

NAME OF THE INSTITUTION : D.A.PANDU MEMORIAL R.V. DENTAL COLLEGE

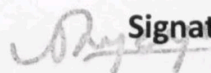
**PART-I**

**SELF APPRAISAL OF TEACHING STAFF FOR THE ACADEMIC YEAR  
FROM 1<sup>st</sup> April 2019 TO 31<sup>st</sup> March 2020**

1	Name of the Staff:	
2	Qualification:	
3	Post held during the Assessment Period and indicate if any Promotions during this period:	
4	Date of Birth & Age:	
5	Date of Entry into service:	
6	Qualification acquired, Seminars/training attended, Papers presented, if any, during the period. (Details to be enclosed)	
7	Special Assignments/Achievements during the period. (Details to be enclosed)	
8	Disciplinary Proceedings/Absence without Leave, if any, details to be furnished.	
9	Factors that facilitated or hindered the performance to be given in detail.	
10	Briefly give details of your contribution to your department.	
11	Briefly give details of your contribution in development of the Institution.	
12	Would you like to share any Areas of Improvement for the Department & the Institution:	

**NOTE:** (1) Column's which are "Not Applicable" may be indicated so by the Faculty.  
(2) Additional reports can be enclosed as Annexures to the Appraisal Form.

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

 **Signature of the Employee**

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NAME OF THE INSTITUTION : D.A.PANDU MEMORIAL R.V. DENTAL COLLEGE

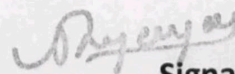
**PART-I**

**SELF APPRAISAL OF NON-TEACHING STAFF FOR THE ACADEMIC YEAR  
FROM 1<sup>st</sup> April 2019 TO 31st March 2020**

1	Name:	
2	Qualification:	
3	Post held during the period:	
4	Date of Birth & Age:	
5	Qualification acquired and training undergone, if any, during the period:	
6	Date of Entry into service:	
7	Duties discharged during the period ( Details to be furnished )	
8	Disciplinary Proceedings/Absence without leave, if any, details to be furnished	
9	Special duties entrusted, if any, during the period. Whether discharged?	
10	Significant Achievements if any:	
11	Would you like to share any Areas of Improvement for the Department & the Institution:	

**NOTE:** (1) Column's which are "Not Applicable" may be indicated so by the staff.  
(2) Additional reports can be enclosed as Annexures to the Appraisal Form.

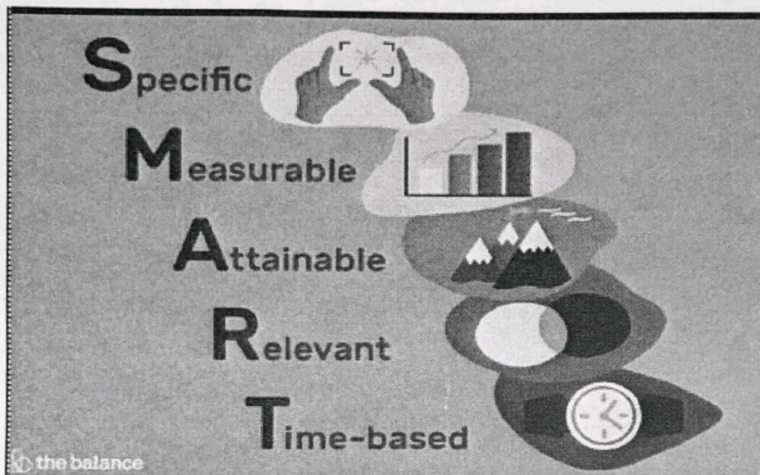
**Date:**

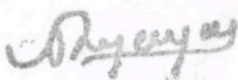


**Signature of the Employee**

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## Goal Management User Manual



