

MEGHNA INSTITUTE OF DENTAL SCIENCES  
MALLARAM (V) , NIZAMABAD.

SELF APPRAISAL FORM FOR THE MONTH OF

	NAME OF THE FACULTY	
	DESIGNATION	
	DEPARTMENT	

1.	No. of Classes taken	
2.	No. of Discussions done	
3.	No. of Cases done	
4.	No. of Seminars attended	
5.	No. of Cases guided	
6.	No. of Leaves taken in the month	
7.	No. of Conferences / Convention attended	
8.	No. of Workshops / CDE programs	
9.	No. of Publication done in the month	
10.	No. of Inspections / As a External examiner in the month	

Name & Signature of Staff Member

*Prasanna*  
**PRINCIPAL**  
Meghna Institute of Dental Sciences  
MALLARAM (V), NIZAMABAD

MEGHNA INSTITUTE OF DENTAL SCIENCES  
MALALRAM (V), NIZAMABAD

SELF APPRAISAL FORM FOR THE MONTH OF JANUARY '18

NAME OF THE FACULTY	Dr. K. Anurag NATH
DESIGNATION	Professor.
DEPARTMENT	oral & maxillofacial surgery

1.	No. of Classes taken	- 2 -
2.	No. of Discussions done	- 8 -
3.	No. of Cases done	major - minor - 1
4.	No. of Seminars attended	seminar - 1 - workshop presentations - 4
5.	No. of Cases guided	14
6.	No. of Leaves taken in the month	-
7.	No. of Conferences / Conventions attended	-
8.	No. of Workshops / CDE programs	organised BLS workshop on 29, 30 Jan & defended
9.	No. of Publications done in the month	-
10.	No. of Inspections / As a External examiner in the month	-

Pratap  
22/1/18

Name & Signature of Staff Member

(Dr. K. Anurag NATH)

Pratap

PRINCIPAL  
Meghna Institute of Dental Sciences  
MALLARAM (V), NIZAMABAD



MEGHNA INSTITUTE OF DENTAL SCIENCES  
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SELF APPRAISAL FORM FOR THE MONTH OF JANUARY

NAME OF THE FACULTY	DR. M. SURESH KOMAR
DESIGNATION	PROF & HOD
DEPARTMENT	OMFS

1.	No. of Classes taken	1
2.	No. of Discussions done	8
3.	No. of Cases done	Major - 1 Minor - 5
4.	No. of Seminars attended	Seminar - 1 Workshop presentation - 4
5.	No. of Cases guided	4
6.	No. of Leaves taken in the month	—
7.	No. of Conferences / Conventions attended	—
8.	No. of Workshops / CDE programs	Organized work shop on Medweld Emergency & BLS
9.	No. of Publications done in the month	—
10.	No. of Inspections / As a External examiner in the month	—

*Pratap*

*[Signature]*  
Name & Signature of Staff Member

*Pratap*  
**PRINCIPAL**  
Meghna Institute of Dental Sciences  
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MEGHNA INSTITUTE OF DENTAL SCIENCES  
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SELF APPRAISAL FORM FOR THE MONTH OF January

NAME OF THE FACULTY	Dr. Saichand
DESIGNATION	Sr. Lecturer
DEPARTMENT	oral and maxillofacial surgery

1.	No. of Classes taken	2
2.	No. of Discussions done	8
3.	No. of Cases done	4
4.	No. of Seminars attended	4- PG work shop presentations
5.	No. of Cases guided	8
6.	No. of Leaves taken in the month	—
7.	No. of Conferences / Conventions attended	—
8.	No. of Workshops / CDE programs	BLS programme.
9.	No. of Publications done in the month	—
10.	No. of Inspections / As a External examiner in the month	—

*Pratap P. D.*

Name & Signature of Staff Member

*(Dr. Saichand)*

*Pratap P. D.*  
**PRINCIPAL**  
Meghna Institute of Dental Sciences  
MALLARAM (V), NIZAMABAD

MEGHNA INSTITUTE OF DENTAL SCIENCES  
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SELF APPRAISAL FORM FOR THE MONTH OF January - 2018

NAME OF THE FACULTY	N. Abhishek Reddy
DESIGNATION	Senior Lecturer
DEPARTMENT	Oral & Maxillofacial Surgery

1.	No. of Classes taken	3
2.	No. of Discussions done	8
3.	No. of Cases done	Minor - 4 cases.
4.	No. of Seminars attended	4 - PG workshop presentations
5.	No. of Cases guided	10
6.	No. of Leaves taken in the month	2
7.	No. of Conferences / Conventions attended	—
8.	No. of Workshops / CDE programs	Workshop on Basic Life Support programme (organised)
9.	No. of Publications done in the month	—
10.	No. of Inspections / As a External examiner in the month	—

*Pratap A*

Name & Signature of Staff Member

Dr. Abhishek Reddy

*Pratap A*  
**PRINCIPAL**  
Meghna Institute of Dental Sciences  
MALLARAM (V), NIZAMABAD



**Performance Appraisal Form for Non-Teaching Staff**  
**2021-2022**

1. Name of the Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Date of Retirement :
6. Qualification :
7. Details of Current Responsibilities :

**I. PROFESSIONAL COMPETENCE**

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?					

**II. PERFORMANCE**

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					

*Principal*  
**PRINCIPAL**  
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6	Diligence and sense of responsibility					
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### III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

### IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

### V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
3	Rapport with the public when you interact with them?					

### VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
3	Responsibility towards your tasks/ areas of management assigned to?					

#### Declaration

I hereby declare that the information provided is true to the best of my knowledge.

*Principal*  
**PRINCIPAL**  
 Meghna Institute of Dental Sciences  
 MALLARAM (V), NIZAMABAD

Place:-

Date:-

Name and Signature of the non teaching staff

**Countersigned by the Head of the Institution**

*Prasanna*  
**PRINCIPAL**  
Meghna Institute of Dental Sciences  
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