



Chinthareddypalem, Nellore - 524003. A.P.

Ph No: 0861-2317969 | Fax: 0861-2311968.

Recognized by Indian Nursing Council and A.P. Nurses & Midwives Council

Affiliated to NTR University of Health Sciences, A.P. Vijayawada.

Accredited by "International Accreditation Organization (IAO)"

website: www.narayanannursingcollege.com || e-mail: narayana_nursing@yahoo.co.in

6.3.5 Performance Appraisal system for teaching and non teaching staff.

Response:

The performance appraisal system of Narayana College of Nursing gives employees the chance to consider the actions they have taken that are related to promotion and pay rise. Each year, performance reviews are conducted for both teaching and non-teaching staff. The goals are to make it easier for employees to evaluate their performance throughout the year and plan ahead for career advancement so that the organization can recognize employee skills in its overall human resource planning and produce performance data to help with future development plans.

The assessment areas for the faculties focus on the teaching, research activities, attended professional development programmes, academic contribution related activities and co-curricular extension activities. Performance appraisal to the non-teaching staff includes parameters like punctuality, work pattern, obedience, leaves, sincerity and utilization of materials. There are minimum points stipulated for each criteria. The self-appraisal is done by the employee and evaluated by the



Principal
NARAYANA COLLEGE OF NURSING,
Chinthareddypalem,
NELLORE - 524 003

Heads of the department and the cumulative score is submitted to the Principal for analysis and recommendation for salary increment and incentives.

The college conducts satisfaction survey based on the parameters of student's feedback, faculty feedback, parent's teacher feedback and department wise feedback for implementing improvement measures.

A. Indira

PRINCIPAL

B. Anuj

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003



B. Anuj

Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003

**NARAYANA MEDICAL COLLEGE HOSPITAL
HUMAN RESOURCE DEPARTMENT**

**NARAYANA COLLEGE OF NURSING
NON-TEACHING STAFF COMPETENCY ASSESSMENT**

Name:	Emp. ID:
Designation:	Date of Joining:

PART-A

State key job responsibilities handled by the employee during the period and rate the performance.

Evaluate the employee on the following factors

A- Outstanding (OS); B- Meets Expectations (ME); C-Needs Improvement (NI); D - Below Expectations (NP)

S. No	FACTOR	RATING
1	Job Knowledge: Grasp of knowledge, technique and procedure in work and related matters.	
2	Initiative & Learning: Shows initiative to learn & grow in her/ his role. Is enthusiastic and offers creative alternatives to improve even routine tasks	
3	Quality & Interest in work: Accuracy, Presentability, Reliability, Completion of work on time, Priority setting, Ability to learn new job quickly and willingness to work together with others.	
4	Communication & Attitude: Ability to effectively convey information and ideas to others with courtesy, empathy and respect (in verbal / non-verbal communication)	
5	Code of conduct: Work place etiquette, Disciplinary Aspects, Attendance/Punctuality, Grooming standards, Team work & Relations	
OVERALL RATING:		

PART-B

S. No	Major Strengths Consistently Displayed	Area/s That Need Improvement	Required Trainings
1			
2			
3			

I have completed the cumulative performance appraisal of the appraisee and communicated the outcome of the appraisal to him/her in terms of strengths and areas of improvement and the final performance rating for the year is: _____

Sign of the HOD:

Remarks of the Reviewer: (Principal)	HR Comments:
Final Rating :Signature.	Rating Recorded: Signature :

B. Arjun
Principal
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,
NELLORE - 524 003



A. Indira
PRINCIPAL
NARAYANA COLLEGE OF NURSING
Chinthareddypalem,



NARAYANA COLLEGE OF NURSING

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FACULTY COMPETENCY ASSESSMENT

Name: <u>A. Lalitha</u>	Emp. ID: <u>41300209</u>
Department: <u>Nursing</u>	Designation: <u>PROFESSOR</u>
Date of Appointment: <u>02.01.2013</u>	Present Salary: <u>69,750/-</u>
Period covered for this appraisal: <u>2021-2022</u>	

RATING SCALE

Exceptional	Highly Satisfactory	Satisfactory	Marginal
A-4	B-3	C-2	D-1

*Note: Ratings can be given according to the above-mentioned assessment scale and N/A can be mentioned wherever it is required.

