

APPRAISAL PROFORMA- FACULTY

Report for the year / period from _____ to _____

SECTION A

Part 1 – Personal information (to be filled by faculty)

1	Name	
2	Employee ID	
3	Designation	
4	Department	
5	Qualification	
6	Date of joining	
7	Total years of teaching experience post MD/MS	
8	Years of experience in current position	
9	Details of leave/ absence (to be filled by HR)	

SELF APPRAISALFORM (Points/ Score-100)

Part 2- Duties and responsibilities (to be filled by faculty)

1 a) Brief description of duties

1 b) Contribution to NAAC/ NABH/ NABL/ MoU's/ others

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2. Please list your achievements

SL.NO	ACHIEVEMENTS
i	
ii	
iii	
iv	
v	
vi	
vii	
viii	
ix	
x	

Part 3- Self assessment form (Points/ Score- 100)

A. Teaching and assessment: (Points/ Score-30)

(i) Student classes (Points/ Score-20)

Number of lectures	Number of clinics	Number of practicals	Number of demonstrations

(ii) Mentoring (if applicable) (Points/ Score-5)

a) Number of meetings held with the mentees:

b) Initiatives taken for slow learners:

(iii) Innovations: (Points/ Score-5)

(a) Course / curriculum development:

(b) Technology innovation:

(c) Creation of teaching or assessment tools:

(d) Others:

B. Research & Scientific Activity: (Points/ Score-30)

(i) Research: (Points/ Score-20)

(a) Publications: (Points/ Score-5)

Sl.No	Title of publication	Type of journal (National/ International)	Nature of publications (UGC -CARE /Scopus/ Web of Science/ PubMed)	Name of journal	Authorship (1 st author or corresponding author)	Year	Link

(b) Book chapter / book: (Points/ Score-5)

Sl.No	UGC-CARE ID	Publication type	Publication title	Name of author	Name of journal	Year

(c) Funded / collaborated research: (Points/ Score-5)

Sl.No	Name of the project	Name of PI/co-investigator	Year of award	Name of funding agency	Type (Govt /non govt)	Amount sanctioned	Duration of project

(d) Innovations: (Points/ Score-5)

Sl.No	Title of patent	Applied	Granted	Year

(ii) Scientific Activity: (Points/ Score-10)

Attended international / national conference:

(a) Presented scientific paper: (Points/ Score-2)

(Invited lecture or oral presentation in international / national conference; oral presentation in state / regional / local conference or poster in international /national conference; poster in state / regional / state conference or chaired a session point)

(b) Research Projects: (Points/ Score-2)

(Principal investigator of funded project ; supervisor of PhD thesis; principal investigator of non-funded project; co-investigator of funded project; supervisor of PG thesis; co-investigator of non-funded project; co-supervisor of PG thesis)

(c) Acquired degrees/ fellowships / membership of professional bodies / awards (Points/ Score-2)

(PhD/ MD/ MS/ DNB; national / international level awards or fellowships or membership of professional bodies or certificate courses; state / regional / local level awards)

(d) Organising conference / CME / Workshop: (Points/ Score-2)

(Chairperson / secretary for national / international level functions ; member of organising committee for national / international level or chairperson / secretary for state /regional / local level; member of organising committee for state / regional / local level)

(e) Member of editorial board / referee / reviewer: (Points/ Score-2)

(Editorial board of international journal or a textbook; editorial board of national /regional /state journal; reviewer / referee)

C. Service: (Points/ Score-30)

(i) Patient care:

Clinical faculty only: (Points/ Score-20)

- (a) Bed occupancy in the unit:
- (b) Introduced new clinical procedure / improvised existing clinical technique:
- (c) No of surgeries / procedures done
- (d) No of cases referred outside SMVMCH for treatment:
- (e) No of medication error reported to quality manager:
- (f) Medication orders are in capital letter, dated, timed and signed:
- (g) Plan of care with desired outcomes is documented and countersigned by the clinicians:
- (h) Average time taken for initial assessment of in-patients:
- (i) TAT for completing discharge summary:
- (j) No of clinical audit done by the unit:
- (k) Adherence to competency level for performing surgical procedures:
- (l) Compliance rate to surgical safety practices:

Department of radio-diagnosis only: (Points/ Score-20)

- (a) Reporting error rates (per 1000) in imaging for individual faculty:
- (b) Percentage of re-dos in imaging for individual faculty:
- (c) Percentage of imaging reports correlating with clinical diagnosis:
- (d) Adherence to safety precautions in imaging:
- (e) No of clinical audit done:

Department of Biochemistry/ Pathology/ Microbiology only: (Points/ Score-20)

- (a) Reporting error rates (per 1000) in laboratory for individual faculty:
- (b) Percentage of re-dos in laboratory for individual faculty:
- (c) Percentage of lab reports correlating with clinical diagnosis:
- (d) Adherence to safety precautions in labs:

Department of Anesthesiology:(Points/ Score-20)

- (a) No of adverse anesthesia events reported to quality manager by individual faculty:
- (b) Percentage of modification of anaesthesia plan
- (c) Percentage of unplanned ventilation following anaesthesia
- (d) Percentage of re-scheduling of surgeries
- (e) Percentage of unplanned return to OT
- (f) Compliance rate to surgical safety practices
- (g) No of clinical audit done:

Department of Forensic Medicine only: (Points/ Score-20)

- (a) No of medico legal cases audits done:
- (b) No of cases referred outside SMVMCH from emergency department:

Department of Pharmacology only: (Points/ Score-20)

- (a) No of prescription audits done:
- (b) No of investigation done for ADR reported:

(ii) Community programs: (Points/ Score-10)

- (a) Organized / participated in outreach programs

D. Institutional additional responsibility: (Points/ Score-10)

Additional responsibility	Role	Experience/ Suggestions
Chairperson/ secretary/ member of committee		
Medical Education Unit		
Skill lab		
Faculty for value-added or add on course		
Examiner		
Member of BoS		
Member of editorial committee of journal		
Alumni association		
Others like warden, NSS/ NCC coordinator, sports/ cultural advisor (please specify)		

Declaration by faculty

I hereby declare that the details provided by me here are correct to the best of my knowledge.

DATE

SIGNATURE OF FACULTY

Declaration by head of the department

I hereby declare that the details provided are verified to the best of my knowledge.

SIGNATURE OF HOD

SECTION- B (CONFIDENTIAL)

PERFORMANCE APPRAISAL FORM

Part 4- Comment on the performance of the employee for each item listed

Excellent-5, Good- 4, Average- 3, Poor- 2, Very poor- 1

SL.NO	DETAILS	SCORE BY FACULTY	SCORE BY HOD
Assessment on personal attributes (30 % weightage)			
1	Attitude to work		
2	Sense of responsibility		
3	Maintenance of discipline		
4	Communication skills		
5	Leadership qualities		
6	Interpersonal relations		
7	Capacity to adherence to time schedule		
Assessment on work output (40 % weightage)			
8	Job knowledge		
9	Accomplishment of planned work/ work allotted		
10	Quality of work output		
11	Commitment to work allotted		
12	Achievements of target/ objectives/ goals (as mentioned in part 2)		
Assessment of functional competency (30 % weightage)			
13	Ability to apply knowledge in the functional area		
14	Strategic planning ability		
15	Decision making ability		
16	Coordination ability		
17	Ability to motivate and develop subordinates		

Total weightage scored out of 100:

Overall performance:

Outstanding

Exceeds expectation

Meets expectation

Needs improvement

List and describe employee's strength and how it can be utilized in his/ her position:

List and describe employee's weakness and how it can be overcome in his/ her position:

HEAD OF THE DEPARTMENT

DATE

Part 5- Performance review:

Performance appraisal committee's comments

(Medical Superintendent's confidential comments)

Medical Superintendent:

Signature with date:

(Dean Research's confidential comments)

Dean Research:

Signature with date:

(Dean Academic's confidential comments)

Dean Academic:

Signature with date:

(Appellate authority's confidential comments)

Appellate authority:

Signature with date: