

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	4	5
2	Sense of responsibility	4	5
3	Maintenance of discipline	4	4
4	Communication skills	4	4
5	Leadership qualities	4	5
6	Interpersonal relations	4	5
7	Capacity to adherence to time schedule	4	5
Assessment on work output (40 % weightage)			
8	Job knowledge	4	4
9	Accomplishment of planned work/ work allotted	4	4
10	Quality of work output	4	4
11	Commitment to work allotted	4	4
12	Achievements of target/ objectives/ goals (as mentioned in part 2)	4	3
Assessment of functional competency (30 % weightage)			
13	Ability to apply knowledge in the functional area	4	4
14	Strategic planning ability	4	4
15	Decision making ability	4	4
16	Coordination ability	4	4
17	Ability to motivate and develop subordinates	4	4

TRUE COPY ATTESTED

DEAN
SRI MANJULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKURPAM,
MADAGADIPET, PUDUCHERRY 605 007.

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:

- Leadership qualities, can be utilized strengthening the activities like Teaching Learning, etc.
- Interpersonal relations

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

- Number of publications
 - Research : Funded projects
- This can be overcome by training & attending conference.



HEAD OF THE DEPARTMENT

DATE

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGAPET, PUDUCHERRY-605 107.

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:

TRUE COPY ATTESTED

Signature with date:

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

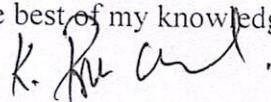
D. Institutional additional responsibility: (Points/ Score-10)

Additional responsibility	Role	Experience/ Suggestions
Chairperson/ secretary/ member of committee	Secretary Research committee	
Medical Education Unit		
Skill lab		
Faculty for value-added or add on course		
Examiner	Internal examiner for UG students	
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

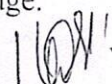
I hereby declare that the details provided by me here are correct to the best of my knowledge.

DATE 26.12.22

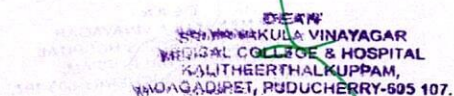

SIGNATURE OF FACULTY

Declaration by head of the department

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


SIGNATURE OF HOD

TRUE COPY ATTESTED


KALITHEERTHALKUPPAM
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
KANDAMADURAI, PUDUCHERRY-605 107.

- (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

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

(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:

TRUE COPY ATTESTED

DEAN
SRI MANAKOLA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
TIRUPUR DISTRICT - 641 007.

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

- (a) Reporting error rates (per 1000) in laboratory for individual faculty:

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)

Supervisor of PG thesis: No.of students - 1

Co-investigator of non-funded project: No. of projects - 3

(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)

1. Certificate course on Pain management 2022 by Indian Orthopaedic Association.
2. Certificate course on Digital workshop on diabetes and technology by RSSDI

(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)

1. Member of the organizing committee for AIDSCON 2022
2. Member of the organizing committee & Speaker for Research Methodology workshop for Post graduate & DNB students
3. Member of the organizing committee & speaker for EPIINFO workshop for Post graduate students

TRUE COPY ATTESTED
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADI PET, PUDUCHERRY-605 107.

Caregiving for elderly population: a Mixed method study conducted in the Urban population of Tamilnadu	National	DOAJ	Journal of the Indian Academy of Geriatrics	1 st author	date of acceptance 17.10.2022	
--	----------	------	---	------------------------	----------------------------------	--

(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

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

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
15	40	15	45

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

a) Number of meetings held with the mentees: 4

b) Initiatives taken for slow learners:

Special one to one counselling sessions were conducted

Feedback on answer sheets were given

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

(a) Course / curriculum development:

(b) Technology innovation:

(c) Creation of teaching or assessment tools:

1. Clinico-social case Peer group discussion & evaluation for UG students

2. OSPE for UG students

(d) Others:

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

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

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

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
	Assessing Geriatric Disability And Its Associated Factors Among The Urban Population of Tamilnadu	International	DOAJ	Journal of Public Health Research and Community Health Development	1 st author	date of acceptance 31.10.2022	

TRUE COPY ATTESTED
 DEAN
 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE & HOSPITAL
 KALITHEERTHAKUPPAM,
 MADAGADIPET, PUDUCHERRY-605 107.