S. No	PERFORMANCE CRITERIA	Performance Score	
		Self	Appraiser
1	Qualification: Score can be given if B.Sc = 1, PG Diploma=2, M.Sc = 3, Ph.D/Fellowship = 4	3	3
2	Experience in the Narayana College of Nursing Score can be given if 12 Years and above = 4 ;8 Years and above = 3, 4 Years and above = 2;below 4 Years = 1	3	3
3	Experience outof theNarayana College of Nursing Score can be given if 12 Years and above = 4 ;8 Years and above = 3, 4 Years and above = 2;below 4 Years = 1	4	4
4	Students' Feedback Score can be given if above 90% = 4; Above 75%= 3, above 60%= 2; below 60%=1	4	4
5	Seminar/Workshops / FDP's Score can be given if attended- 02 International Seminar/Workshops = 4; 01 International Seminar/Workshops = 3 02 National Seminar/Workshops =2 01 National Seminar/Workshops =1	4 2	4 2
6	Papers published Score can be given if published 02 International Journal = 4 01 International Journal = 3 02 National Journal = 2 01National journals = 1	4 2	4 2
7	Funded Research projects & Developments (Score can be given if) Projected completed =4; Released =3, fund approved =2; Proposal submission=1	4	4 <i>B. Prasad</i> Principal



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Chinthareddypalem,
NELLORE - 524 003

8	Co-Curricular, Extension and Professional Development Activities Any active socially responsible activity; Deputation to Various Educational Institutes; Member of Academic/Administrative committees, Member of NGOs	4	4
9	Analytical ability: Ability to size up problem, collect and evaluate facts and reach sound conclusions.	4	4
10	Interest in Job: Ability to learn new job quickly and willingness to work together with others.	4	4
11	Quality of Teaching: Accuracy, Presentation, Reliability, Completion of work on-time, Priority setting, Completion of work on-time	4	4
12	Code of conduct: Work place etiquette, Punctuality, Attendance, Dress code, Team work	4	4
13	Communication: Ability to effectively convey information and ideas to others; clarity of oral and/or written communications	4	4
14	Leadership Skills: Coach and Develop others, Team Building, Follows proper procedures, Follows Standards, Learning New Skills	4	4
15	Interpersonal skills Relationship with colleagues, Cooperation, Coordination & Team work, Problem-solving & Decision-making	4	4

Rating- A: Total Score =>55;
Rating-C: Total Score =>30;

Rating- B: Total Score =>45;
Rating D: Total Score < 30

A. Indira
19/4/22

Sign of Apprise with date

OVERALL ASSESSMENT

Appraiser's Name: <i>Dr. Indira. A</i>	Designation: <i>Principal.</i>
Comments and suggestions by the Appraiser: <i>Excellent</i>	
Action plans for development:	Signature with date <i>A. Indira</i>

Remarks of the Reviewer / Principal/Dean	<i>A. Indira</i>
Final Rating: <i>Excellent.</i>	Signature with date

HR Comments:	Signature with date
Rating Recorded: <i>Excellent</i>	<i>A. Indira</i>



**NARAYANA MEDICAL COLLEGE HOSPITAL
HUMAN RESOURCE DEPARTMENT**

**NARAYANA COLLEGE OF NURSING
NON-TEACHING STAFF COMPETENCY ASSESSMENT**

Name: J. KISHORE	Emp. ID: 413 00040
Designation: A.O	Date of Joining: 25/02/2007

PART-A

State key job responsibilities handled by the employee during the period and rate the performance.

Evaluate the employee on the following factors


A- Outstanding (OS); B- Meets Expectations (ME); C-Needs Improvement (NI);D - Below Expectations (NP)

S. No	FACTOR	RATING
1	Job Knowledge: Grasp of knowledge, technique and procedure in work and related matters.	A
2	Initiative & Learning: Shows initiative to learn & grow in her/ his role. Is enthusiastic and offers creative alternatives to improve even routine tasks	A
3	Quality & Interest in work: Accuracy, Presentability, Reliability, Completion of work on time, Priority setting, Ability to learn new job quickly and willingness to work together with others.	A
4	Communication & Attitude: Ability to effectively convey information and ideas to others with courtesy, empathy and respect (in verbal / non-verbal communication)	A
5	Code of conduct: Work place etiquette, Disciplinary Aspects, Attendance/Punctuality, Grooming standards, Team work & Relations	A
OVERALL RATING:		

