



TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

Phone : 044-30101111, Fax : 044-222 5555, Email: tagoremch@gmail.com



(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

Performance Appraisal Policy	Policy No. : 26
	Issue No. : 02
	No. of Page : 1-6
	Date : 05/04/2023
Next revision	2026

Policy	Employees Performance Appraisal
Objective	To have a systematic approach to appraise the performance of the employee and quantify the level of performance, which will be helpful for the purpose of employee related decisions on both monetary and non-monitory implications.
Principle(s)	Performance appraisal is a tool for monitoring employees' performance, which helps to identify the employee strengths, weakness and highlight the training needs. This appraisal system will be applicable to all the employees of Tagore Medical College and Hospital. Recruiting the right individual is not enough. Performance standards must be laid and every employee shall be guided to perform well. In order to ensure the effectiveness of performance, the appraisal must be carried out in an objective manner and with total sincerity.
Procedure with SOP	PROCESS, FORMATS AND CHECKLISTS: a. Appraisal Form Appraisal form for all the employees shall be designed taking into consideration various aspects related to the work as well as behavioral aspects. The forms are categorized as follows: a. Doctors/Teaching staff b. Executives c. Non-teaching Staff/ Trainees B. COMMUNICATION OF APPRAISAL SYSTEM All employees shall be well informed about the appraisal system and


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the modus operandi.

C. Period: Appraisal is done once in a year as decisions w.e.f.01st April

d. Authorities Involved:

Authorities	Role
Chairperson/Secretary	Final Deciding Authority
Functional Heads	Decision of final rating before approval of MS/DEAN
Concerned HOD / Respective Reporting authority	Rating
Human Resources Development	Custodian of the Policy with the facts and figure Also ensure there is an unbiased appraisal is done

APPRAISAL PROCESS

Step 1:

The Appraisal Form shall be sent to the immediate superior/head of the department by the Manager, Human Resources of the hospital by filling the necessary details

Step 2:

The Appraiser assesses the performance of the appraised by conducting an appraisal interview. During the interview the appraiser discusses with the appraised about the performance on each of the traits mentioned in the appraisal form.

Step 3: The Appraiser and Appraised agree with the ratings and sign the form. Appraiser records the records his / her comments about the appraised in terms of training needs, on the job training given, evaluation after training and available potential for growth. (This is carried on up to the level of the functional Head)


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Step 4: The Appraiser discusses with the reviewing authority (wherever applicable) and obtains his comments / recommendations with signature and sends the same to Manager Human Resources for further action.

Step 5: The Manager In charge prepares the necessary orders to be confirmed by the functional heads which is finally approved by the CEO. This is further implemented by the HRD Dept and communicated to the employee and also the monitory replications will be carried on with appropriate procedure.

ANNUAL INCREMENTS

- The quantum of increment will be decided by the Management.
- Annual Increments shall be purely granted based on performance

PROMOTION POLICY

- Promotion of an employee will purely depend upon existence of a vacancy and suitability of an employee for the higher-grade position and responsibilities thereof.
- The suitability of an employee for promotion will be decided solely by the Management.
- The promoted employee will be on probation for a period as specified in the promotion letter. If the performance of the employee is found satisfactory during and at the end of the probation period, he will be confirmed in the promoted position.
- If such performance is not found satisfactory during or at the end of probation period, the employee will be reverted to his pre-promotional salary and benefits.
- Upon promotion, the promoted employee will be granted a promotional benefit as decided by the Management.

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	<ul style="list-style-type: none">In the entire issue of promotion, the management decision will be final and binding upon all concerned. <p>CRITERIA FOR PROMOTION</p> <p>Promotion shall be strictly based on,</p> <ul style="list-style-type: none">MeritsEfficiencyPast RecordsRequisite skillSeniorityState of health of the employeesTime Keeping <p>EXTENSION OF PROBATION PERIOD</p> <p>An employees' probationary period shall be extended for a maximum period of 6 months if his or her overall rating is fair or poor. If no improvement is seen during this extension period his or her employment shall be terminated.</p> <ol style="list-style-type: none">Long Absence during Probation: In case the employee under probation doesnot report to duty in 8 days' time without prior information and permission, he will be terminated from his work.Accountability & Authority Matrix The HOD Human Resources shall be responsible for implementation.Authority: The Chairperson of the hospital will be the final approving authority for regularization's, confirmations, sanctioning of increments and promotions. <p>MODIFICATIONS TO THE POLICY</p> <p>The HR Manager and Chairperson would do the modifications to the policy, if necessary.</p>
Frequency	3 Years


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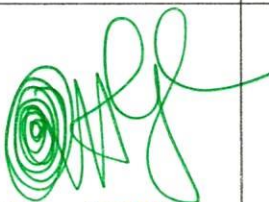

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Related/Supportive documents	Appraisal forms of teaching and non-teaching
Custodian	IQAC Coordinator

Prepared by	Verified by	Approved by
 HR	 IQAC Coordinator	 DEAN

HR MANAGER
Tagore Medical College & Hospital
Rathinamangalam, Melakottaiyur P.O.,
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