



Amala
COLLEGE OF NURSING
ACCREDITED BY NAAC WITH A GRADE

AMALA COLLEGE OF NURSING AQAR (2023-2024)



CRITERION 6 – Governance, Leadership and Management

Key Indicator 6.3 – Faculty Empowerment Strategies

Metric No. 6.3.5 Institution has Performance Appraisal System for teaching and non- teaching staff

SUBMITTED TO



National Assessment and Accreditation Council

APPRAISAL FORMS

AMALA INSTITUTE OF MEDICAL SCIENCES, THRISSUR

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar, Thrissur – 680555

PERFORMANCE APPRAISAL FORM OF TEACHING STAFF

Section A – Appraiser Details

Name of the appraiser:

Designation:

Section B – Employee Details

Name :

Department :

Designation:

Date of Joining:

Appraisal period: from

to

PERFORMANCE RATING FORM

Sl. No	Rating factors	Excellent	Very good	Good	Average	Poor
A. JOB SPECIFIC SKILLS						
1	Punctuality					
2	Ability to perform work in an organized manner					
3	Completion of task without errors					
4	Timely completion of works					
5	Taking ownership and responsibility of task assigned					
B. KNOWLEDGE						
6	Knowledge to follow instructions and the ability to take up additional task					
7	Good theoretical and practical knowledge					
8	Knowledge of the system, process and procedures					
9	Knowledge of current trends					
10	Publication in research journal					
C. ATTITUDE AND BEHAVIOR						
11	Maintenance of good interpersonal relationship with authorities, superiors and co-workers					
12	Communication skills					
13	Flexibility in duty timing and take up of extra assignments					
14	Adherence to hospital policies including punctuality, attendance and dress code					

Remarks:



Rajee
Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555

Name and Signature of appraiser:

AMALA COLLEGE OF NURSING, THRISSUR
AMALA NAGAR P. O, THRISSUR - 680555

PERFORMANCE APPRAISAL FORM OF NON TEACHING STAFF

Section A : Appraiser details

Name : Designation:

Section B : Employee Details

Name : Designation :

Date of Joining: Place of work :

Appraisal period: From To.....

PERFORMANCE RATING FORM

Sl. No.	Rating factors	Excellent	Very Good	Good	Average	Poor
A. JOB SPECIFIC SKILLS						
1	Punctuality					
2	Perform work in an organized manner					
3	Follow instructions correctly					
4	Timely completion of work without errors					
5	Team spirit					
6	Flexibility in duty timing and take additional responsibility					
7	Knowledge about work					
B. ATTITUDE AND BEHAVIORS						
8	Communication skill					
9	Discipline					
10	Interpersonal relationship					
11	Attitude towards work					
12	Adherence to job description and institutional policies					
13	Dress code and Grooming					
14	Accept criticism and try to improve their deficiencies					
15	Mental health / pleasant					
16	Physical health					
17	Loyalty to institution					
18	Attitude and behavior towards superiors					
19	Attitude behavior towards students					
20	Helping and supportive					

Remarks:




Prof. Dr. RAJEE REGHUNATH
 PRINCIPAL
 AMALA COLLEGE OF NURSING
 AMALA NAGAR P.O., THRISSUR-680 555

Name & Signature of appraiser:

AMALA COLLEGE OF NURSING, THRISSUR

SELF APPRAISAL FORM

Name :

D.O.J:

Designation :

Employee Number:

Appraisal Period: From:

To:

Qualification:
Experience Teaching : Clinical :
<ol style="list-style-type: none"> 1. Any additional qualification acquired during the appraisal period. 2. Paper published 3. Paper / poster presented 4. Any other achievement

Sl.No	Performance / Activities	1	2	3	4	5
	<u>I.TEACHING</u>					
1.	A. Classroom : Prepares lesson with all requirements					
2.	Uses adequate references					
3.	Utilizes suitable AV aids					
4.	Evaluates teaching learning process					
5.	Reports the appraisal of students to Principal					
6.	Submit weekly evaluation plan to Principal					
	<u>II. B. Clinical</u>					
7	Prepare schedule for clinical teaching					
8	Supervise the students and co-ordinate with staff					
9	Evaluates performance of the students					
10	Perform University model exam					
	<u>III Managerial skill</u>					
11.	Aware about the job description					
12.	Ability to perform consistently with the target set by the organization					
13.	Willingness to accept additional responsibilities					
14.	Keen and energetic to carryout the responsibilities diligently and effectively.					
15.	Ability to perceive and forecast new ideas and strategies in planning and implementing program					
16.	Specific object utilization of resources and adherence to time schedule.					
17.	Ability to make constructive suggestions					
18.	Ability to analyze problems decisively					
19.	Ability to supervise, co-ordinate, motivate, and boost team spirit in faculty and students					
20.	Ability to communicate effectively					
21.	Approachable and available					
22.	Able to develop professionally competent students					

23.	Ability to implement the curriculum and to complete the task within the given time					
24.	Ability to understand the strength and weakness of students and faculty					
25.	Ability to work harmoniously with others					
26.	Diplomatic and tactful for achieving organizational goal.					
27.	Recognizes and encourages abilities of staff and students					
	<u>IV Professional</u>					
28.	Participates in professional meetings					
29.	Shows initiative professional organizational activities					
30.	Participates in Nursing Research independently / in team.					
31.	Contributes towards research in the department (Clinical)					
32.	Participates in various committees in the college					
33.	Participates regularly in Staff development programme					
34.	Imparts knowledge through conferences / workshops / publications					
	<u>V Personal Qualities:</u>					
35.	Obligation to accomplish the task.					
36.	Ability to adjust to any situations with flexibility					
37.	Ability to look at things objectively and from another's view point					
38.	Willingness to put the welfare of the organization ahead of self interest					
39.	Self-confidence and optimistic approach					
	<u>VI General</u>					
40.	Grooming					
41.	Competence at work					
42.	Initiative					
43.	Interpersonal					
44.	Dependability					
45.	Team Spirit					
46.	Attendance					
47.	Discipline					

Code: 1-Poor

2-Average

3- Good

4-Very Good

5-Excellent

Total Score =

Percentage =

Remarks by Head of the Institution



Signature of the Head of the Institution

Prof. Dr. RAJEE REGHUNATH
PRINCIPAL
AMALA COLLEGE OF NURSING
AMALA NAGAR P.O., THRISSUR-680 555

AMALA COLLEGE OF NURSING, THRISSUR

SELF APPRAISAL FORM (NON TEACHING STAFF)

Name:

D.O.J:

Designation:

Employee Number:

Department/section:

Appraisal Period From :

To:

Appraisal Category	Excellent 4	Good 3	Satisfactory 2	Poor 1
PROFESSIONAL COMPETENCE				
• Knowledge of rules, regulation and procedure				
• Ability to organize work and carry it out				
• Ability and willingness to take up additional load in times of exigencies				
• Ability to learn new duties				
• Capacity to supervise				
• Response to instructions and guidance of supervisor				
• Response to feedback of supervisor				
QUALITY OF WORK				
• Ability to maintain Files/Records				
• Accuracy & Speed of work				
• Neatness and tidiness of work				
• Completion of work on schedule				
• Execution of work with team spirit				
PERSONAL CHARACTERISTICS				
• Regularity				
• Punctuality				
• Interaction with colleagues and students				

Total score :

Percentage:

Remarks by Head of the Institution:



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Signature of the Head of the Institution