORE DENTAL COLLEGE AND HOSPITAL

TO

FEEDBACK COMMITTEE

TAGORE DENTAL COLLEGE AND HOSPITAL

RESPECTED SIR,

SUB- ACTION TAKEN REPORT ON FEEDBACK ON NON-TEACHING STAFFS BY STUDENTS AND STAFFS.

1. All the non teaching staffs were instructed to maintain pleasant manners in the college campus.
2. They are instructed to attend personality developmental programs on a regular basis.

Thanking you,

Dr.Mahalakshmi.K

STAFF INCHARGE