



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

6.3.5

The Performance Appraisal policy of SVCON is designed for assessing annual performance of all the teaching and non-teaching staff. The appraisal process is conducted during July to October every year using standardized formats.

Performance appraisal system of SVCON is 360 degree evaluation of faculty to ensure effective feedback to its employees. 360 degree appraisal consists of self appraisal from teacher; student's feedback of teacher and teacher appraisal by head of the department, course coordinators, vice principal and principal. It has standardized format with major components. To measures competencies related to those components rating scale is given and marks are allotted accordingly.

Parameters for Teaching Faculty:

1. Self appraisal from teacher is document where faculty gives the information regarding various aspects of their work like general information; refresher course attended; any distance program completed; teaching-learning and evaluation related activities; use of participatory and innovative teaching; examination duties; co curricular, extension, professional developmental related activities; research publications; academic contributions, research guidance, invited lectures and chairman ships, paper presented in conferences and any other relevant information
2. Student's feedback is analyzed by principal. The teacher's performance appraisal along with student's feedback is sent to management committee for perusal.
3. Following are the components of Performance appraisal system at various levels
4. Student's feedback is taken in regards to following competencies: - classroom instruction, assignments/tests, personal qualities and overall performance.
5. Teacher's evaluation by course coordinators, HOD, Vice principal and Principal has following components: -classroom instruction, clinical instruction, assignments/tests, personal qualities, administrative qualities.
6. For non teaching faculties, components like knowledge, organization of work, cooperation with others, communication with students/faculty/colleagues, IPR skills, Initiative for work, quality of work done, judgment in decision making, attendance and supervisory ability.

The performance appraisal process

The performance appraisal process starts with the employee assessing his/her performance (Self appraisal) and culminates with assessment by Head of Institute.


The process is depicted below:

1. Annual Self – Appraisal

2. teacher evaluation-students feedback
3. teacher evaluation-HOD/Course coordinators (appraisal of faculty with PG specialization are done by HOD and the faculty with UG qualification are appraised by course coordinators)
4. teacher evaluation-Vice principal
5. teacher evaluation-Principal

Utilization of performance appraisal system

1. Involvement in decision making based on proven competencies: The SVCON believes in empowering faculties and its employees for better decision making and wisdom. Employees are given the profile and freedom to express their ideas and support the management for upgrading the on-going process of academic, research, administration, patient care etc. The various committees at institute and university level have the representation of employees from different domain and discipline. These employees are selected for these opportunities based on their performances.
2. Assignment of administrative responsibilities to deserving Faculty: Many employees are given the administrative profile in addition to their current profile because of their administrative skills.
3. Monitoring and review of recruitment policies: The performance appraisal system helps to understand the competencies required for employees at different level.
4. Strengthening of teaching-learning strategies: The performance appraisal is also helpful in strengthening the teaching-learning strategies because during the assessment process, the feedback is given for self improvement.
5. The head of institute and Head of department pass these feedbacks to the concerned employee and help them to take any corrective action of needed.
6. Best practices by employees are acknowledged and appreciated so that to motivate others to adapt to the same.
7. It also serves valuable record for any disciplinary actions taken or needed for any employee


PRINCIPAL
Sadhu Vaswani College
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Koregaon Park, Pune-1.

13. Assessing reports of teachers and non teaching staff and maintenance of service books and looking after the general welfare of the teaching and non-teaching staff.
14. Any other work relating to the College, as may be assigned to her by the MUHS and appointing authority, from time to time. Allow or relive for performing the duty assigned by the MUHS, from time to time and assigned her duties to other suitable teacher during the period of her duty leave.
15. To safe-guard the interest of teachers, non-teaching staff members and the Management
16. **Stock taking**
 - a) Stock Taking of Library twice a year on 31st Oct. and 31st March.
 - b) Annual Stock Verification of the College by 31st March the report of which to be submitted to the Management in first week of April.
17. Any other work relating to the College as may be assigned to her by the Appointing Authority from time to time.
18. Observance and implementation of directives issued by Govt. of India, Indian/Maharashtra Nursing Councils, Government of Maharashtra and Government Authorities i.e. Director of Medical Education and Research and other concerned authorities.
19. Timely submission of information / returns to different authorities i.e. Government (Admission Regulating Authority, Fee Regulating Authority & Director Medical Education & Research), /Maharashtra University of Health Sciences / University Grants Commission / Indian/Maharashtra Nursing Councils / Management etc. especially regarding Accounts matters.
20. The Principal shall be held responsible for submission of any false / forged information to the University or shall be held responsible for any act done by her which is contrary to the provision(s) of the Act, Rules, Regulations, Direction, Instructions, Resolutions, Notifications, decisions of the Maharashtra University of Health Sciences authorities, Committees' and the Vice-Chancellor, as the case may be.
21. **Service book:**

A Service Book shall be maintained by the Principal for the Teaching and Non-teaching Staff of the College and shall contain such information as, date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe.

Appraisal of the Teaching Faculty will be carried out in once a year at the end of each Academic Year which will be shown to the faculty and their signature obtained. The duplicate copy shall be maintained and updated in the Service Book. For those on Temporary and on Probation will be once in six month in December and June. (Refer Format VII of MUHS Direction 1 of 2017 & the existing SVCON Appraisal Forms as per Annexure III (a, b, c & d)

The Student Feedback will be attached and taken into consideration during the Annual Appraisal of the Faculty carried out in June

22. Annual Confidential Report in respect of Principal and Vice Principal will be initiated by the Managing Trustee and communicated to them with a view to making improvement in their performance.
23. In addition to the above the Appraisal along with the Feedback of the Students for teachers on probation to be submitted to the Management two months before their due date of Confirmation.
24. Principal will be overall responsible for Academic, Administrative, and Managerial and Financial matters of the College.
25. Principal will help for Joint Staff Councils – Teaching and Non-Teaching Staff. Principal will help for instilling confidence amongst Guardians of students by organizing meetings for the purpose of mutual exchange of ideas for the benefit of the College.
26. Principal will ensure that Teachers:
 - a) Adhere to the responsible conduct and demeanor expected of them
 - b) Try to become role model for students and there is no incompatibility between the percepts and practices.
 - c) Respect the right and dignity of students in expressing their opinion.
 - d) Recognized the difference the aptitude and capabilities among the Students and strive to meet their needs. Encourage students develop their personality.
 - e) Behave affectionately towards students and not behave in a vindictive manner.
 - f) Uphold Ideals of our Revered Founder Sadhu Vaswani.
27. At the end of every month the Principal in her absence Vice Principal will render a Monthly Certificate regarding Completion of Teaching hours by the Faculty and other activities conducted during the month.
28. The above duties and responsibilities, not being exhaustive, the Appointing Authority / Management may from time to time assign any other work relating to the College.

VII. DEED OF CONTRACT:

The Deed of Contract shall be signed by all the staff as per Appendix VIII of MUHS Direction 1 of 2017 (Refer Format VIII of MUHS Direction 1 of 2017)

VIII. PROBATION:

1. All the staff will be on probation for a period of 24 months. The Principal will initiate the Assessment Report of the Teachers on Probation in the form of Appendix VII of MUHS Direction No.1 of 2017 & the existing SVCON Appraisal Forms as per Annexure III (a, b, c & d) every six months. Such six monthly

reports be forwarded to the Managing Trustee through Director (Academics) for perusal and necessary action yearly.

2. Probation will be extended by the period in case teacher has proceeded on study leave / deputation or availed any leave without pay.
3. If the performance is not found up to the mark her probation may be extended or service may be terminated by giving either one months notice or one month Basic Salary in lieu of notice period.
4. Principal will send to the Managing Trustee through Director (Academics) at least two months before the date of expiry of period of probation their Assessment Report along with students feedback form with definite recommendations of confirmation in service or otherwise. In case the teacher appointed on probation for period of less than 24 months is not found to be confirmed at the end of his/her probationary period, her probationary period is to be extended. A confidential report justifying the decision should be attached and forwarded to the Management for further instructions.
On satisfactory completion of probation the Faculty shall be deemed to be confirmed if there is no adverse communication from the Competent Authority.

IX SECURITY DEPOSIT:

1. **PRINCIPAL / VICE-PRINCIPAL / PROFESSOR / ASSOCIATE PROFESSOR/ LECTURER & CLINICAL INSTRUCTORS:**

One month's Basic Salary in two installments will be recovered during the first two months of joining. In addition to this a recurring deposit of 2 months Basic Salary in equal installments over the first 24 months also to be recovered.

As and when the basic gets revised, the difference will have to be paid at the time of next pay fixation.

X SEPERATION:

1. The Principal /Vice-Principal / Professor / Associate Professor/ Lecturer /Clinical Instructor shall not leave the college without giving one month notice if he/she is on probation or 3 months notice if he/she is confirmed.
2. Part notice will not be accepted in which case full one month / three months basic salary (at that time) will be payable by either party. Those on probation will not be granted any leave during notice period, however confirmed employees may be granted a maximum of 7 days leave during the notice period.
3. In case they are found to be involved in any unethical functioning / gross negligence / undesirable activities or any act of indiscipline the Management reserves the right to terminate their service immediately without any notice with forfeiture of their Security Deposit.



