



KMCT
COLLEGE OF NURSING

Recognized by Indian Nursing Council & Kerala Nurses and
Midwives Council & affiliated to Kerala University of Health Sciences

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the information in the attachment documents is
verified by me and is true to the best of my knowledge.

A. Akbar



KMCT Medical College Campus, Manassery, Mukkom, Kozhikode-673602, Kerala

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6.3.5

Performance appraisal

Mahesh





POLICY DOCUMENT FOR PERFORMANCE APPRAISAL

The performance appraisal is a method to evaluate the skills, contributions and potential of every teaching and non teaching staff. KMCT has adopted a 360 degree appraisal system. The faculty will be appraised by self, HOD, peers students and the Principal. The faculty's performance is evaluated at the end of a specified period by evaluating the person's achievements in that year, in the areas of teaching and learning, institutional responsibilities, contribution towards research and other activities.

The appraisal system may be used to decide on promotions, annual increments, confirmation of job for faculty on probation, conferring awards and entrusting other responsibilities.

The objectives of the appraisal system

- 1- To let the faculty be aware of his/her performance for a calendar year
- 2- To let the faculty develop a strategic plan to attain goals for the next year.
- 3- For the management to know areas of strengths in order to assign specific responsibilities

Each faculty is to submit the self appraisal form by the 30th of January to their respective HODS with the supporting documents. The appraisal form includes the details of teaching activity, professional skills, contribution to the institution, research activity, professionalism, innovation, up gradation of knowledge etc. Details of research articles published, awards or recognition received are to be included along with the appraisal. The overall score is to be filled in by the faculty and submitted to the HOD.

The HOD then reviews the appraisal and also assigns a score for each faculty based on his/her opinion about job skills, knowledge, professionalism, leadership quality etc.

This is then forwarded to the Principal along with the peer and student feedback forms with confidentiality for final review and score. Depending on the overall score and performance each faculty is categorized into outstanding performers, very competent, satisfactory or those who need improvement.

The final assessment score is revealed to the faculty so that they may assess the feedback, areas of weakness and develop suitable strategies for the next year.

The scores may be used for job confirmation, promotions, increments, awards and financial support.

The appraisal system will be an ongoing process in order to create a feedback system with constant communication. The review system will help to set goals for the subsequent years, plan the overall professional growth of the individual and thereby institution.





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The Performance appraisal System in KMCT College of nursing is designed to recognize the contribution of each employee and to recognize the employee's strength, weakness, potentiality and skills and help them to improve their performance in the areas of weakness. College has staple criterias to evaluate the employees and consider these scores for promotion and increment process. College follows a performance appraisal system. The college considers multilevel evaluation and analysis. The appraisal is done for each academic year with qualitative and quantitative assessment and goals are planned from the beginning of the academic year. The evaluation is done at the middle of the academic year and the attainment of the goals is evaluated at the end of academic year. In order to streamline the annual appraisal process of faculty members, the College has an online assessment through "campus medicine" the academic software from the year 2021-22 Categorization of the employees will be done according to appraisal system and training will be given to those who are scoring below average

PERFORMANCE APPRAISAL FOR STAFF.

- The institution has the system of Self-appraisal of faculty, peer evaluation, appraisal by HOI, appraisal by HOD , and comprehensive evaluation by students.
- Institution uses these evaluations to score faculty in performance appraisal and for corrective measures
- There are annual increments for every staff based on performance appraisal and special increments for outstanding performances.
- Faculty increment is based on student, peer, HOI and HOD evaluation based on prescribed criteria specified. This contribute their 360 degree evaluation.

Performance Appraisal of teaching staff depends projects and number and quality of publication, code of conduct and interpersonal relationship etc

Evaluation parameters:

Teaching - 20%

Mentoring ability -15%

Research Project & Publication - 15%

Assigned duties other than Teaching - 15%

Annual Confidential Report (Evaluation report of Principal, HODs, Collegues) 15%

Feedback (student, parents & other stake holders) -10%

Disciplinary measures 5 %

Self-appraisal 5%



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PERFORMANCE APPRAISAL FOR TEACHING STAFF

	CRITERIA	MARKS
1.	Follow institution's rules & regulations & procedures	
2.	Aligned to and work in line with the vision, mission and core values of the institution	
3.	Remains honest, polite and gentle in any situation	
4.	Gives good impression on patients and students	
5.	Communicates precisely and professionally	
6.	Has good work ethics and leadership qualities	
7.	Helps colleagues whenever needed	
8.	Has skill and competencies to do the job effectively	
9.	listen to colleagues & accepts their ideas	
10.	Follow timelines rigorously and does the tasks thoroughly	
11.	Takes responsibility for his/her own actions	
12.	Takes ownership of tasks & leads everyone	
13.	Learn new skills, attends trainings & updates to grow as a professional	
14.	Shows respect towards students and encourages class participation	
15.	Discipline	
16.	Work load and regularity in taking class	
17.	Knowledge in the sphere of work	
18.	Ability to inspire and motivate students	
19.	Interpersonal relations and team work in department	
20.	Maintenance of files/records	