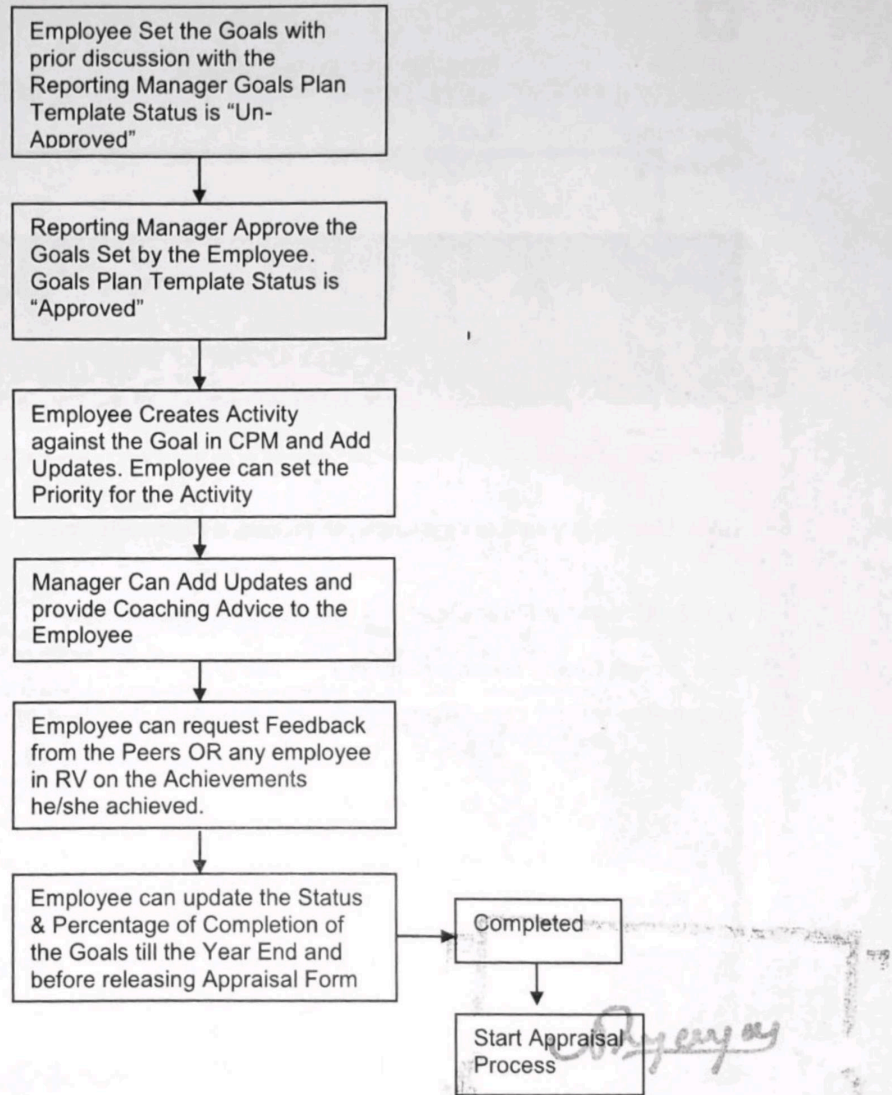


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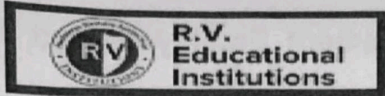
**Goal Management Process Flow**

**Goal Management Flow Chart:**

Below is a flow diagram that shows the Goal Setting Process in general.



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## Goal Management Employee Hand Book

### Create a New Goal

Choose what type of goal to add.

#### + Personal Goal

Personal Goals allow you to make up your own goal and assign any metrics you want.

#### + Library Goal

Library Goals are selected from an organized library with suggested metrics.

Expand "Library Goal" to select the Goal from Goal Library

Select Goal from the Library

Select goal to add from the library. Click the icon to expand categories. You will be able to modify the goal in the next step.

> RVCP Goals

∨ RVDC Goals

<input type="checkbox"/> Annual plan for chosen domain (academic/research) (timeliness and adherence)	Plan vs actual time of submission and quality of submission
<input checked="" type="checkbox"/> Classroom time saving due to blended learning outputs (hours)	Number of hours saved
<input type="checkbox"/> Contribution to faculty development programs	number of initiatives
<input type="checkbox"/> Coverage of UG - PG students & Doctoral scholars	Number of students and scholars
<input type="checkbox"/> Coverage of faculty (percentage) in research projects & Collective Royalties received	Amount
<input type="checkbox"/> Coverage of identified thrust areas for research (Target Vs. Actual)	Coverage of identified thrust areas for research (Target Vs. Actual)

Select the Goal from the list of Goals mapped to your Institution and click on "Add Selected".

