



Dr. Anil T. Deshmukh
MD (Pathology)
Dean



Shri. Harshvardhan P. Deshmukh
President
Shri Shivaji Education Society

SOP for Performance Evaluations

Purpose

The performance review is intended to be a fair and balanced assessment of an employee's performance. It is a time for the reviewer and employee 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 accomplish a fair and balanced assessment, management must provide the employee an opportunity to express his/her opinions about the employment relationship. Even though the employee's past performance is reviewed, an essential component is planning for the next year.

Essential Elements

1. Employee completes the self-evaluation process

This step in the process is very important for the employee to reflect on the last year to state their accomplishments and assess their own performance.

2. Reviewer completes the initial evaluation

The reviewer may also review the performance review from the previous year to see if the employee's goals and objectives were met.

3. Administrators review Draft PE's

During this step we review all scores and comments for all staff throughout the college. If changes need to be made, they are completed at this time.

4. Employee and Reviewer meet to discuss the review

The performance review process must include one-on-one discussion between. The Reviewer and employee with both parties being full participants.

Marks & Gradings

Expectations should be specific, measurable, attainable, realistic, and timely. An employee should be 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.

1. Any decimal point marks between .0 to .4 counted as lower limit marks. Eg. 2.0 to 2.4 will round up as 2 only.
2. Any decimal point marks between .5 to .9 counted as upper limit marks. Eg. 2.5 to 2.9 will round up as 3.

Chairperson - Criteria No. 6
NAAC Steering Committee
Dr. P. D. M. M. C. Amravati

Dean
Dr. P. D. M. M. C.
Amravati

Dr. Panjabrao Alias Bhausahab Deshmukh Memorial Medical College Amravati

Faculty Evaluation Proforma

(Methodology for University and College Teachers for calculating Academic/Research
Score)

August 20..... to July 20.....

(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
1)	Academic Engagement							
	a	Performance of Engaging Lectures / Practical:						
		Sr. No.	Program (MBBS/MD/BDS/BA MS/etc.	Subject	No. of Lectures assigned	No of Lectures conducted	Percentage target achieved	*Performance
		(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: <i>(Calculate the score as per given criteria)</i>					
	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

***CRITERIA FOR THE SCORE TO BE AUGMENTED**

The assessment of the teacher in the given academic year should be done based on his work under six headings mentioned in the Faculty Evaluation Proforma. The teachers have opportunity to score marks under all headings, but keeping in view the role of teacher in the higher education system the score should be proportionately divided in all categories. Hence, the upper capping limit for all six parameters is decided and mentioned in the criteria given below.

Parameter		Instructions/Evidences/Score calculation	Upper Capping
1. Academic Engagement			30
a	Performance of Engaging Lectures / Practical:	<ul style="list-style-type: none"> In column no 7, take average of all Courses Divide the percentage of classes by 10 (e.g., percentage of classes taken are 78 % then the score would be 7.8) 	
b	MET Training Attended	<ul style="list-style-type: none"> Any other training related to Medical Education should be accredited by govt./university/SRA 	
c	Curriculum Enrichment:		
	i) e-content development	<ul style="list-style-type: none"> Any e content except PowerPoint presentations which is developed as an educational resource or literature and published on any platform (e.g. you tube, website, LMS, SWAYAM etc.) for the benefit of the academic community 	
	ii) Innovative Pedagogy	<ul style="list-style-type: none"> Innovative Pedagogy (e.g. Blended Learning, Problem based Learning, Scenario Based learning, Peer teaching etc. or using technologies like Google Classroom) should be approved by College Curriculum Committee or College Council and should not cross the academic framework decided by University or Statutory Regulatory Authority (SRA). 	
	iii) Continuous Internal Assessment (CIA)	<ul style="list-style-type: none"> The CIA tool should be approved and adapted by college authorities and should fit in framework decided by University or Statutory Regulatory Authority (SRA). 	
d	Contribution towards advanced learners and slow performers program	<ul style="list-style-type: none"> A measurable criterion to identify slow performers and advanced learners should be developed and adopted by the college. The teachers contribution in the development of criteria or implementation of program should be certified by the Head of the Institute. 	
e	Invited Lectures / Resource Person / Paper Presentation in Seminars /	<ul style="list-style-type: none"> Invitation letter and certificate for the same signed by competent authority shall be valid evidence. 	

	Conferences/Panel Discussion :		
f	Any other Academic Engagement not listed above	<ul style="list-style-type: none"> • Head of the Institute shall certify the relevance of academic engagement to be counted here at par with the academic work assigned to the teacher. • <i>Focus should be on academic work, not on the administrative work and other activities.</i> 	
2	Research		20
a	Research Guidance	<p><i>Score should be calculated as follows-</i></p> <ul style="list-style-type: none"> • Ph.D - 10 per degree awarded, 05 per thesis submitted • PG - 05 per degree awarded • Other guidance for UG students for ICMR or any sponsored project from registered body - 02 per student guided (Completed Projects). • For joint supervision of research students, the formula shall be 70% of the total score of the respective category for Supervisor and Cosupervisor. (<i>e.g. for guide and co-guide for one Ph.D. awarded the score should be 7 for each guide and coguide</i>) 	
b	Research Projects Completed:	<ul style="list-style-type: none"> • Sanction Letter, Project Report and Utilization Certificate (UC) shall be a valid proof. 	
c	Research Projects Ongoing:	<ul style="list-style-type: none"> • Sanction Letter, Fund Received Details and Progress Reports shall be valid Proof 	
		<ul style="list-style-type: none"> • Joint Projects: Principal Investigator and Co-investigator would get 50% each. 	
d	Consultancy	<ul style="list-style-type: none"> • Revenue generated by the staff to himself as well as to the institute by offering expertise/ consultancy outside the institute for any purpose. (<i>Do not consider the examination related work here</i>) 	
e	Intellectual Property Rights (IPR)	<ul style="list-style-type: none"> • IPR Publication or Grant details or certificates 	
3)	Publications		20
a)	Books authored which are published by:	<ul style="list-style-type: none"> • Non ISSN books to be omitted • All authors will carry equal weightage 	
b)	Paper Publications:	<ul style="list-style-type: none"> • Two authors: 70% of total value of publication for each author. • More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors. 	
c)	Member of Editorial Board / Reviewer / Editor of any Journal	<ul style="list-style-type: none"> • Nomination/Appointment letter/Certificate form the publisher as per the claim. • Non ISSN journals not to be counted. • Marks shall be counted only once irrespective of number of memberships. 	

4)	Recognition, Achievements & Awards		15
a)	Additional Qualification	<ul style="list-style-type: none"> • Degree and Diploma should be of minimum 01 year duration • Only two online courses per academic year to be considered. 	
b)	Awards	<ul style="list-style-type: none"> • Awards should below state level not to be considered • Awards should be from registered organizations. 	
5)	Co-Curricular & Extra Curricular	<ul style="list-style-type: none"> • Appointment/nomination letter of Certificate from College authority (Not below the rank of Dean/Principal/Director) for the same. • Mention of duration of appointment is must in the letter. • Activities claimed here should not be part of curriculum. 	10
6)	Administrative roles performed at Institute level / University level	<ul style="list-style-type: none"> • Appointment letters with specific mention of tenure of appointment. 	5