Alakei



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PERFORMANCE APPRAISAL FORM FOR NON –TECHING STAFF

FOR THE YEARTO

PART A

10	Name of the non teaching staff	
11	Designation	
12	Date of Birth/Gender	
13	Date of appointment	
14	Educational quailfications /Additional qualifications	
15	Contribution to extracurricular & co curricular activities	Arts Sports Accreditation process Green initiative Campus NSS Mentorship

PART B

Kindly provide your Assessment on the 5 point scale in respect of the following parameters

Outstanding	5
Very Good	4
Good	3
Satisfactory	2
Unsatisfactory	1

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the Parameter in case the rating is unsatisfactory, please give reasons thereof separately





PERFORMANCE APPRASIAL FOR NON TEACHING STAFF

	CRITERIA	MARKS
21.	Follow institution's rules & regulations & procedures	
22.	Aligned to and work in line with the vision, mission and core values of the institution	
23.	Remains honest, polite and gentle in any situation	
24.	communicates precisely and professionally	
25.	Has good work ethics and leadership qualities	
26.	Helps colleagues whenever needed	
27.	Has skill and competencies to do the job effectively	
28.	listen to colleagues & accepts their ideas	
29.	Follow timelines rigorously and does the tasks thoroughly	
30.	Takes responsibility for his/her own actions	
31.	Takes ownership of tasks & leads everyone	
32.	Learn new skills, attends trainings & updates to grow as a professional	
33.	Discipline	
34.	Knowledge in the sphere of work	
35.	Interpersonal relations and team work in department	
36.	Maintenance of Files/Records	
37.	Ability to organize work and carry it out	
38.	Accuracy & Speed of work	
39.	Completion of work on schedule	
40.	Responsibility towards your tasks/ areas of management assigned to staff	





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STUDENTS FEEDBACK FORM

NAME OF STUDENT :

NAME OF TEACHER :

DEPARTMENT :

Please comment on the performance of employee for each item listed

4 - Outstanding

3 - Very competent

2 - Satisfactory

1 - Needs improvement

PARAMETERS	POINTS
1.Punctuality	
2.Method of teaching	
3.Language /Communication Skills	
4.Coverage of Topics	
5.Approachability	
6.Discipline enforcement	
7.Mentoring	
8.Neat and presentable	
9.Total score	

Scoring

>50 outstanding

35-50 very competent

20-34 satisfactory

<20 needs improvement



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HOI APPRAISAL FORM

Please comment on the performance of employee for each item listed

4 - Outstanding

3 - Very competent

2 - Satisfactory

1 - Needs improvement

SL NO	DOMAIN	APPRAISAL	FEEDBACK
1.	Job knowledge		
2.	Professional skills		
3.	Quality of work		
4.	Productivity		
5.	Punctuality and regularity		
6.	Dependability		
7.	Integrity		
8.	Initiative and creativity		
9.	Interest in general welfare of students		
10.	Adherence to institutional policy		
11.	Leadership quality		
12.	Team work		
13.	Overall score		

Scoring

>50 outstanding

35-50 very competent

20-34 satisfactory

<20 needs improvement





PEER APPRAISAL FORM

NAME OF FACULTY :

NAME OF REVIEWER:

Please comment on the performance of employee for each item listed

4 - Outstanding, 3 - Very competent, 2 - Satisfactory, 1 - Needs improvement

SL NO	DOMAIN	APPRAISAL	FEEDBACK
1.	Job knowledge		
2.	Professional skills		
3.	Quality of work		
4.	Productivity		
5.	Punctuality and regularity		
6.	Dependability		
7.	Integrity		
8.	Initiative and creativity		
9.	Interest in general welfare of students		
10.	Interpersonal skills		
11.	Leadership quality		
12.	Team work		
13.	Overall score		

Scoring

>50 outstanding

35-50 very competent

20-34 satisfactory

<20 needs improvement





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SELF APPRAISAL FORM

(PROVIDE SUPPORTING DOCUMENTS WHEREVER NECESSARY)

NAME :

DESIGNATION :

DEPARTMENT :

TOTAL YEARS OF EXPERIENCE :

YEARS OF EXPERIENCE IN THE CURRENT POSITION :

DATE OF SUBMISSION :

RATING SCALE

4 - Outstanding, 3 - Very competent, 2 - Satisfactory, 1 - Needs improvement

CATEGORY	SELF RATING
1. Technical skills related to your specific job	
2. Technical knowledge (up gradation of knowledge)	
3. Productivity (on time, quality)	
4. Research/paper publications	
5. Interpersonal skills (interpersonal skills, ability to get along with co worker)	
6. communication skills	
7. innovation /creativity	
8. Collaboration/team work	
9. mentoring skills	
10. service to institution (coordinator, committee member)	
11. Leadership skills	
12. Professionalism (Punctuality, attendance, conduct, responsiveness)	

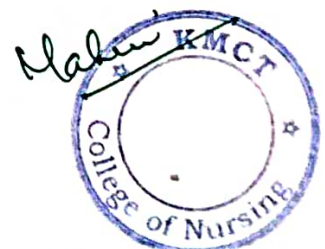
Scoring

>50 outstanding

35-50 very competent

20-34 satisfactory

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HOD APPRAISAL FORM

Please comment on the performance of employee for each item listed

4 - Outstanding

3 - Very competent

2 - Satisfactory

1 - Needs improvement

SL NO	DOMAIN	APPRAISAL	FEEDBACK
1.	Job knowledge		
2.	Professional skills		
3.	Quality of work		
4.	Productivity		
5.	Punctuality and regularity		
6.	Dependability		
7.	Integrity		
8.	Initiative and creativity		
9.	Interest in general welfare of students		
10.	Adherence to institutional policy		
11.	Leadership quality		
12.	Team work		
13.	Overall score		

Scoring

>50 outstanding

35-50 very competent

20-34 satisfactory

<20 needs improvement



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FINAL APPRAISAL ASSESSMENT

Name of the faculty :

Designation :

Department :

Date :

Total score of faculty after all feedbacks

>200 Outstanding

150-200 Very competent

100-149 Satisfactory

<100 Needs improvement

Mahesh



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Feedback (Students to Faculty)

System IP Address: 10.199.1.1 Logout

KMCT
GROUP OF INSTITUTIONS

KMCT College of Nursing

Non-Teaching-DASHBOARD
WELCOME NURSESUPERADMIN

Home Manage Access Profile Manage Users Time Table Attendance Management Mail & SMS Exam Management Reports Alumni Management

Feedback Report

College Name * KMCT College of Nursing
From Date * 16/08/2022
Department * FON 1

Feedback Type * Student to Faculty
To Date * 30/09/2022
Faculty Name * Mrs. Dona Prince

[View Staff Feedback](#) [View Student Details](#) [Cancel](#)

Feedback Report Summary

College Name : KMCT College of Nursing
Department : FON 1

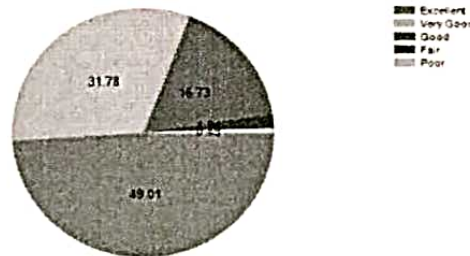
No of user feedback given between Aug - 2022 To Apr - 2023 : 29

Faculty Name : Mrs. Dona Prince
Designation : Assistant Professor

Sl No.	Feedback Description	Excellent	Very Good	Good	Fair	Poor
1	Rate the punctuality of faculty in taking the class	51.7	37.9	6.9	3.4	0.0
2	How much of the syllabus was covered in the class	49.3	41.4	6.9	3.4	0.0
3	How well did the teachers prepare for the classes	44.0	41.4	10.3	3.4	0.0
4	How well were the teachers able to communicate?	55.2	34.5	3.4	3.4	3.4
5	The teacher's approach to teaching can best be described as	51.7	34.5	10.3	3.4	0.0
6	The illustration of the concepts through examples and applications.	51.7	37.9	6.9	3.4	0.0
7	Teachers are able identify your strengths & encourage you with providing right level of challenges	49.3	34.5	13.8	3.4	0.0
8	Teachers are able to identify your weaknesses and help you to overcome them	51.7	27.6	20.7	0.0	0.0
9	How will you rate the use ICT tools such as LCD projector, Multimedia, etc. while teaching	55.6	31.0	10.3	0.0	0.0
10	Does faculty provide important questions and answer key for the topic covered	51.7	34.5	10.3	0.0	3.4
11	Teachers encourage you to ask doubts and provide any clarification for the doubts asked	55.2	27.6	17.2	0.0	0.0
12	Does the faculty illustrate the concepts of the topic covered through examples and applications?	55.2	34.5	6.9	3.4	0.0
13	Faculty provide important key notes for the topic covered for improving your performance in exam	62.1	27.6	10.3	0.0	0.0
14	Opinion about the faculty, any suggestions to improve his/her teaching. Comment on this	0.0	0.0	100.0	0.0	0.0

16 of 29 of 1 2 31 0 Find Next 4 5

Feedback From Student to Faculty - Mrs. Dona Prince (Total Responses: 29) (8/16/2022 12:00:00 AM To 4/30/2023 12:00:00 AM)



D. Prince