SADHU VASWANI COLLEGE OF NURSING

10-10/1, Koregaon Road, Pune – 411001

Faculty Evaluation Proforma

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

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

Part – A

Personal & Academic Information

Name	:	
Designation	:	
Qualification	:	
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 (BSc/MSc/ PBBS Nursing).	Subject	No. of Lectures assigned	No of Lectures conducted	Percentage target achieved	*Performance
(1)	(2)	(3)	(4)	(5)	(6)	(7)
i.						
ii.						
iii.						

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

	Online Courses (e.g., MOOCS, SWAYAM, COURSERA etc.)	03		
b)	*Awards (by Registered Bodies)			
	International			
	National	05		
	State	04		
	Membership of Registered Society	03		
	Total Possible Score	02		
				Upper cap - 15
5)	*Co-Curricular & Extra Curricular			
	Organized Conference / CME / CDE/ Symposium / Workshop etc. Organizing Chairperson – 8 marks Organizing Secretary - 6 Chairman / Member - 4	08		
	Involvement in Mentorship program Mentor – 2 marks Develop mentoring tools – 2 marks	04		
	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:			
	Principal/Dean/Director	05		
	Head of the Dept.	04		
	Member of College level statutory Committee Chairperson – 3 Member - 2	03		
	Member of College level non statutory committee Chairperson – 2 mks and Member - 1	02		
	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		
	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	
1. Lab incharge – 6 mks	
2. Coordinator – 6 Assistant coordinator – 2	Upper Cap – 50 marks
3. Hostel Warden – 6 mks	
4. Industrial visit incharge – 4 mks Member – 2 mks	
5. Curriculum committee incharge /Secretary – 6 Members – 2 mks	
6. Audit report/LIC report incharge – 4 mks	
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 In-charge - 6 mks Member – 3 mks	
10. Student nurses association Advisor – 6 Assistant – 4	
Total Possible Score	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 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:	<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 Nursing 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 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 /	<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 Co-supervisor. (<i>e.g. for guide and co-guide for one Ph.D. awarded the score should be 7 for each guide and co-guide</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 • 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 weight age 	
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 from 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	<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 State Level 2 marks/award National level- 3 marks /award	<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

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

**SADHU VASWANI COLLEGE OF NURSING
KOREGAON PARK, PUNE 01
TEACHER EVALUATION- For Vice Principal**

Annex. -III (B)

NAME OF THE FACULTY:

PERIOD:

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

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

SADHU VASWANI COLLEGE OF NURSING
KOREGAON PARK, PUNE 01
TEACHER EVALUATION- For HOD

NAME OF THE FACULTY:

PERIOD:

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

	PARAMETERS	VP	P	Total
	<i>Classroom instruction</i>			
1	Knowledge base of the teacher			
2	Teaching is systematic and well organized			
3	Uses different teaching methods to make teaching effective			
4	Uses Audiovisual aids to explain concepts appropriately			
5	Encourages and motivates students in learning in the class			
6	Command of language			
7	Prepares lesson plans well in advance, and follows the lesson planning principles			
	<i>Clinical instruction</i>			
8	Is skillful and resourceful in the clinical area			
9	Participates in clinical teaching of students			
10	Demonstrates clinical skills to students as required			
	<i>Assignments/tests</i>			
1	Assignments are creative, learning oriented			
2	Assignments are corrected on time and returned			
3	Evaluation criteria is discussed when the assignment is given			
4	Is fair in evaluation of assignments and tests			
	<i>Personal Qualities</i>			
1	Punctuality. Adheres to college timings always			
2	Teachers displays commitment and sincerity to the profession and her work			
3	Displays understanding of student behavior and deals appropriately			
4	Well groomed at all times/follows dress code			
5	Relates well with students and staff			
	<i>Administrative Qualities</i>			
6	Participates in administration of the college when required			
7	Takes initiative in ensuring smooth functioning of the college			
8	Takes steps to improve self, and participates in academic growth activities of the college			
9	Participates in extracurricular activities			
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			
11	Is approachable and available to all students and Junior staff whenever needed			
	TOTAL			
	Signature of the faculty			
	Signature of the initiating officers			

Overall performance of the Teacher: Will be an average of marks allotted by Principal and Vice Principal

TEACHER EVALUATION for Asst. Lecturer, Lecturer and Associate Professor

NAME OF THE FACULTY:

