



Standard Operating Procedures of Performance Appraisal System

Purpose

An impartial and confidential performance review of all Teaching and Non-teaching staff to review the performance of the last year, give and receive feedback, clarify job duties, explain management's expectations, and set goals for the coming year.

To provide platform to all the employees to express his/her opinions about the employment relationship.

Essential Elements

1. Completion of self-evaluation process by Employees

This gives the reflection of last year's accomplishments and assess their own performance.

2. Completion of initial evaluation by Departmental Head

Respective HoDs review the performance of their staff to see, if the employee's goals and objectives were met as per prescribed proforma.

3. Review of Performance Evaluation Forms by HR

During this step HR reviews all scores and comments of all staff in the institute. If changes need to be made they are completed at this stage.

4. Review of Performance by Principal / Dean

Finally, the performance is reviewed by Principal / Dean and final remarks are given. If required Dean can call the respective employee, in case of any query, for one-to-one discussion.

Marks & Gradings

An employee is evaluated based on how well he/she has met the known expectations of his / her position. Marks for specific criteria of assessment are allotted in full (not in decimals) in between 5 to 25 based on marks allotted to nature of activity. Final average marks are calculated. Based on the total marks obtained, the employees are graded as follows:

Grade A - Employees Scoring 226 and above – Outstanding Performance

Grade B - Employees Scoring 180 to 225 – Good Performance

Grade C - Employees Scoring 150 to 179 – Above Average Performance

Grade D - Employees Scoring below 150 – Below Average Performance

Further the additional comments by the employee himself / HoD / Principal / Dean are also taken into consideration to calculate overall grading.

Based on the grading and final remarks, the decision regarding whether or not the annual increment / promotion / chance to improve the performance / continuation of job is taken collectively by HR department, HoD and Principal / Dean.

Grievance

If the employee disagrees with the evaluation, he/she is free to discuss his/her concerns with the higher authority (HoD, HR Department, Principal / Dean).

ANNUAL PERFORMANCE APPRAISAL FORM TEACHING STAFF

(Period of Appraisal : From _____ To _____)

EMPLOYEE DETAILS:

Name of the Faculty	:	
Department	:	
Designation	:	
Date of Joining the Institute	:	
Gross Salary	:	
Mobile No.	:	
E-mail ID	:	

GUIDELINES:

- The period of evaluation shall be June to May.
- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- The faculty must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is HoD and the Reviewing Authority (RA) is The Head of Institution (Principal/ Director/ Dean).
- Appraisal Committee for HoD: Evaluating Authority (EA) is The Head of Institution (Principal/ Director/ Dean) and the Reviewing Authority (RA) is The Executive Director (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance

RECORDS OF ABSENCE (TO BE FILLED BY THE HR)

Sr. No.	Type of Leave	No. of Leaves Availed		Signature of HR with Date
		Term I Jan-Jun	Term II Jul-Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Office Duty (OD)			
4	Maternity Leave (MTL)(if applicable)			
5	Leave without Pay (LWP)			
6	Earned Leaves (EL) (if Applicable)			
7	Special Leave (SL)			

CATEGORY – I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
a.	No. of Lectures / contact hours undertaken during the year (100% compliance = 25) No. of Lectures allotted : _____ No. of Lectures conducted : _____	25			
b.	No. of Practicals / Clinics (100% compliance = 25) No. of activities allotted : _____ No. of activities conducted : _____	25			
c.	No. of Tutorials / Seminars / Other teaching activities (100% compliance = 10) No. of activities allotted : _____ No. of activities conducted : _____	10			
d.	Examination duties (at Institution level) (Question paper setting, invigilation, conducting practical examinations, evaluation of answer scripts) as per allotment (5 Marks for each activity)	20			
e.	Examination duties (at University Level) (Question paper setting, invigilation, conducting practical examinations, evaluation of answer scripts) as per allotment (5 Marks for each activity)	20			
Total score		100			
Minimum API score required		50			

Signature of Faculty

Verified by HOD

CATEGORY – II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES

Sr. No.	Nature of Activity	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
a.	Proficiency Training obtained (Training in Medical Education Technology / subject specific hands on training courses) (10 Marks for each activity)	20			
b.	Professional development activities such as participation in seminar / conferences / Workshops (5 Marks for each activity)	15			
c.	Invited talks / lectures in refresher / faculty development courses / workshops / seminars / conferences (5 Marks for each activity)	10			
d.	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events) (ii) Other co-curricular activities (Cultural, sports, NSS, NCC, etc.) (iii) Extension and dissemination activities (public lectures / talks / field visits, etc). (5 Marks for each activity)	15			
e.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (i) Administrative responsibility (including as dean /Principal/chairperson/convener/ teacher in-charge/similar other duties that require regular office hours for its discharge) (5 Marks) (i) Participation in board of studies, Academic and Administrative Committees. (5 Marks)	10			
Total of (II)		70			
Minimum Score required		35			

