

Shri Vithalrao Joshi Charities Trust's

# B. K. L. WALAWALKAR RURAL MEDICAL COLLEGE



Kasarwadi, At-Post Sawarda, Taluka Chiplun,  
Dist. Ratnagiri - 415606. Maharashtra State, INDIA  
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## B.K.L.WALAWALKAR RURAL MEDICAL COLLEGE, APPRIASAL POLICY

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DEAN

B.K.L.Walawalkar Rural Medical College  
At.Kasarwadi, Post.Sawarde  
Tal.Chiplun,Dist.Ratnagiri

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### B.K.L.WALAWALKAR RURAL MEDICAL COLLEGE, APPRIASAL POLICY

#### 17. PROMOTION:

17 (1) Acquisition of minimum qualifications for the higher post will not create any right in an employee for his elevation / promotion to a higher post. Promotion of an employee from a lower post to higher post or a from a lower grade to a higher grade shall be at the discretion of the Management and will be determined on the basis of the job, and the individual's suitability for the job. This, however, does not restrict the Management's right to fill the post by an external applicant.

Temporary posting of an employee to a higher post for any reason shall by no means be considered as promotion, nor will it confer any right or claim for promotion to that post.

Promotion cannot be claimed as a matter of right. If a permanent employee is promoted to a new post, he may at any time during the probation period be reverted to his previous permanent post, if he is not found suitable for the post after giving due opportunity to him to represent his case.

Normally our own employees if otherwise suitable will be given preference for promotion.

  
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17 (2) **Performance Evaluation** – Each employee will be informed by the department head of the performance requirements of his job and position. His work will be evaluated on the basis of these requirements. Though the criteria for evaluation may be different depending on the nature of job and job titles, special attention will be given to general conduct, attendance, cost consciousness, job knowledge, initiative, organizational abilities, initiative, organizational abilities, and relationship with co-workers, superiors, outsiders, etc.

For teaching staff from medical college - Employees are reviewed on 3 points - (i) Teaching, Learning and Evaluation related activities (ii) Co-Curricular, Extension and Professional Development related activities (iii) Research Publications and Academic Contributions.

For Salary / Promotion / Additional Responsibility the key performance has to come in the area of Meeting Expected Service Levels & Operational Excellence. The Employees are

rated on the following Rating scale: Always exceeds expectation, Outstanding (5). Exceeds expectation. Very good (4) always meets expectation. Has the level of competency required for the role.

Good (3). Sometimes meets expectation. Needs occasional supervision. Average (2) Unacceptable. Needs coaching and guidance. Poor (1) as mentioned in the form.

**Parameters for Teaching staff:**

1. Personal Information
2. Teaching Assignments
3. Additional Capacity Enhancement
4. Higher Skill Training (BLS, BSS etc)
5. Teaching, Learning and Evaluation Related Activities
6. Research Contributions in projects as PI/CO-PI/ publications
7. Research Guidance
8. Training Courses/Conference/Seminar/Workshop
9. Participation in Co-curricular and other extension activities

**Parameters for Non-Teaching staff:**

1. Personal Information
2. Technical Adequacy
3. Leave Records
4. Leadership Qualities
5. Work Efficiency
6. Knowledge Level
7. Relation with superiors, colleague and society.
8. Recommendation

The departmental head must maintain a systemic record of performance evaluation in the prescribed format and submit to management annually through director/dean / at the time of possible promotion/ before the end of probation etc. It must be noted that annual increment is not automatic but is subject to satisfactory performance and behavior.

  
Director,

B.K.L. Walawalkar Rural Medical College

**Director**  
B.K.L. Walawalkar Rural Medical College,  
Sawarde, Kasarwadi. Pin - 415606

  
Dean

B.K.L. Walawalkar Rural Medical College

**DEAN**  
B.K.L. Walawalkar Rural Medical College  
At. Kasarwadi, Post. Sawarde  
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Performance Review Form

Employee Name  
Designation  
Date Of Joining  
Reviewing Person

Performance Year  
Dept.  
Work Description  
Review Date

S. No	Goals	Performance Objective (Description)	Actual Performance	Rating	Mid year Review Remarks	Corrective measures/ Change of action/ Support required	Annual Review Remarks
1	Meeting the Service standards expected						
2	Operational Excellence						
3	People Development						
Employee Comments (Wherever applicable)				Final Reviewer's comments			
<p>Reviewing Person Comments</p> <p>Salary / Promotion / Additional Responsibility Comments</p> <p>DEAN</p> <p>B.J.C.L. Waiawalkar Rural Medical College Al.Kasarwadi, Post.Sawarde Tal.Chiplun, Dist.Ratnagin</p>				<p>Salary / Promotion / Additional Responsibility Comments</p>			

**Performance Review System : Explanatory Note**

- 1] Performance review of all the employees needs to take place every 6 months ie in September & March every year before the month ends. The reviewer(s) for each position are specified in the list. A review in March should start with the discussion about the review in September earlier, so that the expected changes in Performance are checked first.
- Employees are to be reviewed on 3 points (wherever applicable)
- 1] Meeting Expected Service Levels: Standard work expected of them.
- 2] Operational Excellence: Improving results in the given area remarkably.
- 3] People Development: Activities done to develop / improve the team working with the employee.

\*For Salary / Promotion / Additional Responsibility the key performance has to come in the area of Meeting Expected Service Levels & Operational Excellence.

- 2] The Employees are to be rated on the following scale :

Rating Scale
5 Always exceeds expectation. Outstanding
4 Exceeds expectation. Very good
3 Always meets expectation. Has the level of competency required for the role. Good
2 Sometimes meets expectation. Needs occasional supervision. Average
1 Unacceptable. Needs coaching and guidance. Poor

- 3] Employee performance review would happen as a meeting between Employee & Reviewing Person (wherever applicable)
- 4] Reviewing Person will identify corrective measures for employee and support required at the end of review.



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