

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

MGUMST/HR/PA/22

Employe	ee ID No:	Date:
Name o	f Employee:	
Father's	s / Husband's Name:	
Designa	ation:Department:	
Educati	onal Qualification:	
Date of	Joining at MGMCH:	
Email I	D & Mobile No:	
Name o	f Reporting Authority to whom you report directly (HOD):	
1. Educ	ational Qualifications acquired / pursuing during last acader ails of Course like Diploma / Fellowship/ Ph.D/Online Co	nic year : Yes/No ; If yes
	Teaching Experience post PG : Years Mondas/Medals/Recognitions/Appreciations : (Please attach relevant at	
Level	Award / Medal /Recognition / Appreciation (Institutional / Local /State / Regional /National / International)	Domain (Teaching / Health Care/ Research/Others)
UG		
PG		
Post PG		

	st your most sign reporting year-	nificant accomp	olishments or co	ontributions , during	g reporting period du
	Publications:				
	Internation				
	National				
e)	CME / Conferen	ices (Particiap	ted as a: Deleg	ate/Resource pers	on/Reading of Resea
	Paper OR Poste	er display/Chief	Guest/Anyothe	er):	
	Name of Conference	Date & Venue		te/National/In al/Other Level	Role
	THE STATE				
	The second second				
f)	Training MET / E	BMR :			
	Any Training				
	Any Others				
	se attached pho				
	est Lectures / Or				
. 04	cot Ecotarco / Or	ations delivere	.		
S.No	Title of Lectur	ro / Orations	Event	Venue	Date
3.140	Title of Lectur	re / Orations	Lvent	venue	Date

6.	Teaching work during last acaden	nic year : (Mer	tion "actually taken/assigned" fo	or below
	points a & b)			
	a) Teaching : UG Lectures	, Clir	ics/Practical's	
	Tutorials			
	b) Teaching : PG Lectures	,C	linics/Practical's	,
	Journal Club/Seminar/others_			
	c) Prepation of Learning Resource	e Material: Yes	/No ; If Yes Topic :	
7.	Clinical Care :OPD(Ind			
	How would you rate your performs a) Indicate what % of your total tir responsibilities / domains b) Rate your performance on scal (during last Academic year) :("	me (during wor	king hours) is generally utilized following aspects of your job resp	
	Responsibilities / Domain	%	0-5	
	Teaching			
	Research			
	Administration			
	Clinical / Patient Care			
9.	One Strenght/Talent/Ability which growth:			titutional
10	. Responsibilities & activities durin proof/Certificates)	g last academi	c year:(Please attach relevant	
Da	te		Signature of Employee	
			Name	
			Designation	

Part - B

Please give assessment by rating A to D

Ratin	g Scale A- Excellent	B – Good	C -Average	D- E	Below A	
3.		Attribute	S		Self	Appraiser
lo.						
	BEHAVIOUR:		THE REPORT OF THE PARTY			
1.	Punctuality: Arrives in	time and prepared	to work at scheduled start	of shift		
2.			tern of excessive absentee	ism		
3.	Dicipline: Attends duty	in proper uniform,	display Identity Card etc.			
4.			raction and relationship wi	th other		
	departments/ units of ho		embers			
5.		With patients				
	Communication skill:	With staff member	ers			
		With public				
6.	Adaptability / flexibility					
_	willingness to learn new	ways to accomplis	sn work.	and		
7.	tasks	naentiy: independ	detly perform assessment a	and		
8.		wards fellow work	ers and assist/ help them v	when		
9.			ability: Seeks constructive			
10.	Time management : Or	ertaken				
11.	Creativity: Contributes service.	new ideas / sugge	stions to the development	of the		
12.	Quality of work: Adopts patient satisfaction and		ove work processes, enhar in daily work.	nce		
13.	Efficiency of work : Ac	complishes work in	n ways that maximize outp	ut		
	JOB KNOWLEDGE AN	A STATE OF THE PARTY OF THE PAR				
14.	Clinical Knowledge ba clinical sciences and ap		adequate knowledge of badge to patient care	asic and		
15.	Emergency skills. Act	s effectively and a	opropriately			
16.	Procedural skills. Per					
17.			on. Provides clear, comprehentation forms are completed			
	PATIENT CARE					
18.	promotion of health, pre complete care to save the	vention of illness, ne life.	te,appropriate and effective treatment of disease,to pro	vide		
19.	Evaluation of progress of	of patient towards in edical care or interv	dentifying expected diagno ventions to meet identified al practice	osis.		
	Academic Contribution	AND RESIDENCE OF THE PARTY OF T				
20.	seminars/ CME's etc & development of others.	Utilizes own knowl	, he /she attends various c edge/skills to improve prof	essional		
21.	Contribution as teacher Institution.	, to raise the acad	emic standards of students	s &		

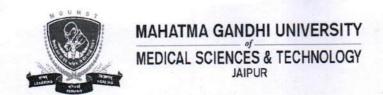
Part - C

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
Rem	arkas
By Reporting Officer:	REPORTING OFFICER
	Name Designation
	DepartmentSignature
By Reviewing Committee Member : (I)	Review Committee Member Name : Dr. Swati Garg
Increment Suggested : Yes or No	Designation: Principal & Controller, MGMCH Signature
By Reviewing Committee Member : (II)	Review Committee Member
Increment Suggested : Yes or No	Name : Dr. G.N. Saxena Designation : Pro President, MGUMST
	Signature
Action Taken by HR De	epartment on the Report