PART-B

S. No	Major Strengths Consistently Displayed	Area/s That Need Improvement	Required Trainings
1	Prompt is		
2	Communicating / Gontime	—	—
3	Response to All stake holders		
I have completed the cumulative performance appraisal of the appraisee and communicated the outcome of the appraisal to him/her in terms of strengths and areas of improvement and the final performance rating for the year is: <u>2021-2022</u> Sign of the HOD: <i>Beethu</i>			
Remarks of the Reviewer: Good. (Principal)		HR Comments:	
Final Rating :Signature. <i>A. Indira</i>		Rating Recorded: <i>[Signature]</i> Signature :	

A. Indira
PRINCIPAL

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	HUMAN RESOURCE DEPARTMENT	Issue Date : 01-Sep-2016

7. PERFORMANCE MANAGEMENT POLICY & PROCEDURE

1. OBJECTIVE

To lay down guidelines for implementation of the Performance Management System (PMS).

2. ELIGIBILITY & APPLICABILITY

This policy is applicable to all employees of Narayana Medical Institutions Hospital. Except trainees, apprentices and contract staff

3. RASCI

- 3.1 Responsible : Individual/HOD/HRD
- 3.2 Approver : PRINCIPAL/MS/ CEO
- 3.3 Support : HRD/ HOD's
- 3.4 Inform : HOD/HRD/A& F Department

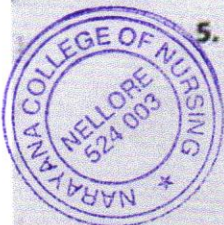
4. PURPOSE OF PERFORMANCE APPRAISAL

4.1 A performance appraisal serves the following purpose:-


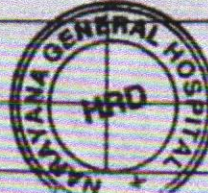

- 4.1.1 Provides feedback to Employees about their performance and encourages enhanced performance
- 4.1.2 Determines who gets increment and promotion
- 4.1.3 Counselling of poor performers
- 4.1.4 Determines training and development needs
- 4.1.5 Confirming that good hiring decisions are being made
- 4.1.6 Facilitates layoff and downsizing decisions
- 4.1.7 Creates an alignment between the expectations of the Management and execution on ground.
- 4.1.8 Reinforces the desired type of behaviour


5. POLICY & PROCEDURE

- 5.1 Performance management is a method used to measure and improve effectiveness of Employees at the work place. It is a system composed of several activities including goal setting, tracking changes, coaching,



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Prepared By (HR Department)		Approved By (Management)

	NARAYANA MEDICAL INSTITUTIONS	Version : HRM/01
	HUMAN RESOURCE DEPARTMENT	Issue Date : 01-Sep-2016

motivation and Employee development.

5.2 The performance management cycle begins with KRA's/goal setting. Performance is then tracked against the Employees KRA's/goals and eventually reviewed in a formal one-to-one meeting. An informal midterm appraisal review will also be held. The results of the formal end term meeting will feed into the incentive / increment system.

5.3 The Strategy Based Performance Management System will be followed. The PMS model will have four phases as enumerated in succeeding paragraphs.

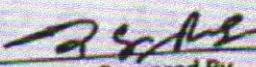
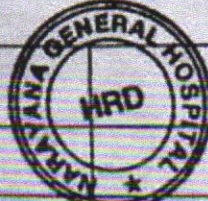

Phase 1 – Performance Planning. At the beginning of the appraisal period the Appraiser and Appraisee will get together for a performance planning meeting. In this session they discuss as to what the Employee will achieve during the appraisal period. The Key Result Areas, Key Performance Indicators, the competency desired of the appraisee and the individual developmental plans are recorded on the Performance Planning Form and kept in the personal file of the Employee that is maintained in the HRD. A copy of the same is given to the Employee.

Phase 2 – Performance Execution. Over the course of the appraisal period the Employee works to achieve the goals, objectives and undertakes to complete key responsibilities. The Appraiser coaches and provides feedback as well as creates conditions that motivates and resolves performance problems that arise. Semi-formal periodic reviews are held to monitor performance and set corrections in order to enable the Appraisee achieve the laid down objectives.

Phase 3 – Performance Assessment. This is the assessment system wherein the Supervisor /Appraiser / Reporting Officer has to fill out an Appraisal Form. The blank Appraisal Forms and a copy of the Performance Planning Forms will be sent by the HRD to the Appraiser. The completed Appraisal Form is reviewed by



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Chinthareddypalem,
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 Prepared By (HR Department)		 Approved By (Management)
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the supervisor's senior/ Reviewing Officer and submitted to the HR Dept who in turn will scrutinize the same for its correctness. The performance assessment of the Reporting Officer will be shown to the Appraisee and signed by both. However the remarks/assessment of the Reviewing Officer will not be shown to the Appraisee and will be kept confidential. This is a measure to bring in objectivity, as also avoid a 'one man report' and even out the inflationary trends that is generally seen in appraisals that have to be shown to the Appraisee.

Phase 4 – Performance Review. The Appraiser and the Appraisee meet and discuss the assessment. They will also set a date to hold performance planning discussion for the next appraisal period, at which point performance appraisal starts a fresh.

6.0 Filing and Handling of Appraisal Forms

6.1 The Appraisal Form is a privileged document. It should be treated with confidentiality. Receipt/dispatch of the Forms should be done in a secure/confidential envelope. The Form should finally get filed in the personal file of the individual. HR Dept must ensure the confidentiality of the Appraisal Forms.

7.0 Criteria for initiation of Appraisal Forms

The following will be the norms for initiation of the Appraisals

7.1 The Appraisee should have served for at least 90 days under the Appraiser. In case he/she has not served for 90 days then the previous supervisor/ Reporting Officer will be entitled to initiate the appraisal. In case he/she has served for less than 90 days in the Organization then he/ she will be eligible for an appraisal in the succeeding appraisal period.

7.2 All appraisals will be reviewed and endorsed by the next senior in the line of reporting i.e. Reviewing Officer



B. Chinnay
Principal
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Chinthareddypalem,
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[Signature]

Prepared By
(HR Department)



[Signature]

Approved By
(Management)

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7.3 In case the Appraiser and Appraisee are of the same designation then the next senior in line should initiate the appraisal.

8.0 Performance Rating

Employees will be assessed by the appraiser on various individual qualities as well as their overall performance on ratings as under:-

Rating	Meaning
Performance rating 'A'	Performance exceptional and consistently high level
Performance rating 'B'	Performance superior and consistently exceeds overall performance Requirements
Performance rating 'C'	Performance satisfactory meets most parameters of performance requirements. Weaknesses offset by strong points.
Performance rating 'D'	Below satisfactory performance. However displays progress towards an enhanced performance

9.0 Promotion

9.1 Promotions of employees will depend on consistent good performance and existence of vacancies at the higher designations. While policy on promotions will change from time to time, as a general rule the following aspects can be considered:

9.2 Promotions should normally be carried out along with the paying out of performance increment and will follow the same channel of approvals.

Grade	Minimum Period in Present Designation	Grading to be achieved
G1-G3	2/3 Years	'B' (last 2 years)
G4- G6	3 years	Min 'B' with at least one 'A' (last 3 years)
G7-G9	3 Years	Min 'B' with 'A' during last 2 years (for last 3 years)
G10 and Above	3 /4 years	Consistent 'A' Grading Depends on the decision by the Top Management (for last 3/4 years)

10.0 Annexures

Annexure-14 : PMP Template (G1-G5)

Annexure-15 : PMP Template (G6-G15)



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Chinthareddypalem,
NELLORE - 524 003

A.S. Reddy
Prepared By
(HR Department)



P.
Approved By
(Management)

NARAYANA MEDICAL INSTITUTIONS COMPETENCY ASSESSMENT (Grades of G6-G15)

Name:	Appraisal Date:	
Designation:	Appraisal Venue:	
Department:	Appraiser's Name:	
Period covered for this appraisal	From:	To:

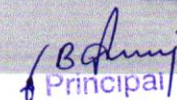
Rating

Marginal	Satisfactory	Highly Satisfactory	Exceptional
D	C	B	A

Note: Ratings can be given according to the above mentioned assessment scale and N/A can be mentioned wherever it is required.

S. No	PERFORMANCE CRITERIA	Marks	Comments(Optional)
A. Approach to work:			
1	Follows instruction		
2	Proactive approach		
3	Planning & Organizing		
4	Accepts constructive criticism		
5	Flexible & adaptable		
B. Technical skills:			
6	Job knowledge		
7	Application of skills		
8	Analyzing the problem		
9	Follows proper procedures		
10	Follows Standards		
11	Learning New Skills		
C. Quality of work:			
12	Accuracy		
13	Presentation		
14	Reliability		
15	Errorless work		
16	Follow-through and Follow-up		
D. Handling targets and dead lines:			
17	Completion of work on-time		
18	Ability to work under pressure		
19	Priority setting		
E. Interpersonal skills:			
20	Relationship with colleagues		
21	Cooperation		
22	Coordination		
23	Team work		
24	Problem-solving		
25	Decision-making		




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**NARAYANA MEDICAL INSTITUTIONS
COMPETENCY ASSESSMENT
(Grades of G6-G15)**

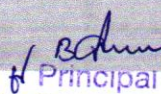
S. No	Rating Factors	Ratings	Comments(Optional)
F. Willingness to learn and develop skills:			
26	Seeks training and development		
27	Open to ideas		
H. Personality:			
28	Enthusiastic, Fair and mature		
29	Trustworthy		
30	Volunteer in Infronic's Activity		
I. Code of conduct:			
31	Work place etiquette		
32	Attendance		
33	Punctuality		
34	Email & mobile phone etiquette		
35	Dress code		
J. Leadership Skills:			
40	Coach and Develop others		
41	Team Building		
42	Business Acumen		
43	New Strategy and Direction		
44	Client interaction & Coordination		
45	Client Replies		
	Total:		

Sign of Apprise

OVERALL ASSESSMENT

Appraiser's Name:	Designation:
Comments and suggestions by the Appraiser:	
Action plans for development:	
Remarks of the Reviewer / Medical Superintendent/CEO	
Final Rating :	Signature with date
Final Comments:	
Rating Recorded:	Signature with date




 Principal
 NARAYANA COLLEGE OF NURSING
 Chinthareddypalem,
 NELLORE - 524 003

Narayana Medical Institutions
Appraisal Form – for Annual Increment

(Appraisal Format for G1- G6 Grades)

Emp.No.		Designation	
Emp. Name		Date of Joining	
Department		Qualification	

State key job responsibilities handled by the employee during the period and rate the performance.

PART-A

A–Outstanding B– Very Good C–Good D – Average

S.NO.	Goals/Key Job Responsibilities	A	B	C	D
1					
2					
3					
4					
5					
6					

PART-B

Evaluate the employee on the following factors

Factors	A	B	C	D
Job Knowledge: Grasp of knowledge, technique and procedure in work and related matters.				
Analytical ability: Ability to size up problem, collect and evaluate facts and reach sound conclusions.				
Interest in work: Ability to learn new job quickly and willingness to work together with others.				
Leadership: Ability to inspire others.				
Communication : Ability to effectively convey information and ideas to others; clarity of oral and/or written communications				
Quality of work: Accuracy, Presentation, Reliability, Completion of work on-time, Priority setting , Completion of work on-time				
Code of conduct: Work place etiquette, Punctuality , Attendance, Dress code, Team work				
Overall Rating: Assessment of employee in relation to his/her position.				



B. Arun
Principal

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Narayana Medical Institutions
Appraisal Form – for Annual Increment

PART-C

	Major Strengths Consistently Displayed	Area/s That Need Improvement	Required Trainings
1			
2			
3			
4			

PART-D

Declaration:

I have completed the annual performance appraisal of the appraisee and communicated the outcome of the appraisal to him/her in terms of strengths and areas of improvement and the final performance rating for the year.

Sign of the Employee with date:

Sig of the HOD with date:

Remarks of the Reviewer / Medical Superintendent/CEO

Final Rating :

Signature with date

HR Comments:

Rating Recorded:

Signature with date



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 Principal
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