Signature of Faculty

Verified by HOD

CATEGORY – III: RESEARCH & ACADEMIC CONTRIBUTIONS

Sr. No.	Nature of Activity	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
1.	Research Publications (Journals) i. International journals (indexed in PubMed / Scopus / Web of Science) as a First author / corresponding author (5 Marks each) ii. National journals (indexed in PubMed / Scopus / Web of Science) as a First author / corresponding author (2.5 Marks each)	15			
2.	Research Publications other than journals articles (Books, Chapters in books) International Publisher: 5 per book / chapter National Publisher: 2.5 per book / chapter	15			
3.	Sponsored Projects Minor Research Projects: 5 Each Major Projects: 10 Each	15			
4.	Research Guidance Ph.D. – 5 per student per year MD/MS – 2.5 per student per year	10			
5.	Fellowship/ Awards International level: 5 each National level: 2.5 each	15			
6.	Papers presented in Conferences & Seminars International Level: 05 each paper National Level: 03 each paper State/ University Level: 02 each paper	15			
7.	Development of e-learning content / material	5			
8.	Research Evaluation and Review Ph.D. (5), MD/MS (3), Journal/Conf. (2)	10			
	TOTAL (III)	100			
	Minimum Score required	50			

Signature of Faculty

Verified by HOD

CATEGORY – IV: OTHER RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
a.	Organization of conferences / workshop i. National – 10 per activity ii. State / regional – 5 per activity	15			
b.	Participation in various committees i. National – 10 per activity ii. State / regional – 5 per activity	15			
	TOTAL (IV)	30			
	Minimum Score required	15			

Signature of Faculty

Verified by HOD

EVALUATION SUMMARY:

APIs	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
Category – I : Teaching, Learning & Evaluation Related Activities	100			
Category – II : Professional Development, Co-Curricular& Extension Activities	70			
Category – III : Research and Academic Contributions	100			
Category –IV: Other Related Activities	30			
TOTAL	300			
Minimum Score required	150			

Signature of Faculty

Verified by HOD

ADDITIONAL COMMENTS (if any) BY THE FACULTY

Date:

Signature of Faculty

ASSESSMENT BY THE HOD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental assignments, EA should seek remarks from the concerned HOD.)

Date:

Name & Signature of HOD

REVIEW OF ASSESSMENT & RECOMMENDATION BY THE DEAN / PRINCIPAL (RA)

Date :

**Name & Signature
External Assessor (If Any)**

**Name & Signature
Head of Institution**

Annexure- Formats

CATEGORY-III: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

1) Research Publications (Journals)									
Sr No	Name of Author(s) as in Publication	Title of Research Paper	Name of Journal with Volume No., Year and Page Numbers.	Weather Indexed in PubMed/ Scopus / Web of Science	Impact Factor / h-Index	Contribution of Teacher	API Score Allotted	Self appraisal Score	Verified API Score
Sub-Total of III(1)									

2) Publications other than Journal Articles (books, chapters in Book)								
Sr. No.	Name of Author (s) as in Publication	Book Title	Editor, Publisher and year	ISSN / ISBN No.	Sole author / No. of chapter(s) in book.	API Score Allotted	Self appraisal Score	Verified API Score
Sub-Total of III(2)								

3) Sponsored Research Projects

Sr. No.	Title of the Project	Agency	Period	Grant /Amount	API Score Allotted	Self appraisal Score	Verified API Score
Sub-Total							

4) Research Guidance							
Ph.D.							
Sr. No.	Title of the Thesis	Name of the Ph. D. Candidate	Thesis submission / Degree awarded	Date of thesis submission/ Degree awarded	API Score Allotted	Self appraisal Score	Verified API Score
Sub-Total of III (4)							
MD/MS							
Sr. No.	Title of the dissertation	Name of the MD / MS Candidate	Date of Degree awarded	API Score Allotted	Self appraisal Score	Verified API Score	
Sub-Total of III (4)							

5) Fellowships & Awards							
Sr. No.	Title of fellowship or award	National / International / State	API Score Allotted	Self appraisal Score	Verified API Score		
Total of III (5)							
6) Invited lectures/ Papers presented in Conferences, Seminars, Workshops, etc.							
Sr. No.	Title of the invited lecture / paper presented	Title of Conference / Seminar	Organized by	International / National / State level/ University	API Score Allotted	Self appraisal Score	Verified API Score
1							
2							
Total of III (6)							

7) Development of e-learning content / Material					
Sr. No.	Title of the Module	Details	API Score Allotted	Self appraisal Score	Verified API Score
Total of III (7)					

CATEGORY-IV: OTHER RELATED ACTIVITIES

a) Organization of Conferences / Workshops									
Sr. No.	Name of Programme	Name of Organizing Secretary	Level National / State / Regional	Sponsoring / approving body	Month & year	Grants received if any	API Score Allotted	Self appraisal Score	Verified API Score
Sub-Total of IV(a)									

ANNUAL PERFORMANCE APPRAISAL FORM
NON-TEACHING STAFF

(Period of Appraisal: From October 2020 to September 2021)

EMPLOYEE DETAILS:

Employee Name	:	
Department	:	
Designation	:	
Date of Joining	:	
Total Years of Experience	:	
Years of Experience in Current Role	:	
Qualification	:	
Certifications if any	:	
Appraisal Period	:	
Gross Salary	:	

GUIDELINES:

The period of evaluation shall be October 2020 to September 2021

- All the Information should be provided accurately & clearly. Additional Information worth a mention may be provided in **separate sheets**.
- The Non-Teaching Staff must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for staff: Evaluating Authority (EA) is the HOD/ Section Head and the Reviewing Authority (RA) is The Head of Institution (Principal/Director/Dean).
- Appraisal Committee for HOD/ Section Head: Evaluating Authority (EA) is The Head of Institution (Principal/Director/Dean), the Reviewing Authority (RA) is Executive Director or (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance.

SECTION –A: RECORDS OF ABSENCE (to be filled by the HR)

Marks: 14

Sr.No.	Type of Leave	No.of Leaves Availed		Signature of HR with Date
		Term Jan- Jun	Term Jul- Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Maternity Leave (MTL) (if applicable)			
4	Leave Without pay (LWP)			
5	Earned Leaves (EL)			
6	Special Leave (SL)			

SECTION-B: PERFORMANCE ASSESSMENT

Marks: 30

(To be answered by the appraisee as feedback and the appraisal committee to interview the staff and capture their performance assessment rating)

1. Has the past year been good / bad / satisfactory or otherwise for you, and why?
 मागील वर्ष आपल्यासाठी खराब / चांगले / समाधानकारक किंवा कसे होते आणि का?

2. What do you consider to be your most important achievements of the past year?
 आपण मागील वर्षाच्या कामगिरीमध्ये महत्वाचे काय साध्य केले असे मानता?

3. What elements of your job do you find most difficult?
 आपण आपल्या कामाचा कोणता घटक सर्वात कठीण म्हणून शोधाल?

4. What elements of your job interest you the most, and least?
आपण आपल्या कामाच्या कोणत्या घटकामध्ये आवडीने काम करता किंवा करीत नाही?

5. What action could be taken to improve your performance in your current position by you, and your boss? How do you plan to acquire them?

वर्तमान स्थितीतील कामगिरी सुधारण्यासाठी आपण व आपलेवरिष्ठ यांनी कोणती कृती केली पाहिजे असे आपणास वाटते? सदर कृती आमलात आणण्याकरीता आपण काय नियोजन करता?

Appraisal Committee rates the performance assessment as _____.

SECTION – C: SKILLS ASSESSMENT

Marks: 38

1. **Score your own capability in terms of your current role:**
 (0 = Poor, 1 = Satisfactory, 2 = Good)

A. Related to Job:

Particulars	Self Appraise	EA	RA
Planning			
Knowledge about the profile carried			
Time Management (Regularity, submission, etc.)			
Getting information			
Communication Skills- Written			
Communication Skills- Oral			
Managing relationships with colleagues & subordinates			
Reporting to superiors			
Delegation of work			
IT skills (Specify MS office and others required)			
Meeting deadlines & commitments			
Creativity & Presentation			
Problem solving (Self or dependent on others)			
Team work and developing others			
Work under pressure			
Leadership & Integrity			
Adaptability, flexibility & mobility			
Working within the system			
Accuracy			

D. Related to Personal Behavior:

Marks : 18

Particulars	Appraise	EA	RA
Personal appearance and character			
Neatness & cleanliness			
Striving for new skills, knowledge, etc.			
Understanding others			
Self-starter/ Self motivator			
Contributing Positive environment			
Balance between work and home			
General Impression & Grasping			
Promptness to do work			

1. Score your own capability in terms of your current role:

(Poor =0 To 25, Satisfactory =26 To 50, Good =51 To 75,
Excellent =76 To 100)

EVALUATION SUMMARY:

Sr. No.	Nature of Activity	Marks	Self-Evaluation	EA	RA
1	Section - A: Records of Absence	14			
2	Section - B: Performance Assessment	30			
3	Section - C: Skills Assessment	38			
4	Section - D: Related to Personal Behavior	18			
	Total	100			

ADDITIONAL COMMENTS:

Date:

Name & Signature

ASSESSMENT BY THE EVALUATING AUTHORITY

(The assessment should be based predominantly on the criterion mentioned. The opinion of Colleagues, subordinates, superiors will be given due marks. The overall utility/ contribution of the candidate to the department and institute are assessed.)

As per the approved Final Rating Grid, the performance of _____ can be rated at _____

Date :

Name & Signature

REVIEW OF ASSESSMENT & RECOMMENDATION BY REVIEWING AUTHORITY

Date:

Name & Signature
External Assessor (If Any)

Name & Signature
Head of Institution



Co-Ordinator, NAAC
M.I.M.S.R. Medical College, Latur



Dean
M.I.M.S.R. Medical College
& V.C.R. HOSPITAL
LATUR - 413 531.