SADHU VASWANI MISSION'S

SADHU VASWANI COLLEGE OF NURSING
Founder- Sadhu T L Vaswani

10-10/1, Koregaon Park, Pune – 411001
Tel No: 02066099960 Email: principal@svcon.ac.in

Principal
Dr. Sripriya Gopalkrishnan

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3 Faculty Empowerment Strategies

6.3.5. Institution has performance Appraisal Systems for teaching and non teaching staff

Affiliated to Maharashtra University of Health Sciences,
Maharashtra Nursing Council Mumbai, Indian Nursing Council
Recognized by State Government of Maharashtra

Website: www.svcon.ac.in
Contact us at 02066099960, 8237798414
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SADHU VASWANI COLLEGE OF NURSING   Annex. –III (B)
KOREGAON PARK, PUNE 01
TEACHER EVALUATION- For Vice Principal

NAME OF THE FACULTY: Dr. Manisha. k   PERIOD: Aug 23 – July 24

4 – Excellent, 3 – Good, 2 – Satisfactory, 1 – Unsatisfactory, 0 - Poor. **P: Principal

	PARAMETERS	P
	Classroom instruction	
1.	Is knowledgeable	4
2.	Teaching is systematic and well organized	4
3.	Uses different teaching methods and Audiovisual aids to make teaching effective	3
4.	Encourages and motivates students in learning in the class	4
5.	Command of language	3
	Clinical instruction	
6.	Coordinates and ensures that clinical supervision is conducted smoothly in the department	4
7.	Participates in clinical teaching of students	3
	Teaching Learning Activities	
9.	Participates in supervision of faculty as well as students in the field	4
10.	Demonstrates clinical skills to students as well as faculty	4
	Assignments/tests	
1.	Assignments are creative, learning oriented	4
2.	Assignments are corrected on time and returned	4
3.	Evaluation criteria is discussed when the assignment is given	4
4.	Is fair in evaluation of assignments and tests	4
	Personal Qualities	
1.	Punctuality. Adheres to college timings always	4
2.	Teachers displays commitment and sincerity to the profession and her work	4
3.	Displays understanding of student behavior and deals appropriately	4
4.	Well groomed at all times/follows dress code	4
5.	Relates well with students and staff	3
	Administrative Qualities	
6.	Participates in administration of the college as per job description	4
7.	Takes initiative in ensuring smooth functioning of the college	4
8.	Takes steps to improve self, and participates in academic growth activities of the college	4
9.	Participates in extracurricular activities	4
10.	Helps to Inculcate values among students and staff. Cooperates in mission related activities of the college and encourages all staff to do the same	4
11.	Is approachable and available to all students and Junior staff whenever needed	4
	TOTAL	94
	Signature of the faculty	
	Signature of the initiating officers	

Overall performance of the Teacher for Vice Principal - Principal will be in charge of performance appraisal

DR. SRIPRIYA GOPALKRISHNA
M. Sc.(N), Ph.D
PRINCIPAL
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of Nursing
Koregaon Park, Pune-1

PTO

Comments

Senior faculty in OBG nursing. Participates in College administration. Is efficient in her work. Demonstrates initiative, patience and is considerate towards staff & students

DR. SRIPRIYA GOPALKRISHNAN
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Koregaon Park, Pune-1

Kadam
(DR. MANISHA KADAM)
VICE PRINCIPAL

SADHU VASWANI COLLEGE OF NURSING   Annex. III (D)

TEACHER EVALUATION for Asst. Lecturer, Lecturer and Associate Professor

NAME OF THE FACULTY: JASMINE JESSY   **PERIOD:** JULY 2023 -2024

4 – Excellent, 3 – Good, 2 – Satisfactory, 1 – Unsatisfactory, 0 - Poor

**P: Principal; VP: Vice Principal; HOD: Head of Department

	Key result areas/Assessment Parameters	HOD/Co-ordinator	VP	P	Total
	Classroom instruction				
1.	Knowledge base of the teacher	4		4	
2.	Prepares lesson plans well in advance and follows the lesson planning principles	4		4	
3.	Uses different teaching methods to make teaching effective	3		3	
4.	Uses Audiovisual aids to explain concepts appropriately	4		4	
5.	Encourages and motivates students in learning in the class	4		4	
6.	Command of language	4		4	
	Clinical instruction				
7.	Is skillful and resourceful in the clinical area	4		4	
8.	Participates in clinical teaching of students	4		4	
9.	Demonstrates clinical skills to students as required	4		4	
	Assignments/tests				
1.	Assignments are creative, learning oriented	3		3	
2.	Assignments are corrected on time and returned	4		4	
3.	Evaluation criteria is discussed when assignment is given	4		4	
4.	Is fair in evaluation of assignments and tests	4		4	
	Administrative qualities				
1.	Is able to plan, coordinate and organize student related activities	4		3	
2.	Teacher is able to control the class and manages the class well	4		4	
3.	Displays leadership qualities	4		3	
4.	Participates in extracurricular activities	4		3	
5.	Helps to Inculcate values among students and staff. Cooperates in mission related activities of the college and encourages all staff to do the same	3		3	
	Personal Qualities				
1.	Punctuality, Adheres to college timings always	4		4	
2.	Teachers displays commitment, sincerity to the profession and Displays self-control, professional behavior and initiative	4		3	
3.	Displays understanding of student behavior and deals appropriately	4		3	
4.	Is approachable and available to students whenever needed	4		3	
5.	Well groomed at all times/follows dress code	4		4	
6.	Takes steps to improve self,	4		4	
7.	Communication skills of the teacher – personal communication as well as during teaching. Relates well with students	3		3	
	TOTAL possible Score - 100	96/100		90	
	Signature of the faculty				
	Signature of the initiating officers				

Overall performance of the Teacher: (Will be an average of marks allotted by Principal, Vice Principal and HOD); For clinical instructors instead of HOD, Coordinators will evaluate

Average: 93%

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of Nursing
Koregaon Park, Pune-1

Comments

Senior faculty of OBG department. Assist in planning implementing of departmental work. Has handled FY MSc effectively. Takes effort to learn and manage tasks assigned to her. Displays awareness of educational needs of students. Must use innovative teaching methods. and develop leadership skills

DR. SRIPRIYA GOPALKRISHNAN
M. Sc.(N), Ph.D

PRINCIPAL
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Koregaon Park. Pune-1

31/07/24

SADHU VASWANI COLLEGE OF NURSING ✓   Annex. III (D)
TEACHER EVALUATION for Asst. Lecturer, Lecturer and Associate Professor

NAME OF THE FACULTY: Prema. S   **PERIOD:** 23-24

4 – Excellent, 3 – Good, 2 – Satisfactory, 1 – Unsatisfactory, 0 - Poor
**P: Principal; VP: Vice Principal; HOD: Head of Department

	Key result areas/Assessment Parameters	HOD/Co-ordinator	VP	P	Total
	Classroom instruction				
1.	Knowledge base of the teacher	3	4	3	
2.	Prepares lesson plans well in advance and follows the lesson planning principles	4	3	3	
3.	Uses different teaching methods to make teaching effective	2	3	3	
4.	Uses Audiovisual aids to explain concepts appropriately	4	4	4	
5.	Encourages and motivates students in learning in the class	4	4	3	
6.	Command of language	4	4	4	
	Clinical instruction				
7.	Is skillful and resourceful in the clinical area	4	4	4	
8.	Participates in clinical teaching of students	4	4	4	
9.	Demonstrates clinical skills to students as required	4	4	4	
	Assignments/tests				
1.	Assignments are creative, learning oriented	3	3	3	
2.	Assignments are corrected on time and returned	4	4	4	
3.	Evaluation criteria is discussed when assignment is given	4	4	4	
4.	Is fair in evaluation of assignments and tests	4	4	4	
	Administrative qualities				
1.	Is able to plan, coordinate and organize student related activities	4	4	3	
2.	Teacher is able to control the class and manages the class well	4	4	3	
3.	Displays leadership qualities	3	4	3	
4.	Participates in extracurricular activities	3	4	3	
5.	Helps to Inculcate values among students and staff. Cooperates in mission related activities of the college and encourages all staff to do the same	4	4	4	
	Personal Qualities				
1.	Punctuality, Adheres to college timings always	4	4	4	
2.	Teachers displays commitment, sincerity to the profession and Displays self-control, professional behavior and initiative	3	3	4	
3.	Displays understanding of student behavior and deals appropriately	4	4	4	
4.	Is approachable and available to students whenever needed	4	4	3	
5.	Well groomed at all times/follows dress code	4	4	4	
6.	Takes steps to improve self,	4	4	4	
7.	Communication skills of the teacher – personal communication as well as during teaching. Relates well with students	4	3	3	
	TOTAL possible Score - 100	93	95	89	
	Signature of the faculty	*[signature]*	*[signature]*	*[signature]*	
	Signature of the initiating officers	*Dhandaji*	*[signature]*	*[signature]*	

Overall performance of the Teacher: (Will be an average of marks allotted by Principal, Vice Principal and HOD); For clinical instructors instead of HOD, Coordinators will evaluate

Average ! 92%

Comments

A good teacher, who teaches effeciently. Performs tasks assigned diligently and takes steps to ensure smooth conduct of training programme. Is pursuing Ph.D. Must keep abreast of developments in her field and improve student engagement in PG program.

DR. SRIPRIYA GOPALKRISHNAN
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SADHU VASWANI COLLEGE OF NURSING
Annex. III (D)
TEACHER EVALUATION for Asst. Lecturer, Lecturer and Associate Professor

NAME OF THE FACULTY: Jessy. J   PERIOD:

4 – Excellent, 3 – Good, 2 – Satisfactory, 1 – Unsatisfactory, 0 - Poor

**P: Principal; VP: Vice Principal; HOD: Head of Department

	Key result areas/Assessment Parameters	HOD/Co-ordinator	VP	P	Total
	Classroom instruction				
1.	Knowledge base of the teacher	4	4	3	
2.	Prepares lesson plans well in advance and follows the lesson planning principles	4	4	4	
3.	Uses different teaching methods to make teaching effective	4	4	3	
4.	Uses Audiovisual aids to explain concepts appropriately	4	4	3	
5.	Encourages and motivates students in learning in the class	3	3	3	
6.	Command of language	4	4	4	
	Clinical instruction				
7.	Is skillful and resourceful in the clinical area	4	4	4	
8.	Participates in clinical teaching of students	4	4	4	
9.	Demonstrates clinical skills to students as required	4	4	4	
	Assignments/tests				
1.	Assignments are creative, learning oriented	3	3	3	
2.	Assignments are corrected on time and returned	4	4	4	
3.	Evaluation criteria is discussed when assignment is given	4	4	4	
4.	Is fair in evaluation of assignments and tests	4	4	4	
	Administrative qualities				
1.	Is able to plan, coordinate and organize student related activities	4	4	3	
2.	Teacher is able to control the class and manages the class well	3	3	3	
3.	Displays leadership qualities	3	3	2	
4.	Participates in extracurricular activities	3	34	3	
5.	Helps to Inculcate values among students and staff. Cooperates in mission related activities of the college and encourages all staff to do the same	4	3	4	
	Personal Qualities				
1.	Punctuality, Adheres to college timings always	4	4	4	
2.	Teachers displays commitment, sincerity to the profession and Displays self-control, professional behavior and initiative	3	3	3	
3.	Displays understanding of student behavior and deals appropriately	3	3	3	
4.	Is approachable and available to students whenever needed	4	3	3	
5.	Well groomed at all times/follows dress code	4	4	4	
6.	Takes steps to improve self,	4	4	3	
7.	Communication skills of the teacher – personal communication as well as during teaching. Relates well with students	4	3	3	
	TOTAL possible Score - 100	93/100	91/100	85	
	Signature of the faculty	*Joseph*	*Joseph*	*Joseph*	
	Signature of the initiating officers				

Overall performance of the Teacher: (Will be an average of marks allotted by Principal, Vice Principal and HOD); For clinical instructors instead of HOD, Coordinators will evaluate

Average: 90%

PRINCIPAL
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Koregaon Park, Pune-1

Comments

Effective and Efficient teacher. Performs teaching assignments satisfactorily. Plans and implements curricular plans effectively. Effectively communicates subject matter and has clarity of speech.

Needs to show willingness to take up co-curricular and administrative responsibilities. Must contribute to departmental research.

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Sadhu Vaswani College of Nursing
Annual Confidential Report
Non-Teaching Employees – Administrative officer

Name of the Employee: Mr. Vivek. D   **Date of Joining:** 1.8.2023

Period of Evaluation: Aug 23 – July 24

S. No	Criteria	Score Principal
1	**Knowledge** Knowledge of specific job requirements. Knowledge of appropriate methods, practices and procedures.	4
2.	**Organization** Sets priorities, plans and executes duties and responsibilities in a logical and systematic manner. Uses time, resources and energies effectively to achieve goals.	3
3.	**Cooperation** Is willing to work with others toward a common objective. Works as a team member. Positive and flexible approach to demands.	4
4.	**Communication with students/colleagues/faculty** Uses language effectively in oral expression and in written work (as required) in the language of the workplace. Communicates in a courteous and professional manner	4
5.	**Interpersonal skills with colleagues/faculty and students** Deals effectively with others, in a variety of situations, showing sensitivity, tact, diplomacy and respect	4
6	**Initiative** Takes action and resolves problems within the limits of the job duties and responsibilities. Identifies needs, develops action plans, and responds accordingly	4
7	**Quality of work** Executes duties and responsibilities effectively and with a high degree of accuracy	3
8	**Judgment** Makes consistent, pertinent and logical decisions.	4
9	**Attendance** Attends work regularly and respects work schedule	2
10	**Supervisory ability** Provides direction, support and coaching to subordinate employees, as required, for completing tasks	4
	Total	36

Comments: Hardworking, sincere employee. Performs tasks assigned efficiently. Accepts corrections and is open to learning.

Signature

Employee's Signature	Principal

DR. SRIPRIYA GOPALKRISHNAN

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Koregaon Park, Pune-1

Note:
1. Appraisal will be done by Principal and Admin officer for all office assistants and Librarians
2. Performance appraisal will be done by Principal for Admin officer
3. Scoring: 0-10 = Poor Performance; 11 – 20 = Satisfactory performance: 21 – 30 = Good Performance: 31 – 40 = excellent performance
4. Grading is ranged from 0 – 4 where 0 stands for poor performance and 4 stands for excellent performance (**4 – Excellent, 3 – Good, 2 – Satisfactory, 1 – Unsatisfactory, 0 – Poor**)

SADHU VASWANI COLLEGE OF NURSING

10-10/1, Koregaon Road, Pune – 411001

Faculty Evaluation Proforma

August 20.**23**. to July 20.**24**

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

Part – A

Personal & Academic Information

Name	:	DR. MANISHA RAJESH KADAM
Designation	:	VICE - PRINCIPAL
Qualification	:	Ph. D (NURSING)
Department	:	OBST. & GYNE. NURSING
College	:	SADHU VASWANI COLLEGE OF NURSING
Address	:	10-10/1, KOREGAON ROAD, PUNE - 1
Email	:	rajmaniray4 @ gmail.com
Mobile	:	9881064508
Phone (R)	:	—
Phone (O)	:	020 - 26999960

Part – B

PARAMETER								SCORE
1)	**Academic Engagement**							
	a	**Performance of Engaging Lectures / Practical:**						
		Sr. No.	Program (BSc/MSc/ PBBSc Nursing).	Subject	No. of Lectures assigned	No of Lectures conducted	Percentage target achieved	*Per form ance	
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	
		i.	BSC	NURSING FOUND.	25	25	100%.	Good	.
		ii.	MSC	OBST & GYNE I	100	80	85%.	GOOD	29
		iii.	Ph. D NSG	& II ADVANCED NURSING RESEARCH	50 15	50 15	100%. 100 %	GOOD .	

	b	**Total upper Capping**					30
		MET Training of MUHS Attended in last 5 years					
		Basic (Once in Service can be considered)		2	**2**		
		Advanced		10	**10**		
		*Any other training related to nursing Education/ Capacity building training programs of INC *(attach details) (1.5 mark/training)*		3	**3**		**= 15**
	c	**Total score possible**					15
		Curriculum Enrichment:					
		i) E-content development*/MOOC		2			
		ii) Innovative Pedagogy*/Simulation development		2	**2**		
		iii) Continuous Internal Assessment*					
		a) Development of Assessment Tool		1	**2**		
		b) Implementation/Conduction of CIA		1			**= 4**
	d	**Total score possible**				6	
		*Contribution towards advanced learners and slow performers program 1. Mentor of a batch of student - 1 2. Counseling of weak students – 1 3. Mnetorship program incharge - 2		4	**4**		**= 4**
	e	**Total score possible**				4	
		*Invited Lectures / Resource Person / Paper Presentation in Seminars / Conferences / Panel Discussion :					
		i. International (Abroad)		07	**7**	E + F = 20	
		ii. International (within country)		05	**-**		
		iii. National		03			
		iv. State / University		02	**2**		
	f	**Total score possible**					
		*Any Other Academic Engagement not listed Above – 1. BOS member of MUHS/Other University - 1 2. Member of Board of Research or Ethical committee MUHS/Other - 1 3. Scientific Club presentations - 1		03	→ **1**	10	
2)		**Research**					
	a)	*Research Guidance: *(Calculate the score as per given criteria)*				As per criteria	
		Ph. D. – Degree awarded/Thesis Submitted					
		P. G. dissertation			**-**		
		UG students including or for ICMR or any sponsored project from registered body.			**5**	**5**	

	b)	***Research Projects Completed:**				
		More than 10 lakhs	08			
		Less than 10 lakhs	04			
		Non-funded Research / Educational projects/Institution level	02	2	2	
	c)	***Research Projects Ongoing:**				
		More than 10 lakhs	03			
		Less than 10 lakhs	02			
		Non-funded Research / Educational projects	01	1	1	
	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			
		Total score possible			Upper cap - 20	
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	8	=8	
		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			
		Total score possible			Upper cap - 20	
4)		**Recognition, Achievement & Awards (during assessment period) :**				
	a)	***Additional Qualification**				
		Ph.D./D.Sc.	10	10	=10	
		PG Degree	07			
		PG Diploma/Fellowship	05			

	b)	Online Courses (e.g., MOOCS, SWAYAM, COURSERA etc.)	03			
		*Awards (by Registered Bodies)				
		International	05			
		National	04			
		State	03			
		Membership of Registered Society	02			
		Total Possible Score			2 =	
5)		***Co-Curricular & Extra Curricular**			Upper cap - 15	
		Organized Conference / CME / CDE/ Symposium / Workshop etc. Organizing Chairperson – 8 marks Organizing Secretary - 6 Chairman / Member - 4	08		8.	
		Involvement in Mentorship program Mentor – 2 marks Develop mentoring tools – 2 marks	04		4	
		Sports Committee Coordinator / In charge) – 4 mks Member of committee/Asst – 2 marks	04			
		Cultural Committee Coordinator / In charge – 4 mks Committee member – 2 mks	04			
		Involvement in NSS/Extension Activities NSS officer – 3 marks Assistant NSS officer – 2 marks	03			
		Total Possible Score				
6)		***Administrative roles performed at Institute level / University level:**			Upper cap - 10	
		Principal/Dean/Director	05			
		Head of the Dept.	04	4		
		Member of College level statutory Committee Chairperson – 3 Member - 2	03	2		
		Member of College level non statutory committee Chairperson – 2 mks and Member - 1	02	2		
		Member of University or Govt. committees 1. BOS member of MUHS/Other University - 1 2. Member of Board of Research or Ethical committee MUHS/Other - 1 3. Scientific Club presentations – 1 4. Chairperson/President/Board member of professional or Government bodies	04	1	10	
		Any other administrative responsibility 1. NAAC Coordinator -2 2. NAAC minutes secretary- 1	02			

Total Possible Score	Upper cap – 10
SVCON – Institutional Level roles and responsibilities	Upper Cap – 50 marks
1. Lab incharge – 6 mks	6
2. Coordinator – 6	6
Assistant coordinator – 2	
3. Hostel Warden – 6 mks	6
4. Industrial visit incharge – 4 mks	4
Member – 2 mks	
5. Curriculum committee incharge /Secretary – 6	
Members – 2 mks	
6. Audit report/LIC report incharge – 4 mks	2
7. Annual report – College/SNA – 4	
8. CSR/Sanctuary, Seva activity incharge – 4 mks	
9. Other social responsibilities – Environmental cleanliness/tree plantation/yoga classes/ medical camps/Swach Bharat abhiyan	6
In-charge - 6 mks	
Member – 3 mks	30
10. Student nurses association	
Advisor – 6	
Assistant – 4	

