

## **Performance Appraisal Forms**



# Annual Performance Appraisal Report 2022-23 ( Medical Faculty ) Self Appraisal Part - A

MGUMST/HR/PA/22

Employee ID No: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Father's / Husband's Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Educational Qualification: \_\_\_\_\_

Date of Joining at MGMCH: \_\_\_\_\_

Email ID & Mobile No: \_\_\_\_\_

Name of Reporting Authority to whom you report directly ( HOD): \_\_\_\_\_

**UNIT / SPECIALITY** \_\_\_\_\_

1. Educational Qualifications acquired / pursuing during last academic year : Yes/No ; If yes  
( **Details of Course like Diploma / Fellowship/ Ph.D/Online Course / others** )

\_\_\_\_\_

\_\_\_\_\_

2. Total Teaching Experience post PG : \_\_\_\_\_ Years \_\_\_\_\_ Months

3. Awards/Medals/Recognitions/Appreciations : ( Please attach relevant attested photocopies of Certificates)

Level	Award / Medal /Recognition / Appreciation ( Institutional / Local /State / Regional /National / International)	Domain ( Teaching / Health Care/ Research/Others)
UG		
PG		
Post PG		

4. List your most significant accomplishments or contributions , during reporting period during a reporting year-
- a) Publications :
- Internationall : \_\_\_\_\_
  - National : \_\_\_\_\_
- b) Paper Presentations : \_\_\_\_\_
- c) Books / Chapters In Books : \_\_\_\_\_
- d) Any Module developed In MOOC : \_\_\_\_\_
- e) CME / Conferences (Particiapted as a: Delegate/Resource person/Reading of Research Paper OR Poster display/Chief Guest/Anyother): \_\_\_\_\_

Name of Conference	Date & Venue	Local/State/National/International/Other Level	Role

- f) Training MET / BMR : \_\_\_\_\_
- g) Any Training : \_\_\_\_\_
- h) Any Others : \_\_\_\_\_

**(Please attached photo copy of certificate)**

5. Guest Lectures / Orations delivered:

S.No	Title of Lecture / Orations	Event	Venue	Date



6. Teaching work during last academic year : ( Mention "actually taken/assigned" for below points a & b)

a) Teaching : UG Lectures \_\_\_\_\_, Clinics/Practical's \_\_\_\_\_, Tutorials \_\_\_\_\_

b) Teaching : PG Lectures \_\_\_\_\_, Clinics/Practical's \_\_\_\_\_, Journal Club/Seminar/others \_\_\_\_\_

c) Prepaton of Learning Resource Material: Yes/No ; If Yes Topic : \_\_\_\_\_

7. Clinical Care :OPD \_\_\_\_\_, OT \_\_\_\_\_ (as aaplicable), Camps attended \_\_\_\_\_ (Indicate average figure as apercentage)

8. How would you rate your performance during last academic year:

a) Indicate what % of your total time (during working hours) is generally utilized for following responsibilities / domains

b) Rate your performance on scale of 0 to 5 in following aspects of your job responsibility (during last Academic year ) :("0" being the lowest and "5"being the highest)

<b>Responsibilities / Domain</b>	<b>%</b>	<b>0-5</b>
Teaching		
Research		
Administration		
Clinical / Patient Care		