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Maximum weightage of each Goal is 40%



Minimum Number Of Goals are 3 and Maximum Number of Goals are 20



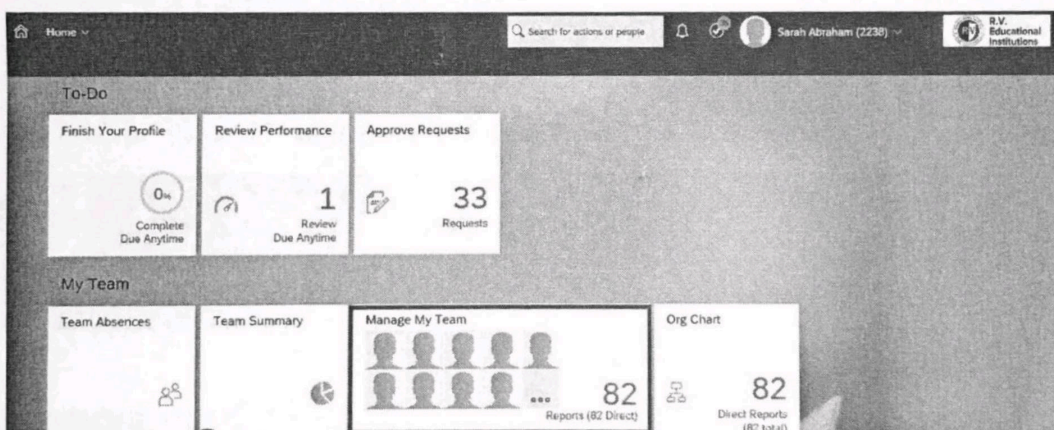
Select "Personal Goal" if you want to define your own Goal.

## 1.2 Manager Approve Goals

### 1.2.1. Manager Login with his/her User ID & Password and clicks on Goals Tab



URL Link <https://hcm10preview.sapsf.com>  
 Company Id rashtreeyaT1  
 User Name XXXX  
 Password XXXXXXXX



The screenshot shows a user interface with a top navigation bar containing a search bar, user profile (Sarah Abraham (2238)), and the R.V. Educational Institutions logo. Below the navigation bar, there are two main sections: "To-Do" and "My Team".

**To-Do Section:**

- Finish Your Profile:** 0% Complete, Due Anytime.
- Review Performance:** 1 Review, Due Anytime.
- Approve Requests:** 33 Requests.

**My Team Section:**

- Team Absences:** (Icon of two people)
- Team Summary:** (Pie chart icon)
- Manage My Team:** 82 Reports (82 Direct).
- Org Chart:** 82 Direct Reports (82 total).

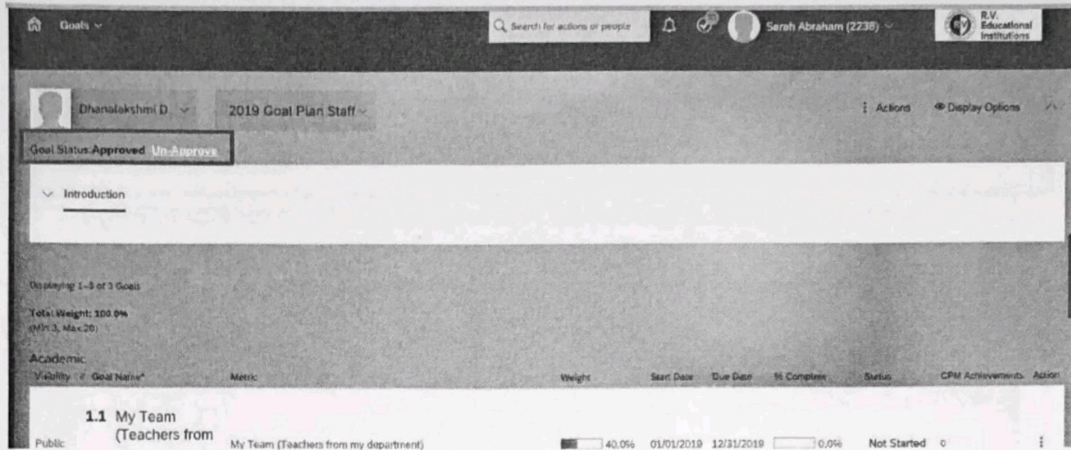
### 1.2.2. Manage My Team

Manager clicks on "Manage My Team" to select the respective employee and click on "Take Action" tab  
 Select "Goal Plan"