Total Possible Score 140 / 200

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

- Statutory committees- /Internal complaints committee/ SC/ST complaints committee/ Anti ragging Committee/ Women's protection committee/ Grievance redressal/ Admission committee/IQAC/Placement cell/ Faculty development/Inservice education/Board of Research/Ethical Committee/
- Non statutory committee: College maintenance committee /Induction program(Staff and Students)/Library/ Editorial/ health/ Discipline/Hostel incharge/ Gardening or Environmental committee/website management

(signature)

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 Performa. 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:	• 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	• Any other training related to Nursing Education should be accredited by govt./university/SRA	
c	Curriculum Enrichment:		
	i) e-content development	• 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	• 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)	• 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	• A measurable criterion to identify slow performers and advanced learners should be developed and adopted by the college. • The teacher's 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 /	• 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	• 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. • *Focus should be on academic work, not on the administrative work and other activities.*	
2		**Research**		
	a	Research Guidance	*Score should be calculated as follows-* • 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 Co-supervisor. *(e.g. for guide and co-guide for one Ph.D. awarded the score should be 7 for each guide and co-guide)*	20
	b	Research Projects Completed:	• Sanction Letter, Project Report and Utilization Certificate (UC) shall be a valid proof.	
	c	Research Projects Ongoing:	• Sanction Letter, Fund Received Details and Progress Reports shall be valid Proof • **Joint Projects:** Principal Investigator and Co-investigator would get 50% each.	
	d	Consultancy	• Revenue generated by the staff to himself as well as to the institute by offering expertise/ consultancy outside the institute for any purpose. *(Do not consider the examination related work here)*	
	e	Intellectual Property Rights (IPR)	• IPR Publication or Grant details or certificates	
3)		**Publications**		
a)		Books authored which are published by:	• Non ISSN books to be omitted • All authors will carry equal weight age • Two authors: 70% of total value of publication for each author.	20
b)		Paper Publications:	• 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	• 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.	

		Conferences/Panel Discussion :		
	f	Any other Academic Engagement not listed above	• 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. • *Focus should be on academic work, not on the administrative work and other activities.*	
2		**Research**		**20**
	a	Research Guidance	*Score should be calculated as follows-* • 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 Co-supervisor. *(e.g. for guide and co-guide for one Ph.D. awarded the score should be 7 for each guide and co-guide)*	
	b	Research Projects Completed:	• Sanction Letter, Project Report and Utilization Certificate (UC) shall be a valid proof.	
	c	Research Projects Ongoing:	• Sanction Letter, Fund Received Details and Progress Reports shall be valid Proof	
			• **Joint Projects**: Principal Investigator and Co-investigator would get 50% each.	
	d	Consultancy	• Revenue generated by the staff to himself as well as to the institute by offering expertise/ consultancy outside the institute for any purpose. *(Do not consider the examination related work here)*	
	e	Intellectual Property Rights (IPR)	• IPR Publication or Grant details or certificates	
3)		**Publications**		**20**
	a)	Books authored which are published by:	• Non ISSN books to be omitted • All authors will carry equal weight age	
	b)	Paper Publications:	• 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	• 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 5 marks per course	• Degree and Diploma should be of minimum 01 year duration • Only two online courses per academic year to be considered.	
b)	Awards State Level 2 marks/award National level- 3 marks /award	• Awards should below state level not to be considered • Awards should be from registered organizations.	
5)	Co-Curricular & Extra Curricular	• 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	• Appointment letters with specific mention of tenure of appointment.	5

Total possible score
1. Self assessment: 200 marks (to be calculated out of 100)
2. Student assessment: 100 marks
3. Teacher evaluation by Principal/Vice principal/HOD/Coordinator – 100 marks

Total: 300 marks

Average score: out of 300/3

Grading of scores: Average of scores will be taken out of 100
1. Excellent: 90 – 100
2. Good : - 80 – 90
3. Above Average: 70 – 80
4. Average: 60 – 70
5. Below 60: Management decision regarding Extension of Probation or termination or performance counseling