



Prakash Institute of Medical Sciences & RESEARCH

FACULTY PERFORMANCE EVALUATION FORM

Personal Information:

- Academic department:
- Name:
- ID number: _____ Date of birth: _____
- Designation:
- **Awards and acknowledging certificates (Kindly attached supportive documents):**

Name of award/Acknowledgement certificate	Area for which the Award/Acknowledgement certificate was granted	Granting organization	Date obtained

- **The courses you have taught at the Institute this Academic Year:**

Semester	Allotted syllabus	Title of lecture	Credit	Number of students
1 st Semester				
2 nd Semester				

- **Research activities:** Publications/ scientific research/ translations/studies that have been published or are in the preparation process/ arbitrating research or theses/financially sponsored research projects or contractual research (Please attach supporting documents):

Title	Type (Accepted for publication/published/research projects/authorship/on process/arbitration/contractual research)	Publisher	Nature of participation (Main author/joined author)	Date(of publication/finishing the research project)

- **Scientific Activities:**

Conferences, seminars and training courses that the faculty member has participated in:

Title	Type(Conference/ seminar/	Date	Type of participation	Organizing Authority	Venue




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	workshop/ training course)		(Session moderator/ coordinator/ presenter/ participant/ Scientific paper)		

- **Institutional service:**

Kindly fill in the table with the committees and task accomplished in serving the Institute and provide supporting documents.

Committee of Task	Authority	Nature of Participation	Date	
			To	From

- **Community Service:**

Kindly fill in the table with the committees and task accomplished in serving the community and provide supporting documents.

Committee of Task	Authority	Nature of Participation	Date	
			To	From

Student Evaluation:

The differential rate of students' evaluation of the faculty member for last two semesters is calculated:

Academic year	Academic Semester	Mean of Evaluation	Faculty member evaluation in comparison to colleagues at the department			College Evaluative Sequence	Institute Evaluative Sequence
			Sequence in the department	Quartet Distribution	Qualitative Evaluation		
	First						
	Second						



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HOD Appraisal of Faculty member form:

Department:

Name of Faculty:

Designation of Faculty:

Area	Item No.	Item	Evaluation					Points earned
			Always	Often	Some times	Rarely	Never	
			4	3	2	1	0	
Professionalism	1	Observes traditions, customs and Institute values in his/her behaviours, general appearance, and dealing with others						
	2	Abides by Institution regulations and decisions at all levels						
	3	Implements all tasks entrusted to him/her rightly(carries out duties assigned by HOD of the department, the Dean, Management member and other officials dutifully, giving priority to the general interest of the institute.)						
	4	Adheres to specified times and deadlines when carrying out all duties and tasks						
	5	Deals with full awareness to the problems, and suggests suitable solutions thereto(behaves wisely and objectively in urgent matters and issues and takes sound decisions based on the general interest of						




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		work)						
	6	Participate in the development of the institute through valuable initiatives and positive suggestions*						
Instructional planning	7	Sets integrated plans for teaching and evaluating courses(Maintains portfolio including course description, teaching plans, course objectives and expected outcomes, approved student evaluation scheme and references)*						
	8	Adheres to the curriculum plan to achieve the expected objectives and outcomes.*						
	9	Develops his/her courses regularly(e.q. developing and teaching e-courses)*						
Effective instruction and communication	10	Employs a variety of teaching methods including lectures, seminars, group discussions, research, workshops and e-learning.*						
	11	Works with others in team spirit and communicates effectively (deals with his/her colleagues and superiors friendly and respectfully with full dedication to his/her academic duties.)						
	12	Well organized and capable of communicating clearly and accurately.						
Student evaluation	13	Easy to reach and deal with						




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	14	Diversifies evaluation procedures(adopts a variety of student evaluation methods such as tests, participation of students in educational activities, assignments, research, task achievement)*						
	15	Prepare exams and other evaluation tools of quality(able to prepare different types of tests and other evaluation tools)*						

***these items need to be supported with documents for verification.**

Other comments the HOD wishes to express:

.....

Signature of HOD with Date




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ANNUAL PERFORMANCE ASSESSMENT REPORT (NON-TEACHING)

FORM "A" TO BE FILLED IN BY THE STAFF MEMBER

Assessment for the year :

1. Name :	2. Date of joining the post :
3. Designation :	4. Pay Band : Rs.
5. Department/Section :	6. Grade Pay : Rs.
7. Academic/Technical Qualification :	
8. Details of Educational courses being pursued :	
9. Any other information to be pointed out : Details of the present duties :	

Date :
member




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Signature of the staff

**ANNUAL PERFORMANCE ASSESSMENT REPORT (Technical
Administrative and Others)**

FORM "C" TO BE FILLED IN BY THE REPORTING OFFICER

NAME :				YEAR OF ASSESSMENT :			
DESIGNATION :				DATE OF APPOINTMENT TO THE POST :			
PAY BAND : Rs.				GRADE PAY : Rs.			
DEPARTMENT/CENTRE/SECTION :							
CATEGORY	Outstanding	Excellent	Very good	Good	Satisfactory	Marginal	Poor
	10	9	8	6	5	4	2
1 PROFESSIONAL COMPETENCE							
Knowledge of rules, regulation and procedure							
Ability to organize work and carry it out							
Ability and willingness to take up additional load in times of exigencies							
Creativity and innovation							
Ability to learn new duties							
Capacity to supervise*							
Capacity to supervise*							
2 PERFORMANCE							
2.1 Maintenance of Files/Records							
2.2 Accuracy & Speed of work							
2.3 Neatness & tidiness of work							
2.4 Completion of work on schedule							
2.5 Diligence and sense of responsibility							




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3 PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity and behaviour							
3.6 Planning & Organisation*							

TOTAL POINTS :

/150

/170

* For supervisory staff only



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4. OVERALL EVALUATION

OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR

5. Any outstanding contribution made by the Employee :

6. Special remarks if any of the Reporting Officer :

Date :

SIGNATURE OF THE REPORTING OFFICER

7. Remarks if any of reviewing officer :

Date :

SIGNATURE OF REVIEWING OFFICER

*** COMPUTATION OF OVERALL EVALUATION**

	170 Points	150 Points
Outstanding	161 to 170	141 to 150
Excellent	153 to 160	135 to 140
Very Good	136 to 152	120 to 134
Good	102 to 135	90 to 119
Satisfactory	85 to 101	75 to 89
Marginal	38 to 84	60 to 74
Poor	34 to 67	30 to 59



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