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*Sreeya*

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Goals

Search for actions or people

Sarah Abraham (2238)

R.V. Educational Institutions

Dhanalakshmi D. 2019 Goal Plan Staff

Actions Display Options

Goal Status: Approved Un-Approved

Introduction


Displaying 1-9 of 3 Goals


Total Weight: 100.0%


(M:3, Max:20)

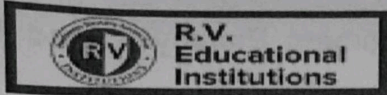
Academic

Goal Name*	Metric	Weight	Start Date	Due Date	% Complete	Status	CPM Achievements	Action
1.1 My Team (Teachers from	My Team (Teachers from my department)	40.0%	01/01/2019	12/31/2019	0.0%	Not Started		

 Managers can also Add, Delete and Edit Goals

 Once Manager Approves the Goals of an employee the Goal Plan Template will be locked.

 Two fields "% of Complete" and "Status" will be open even in the locked status so that employee can update till PMGM Admin launches Appraisal Form at the Year End.



## Goal Management Employee Hand Book

### New Activity

**\*Activity Name**  
New Learning Methods

**\*Status**  
High Priority

**Goals**  
Performance Goal  
Teaching strategy (Innovation methods)

Save Cancel

Enter Activity Name, Status and Linked to the Goals the Activity it belongs.  
Click on "Save" Tab.

Dhanalakshmi D

ACTIVITIES   ACHIEVEMENTS   FEEDBACK

< July 23, 2019 > Capture Meeting

ACTIVITIES  
Please review your activities + Add Activity

New Learning Methods High Priority

Add an update

Employee can convey the Manager the importance of Activity by setting the Priorities under Status Tab.

### 2.1.3. Add an Update

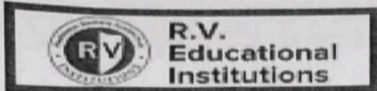
Employee can Add an Update to the Activity

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11





Manager Add an Update

- Dhanalakshmi D Primary Teacher
- G Hemalatha Venkatesh Primary Teacher
- Geetha P V Primary Teacher
- Girija R Helper
- Girjamma . Helper
- Gowri Gopinath Librarian

Dhanalakshmi D Primary Teacher

ACTIVITIES    ACHIEVEMENTS    FEEDBACK

< July 23, 2019 > Capture Meeting

ACTIVITIES + Add Activity

Please review Dhanalakshmi's activities

New Learning Methods High Priority

- Dhanalakshmi D Conducting Online Classes today
- Sarah Abraham Schedule in the Morning Hours today

2.1.5. Manager Add Coaching

- Dhanalakshmi D Primary Teacher
- G Hemalatha Venkatesh Primary Teacher
- Geetha P V Primary Teacher
- Girija R Helper
- Girjamma . Helper
- Gowri Gopinath Librarian

Sarah Abraham Schedule in the Morning Hours today

Other Topics + Add Topic

Add other topics to discuss during your next 1:1

Please click "+ Add Topic" to add topics.

Coaching

Provide Feedback for Dhanalakshmi


One thing Dhanalakshmi did well:

One thing Dhanalakshmi needs to improve upon:

Manager can Advise Employee on the Update provided by the Employee against the Activity.

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**2.1.7. Employee Request Feedback On Achievement**

 **Dhanalakshmi D**

ACTIVITIES   ACHIEVEMENTS   **FEEDBACK**

---

**By Name**   **By Date**   **+** Add Achievement

July 2017

**New Learning Methods**   **Request Feedback**

Edit Achievement  
Delete

Employee can Request Feedback from Peers, Subordinates and Superiors OR anyone who works along with him/her from the Organization on the Achievement he/she created against to the Activity.