9. One Strenght/Talent/Ability which you possess and wish to be utilized for the institutional growth: \_\_\_\_\_

10. Responsibilities & activities during last academic year:( Please attach relevant proof/Certificates)

Date \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_



## Part - B

Please give assessment by rating **A to D**

Rating Scale		A- Excellent	B – Good	C -Average	D- Below Average
S. No.	Attributes	Self	Appraiser		
<b>BEHAVIOUR :</b>					
1.	<b>Punctuality</b> : Arrives in time and prepared to work at scheduled start of shift				
2.	<b>Attendance</b> : Does not demonstrate a pattern of excessive absenteeism				
3.	<b>Dicipline</b> : Attends duty in proper uniform, display Identity Card etc.				
4.	<b>Team Work</b> : Ability to work in a team, interaction and relationship with other departments/ units of hospital and staff members				
5.	<b>Communication skill:</b>	With patients			
		With staff members			
		With public			
6.	<b>Adaptability / flexibility</b> : Responds positively to change, showing willingness to learn new ways to accomplish work.				
7.	<b>Ability to work independently</b> : Independently perform assessment and tasks				
8.	<b>Cooperation</b> : attitude towards fellow workers and assist/ help them when required				
9.	<b>Problem-solving and decision-making ability</b> : Seeks constructive approaches to resolving workplace issues				
10.	<b>Time management</b> : Organize workload and prioritise taks to be undertaken				
11.	<b>Creativity</b> : Contributes new ideas / suggestions to the development of the service.				
12.	<b>Quality of work</b> : Adopts practices to improve work processes, enhance patient satisfaction and ensure excellence in daily work.				
13.	<b>Efficiency of work</b> : Accomplishes work in ways that maximize output				
<b>JOB KNOWLEDGE AND SKILL</b>					
14.	<b>Clinical Knowledge base.</b> Demonstrates adequate knowledge of basic and clinical sciences and application of knowledge to patient care				
15.	<b>Emergency skills.</b> Acts effectively and appropriately				
16.	<b>Procedural skills.</b> Performs procedures competently.				
17.	<b>Medical Records/Clinical Documentation.</b> Provides clear, comprehensive and accurate records. Applicable documentation forms are completed in a timely manner				
<b>PATIENT CARE</b>					
18.	Provides patient care that is compassionate, appropriate and effective for the promotion of health, prevention of illness, treatment of disease, to provide complete care to save the life.				
19.	Evaluation of progress of patient towards identifying expected diagnosis. Implements planned medical care or interventions to meet identified diagnosis and maintain standards of clinical practice				
<b>Academic Contribution:</b>					
20.	For continuous professional development , he /she attends various courses / seminars/ CME's etc & Utilizes own knowledge/skills to improve professional development of others.				
21.	Contribution as teacher , to raise the academic standards of students & Institution.				



## Part - C

1) Total Grades Obtain in the above listed attributes:

Grades Obtain	Total No of A	Total No of B	Total No of C	Total No of D
Number of grades obtain in attributes by Appraiser				

2) Give overall grading:

A) Excelent      B) Good      C) Average      D) Below Average

### Remarks

By Reporting Officer :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### REPORTING OFFICER

Name \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Signature \_\_\_\_\_

By Reviewing Committee Member : (I)

Increment Suggested : Yes or No

#### Review Committee Member

Name : Dr. Swati Garg

Designation : Principal & Controller, MGMCH

Signature \_\_\_\_\_

By Reviewing Committee Member : (II)

Increment Suggested : Yes or No

#### Review Committee Member

Name : Dr. G.N. Saxena

Designation : Pro President, MGUMST

Signature \_\_\_\_\_

### **Action Taken by HR Department on the Report**

- A. Training and Development
- B. Transfer / Job Rotation
- C. Letter of appreciation
- D. Counseling Oral / Written
- E. Recommended for salary increment

#### Human Resourse Department

Name : Deepti Bhansali

Designation : Director, HR, MGUMST

Signature \_\_\_\_\_



**Annual Performance Appraisal Report 2022-23  
( Nursing Staff )  
Self Appraisal  
Part - A**

MGUMST/HR/PA/22

Employee ID No: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Father's/Husband's Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Educational Qualification: \_\_\_\_\_

Date of Joining at MGMCH: \_\_\_\_\_

Experience at MGMCH: \_\_\_\_\_

Previous Experience: \_\_\_\_\_

Name of immediate supervisor: \_\_\_\_\_

**UNIT & WARD** \_\_\_\_\_

Write a brief description of your job responsibilities .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_



## Part - B

Please give assessment by rating **A to D**

Rating Scale		A- Excellent	B – Good	C -Average	D- Below Average
S. No.	Attributes	Self	Appraiser		
<b>BEHAVIOUR :</b>					
1.	<b>Punctuality</b> : Arrives in time and prepared to work at scheduled start of shift				
2.	<b>Attendance</b> : Does not demonstrate a pattern of excessive absenteeism				
3.	<b>Discipline</b> : Attends duty in proper uniform, display Identity Card etc.				
4.	<b>Team Work</b> : Ability to work in a team, interaction and relationship with other departments/ units of hospital and staff members				
5.	<b>Communication skill:</b>	With patients			
		With staff members			
		With public			
6.	<b>Ability to work independently:</b> Independently perform assessment and tasks				
7.	<b>Cooperation:</b> attitude towards fellow workers and assist/ help them when required				
8.	<b>problem-solving and decision-making ability</b> : Seeks constructive approaches to resolving workplace issues				
9.	<b>Time management</b> : Timely completion of task				
10.	<b>Quality of work:</b> Adopts practices to improve work processes, enhance customer satisfaction and ensure excellence in daily work.				
11.	<b>Efficiency of work</b> : Accomplishes work in ways that maximize output				
<b>JOB KNOWLEDGE AND SKILL</b>					
12.	Knowledge of policy , procedure and standards				
13.	Performs self assessment to provide effective patient care and performing routine task without reminder.				
14.	Explaining and educateing patient and family about medication				
15.	Proficiency in utilization of all applicable equipment/machinery				
16.	Knowledge and practice of oxygen administration, suctioning and catheterization , surgical dressing , pre operative and post operative care				
17.	Applicable documentation forms are completed in a timely manner also completes all required forms for each patient prior to leaving shift				
18.	Knowledge and practice of infection control and waste management techniques and assists in maintaining daily base cleanliness.				
19.	Completes patient documents clearly , concise and delivers to receiving facility during shift.				



## Part - C

1) Total Grades Obtain in the above listed attributes:

Grades Obtain	Total No of A	Total No of B	Total No of C	Total No of D
Number of grades obtain in attributes by Appraiser				

2) Give overall grading:

A) Excelent      B) Good      C) Average      D) Below Average

### REMARKS

By Incharge

By Chief Nursing Superintendent

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name _____
Designation _____
Signature _____

Name _____
Designation _____
Signature _____

By Reviewing Committee Member : (I)

Increment Suggested : Yes or No

#### Review Committee Member

Name : Dr. R. C. Gupta  
Designation : Medical Superintendent  
Signature \_\_\_\_\_

By Reviewing Committee Member : (II)

Increment Suggested : Yes or No

#### Review Committee Member

Name : Deepti Bhansali  
Designation : Director, HR  
Signature \_\_\_\_\_

### **Action Taken by HR Department on the Report**

- A. Training and Development
- B. Transfer / Job Rotation
- C. Letter of appreciation
- D. Counseling Oral / Written
- E. Recommended for salary increment

#### Human Resource Department

Name : Devendra Singh Solanki  
Designation : General Manager, HR  
Signature \_\_\_\_\_



**Annual Performance Appraisal Report 2022-23**  
**( Administration Staff )**  
**Self Appraisal**  
**Part - A**

MGUMST/HR/PA/22

Employee ID No: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Father's / Husband's Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Educational Qualification: \_\_\_\_\_

Date of Joining at MGMCH: \_\_\_\_\_

Experience at MGMCH: \_\_\_\_\_

Previous Experience: \_\_\_\_\_

Name of immediate HOD: \_\_\_\_\_

Write a brief description of your job responsibilities .

---

---

---

Date \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_



## Part - B

Please give assessment by rating **A to D**

Rating Scale		A- Excellent	B – Good	C -Average	D- Below Average	
S. No.	Attributes			Self	Appraiser	
<b>BEHAVIOUR :</b>						
1.	<b>Punctuality</b> : Arrives in time and prepared to work at scheduled start of shift					
2.	<b>Attendance</b> : Does not demonstrate a pattern of excessive absenteeism					
3.	<b>Discipline</b> : Attends duty in proper uniform, display Identity Card etc.					
4.	<b>Obedience</b> : Follow the instructions of his seniors					
5.	<b>Team Work</b> : Ability to work in a team, interaction and relationship with other departments/ units of hospital and staff members					
6.	<b>Communication skill</b>	With patients				
		With staff members / colleagues				
		With public				
7.	<b>Adaptability / flexibility</b> : Responds positively to change, showing willingness to learn new ways to accomplish work.					
8.	<b>Ability to work independently</b> : Ability to perform assigned task independently					
9.	<b>Cooperation</b> : attitude towards fellow workers and assist/ help them when required					
10.	<b>Problem-solving and decision-making ability</b> : Seeks constructive approaches to resolving workplace issues					
11.	<b>Time management</b> : Timely completion of task					
12.	<b>Creativity</b> : Contributes new ideas / suggestions to the development of the service.					
13.	<b>Quality of work</b> : Adopts practices to improve work processes, enhance customer satisfaction index and ensure excellence in daily work.					
<b>JOB KNOWLEDGE AND SKILL</b>						
14.	Adheres to hospital policies related to department without reminder					
15.	Plans, organizes and executes work logically and effectively					
16.	Proficiency in utilization of computers and available gadgets.					



## Part - C

1) Total Grades Obtain in the above listed attributes:

Grades Obtain	Total No of A	Total No of B	Total No of C	Total No of D
Number of grades obtain in attributes by Appraiser				

2) Give overall grading:

A) Excelent    B) Good    C) Average    D) Below Average

### REMARKS

By Reporting Officer :

\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Signature \_\_\_\_\_

By Reviewing Committee Member : (I)

Increment Suggested : Yes or No

#### Review Committee Member

Name : Dr. Arvind Vijay  
Designation : Addl. Medical Superintendent  
Signature \_\_\_\_\_

By Reviewing Committee Member : (II)

Increment Suggested : Yes or No

#### Review Committee Member

Name : Deepti Bhansali  
Designation : Director, HR  
Signature \_\_\_\_\_

### **Action Taken by HR Department on the Report**

- A. Training and Development
- B. Transfer / Job Rotation
- C. Letter of appreciation
- D. Counseling Oral / Written
- E. Recommended for salary increment

#### Human Resource Department

Name : Devendra Singh Solanki  
Designation : General Manager, HR  
Signature \_\_\_\_\_