SITABAI NARGUNDKAR COLLEGE OF NURSING FOR WOMEN , NAGPUR

Confidential Performance Appraisal of Teachers

Part-I

Self Appraisal

For the period 1ˢᵗ August 19 to 31ˢᵗ May 2020

1.0 Personal Information:

1.1	Name :	
1.2	Designation :	
1.3	Department :	
1.4	Date of Birth :	
1.5	Area of Specialization :	
1.6	Professional memberships:	

2.0 Academic record:

	Degree	College / University / Institute	Year of Joining	Year of Passing	Class / Division
2.1	Graduation				
2.2	PG				
2.3	Ph.D./ Mphil				

3.0 Research Experience & Training:

3.1	Research projects	Project Title	Sponsored by
3.2	Training programs attended in last years	Name of Training program	Venue of training
3.3	Conferences attended in last year	Subject/Theme	Name & venue of the Conference/ Seminar
3.4	No. of Papers Published	Title of the Paper	Journal
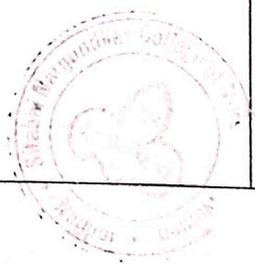
SITABAI NARGUNDKAR COLLEGE OF NURSING FOR WOMEN , NAGPUR
Confidential Performance Appraisal of Teachers

Part –II
(To be filled by Teacher and commented by Reporting/ Reviewing Authority)

Name of Teacher: _____ Designation: _____

Name of Department: _____

4.0 Teaching Experience & Performance:

Level: FY/SY/TY/BE	Course/ Subject/ Laboratory	Load per week L/T/P	Percentage of syllabus coverage	Performance in the subjects taught
1st Year				
2nd Year				
3rd Year				
4th Year				

5.0 Innovations / Contributions & Special efforts in Teaching: (Attach reports wherever possible)

		To be filled in by the Teacher	Comments of Reporting Authority	Comments of Reviewing Authority
5.1	Preparation of resource Material, Notes, manuals			
5.2	Teaching methods			
5.3	Laboratory preparation			
5.4	Counseling of Students			
5.5	Coordination duties			
5.6	Extra Curricular activities			
5.7	Participation in evaluation			
5.8	Any Other efforts taken			
5.9	Academic achievements			
5.10	Your expectation from Management. Give in Three sentences.			
	Signatures			
		Signature of Teacher	Signature by Reporting Authority.	Signature by Reviewing Authority.

CPAT   Sign

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:

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)

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

Date:

(Chairman HRD)

Signature of the Principal

Principal
Sitabai Nargundkar
College of Nursing For Women, Nagpur

EVALUATION / GRADATION / MARKING CHART FOR SELECTION OF CANDIDATE(S) / *Promotion of Candidate*

Appendix – II

Post :-Clinical Instructor   Subject : -Nursing   Date of Interview :- 5th August 2021

Sr. No.	Name of Candidate	Objective Evaluation								Subjective Evaluation			Total
		1	2	3	4	5	6	7	8	1	2	3	
		Additional Qualification in concerned subject Ph.D-5 marks / Diploma – 1 mark for each Diploma	Experience Basic – Nil For additional experience in concerned subject – every year 0.5 marks	Post Graduate Teaching Experience in concerned speciality For every year – 0.5 marks	Guidance for Ph.D Students (completed) for every student – 0.5 mark	Research Paper Publications For each topic in International/National Peer reviewed/ Index journal – 2 mark each	Text Book, Ref. Book, University Approved Book For every book – 2.5 marks (maximum 10 marks) For every chapter in other's book – 1 mark (Maximum 5 marks)	Participation in National / International Conferences– 1 mark each	Computer Knowledge Basic as per St Govt rules	Subject Knowledge = 35	Presentation before the Selection Committee	Command on Language of Medium of Instruction	
	Maximum Marks	05	05	05	05	05	10	15	05	05	35	05	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													

| President or his Nominee | $Member of Governing Body/Management | *V. C. Nominee | $V. C. Nominee | $*V. C. Nominee for B C | #Subject Expert | HOD | Principal | One Rep from B C from concerned Inst Coll |
| | | | | | | | | |
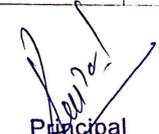
Principal
Sitabai Nargundkar
College of Nursing For Women, Nagpur

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
Sitabai Nargundkar
College of Nursing For Women, Nagpur