



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

### Performance Appraisal-Policy

A performance Appraisal is a method by which the job performance of the employees are documented and evaluated. Performance evaluation of the faculty members are made annually (academic year) and non teaching staff based on calendar year. Separate forms are presented for teaching & non teaching staff.

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. The self-appraisal is the self-assessment of the teaching and non-teaching staff of SKHMC or the opportunity to reflect on the things which they done well, and the things which were not done so well. Self-appraisal is made on delivery of the curriculum, teaching methodology and effective deployment of their roles and responsibilities which is submitted by the staff to the head of the Institution. The updated annual academic profile along with feedback of students on teaching methodology is analyzed for appraisal. Research and other academic activities as well as initiative in taking on accountabilities of extra-curricular and co-curricular activities are considered. Self-appraisal is done after evaluating the performance of the employee. The employee has to self-evaluate her/his job performance and advised to complete the evaluation form on their own. Performance of the individual faculty are appraised by the respective HoD's. On the annual performance review meeting the principal will discuss about the appraisal results, and negotiate the final evaluations based on the perceptions reviewed by the Chairman of the Institution.

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.



  
Principal

**PRINCIPAL**  
Sarada Krishna Homoeopathic  
Medical College, Kulasekharam