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

Secretary of the Research committee , SMVMCH

2. Please list your achievements

SL.NO	ACHIEVEMENTS
i	Implementing Family adoption programme
ii	Member of the organizing committee & Speaker for Research Methodology workshop for Post graduate & DNB students.
iii	Member of the organizing committee & speaker for EPIINFO workshop for Post graduate students
iv	Member of the organizing committee & speaker for How to write Thesis ? for Post graduate students
v	Member of the organizing committee for AIDSCON 2022
vi	Secretary of the Research committee . SMVMCH

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEE KUTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

APPRAISAL PROFORMA- FACULTY

Report for the year / period from 27.1.2022 to 31.10.2022

SECTION A

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

1	Name	Dr. Premanandh K
2	Employee ID	8352
3	Designation	Associate Professor
4	Department	Community Medicine
5	Qualification	M.D., Community Medicine
6	Date of joining	27.1.2022
7	Total years of teaching experience post MD/MS	8 years
8	Years of experience in current position	3 years
9	Details of leave/ absence (to be filled by HR)	

SELF APPRAISAL FORM (Points/ Score-100)

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

1 a) Brief description of duties

- Involved in teaching of the MBBS students including Interns/ Postgraduate Medical students
- Preparing teaching schedule for the MBBS students
- Periodic evaluation / assessment of Undergraduate (MBBS) / Postgraduate Medical students
- Implementing family adoption programme
- Observation of student performance in community settings.
- Conducting research related projects & supervising students involved in research activities

TRUE COPY ATTESTED


DEAN
BRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGADI, PUDUCHERRY-605 407.

APPRAISAL PROFORMA- FACULTY

Report for the year / period from 1st January 2022 to 31st December 2022

SECTION A

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

1	Name	Dr. Reenaa Mohan
2	Employee ID	8184
3	Designation	Assistant Professor
4	Department	Community Medicine
5	Qualification	MD
6	Date of joining	09-09-2021
7	Total years of teaching experience post MD/MS	1 years and 4 months
8	Years of experience in current position	1 year and 4 months
9	Details of leave/ absence (to be filled by HR)	

SELF APPRAISAL FORM (Points/ Score-100)

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

1. a) Brief description of duties

1. Teaching and training undergraduate MBBS students, interns and post graduates.

TRUE COPY Undergraduate students (MBBS)- Lectures (theory classes, small group discussions, Self-Directed Learning), Clinical Postings (clinic-social case discussion, community

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALHEERTHAN ROAD,
MADAGADI PET, PUDUCHERRY-605 107.

research methodology, Family Adoption Programme, visits to PHC, UHTC,

2. Please list your achievements

SL.NO	ACHIEVEMENTS
1	Completed Foundation course in palliative medicine
2	Resource person - Training on NTEP guidelines for CRRI
3	Resource person – Training on ACF activity for CRRI
4	Completed NMC Revised Basic Course workshop
5	ICMR-NPTEL course – 1. Maternal Infant Young Child Nutrition
6	Resource person of Epi Info 7 workshop for third-year postgraduates.
7	Resource person in Red ribbon club activity at Venkateshwara college of education.
8	Completed Innovation Ambassador Training Course
9	Assisted in planning and organizing AIDSCON, a regional-level conference.
10	Participated as Judge in MANTRA Cultural Festival - Mehendi competition, solo dance

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
16	25	6	2

DEAN

TRUE COPY ATTESTED
SRIMANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADI PET, PUDUCHERRY-605 107.

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

a) Number of meetings held with the mentees: 3

CHC, Anganwadi etc, mentoring of students under students support system.

Post Graduate students (MD) – Seminars, Journal discussion, Family study, Thesis guidance, short study research projects, topic discussions.

Interns – Orientation programmes, training programmes, planning and implementing health camps, health day celebrations, school health programmes and TB training.

2. **Faculty In-charge of Primary Health care (PHC, Thirubhuvanai)-** Centre management, PHC visits, monthly meetings, planning and conducting health awareness programmes and training programmes, school health screening, mobile clinic, community based palliative care, review of monthly reports , annual reports and programme reports.

Nodal Officer

1. Active case Finding (ACF) for Tuberculosis, Puducherry

2. National Programme for Prevention and control of Cancer Diabetes, Cardiovascular disease and Stroke (NPCDCS), State NCD Cell, Puducherry.

4. Assistant Editor in the Global Journal of Health Science and Research (SMVMCH journal)

5. Subcommittee member – MAITHREE homes for special children, Kanchipuram.

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KURIPAM,
MADAGADIPET, PUDUCHERRY-605 007.

b) Initiatives taken for slow learners: **Feedback collected and action taken.**

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

(a) Course / curriculum development: **OSCE development, Family Adoption Program**

(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)

S.N	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
	Utilization Of Facility-Based Counselling And Testing Centre At Tertiary Teaching Hospital In Pondicherry	International	Publon	IJMSCR	1 st author	2022	Reenaa M,Pravin S, Rajalakshmi M,Kalaiselvan G.Utilization Of Facility-Based Counselling And Testing Centre At Tertiary Teaching Hospital In Pondicherry.ijmscr;2022;5(4):p 643-647.
	Barriers Towards National TB Elimination Program (NTEP): Myths and Misconception about	International	Publon	IJMSCR	1 st author	2022	Reenaa Mohan, Sindhuri R, Kalaiselvan G.Barriers Towards National TB Elimination Program (NTEP): Myths and Misconception about Tuberculosis: A Qualitative

TRUE COPY ATTESTED

BEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
LITHEERTHAI KUPPAM,
MADABADI PET, PUDUCHERRY-605 007.

	Tuberculosis: A Qualitative Study						Study.2022;4(5):p.55-61.
3	Evaluation of community- based Advocacy Communicatio n Social Mobilization (ACSM) Intervention, using RE – AIM framework	Submitted in ijtb					
4	Exploration of barriers and possible solutions for non- utilization of Facility based integrated counselling and testing center (F- ICTC) center using Delphi Technique.	Submitted in IJPH					
5	Influence of key community leaders to enhance the awareness of TB and to increase the presumptive TB cases and treatment compliance – A Mixed	Submitted in CHRISMED journal					<p>TRUE COPY ATTESTED</p> <p>DEAN SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHALKUPPAM, BADARADIPET, PUDUCHERRY-605 107.</p>

	Method study						
	Effectiveness of training program on leprosy among Allied health care workers: a pre- and post-test design	Submitted in CHRISMED					

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

Sl.N o	UGC-CARE ID	Publication type	Publication title	Name of author	Name of journal	Year
	Nil					

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

Sl.N o	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
1	Awareness on HIV and STD among college	Co-PI TRUE COPY ATTESTED DEAN SRI MANAKULA VINAYAGAR MEDICAL COLLEGE & HOSPITAL KALITHEERTHAKUPPAM, MADAGADIPET, PUDUCHERRY-605 107.	-	PACS	Gove	Funded (1 lakh	3 months

students in puducherry							
---------------------------	--	--	--	--	--	--	--

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

Sl.No	Title of patent	Applied	Granted	Year
	Nil			

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

Attended international / national conference: **1 (49 th Annual National Conference of IAPSM & IPHA Conference – Maharashtra Chapter 2022)**

(a) Presented scientific paper: (Points/ Score-2): **1 (Oral paper presentation in 49 th Annual National Conference of IAPSM & IPHA Conference – Maharashtra Chapter 2022)**

(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)

1. *Vaithiyalingam S, Mohan R#, Joseph A, Jacobe M G, Purty A.* Morbidity pattern of kerala victims of 2018 in the post flood relief recovery phase.IJCMPh: 4940-4943(6).
2. **Mohan R**, Ganapathy K#, Vinayagamoorthy V. Lost to Follow – Up During Diagnosis (LTFU) of Tuberculosis Patients: A Mixed Method Study on Determinant's and Potential Solutions. *Online J Health Allied Scs.* 2020;19(2):6.
3. Prathap V,Rajalakshmi M#; **Reenaa M.** Experience of type 2 diabetes mellitus patients during COVID-19. IJCMPh: 2042-2044(8).
4. **Mohan R**, Sindhuri R#, Arulkumaran A, Dongre A R. Knowledge, Attitudes and Practical Skills among Staff Nurses Regarding Breastfeeding and COVID-19. *Annals*

TRUE COPY ATTESTED

DEAN
SRI MANARULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
K. M. MERTHAKUPPAM,
MADAGADIPET, PUDUCHERRY-605 007.

of the Romanian Society for Cell Biology:18124–18133.

5. **Mohan R**, Ganapathy K#, Vinayagamoorthy V, Vivekananda K. 'Student centered approach' in implementing community based active case finding for tuberculosis in rural, Puducherry e A qualitative evaluation, Indian Journal of Tuberculosis.2021.ijtb:0019-5707.
6. Manomenane M, Viswanathan KN, Badrinath A K, Karthik j, **Mohan R**. Study of serum uric acid level in chronic liver disease and its correlation with child-Turcotte-Pugh score and platelet indices.2022.
7. Rajalakshmi M, Vithiyalingam S, **Mohan R**.Synergistic effect of May–Turner syndrome and COVID-19. J Datta Meghe Inst Med Sci Univ 2022;17:S60-2.
8. Jenifer Florence Mary J, Suguna Elayaperumal, Sindhuri R, **Mohan R**. Educational intervention on the misperception and usage of double fortified salt (DFS) among women dwelling in rural areas of Puducherry, utilizing validated educational materials: A qualitative study. European Journal of Molecular & Clinical Medicine, 2022; 9(7): 6914-6933.
9. Premanandh K, Rajalakshmi M, Mohan R. Caregiving for elderly population: A mixed-method study conducted in the urban population of Tamil Nadu. Journal of the Indian Academy of Geriatrics. 2022 Oct 1;18(4):177.

C. Acquired degrees/ fellowships / membership of profellowships/membership (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)

1. **Organiser of Epi Info 7 workshop for third year postgraduates**
2. **Assisted in planning and organizing AIDSCON, a regional-level conference.**
3. **Organised palliative care workshop for medical interns and ANM students.**

TRUE COPY ATTESTED

DEAN
SRI MANARULA VINAYASAR
MEDICAL COLLEGE & HOSPITAL
KALITHEENHAIKUPPAM,
MADACADIPET, PUDUCHERRY-605 107.

4. Organised a workshop on management of diabetes mellitus in primary care for medical interns.
5. Organiser in TB training for CRRI
6. Organiser in workshop on ACF on TB for CRRI

E. Member of editorial board/referee / reviewer: (Points/ Score-2): NIL

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

F. 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:

TRUE COPY ATTESTED
 DEAN
 SRI MANAKULA VINAYAGAR
 MEDICAL COLLEGE & HOSPITAL
 KALITHEERTHAL KUPPAM,
 MADAGADIPET, PUDUCHERRY-605 107.

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

Organized many outreach programs and participated in Programme activities on TB (ACF, Training Key community leaders).

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTRALKUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

G. 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	Assistant Editor in the Global Journal of Health Science and Research (SMVMCH journal)	
Alumni association		
Others like warden, NSS/ NCC coordinator, sports/ cultural advisor (please specify)	Judge in solo dance and Mehndhi competition	

Declaration by faculty

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

DATE 09/1/2023

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

DEAN
SRIMANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
MANNAGADIPET, PUDUCHERRY-605 007.

TRUE COPY ATTESTED

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	4	4
2	Sense of responsibility	4	4
3	Maintenance of discipline	4	3
4	Communication skills	4	4
5	Leadership qualities	3	3
6	Interpersonal relations	4	4
7	Capacity to adherence to time schedule	4	4
Assessment on work output (40 % weightage)			
8	Job knowledge	4	4
9	Accomplishment of planned work/ work allotted	4	4
	Quality of work output	4	4

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

11	Commitment to work allotted	4	4
12	Achievements of target/ objectives/ goals (as mentioned in part 2)	3	4
Assessment of functional competency (30 % weightage)			
13	Ability to apply knowledge in the functional area	4	4
14	Strategic planning ability	4	3
15	Decision making ability	4	3
16	Coordination ability	4	4
17	Ability to motivate and develop subordinates	3	4

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:

- Attitude towards ^{conducting} collaborative research
- Interest in Funded / Non Funded projects

TRUE COPY ATTESTED

DEAN
SRI MANAKUL VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGADIPET, PUDUCHERRY-605 107.

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)

TRUE COPY ATTESTED

Medical Superintendent:

Signature with date:

DEAN
SRI MANJULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADABADI PET, PUDUCHERRY-605 107.

(Dean Research's confidential comments)

(Dean Academic's confidential comments)

Dean Academic:

Signature with date:

(Appellate authority's confidential comments)

Appellate authority:

Signature with date:

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAKUPPAM,
MADAGADIPET, PUDUCHERRY-605 007.

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAKUPPAM,
MADAGADIPET, PUDUCHERRY-605 007.

APPRAISAL PROFORMA- FACULTY

Report for the year/period from 1.1.2022 to 31.10.2022

SECTION A

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

1	Name	Dr Rajalakshmi M
2	Employee ID	6516
3	Designation	Assistant Professor
4	Department	Community Medicine
5	Qualification	MD, Community Medicine
6	Date of joining	11.12.2017
7	Total years of teaching experience post MD/MS	5
8	Years of experience in current position	5
9	Details of leave/ absence (to be filled by HR)	

SELF APPRAISAL FORM (Points/ Score-100)

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

I a) Brief description of duties

- Undergraduates, medical interns and Postgraduates teaching.
- Working on Institutional and Government funded research projects
- Guiding student and interns on research projects.
- Organization of Research committee workshops and review of proposals submitted.
- Field activities, Planning and implementation of health education programs and conducting health awareness campaigns.

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
MADAGABIPET, PUDUCHERRY-605 107.

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

<ul style="list-style-type: none"> • In-charge of NAAC Criteria 3. • Co-coordinator, SMVMCH State Task Force (NTEP), Puducherry • Assistant secretary, Research Committee, SMVMCH. • Member in Medical Education Unit (MEU), SMVMCH.
--

2. Please list your achievements

SL.NO	ACHIEVEMENTS
i	Speaker in research methodology workshop for first year Postgraduates.
ii	Speaker in Senior Resident orientation workshop.
iii	Completed Innovation Ambassador (IA) training 'Foundation level' by MoE's innovation cell and AICTE during calendar year 2021-22

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
12	34	11	32

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

- Number of meetings held with the mentees: 2
- Initiatives taken for slow learners:

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

- Course / curriculum development:
- Technology innovation: Developed a module on National Health Programmes for Self-Directed Learning (SDL)
- Creation of teaching or assessment tools: Used e learning tools like kahoot, quizzex and cognitive mapping in lecture classes

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADIPEI, PUDUCHERRY-605 007.

(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
1	Evaluation of community medicine postgraduate theory examination to measure the content and cognitive domain coverage - A retrospective analysis	National	Web of Science	Journal of Clinical and Diagnostic Research	1 st author	2022	51597 CE[Ra1] F(KR) PF1(RD SS) PFA(SL) PN(SHU).pdf (icdr.net)
2	Utilization of facility based counselling and testing centre at tertiary teaching hospital in Pondicherry	International	Pubmed NLM library	International journal of medical science and current research	Corresponding author	2022	International Journal of Medical Science and Current Research (IJMSCR)
3	Synergistic effect of May-Thurner syndrome and COVID-19.	National	Scopus	J Datta Meghe Inst Med Sci Univ	1 st author	2022	JDattaMegheInst MedSciUniv17560-4814099 132220.pdf (journaldmims.com)
4	Implementation and evaluation of competency-based medical education in phase I of undergraduate medical curriculum	International	Pubmed	Journal of advances in medical education and professionalism	3 rd author	2022	Implementation and Evaluation of Competency-based Medical Education in Phase I of Undergraduate Medical Curriculum (sums.ac.ir)

TRUE COPY ATTESTED

DEAN
SRI MANARULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALUTHEERTHAL KUPPAM,
MADAGADIPEI, PUDUCHERRY-605 007.

(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
1	COVID 19 vaccination in pregnancy: The COVIP study	PI - Dr Kalaiselvan G Co - I - Dr Rajalakshmi M	2022	ICMR	Govt	18,98,084	1 year
2	A study on the efficacy of tablet Diafyn in Type 2 Diabetes Mellitus – A Randomized Controlled Trial	PI - Dr Kalaiselvan G Co - I - Dr Rajalakshmi M	2022	Sri Sri Institute for advanced research (SSIAR)	Govt	2,64,000	1 year
3	Investigating the cause of death (COD) using verbal autopsy questionnaire	PI - Dr Kalaiselvan G Co - I - Dr Rajalakshmi M	2022	SMVMCH, Intramural funding	Private	75,590	1 year
4	Analyzing the effectiveness of policy implementation of Anti-Tuberculosis drug sale information to the Government authorities of Pondicherry	PI - Dr Rajalakshmi M	2021	NTEP	Govt	1.01.000	1 year

Innovations: (Points/ Score-5)

TRUE COPY ATTESTED

Sl.No	Title of patent	Applied	Granted	Year

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHALKUPPAM,
MADAGADI PET, PUDDUCHERRY-605 007.