**Request Feedback**

Once this request is responded to, only you will have access to the feedback message until you decide to make it visible to others

\*From

\*Message

Since we have worked together on New Learning Methods, I'd like to get your feedback. Could you please let me know what you think I did well and provide one constructive suggestion on what I could do better in the future?

Best regards,  
Dhanalakshmi D

**Send**

**Cancel**

Enter Employee Numbers in the From Column and Enter

Feedback Requests ✕

**Dhanalakshmi D:** Since we have worked together on New Learning Methods, I'd like to get your feedback. Could you please let me know what ... MORE

July 23, 2019

Provide Feedback

Decline

Click on Provide Feedback

<
Provide Feedback
✕

**Dhanalakshmi D**

Since we have worked together on New Learning Methods, I'd like to get your feedback. Could you please let me know what you think I did well and provide one constructive suggestion on what I could do better in the future?

Best regards,  
Dhanalakshmi D

i The feedback you provide will be visible to Dhanalakshmi D

**\*Feedback**

Nice Classes Helps Weaker Students

Cancel

Send

Enter Feedback and click on "Send" to send the Feedback to the Requestor

Employee can also Decline the Feedback from the Original Requestor

Employee Screen

**Dhanalakshmi D**

ACTIVITIES
ACHIEVEMENTS
FEEDBACK

Request Feedback
View Feedback Requests
Give Feedback

July 2019

**Sujatha C**

Nice Classes Helps Weaker Students

July 23, 2019

Linked Visible to my manager

Delete

Employee has option to delete the Feedback

Employee has option to make Feedback visible to his/her Manager

## Feedback Requests

**Dhanalakshmi D:** Since we have worked together on New Learning Methods, I'd like to get your feedback. Could you please let me know what ... MORE  
July 23, 2019

**Provide Feedback** **Decline**

Click on Provide Feedback

### Provide Feedback


**Dhanalakshmi D**  
Since we have worked together on New Learning Methods, I'd like to get your feedback. Could you please let me know what you think I did well and provide one constructive suggestion on what I could do better in the future?  
Best regards,  
Dhanalakshmi D

*i* The feedback you provide will be visible to Dhanalakshmi D

\*Feedback  
Nice Classes Helps Weaker Students

**Cancel** **Send**

Enter Feedback and click on "Send" to send the Feedback to the Requestor

 Employee can also Decline the Feedback from the Original Requestor

Employee Screen


**Dhanalakshmi D**


ACTIVITIES   ACHIEVEMENTS   FEEDBACK

Request Feedback   View Feedback Requests   Give Feedback

July 2019

**Sujatha C**  
Nice Classes Helps Weaker Students  
July 23, 2019  
Linked  Visible to my manager **Delete**

 Employee has option to delete the Feedback

 Employee has option to make Feedback visible to his/her Manager

## Sumamry & Instruction

### Section 1: Appraisal cycle

**PRISM/Appraisal cycle consists of following phases**

Phase 1: Goal setting by the employee
Phase 2: Goal approval by Manager
Phase 3: Continious performance management
Phase 4: Self appraisal
Phase 5: Manager/Reviewer appraisal

The document give details of Goal setting for Hols, Dean and other designations.


Goal are of 2 category, mandatory goal and variable goals. Section 2 gives mandatory goals and section 3 gives variable goals. Each goal will have a weightage. Total weightage of all goals has to be 100. Weightage for mandatory goals is already defined in the section 2, weightage for variable goal can be seleted as per the relevance.  
Note: For variable goals, it is preferable to keep minimum weightage of 10% for each goal

**Section 2: Mandatory Goals**

**Section 3: Variable goals (Applicable for Hols only)**

**Section 4: Instruction for goal setting**

**Instruction for goal setting**  
Goals are to be created under the Personal Goal option (copy from the section 2 to create the same)  
Note: 1. Manual for Goal setting also attached for your reference  
2. Once Goals are set kindly inform the HR Team, to take it further

  
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