



**Sarada Krishna
Homoeopathic Medical College
Kulasekharam, Kanniyakumari Dist., Tamil Nadu-629 161**

Action taken report on the self assessment /performance evaluation 2018-19

As per stated in the HR policy, Employee self appraisal and performance evaluation is a routine process conducted by SKHMC every year.

One among the prime duty of employees is the routine submission of their self appraisal and submits to HR dept/section. Self assessment informs how the employee performed as a faculty /non teaching staff during the performance review period.

Regular review and evaluation of performance appraisal of SKHMC employees shall form part of the process to give promotion /salary revision and also to take required actions against the employees.


To evaluate the work done by teaching and non-teaching staff, performance appraisal will be set at different level such as, self-appraisal, appraisal by the respective HoD's, appraisal from Principal and Management.

Non-teaching staff performance appraisal is prominent for quality enhancement. The performance is appraised by the immediate superior viz. Section head, office Manager/ Office Superintendent of the Office. This feedback is then reviewed by the Principal and Chairman.

About 13 programmes were conducted for Faculty Development for enhancing the professional caliber of the employees. On evaluation of the performance appraisal of the teaching and non -teaching staff it was found that the faculties and staff were regularly attending seminars, workshops, CME programme, online programme etc.

Two faculties was promoted to the cadre of Professors and 3 were promoted as Associate Professors considering the period of service, performance of work and the fact of acquisition of higher qualification.




PRINCIPAL
SARADA KRISHNA HOMOEOPATHIC MEDICAL COLLEGE
KULASEKHARAM, KANNIYAKUMARI DISTRICT,
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Action taken report on the self assessment /performance evaluation 2017-18

Employee self appraisal and performance evaluation is an ongoing continuous process followed as per the stated policy on self appraisal by the employees and performance evaluation by the SKHMC follows under its HR policy.

Every employee annually writes his/her self appraisal and submits to HR dept/section. Self assessment informs how the employee performed as a faculty /non teaching staff during the performance review period.

Regular review and evaluation of performance appraisal of SKHMC employees shall form part of the process to give promotion /salary revision.

To evaluate the work done by teaching and non-teaching staff, performance appraisal will be set at different level such as, self-appraisal, appraisal by the respective HoD's, appraisal from Principal and Management.

Non-teaching staff performance appraisal is prominent for quality enhancement. The performance is appraised by the immediate superior viz. Section head, office Manager/ Office Superintendent of the Office. This feedback is then reviewed by the Principal and Chairman.

About 10 programmes were conducted for Faculty Development. On evaluation of the performance appraisal of the teaching and non -teaching staff it was found that the faculties and staff were regularly attending seminars, workshops, CME programme, online programme etc.

Three faculties were promoted as Associate Professors considering the period of service, performance of work and the fact of acquisition of higher qualification.




Principal
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Action taken report on the self assessment /performance evaluation 2016-17

Self assessment of 2016-17 demonstrates the positive impacts of the various measures taken by the institute for the faculty development. It gives a note on remarkable achievements and accomplishments brought up in the past year.

Employee self appraisal and performance evaluation is an ongoing continuous process followed as per the stated policy on self appraisal by the employees and performance evaluation by the SKHMC follows under its HR policy.

Non-teaching staff performance appraisal is prominent for quality enhancement. The performance is appraised by the immediate superior viz. Section head, office Manager/ Office Superintendent of the office. This feedback is then reviewed by the Principal and Chairman.

On evaluation of the performance appraisal of the teaching and non -teaching staff it was found that the faculties and staff were regularly attending seminars, workshops, CME programme, online programme etc.

In 2016-17 about 8 Professional Development Programmes were conducted for the faculties. Some programmes were conducted on behalf of the concerned departments. Other programmes were taken up by the institution generally, for improving the professional and skill development.

One faculty was promoted to the cadre of Professor considering the period of service, performance of work and the fact of acquisition of higher qualification. Three faculties were promoted from Assistant professor to the cadre of Associate Professor considering the period of service, performance of work and the fact of acquisition of higher qualification.




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Action taken report on the self assessment /performance evaluation 2015-16

Performance evaluation of 2015-16 has revealed the importance of guidance among the employees in enhancing their job performance, hence necessary follow up actions were taken to rectify the drawbacks by the concerned authorities.

For bringing up further new accomplishments and future developments, 23 programmes were conducted for the faculties and non teaching staffs to upgrade their strength in both individual and institutional level. Evaluation and recommendation for training/promotion/incentives were taken by the Head of Institution.

Two faculties were promoted to the cadre of Professor considering the period of service, performance of work and the fact of acquisition of higher qualification.




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Action taken report on the self assessment /performance evaluation 2014-15

Based on the performance review of 2014-15 various actions has been implemented for bringing up improvements in the employees career development and provides room for discussing individual and organizational goals by apt guidance and monitoring.

Besides the general performance, the other aspects of the individual employed are also considered as well such as accomplishments, potential for future development, strength and weaknesses.

Regular review and evaluation of performance appraisal of SKHMC employees shall form part of the process to give promotion /salary revision and also to take disciplinary action against the employees.

Employees training and development are also taken into account while evaluating their performance. Eight Programmes were conducted by the institution.

Eight faculties were promoted to the higher cadre of Professor considering the period of service, performance of work and the fact of acquisition of higher qualification. One faculty got promoted to the higher cadre of Associate Professor.




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