	Human Resourse Department		
A. Training and Development B. Transfer / Job Rotation	Name :	Deepti Bhansali	
C. Letter of appreciation D. Counseling Oral / Written	Designation :	Director, HR, MGUMST	
E. Recommended for salary increment	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'sName:	
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 responsibil	
Date	Signature of Employee
	Designation

Part - B

Please give assessment by rating A to D

rtaing	Rating Scale A- Excellent B – Good C -Average D- Bel				Calf	Annuaias
S. No.		Attribut	tes		Self	Appraise
	BEHAVIOUR:					
1.	Punctuality : Arrives in t shift	ime and prepa	red to work at schedule	ed start of		
2.	Attendance : Does not o	senteeism				
3.	Discipline : Attends duty	in proper unif	orm, display Identity Ca	ard etc.		
4.	Team Work: Ability to wo other departments/ units					
		With patients				
5.	Communication skill:	With staff me	embers			
		With public				
6.	Ability to work independently: Independetly perform assessment and tasks					
7.	Cooperation: attitude towards fellow workers and assist/ help them when required					
8.	problem-solving and decision-making ability: Seeks constructive approaches to resolving workplace issues					
9.	Time management : Timely completion of task					
10.	Quality of work: Adopts customer satisfaction and					
11.	Efficiency of work : Acc	complishes wo	rk in ways that maximiz	ze output		
	JOB KNOWLEDGE AN	SKILL				
12.	Knowledge of policy, pr	ocedure and s	tandards			
13.	Performs self assessment performing routine task v			nd		
14.	Explaining and educatein					
15.	Proficiency in utilization	of all applicable	e equipment/machinery			
16.	Knowledge and practice catheterization, surgical	of oxygen adn dressing, pre	ninistration, suctioning operative and post operative	and erative care		
17.	Applicable documentation completes all required for					
18.	Knowledge and practice techniques and assists in	of infection con maintaining of	entrol and waste manag daily base cleanliness.	ement		
19.	Completes patient docur facility during shift.	ments clearly,	concise and delivers to	receiving		

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) A	verage D) Below Average
	REMARKS
By Incharge	By Chief Nursing Superintendent
Name	Name
Designation	Designation
Signature	Signature
By Reviewing Committee Member : (I)	Review Committee Member
Increment Suggested : Yes or No	Name : Dr. R. C. Gupta Designation : Medical Superintendent Signature
By Reviewing Committee Member : (II)	Review Committee Member
Increment Suggested : Yes or No	Name : Deepti Bhansali Designation : Director, HR

Action Taken by HR Department on the Report

Signature_

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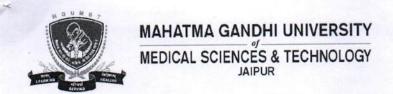
- B. Transfer / Job Rotation
- C. Letter of appreciation
- D. Counseling Oral / Written
- E. Recommended for salary increment

Human Resourse 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:	
Privious Experience:	
Name of immediate HOD:	
Write a brief description of your job re	esponsibilities .
Date	Signature of Employee
	Name
	Designation

Part - B

Please give assessment by rating A to D

Raung	Scale A- Excellent	B – Good	C -Average	D- Below	Average
S. No.		Attribut	tes	Self	Appraiser
	BEHAVIOUR:				
1.	Punctuality : Arrives in shift	time and prepa	red to work at scheduled sta	art of	
2.	Attendance : Does not	demonstrate a p	pattern of excessive absent	eeism	
3.	Discipline : Attends dut	y in proper unifo	orm, display Identity Card e	tc.	
4.	Obedience : Follow the	insturctions of I	his seniors		
5.	Team Work: Ability to work in a team, interaction and relationship with other departments/ units of hospital and staff members				
6.	Marie III agent ingen i di	With patients			
	Communication skill	With staff men	nbers / colleques		
		With public			
7.	Adaptability / flexibility: Responds positively to change, showing willingness to learn new ways to accomplish work.				
8.	Ability to work independently: Ability to perform assigned task independently				
9.	Cooperation: attitude towards fellow workers and assist/ help them when required				
10.	Problem-solving and decision-making ability : Seeks constructive approaches to resolving workplace issues				
11.	Time management : Timely completion of task				
12.	Creativity: Contributes new ideas / suggestions to the development of the service.				
13.	Quality of work: Adopts practices to improve work processes, enhance customer satisfaction index and ensure excellence in daily work.				
	JOB KNOWLEDGE AN				
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	Review Committee Member
Increment Suggested : Yes or	No Name : Dr. Arvind Vijay Designation : Addl. Medical Superintendent Signature
By Reviewing Committee Member	Review Committee Member
Increment Suggested : Yes or	No Designation : Director, HR

Action Taken by HR Department on the Report

Signature

A.	Training	and	Deve	lopment	

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

	Н	luman	Resourse	Departmen
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Name : Devendra Singh Solanki

Designation: General Manager, HR

Signature____