



DR. M. L. DHAWALE MEMORIAL
HOMOEOPATHIC INSTITUTE

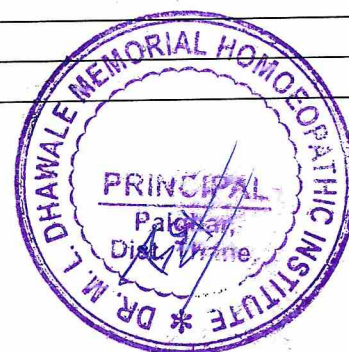
Opp. S.T. Workshop, Palghar-Boisar Road, Palghar 401 404. • Tel : 02525-256932/33 •

Fax : 02525-257019

(Recognized by the Central council of Homoeopathy, New Delhi and
Maharashtra University of Health Sciences, Nashik)

PERFORMANCE APPRAISAL FORM (TEACHING STAFF)- YEAR 2022

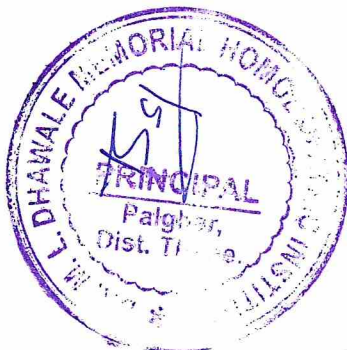
NAME	
AGE	
GENDER	
DESIGNATION	
DEPARTMENT	
Period of Report – annual	
Attendance (submit attendance certificate or any other proof of justify – academic leaves)	No. of Academic Leaves- No. of Personal Leaves- No. of Sick Leaves- Leaves remaining-
ACADEMIC WORK	
No. of Sessions supervised	
No. of students guided – MD	
No. of students guided – PhD	
No. of Synopsis guided – MD	
No. of Synopsis guided – PhD	
No. of Dissertations guided	
Outcome (Students passed)	
No. of seminar/ workshop/ symposium attended – institutional / outside (give details)	
No. of Seminar / workshop/ symposium attended as – participant / resource person	
No. of Research activities undertaken	
No. of paper presentation done	
No. of Paper/ Article/ Book Publication	



CLINICAL WORK	
No. of new cases seen in assigned OPD(General / Special) – specify	
No. of follow ups seen in OPD	
No. of patients admitted in IPD – as consultant / Junior Consultant / Medical officer	
No. of camps attended – in-house/ periphery	
QUALITATIVE ASSESSMENT	
Relations with colleagues	
General Intelligence	
Administrative ability including judgement, initiative and drive	
Special Attitude	
Integrity and Character	
Fitness for promotion	
State of Health	
Fitness for Field Work	
General Assessment	
Grading A+ (Outstanding), A (Very Good) B+ (Positively Good), B (Good) B- (Average), C (Below Average)	

Sign of Employee

Sign of HOD



PRINCIPAL

DR. BIPIN S. JAIN

M.D. (Hom.), MBA (Ed. Mgt.)

Dr.M.L Dhawale Trust's Rural Homoeopathic Hospital Palghar
CONFIDENTIAL

ANNUAL SELF APPRAISAL FORM FOR THE YEAR ENDED MARCH 2022

PART I (To be filled by Accounts Office)

Employee No.		Date of Birth	
Name		Date of Joining	
Dept & Location		Designation	
Qualification		Basic Salary on 31st March 2018	
No. of working days available		Days present	
Punctuality		Late Markings	
Leave availed	PL= CL= SL= NBL=	LWP= SLOP = Unauthorised = Absence	Special SL= Suspension=

PART II

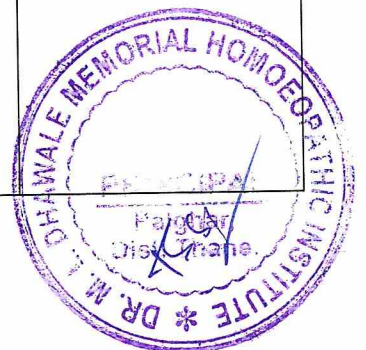
Evaluation by self (E) and by the Immediate Superior (S)

Instructions: Please tick against appropriate rating, first by employee and second by immediate supervisor. Factors are listed with corresponding weightage @ 25% for attendance, 35% for knowledge & quality of work, 25% for commitment and dependability at work and 15% for learning & initiative at work.

Ratings : A = Excellent B = Good C = Average D = Poor

Specific remarks, if any, should be in the outstanding contribution clause at the bottom of this form.

S. No.	FACTORS	Employee	Supervisor
1	<p><u>Attendance</u> Whether the employee is regular and punctual in his attendance. Excellent = 280 or more days present and on time Good = 275 or more days present. Average = 270 or more days present and on time Poor = Less than 269 days present and more than 3 months late mark deductions.</p>		



S. No.	<u>FACTORS</u>	Employee	Supervisor
2	<u>Knowledge & Quality of work. (soft spoken and courteous)</u> Understanding of all phases of work and related matters and giving desired output. Consider output, volume and quality of work done and use of working time.		
3	<u>Commitment to duty and Dependability at work</u> Whether there is a steadfast application to work in hand and work begins promptly at the start of the day and is carried out without unnecessarily wasting time and loitering. Whether the employee is dependable.		
4	<u>Learning & initiative at work</u> Learning and taking initiative, resourcefulness, independent thinking and attention and application of job requirement.		

Disciplinary action, if any:

OVERALL RATING: E _____ S _____

Mention any outstanding contribution / achievement by the employee during the Period,

Signature of employee

Signature of immediate superior

Date:

Name & designation

