



# KMCT AYURVEDA MEDICAL COLLEGE

Approved by NCISM and Affiliated to Kerala University of Health Sciences

## TO WHOM SO EVER IT MAY CONCERN

This is to certify that the information in the attached documents is verified by me and is true to the best of my knowledge



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PRINCIPAL  
K.M.C.T. AYURVEDA  
MEDICAL COLLEGE

Manassery PO, Mukkam, 673602, Kozhikode, Kerala  
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### PERFORMANCE APPRAISAL



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At KMCT Ayurveda Medical College, our performance appraisal system aims to recognize and develop the strengths of our staff while addressing areas for improvement. This process is conducted annually, combining qualitative and quantitative assessments. Goals are set at the beginning of each academic year, with progress reviewed midway and achievements evaluated at year-end.

Our appraisal system categorizes employees based on their performance, with targeted training provided to those scoring below average. For teaching staff, evaluation criteria include research projects, publications, adherence to codes of conduct, and interpersonal relationships.

### Evaluation parameters:

- Teaching - 20%
- Mentoring ability -15%
- Research Project & Publication -15%
- Assigned duties other than Teaching - 15%
- Annual Confidential Report (Evaluation report of Principal, HODs, Collegues)- 15%
- Feedback (student, parents & other stake holders) -10%
- Disciplinary measures -10%
- Self appraisal – 5%



*Principa*  
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The performance appraisal of non-teaching staff is crucial for the efficient operation of our institution. This includes paramedical, technical, housekeeping, and administrative personnel. Each staff member undergoes an annual appraisal, overseen by the Principal.

Appraisal criteria focus on work efficiency, accountability, record-keeping skills, interpersonal relationships, and customer care management. Employees are categorized based on their performance, with additional training provided to those scoring below average.

The overall appraisal guides administrative decisions on regularization, promotions, and increments. It also helps staff members identify their strengths, weaknesses, and potential areas for future development.

### Evaluation Parameters

- Working efficiency-20%
- Ability to take responsibility -20%
- Record Keeping-20%
- Feedback -20%
- Confidential annual report- 20%



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