PES Institute of Medical Sciences & Research
Kuppam- 517 425, Chittoor Dist., Andhra Pradesh
Tel: 08570 - 277999, 277799, 277666
Email: principal@pesimsr.pes.edu Web: www.pesimsr.pes.edu

NAAC Criterion 6: Governance, Leadership and Management

6.3 Faculty Empowerment Strategies

6.3.5: The institution has effective welfare measures for teaching and non-teaching staff

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Additional Information

XVI. CONFIDENTIALITY:

The employees shall not divulge any information, which will prejudice the interests of the establishment. No employee is to engage in any other work or employment(s) while he/ she continue to serve as an employee at PES Hospital

XVII. CHANGE IN PERSONAL DETAILS:

In case of any change in the personal details of the employee, he/she should inform the change to HRD. The responsibility is vested with the employee to update all necessary changes in their personal file.

27. PERFORMANCE APPRAISAL SYSTEM:

Management will be conducting a performance appraisal on all the employees every year (March - April of every year) in order to evaluate the job performance of the employee. The purpose of the Appraisal system is to identify the lapses of the employee and to give appropriate training to improve the overall performance of the employee or to utilise the employees' skills/ knowledge for the overall improvement of the teams' performance. Job appraisal provides the basis for future promotions/increments identifies the strength and weakness of the employee and places him/ her accordingly.

28. WORKING DAYS, HOURS, ATTENDENCE

28-01: WORKING HOURS, DAYS

I. WORKING HOURS:

a) Working hours will vary in different departments and areas throughout the Hospital. Since the hospital functions 24 hours of the day and on seven days a week, employees may be required to work regular hours, day or

FACULTY APPRAISAL FORM

Name of the faculty :

Date of Birth : Age :

Qualification :

Recongnised / Not Recongnised :

Registration a) State :

b) No. & Date :

Department :

Designation :

Date of Joining at PES :

No of years Exp. in PES :

Previous Experience

Promotion Particulars :

Promotion : On completion of term / on basis of publication

Service Record as per MCI : Ok / Not Ok

No. of Papers Presented :

Published :

Sent for Publication :

PG Guide : Yes / No

No. of theory classes taken : UG : PG :
(From Sep'2013 to Oct'2014)

No. of Practicals/Clinics taken : UG : PG :
(From Sep'2013 to Oct'2014)

No. of Leaves taken : CL: CCL : SPCL : LWP :
(From Jan'2014 to Nov'2014)

TO BE FILLED BY THE HOD

Surgical Work / Clinical Skill :

Any Other work done : a) initiative b) Involvement C) Leadership Quality d) Assertiveness
(Additional responsibilities)

Ranking 1 To 5

1. Average
2. Above average
3. Good
4. Very Good
5. Excellent

SIGNATURE OF THE HOD

Note by the Principal/Medical Superintendent:

**SIGNATURE OF THE PRINCIPAL /
MEDICAL SUPERINTENDENT**