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
	<i>Classroom instruction</i>				
1	Knowledge base of the teacher				
2	Prepares lesson plans well in advance and follows the lesson planning principles				
3	Uses different teaching methods to make teaching effective				
4	Uses Audiovisual aids to explain concepts appropriately				
5	Encourages and motivates students in learning in the class				
6	Command of language				
	<i>Clinical instruction</i>				
7	Is skillful and resourceful in the clinical area				
8	Participates in clinical teaching of students				
9	Demonstrates clinical skills to students as required				
	<i>Assignments/tests</i>				
1	Assignments are creative, learning oriented				
2	Assignments are corrected on time and returned				
3	Evaluation criteria is discussed when assignment is given				
4	Is fair in evaluation of assignments and tests				
	<i>Administrative qualities</i>				
1	Is able to plan, coordinate and organize student related activities				
2	Teacher is able to control the class and manages the class well				
3	Displays leadership qualities				
4	Participates in extracurricular activities				
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				
	<i>Personal Qualities</i>				
1	Punctuality. Adheres to college timings always				
2	Teachers displays commitment, sincerity to the profession and Displays self-control, professional behavior and initiative				
3	Displays understanding of student behavior and deals appropriately				
4	Is approachable and available to students whenever needed				
5	Well groomed at all times/follows dress code				
6	Takes steps to improve self.				
7	Communication skills of the teacher: personal communication as well as during teaching. Relates well with students				
	TOTAL				
	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

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

Name of the Employee: _____

Date of Joining: _____

Period of Evaluation: _____

S. No	Criteria	Performance score	
		Administrative officer	Principal
1	Knowledge Knowledge of specific job requirements. Knowledge of appropriate methods, practices and procedures.		
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.	Cooperation Is willing to work with others toward a common objective. Works as a team member. Positive and flexible approach to demands.		
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		
5.	Interpersonal skills with colleagues/faculty and students Deals effectively with others, in a variety of situations, showing sensitivity, tact, diplomacy and respect		
6	Initiative Takes action and resolves problems within the limits of the job duties and responsibilities. Identifies needs, develops action plans, and responds accordingly		
7	Quality of work Executes duties and responsibilities effectively and with a high degree of accuracy		
8	Judgment Makes consistent, pertinent and logical decisions.		
9	Attendance Attends work regularly and respects work schedule		
10	Supervisory ability Provides direction, support and coaching to subordinate employees, as required, for completing tasks		
	Total		
	Average		

Comments: _____

Signature

Employee's Signature	Administrative officer	Principal
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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
KOREGAON PARK, PUNE 01
TEACHER EVALUATION- STUDENT FEEDBACK

Annex. -III (A)

PROGRAMME: B Sc/P B B Sc/M Sc PLACEMENT : I/II/III/IV

YEAR: June 20 23 to Jul 24

NAME OF THE FACULTY: Mrs. vanshika Joshi

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

PARAMETERS	4	3	2	1	0	Total
<i>Classroom instruction</i>						
1. Knowledge base of teacher	✓					4
2. Understands learning styles of students	✓					4
3. Is skillful and resourceful in the clinical area	✓					4
4. Integrates theory with clinical practice	✓					4
5. Teaching is systematic and well organized	✓					4
6. Makes learning interesting and motivating	✓					4
7. Uses different teaching methods to make teaching effective	✓					4
8. Uses Audiovisual aids to explain concepts appropriately	✓					4
9. Encourages student participation in the class	✓					4
10. Is punctual to the class and finishes class on time. Punctual in clinical	✓					4
<i>Assignments/tests</i>						
1. Objectives are explained before start of posting	✓					4
2. Assignments are corrected on time and returned	✓					4
3. Evaluation criteria is discussed when the assignment is given. Time line for assignment submission is given	✓					4
4. Is fair in evaluation of assignments and tests	✓					4
5. Discusses with students the deficiencies in assignments and tests	✓					4
<i>Personal Qualities</i>						
1. Teacher is flexible and understands individual student's needs	✓					4
2. Teachers Behaves in a professional manner	✓					4
3. Teacher is able to control the class and manages the class well	✓					4
4. Responds positively to students problems	✓					4
5. Is approachable and available to students whenever needed	✓					4
6. Well groomed at all times/follows the dress code	✓					4
7. Is able to recognize the strengths and weaknesses of the students and guide appropriately	✓					4
8. Is able to provide useful feedback, criticism in an appropriate manner	✓					4
9. Communication skills of the teacher - personal communication as well as during teaching	✓					4
10. Is a effective role model to students and others	✓					4
TOTAL						100

Overall performance of the Teacher: