



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
SITABAI NARGUNDKAR COLLEGE OF NURSING FOR WOMEN



PERFORMANCE APPRAISAL POLICY

- **Aim:** To ensure the genuineness of the credentials submitted,
- **Definition;** Performance appraisal is the process of obtaining, analyzing and recording information about the relative worth of an employee,
- **Applicable areas:** All cross the organization.
- **Authority & Responsibility:** Respective Local Management Members.
(<https://docs.google.com/document/d/1PDYDCw6altR5ZpvnzdygxhdflAEjcGch/edi1?usp=sharing&ouid=113654435972605455758&rtpof=true&sd=true>)
- **Guidelines:** The appraisal process and related activities will ensure complete adherence to guidelines laid down by respective regulatory bodies.

Procedure: -

- The policy for performance appraisal is:
- Any employee who has been confirmed and has completed 1 year shall be eligible for appraisal in the month of July.
- The appraisee is given the appraisal form and asked to fill the form.
- Once the appraisal has been done, the form is given to the recruitment committees for the decision
- The Appraiser records his/ her comments about the appraisee.
- The LMC Members prepares the necessary ratings for further actions from the management point of view.

Criteria for appraisal

The weightage and points will be reviewed in a yearly basis depending On the UGC, regulatory and university guidelines. The structure of the appraisal would be based on

Capacity enhancement through trainings and skill development

- Training courses
- Conferences attended
- Seminars attended
- Workshops attended
- Paper presentations
- Poster presentations
- Examination responsibilities

- Publications
- Research funding (internal and external)
- Research guidance

Promotion Policy:


Promotion of an employee will purely depend upon existence of a vacancy and suitability of an employee for the higher-grade position and responsibilities thereof.

The suitability of employees for promotion will be solely decided by the Management.

Promotion shall be strictly based on:

- Merit.
- Efficiency.
- Past Records.
- Requisite skill.
- Seniority.
- State of Health of the employee.




Principal
Sitabai Nargundkar
Principal of Nursing For Women, Nagpur

Maharashtra University of Health Sciences

Faculty Evaluation Proforma

(Mksss Sitabai Nargundkar College of Nursing for Women Nagpur)

August 2022 to July 2023

(Teacher should fill this proforma, calculate the score himself and produce the evidences before the authority for verification)

Part – A

Personal & Academic Information

Name	:	
Designation	:	
Qualification	:	
Name of Department	:	
College	:	
Address	:	
Email	:	
Mobile	:	
Phone (R)	:	
Phone (O)	:	

Part – B

PARAMETER							SCORE
I)	Academic Engagement						
a	Performance of Engaging Lectures / Practical:						
	Sr. No.	Program (B.Sc.Post Basic B.Sc./etc.	Subject	No. of Lectures assigned	No of Lectures conducted	Percentage target achieved	*Per formance
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	i.						
	ii.						
	iii.						

b	MET Training Attended in last 5 years				
	Basic (Once in Service can be considered)	2			
	Advanced	10			
	*Any other training related to Medical Education during assessment period (give details)	3			
	c	Curriculum Enrichment:			
		i) E-content development*	2		
		ii) Innovative Pedagogy*	2		
		iii) Continuous Internal Assessment*			
		a) Development of Assessment Tool	1		
	b) Implementation/Conduction of CIA	1			
	d	*Contribution towards advanced learners and slow performers program		2	
	e	*Invited Lectures / Resource Person / Paper Presentation in Seminars / Conferences / Panel Discussion:			
		i. International (Abroad)	07		
		ii. International (within country)	05		
		iii. National	03		
iv. State / University		02			
f	*Any Other Academic Engagement not listed above		03		
2)	Research				
a)	*Research Guidance: (Calculate the score as per given criteria)				
	Ph. D.				
	P. G. dissertation				
	Other guidance for UG students for ICMR or any sponsored project from registered body.				
b)	*Research Projects Completed:				
	More than 10 lakhs	08			
	Less than 10 lakhs	04			
	Non-funded Research / Educational projects	02			
c)	*Research Projects Ongoing:				
	More than 10 lakhs	03			
	Less than 10 lakhs	02			
	Non-funded Research / Educational projects	01			

	d)	*Consultancy (includes non-monetary benefits)	03			
	e)	*Intellectual Property Rights (IPR)				
		Patents Published	10			
		Patent Granted	15			
		Other IPR (Trademarks, Copyrights, Designs etc)	08			
3)	Publications:					
	a)	*Books authored which are published by:				
		International Publishers	10			
		National Publishers	08			
		Chapter in Edited Book	05			
		Editor of Book by International Publisher	08			
		Editor of Book by National Publisher	06			
	b)	*Paper Publications:				
		Publication in Peer Reviewed ISSN Journals/Full length paper in conference proceedings:	08			
		Publication in UGC Care List Journals:	10			
			Publication in Pub-Med / Scopus / WOS:	12		
	c)	*Member of Editorial Board / Reviewer / Editor of any Journal	06			
	4)	Recognition, Achievement & Awards (during assessment period) :				
		a)	*Additional Qualification			
Ph.D./D.Sc.			10			
PG Degree			07			
PG Diploma/Fellowship			05			
Online Courses (e.g., MOOCS, SWAYAM, COURSERA etc.)			03			
b)		*Awards (by Registered Bodies)				
		International	05			
		National	04			
		State	03			
		Membership of Registered Society	02			

5)	*Co-Curricular & Extra Curricular		
	Organized Conference / CME / CDE/ Symposium / Workshop etc. as an Organizing Secretary / Chairman / Member	08	
	Involvement in Mentorship program	04	
	Sports Committee (served as Committee member / Coordinator / In charge)	04	
	Cultural Committee (served as Committee member / Coordinator / In charge)	04	
	Involvement in NSS/Extension Activities	03	
6)	*Administrative roles performed at Institute level / University level:		
	Principal/Dean/Director	05	
	Head of the Dept.	04	
	Member of College level statutory Committee	03	
	Member of College level non statutory committee	02	
	Member of University or Govt. committees	04	
	Any other administrative responsibility	02	

***Refer to "criteria for the score to be augmented"**

Signature of Teacher

Signature of Head of Department

Signature of Dean / Principal

Principal
Sitabai Nargundkar
College of Nursing For Women, Nagpur



Maharshi Karve Stree Shikshan Samitha
SITABAI NARGUNDKAR COLLEGE OF NURSING FOR WOMEN, NAGPUR
Confidential Performance Appraisal of Teachers

Part-III
Confidential Sheet

To be filled by Reporting/Reviewing officer & countersigned by Management Committee.

6.0 Teacher's Assessment by Principal/ Director:

Name of the Teacher:		Designation:	
Name of Department:			
Period of Assessment:	From Date:	To Date:	
Name of Reviewing Officer:		Designation:	

Reporting officer & Principal shall give independent marking on following qualities each on 10 point scale

Sr. No	Teacher's Quality	Reporting Officer (Out of 10 marks under each head)	Review by Principal (Out of 10 marks under each head)
6.1	Commitment towards teaching		
6.2	Punctuality/ Regularity		
6.3	Teaching methodology		
6.4	Student's feedback from classroom		
6.5	Handling of nonteaching assignments		
6.6	Handling of Coordination duties		
6.7	Handling students problems/ Counselling		
6.8	Interpersonal relationships & behaviour		
6.9	Efforts taken for improvement of college		
6.10	Research Attitude		
Overall Performance (Total of marks out of 100)		A =	B =
Signature of Assessing officers ->			

7.0 Overall rating: 30% (A) + 70% (B) =

7.1 Overall Rating: (tick appropriate box below)

Outstanding (81-100)	Very Good (61-80)	Good (41-60)	Average (21-40)	Below Average (1-20)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7.2 Specific Recommendation by Principal: (confirmation/ probation/ pay hike/ termination etc.)

Date:

(Chairman HRD)

(Chairman LMC)

Signature of the Principal

(Secretary)

Approved/ Not Approved
 (Chairman MKSSS)

महर्षी कर्वे स्त्री-शिक्षण संस्था,
कर्जेनगर, पुणे ४११ ०५२

कामाचा मूल्यमापन अहवाल
(परफॉर्मन्स अप्रायजल रिपोर्ट)

(कालावधी दि. _____ ते दि. _____)

विभाग १ - प्राथमिक माहिती :

१	कर्मचा-याचे नाव			
२	पूर्ण झालेला सेवाकाल (वर्षे)			
३	पदनाम			
४	नियुक्ती दिनांक			
५	जन्मतारीख			
६	सध्याच्या पदावरील नियुक्तीचा दिनांक			
७	गैरहजेरीचा अथवा रजेचा कालावधी	कालावधी	रजेचा प्रकार	शेरा
	रजेचा प्रकार			
	इतर कारण			
८	प्रशिक्षण घेतल्याबाबतचा तपशील			
	दिनांकापासून	दिनांकापर्यंत	प्रशिक्षण देणा-या संस्थेचे नांव	प्रशिक्षणाचा विषय
९	मिळालेली पारितोषिके / सन्मान			
१०	आपली कार्यकुशलता वृद्धिंगत होण्याच्या दृष्टीने आपणांस कोणत्या विषयांबाबत प्रशिक्षण देण्यात यावे याचा उल्लेख करावा.	अ. सध्या असलेल्या कार्यभारासंबंधी ब. भविष्यातील वाटचाली करिता		

विभाग २ - स्वयं मूल्यमापन :

१.	सध्या आपणांस सोपविण्यात आलेली कामे (संक्षिप्त स्वरूपात)	
२.	प्रत्यक्ष केलेल्या कामाचा परफॉर्मन्स	
३.	आपल्या प्रत्यक्ष सहभागामुळे यशस्वीरित्या पूर्ण केलेली एखादी विशेष जबाबदारी अथवा काम.	

कर्मचा-याची स्वाक्षरी

(फक्त कार्यालयीन कामकाज करिता)

१ केलेल्या कामाचे मूल्यमापन - १ ते १० रेटिंग पध्दतीचा अवलंब करावा. (१०=उच्च पातळी)				
		वरिष्ठ अधिकारी	मुख्य अधिकारी	वरिष्ठ अधिकारी स्वाक्षरी
i.	सोपविलेल्या कामांची पूर्तता			
ii.	केलेल्या कामाची गुणवत्ता			
iii.	यशस्वीरित्या पूर्ण केलेले विशेष काम			
	कामाचा एकंदरित दृष्य परिणाम			
२ वैयक्तिक गुणविशेषांचे मूल्यमापन (रेटिंग १ ते १० पध्दतीचा अवलंब करावा)				
		वरिष्ठ अधिकारी	मुख्य अधिकारी	वरिष्ठ अधिकारी स्वाक्षरी
I	कामासंदर्भातील कल			
II	जबाबदारीची जाणीव			
III	एकंदरित कार्यपध्दती व व्यक्तिमत्व			
IV	संभाषण कौशल्य			
V	घडाडी व व्यावसायिक दृष्टीकोन			
VI	नेतृत्व गुण			
VII	विहित मुदतीत काम करण्याची क्षमता			
	एकंदरित वैयक्तिक गुणविशेष			
३ कामासंदर्भातील सक्षमतेचे मूल्यमापन (रेटिंग १ ते १० पध्दतीचा अवलंब करावा)				
		वरिष्ठ अधिकारी	मुख्य अधिकारी	वरिष्ठ अधिकारी स्वाक्षरी
I	स्वतंत्रपणे काम करण्याची क्षमता/ अवलंबित्व			
II	एकत्रित काम करण्याची क्षमता /संघभावना			
III	कार्यक्षमता			
IV	निर्णयक्षमता			
V	लवचिकता			
	कामासंदर्भातील एकंदरित कार्यक्षमता			
४	एकंदरित दर्जा (रेटिंग १ ते १० पध्दतीचा अवलंब करावा)			

दिनांक

मुख्य अधिकारी स्वाक्षरी



Performance Appraisal System

Performance appraisal is a periodic formal evaluation of how well the employee has performed his/her duties during a specific time period.

Performance appraisal is a method of evaluating the behavior of employees in the work spot, normally including both the quantitative and qualitative aspects of job performance. Performance here refers to the degree of accomplishment of the tasks that make up an individual's job.

Employee performance is the product of three underlying factors, i.e, ability, motivation, and environment. A defect in any of the three will impair his performance. In performance appraisal, actual performance should be evaluated; this helps the employees know where they stand and what is expected of them.

Objectives:

- Help faculty to value their accomplishment and advance further, if necessary
- It motivate the faculty for better performance
- Forms a basis for promotion and recognition

Academic Performance Indicator covers :

- Research Experience & Training: It includes Research projects, Training programs attended, Conferences attended and number of paper published
- Teaching Experience & performance: It includes level, Course / Subject / laboratory, Load per week, Percentage of syllabus coverage, performance in the subject taught
- Innovations / Contributions & special efforts in Teaching:
 - Preparation of resource material, notes and manual
 - Teaching methods
 - Laboratory Preparations

- Counseling of students
- Coordination duties
- Extra Curricular activities
- Participation in evaluation
- Any other efforts taken
- Academic achievement
- Expectation from Management

Procedure of Appraisal:

The Appraisal Form is divided in three parts.

Part I: Self Appraisal

It includes Personal information, academic record and Research experience & training

Part II: It is to be filled by teacher and commented by Reporting / Reviewing authority

Part III: (Confidential Sheet) To be filled by Reporting / Reviewing authority & countersigned by Management Committee

Scoring:

The Reporting / Reviewing authority gives marks out of 10 for each heading (A)

Review by Principal out of 10 for each heading (B)

Headings Include:

- Commitment towards teaching
- Punctuality / Regularity
- Teaching Methodology
- Student's feedback from classroom
- Handling of Non teaching assignments
- Handling of Coordination duties
- Handling students problems / counselling
- Interpersonal relationships & behaviour
- Efforts taken for improvement of College
- Research Attitude

Overall Rating:

30 % by Reporting / Reviewing authority (A)

70 % by Review by Principal (B)

5 point scale is also used for overall rating

Outstanding (81 – 100)

Very Good (61 – 80)

Good (41 – 60)

Average (21 – 40)

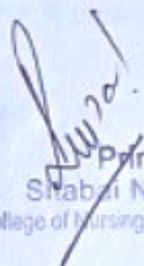
Below average (1 – 20)

Final Remarks:

Principal writes Specific Recommendations.

It is counter Signed by Chairman HRD




Principal
Smt. Nargundkar
College of Nursing For Women, Nagpur