(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)

Sl no	Date	Name of the Place	Oral/ Poster
1	12 th April 2022	Rajeunir 2022 – A CME of SMVMCH	Oral

(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)

Sl.No	Name of the project	PI/co-investigator	Year of award	Funded/Non funded	Name of funding agency	Type (Govt /non govt)	Amount sanctioned
1	COVID 19 vaccination in pregnancy: The COVIP study	PI - Dr Kalaiselvan G Co - I - Dr Rajalakshmi M	2022	Funded	ICMR	Govt	18,98,084
2	A study on the efficacy of tablet Diafyn in Type 2 Diabetes Mellitus – A Randomized Controlled Trial	PI - Dr Kalaiselvan G Co - I - Dr Rajalakshmi M	2022	Funded	Sri Sri Institute for advanced research (SSIAR)	Govt	2,64,000
3	Analyzing the effectiveness of policy implementation of Anti-Tuberculosis drug sale information to the Government	PI - Dr Rajalakshmi M	2021	Funded	NTEP	Govt	1,01,000

TRUE COPY ATTESTED
DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL,
MADAGADI PET, PUDUCHERRY-605 107.

	authorities of Pondicherry						
4	Effects of electronic exposure on behaviours of 6 months – 13 years by Digital screen Exposure Questionnaire (DSEQ) in a tertiary care hospital	Co PI - Dr Rajalakshmi M	2022	Non- Funded			
5	Knowledge, attitude, belief on pesticide exposure in pregnant women in a tertiary care hospital	Co PI - Dr Rajalakshmi M	2022	Non- Funded			
6	The effects of Bivaracetam monotherapy on Behaviour, cognition and sleep in patients with epilepsy – a prospective study	Co PI - Dr Rajalakshmi M	2022	Non- Funded			
7	Determinants of school dropouts after COVID 19 pandemic in villages near Villupuram district– A cross sectional study	Co Guide	2022	Non- Funded			

(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)

TRUE COPY ATTESTED

1. Member in Indian Public Health Association (IPHA), Membership

No: L/2017/PDC/7714

2. Member in Indian Association of Preventive and Social Medicine (IAPSM), Membership No: 5077.

DEAN
SRI MANJULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KUPPAM,
PONDICHERRY-605 007.

3. Member in Epidemiology foundation of India. Membership No: 02903
4. Completed Innovation Ambassador (IA) training 'Foundation level' by MoE's innovation cell and AICTE during calendar year 2021-22
5. 'Active case finding for tuberculosis in Puducherry' for faculty and residents by IGM&RI on July 2022
6. Certificate course in Evidence Based Diabetes Management by PHFI, New Delhi.

(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)

- Organized research methodology workshop for first year Postgraduates in two batch in the month of June 2022.

(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:

TRUE COPY ATTESTED (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:

TRUE COPY ATTESTED
SRI MANAKUL VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
MADAGADI, KANCHEEPURAM DISTRICT
MADAGADI, PUDUCHERRY-605 007

- (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:

TRUE COPY ATTESTED

DEAN
SRINIVASAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
MEDICAL COLLEGE & HOSPITAL
MADAKAIPET, TAMIL NADU
MADAKAIPET, TAMIL NADU

(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	Asst secretary in SMVMCH Research committee (SRC)	
Medical Education Unit	Member in MEU	
Skill lab		
Faculty for value-added or add on course		
Examiner		
Member of BoS		
Member of editorial committee of journal		
Alumni association	Joint secretary	
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 23/12/2022

Rejale m
SIGNATURE OF FACULTY

Declaration by head of the department

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

1 (M)
SIGNATURE OF HOD

TRUE COPY ATTESTED

SRI MANA DEVA
MESRI MANOJLA VINAYAGAR
MURUGESAN LEE & HOSPITAL
MADAGADI PETER JOHN KUPPAM,
MADAGADI PET, PODUCHERRY-605007.

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	5	5
2	Sense of responsibility	5	5
3	Maintenance of discipline	5	4
4	Communication skills	4	4
5	Leadership qualities	4	4
6	Interpersonal relations	4	4
7	Capacity to adherence to time schedule	5	5
Assessment on work output (40 % weightage)			
8	Job knowledge	5	4
9	Accomplishment of planned work/ work allotted	5	3
10	Quality of work output	5	4
11	Commitment to work allotted	5	4
12	Achievements of target/ objectives/ goals (as mentioned in part 2)	4	4
Assessment of functional competency (30 % weightage)			
13	Ability to apply knowledge in the functional area	5	3
14	Strategic planning ability	4	3
15	Decision making ability	5	3
16	Coordination ability	5	4
17	Ability to motivate and develop subordinates	4	4

TRUE COPY ATTESTED

DEAN
PRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KURPAM,
MADAMBAIPET, PUDUCHERRY-605 107.

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:

- Ability towards work
- Executing the works allotted

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

- Time management

10/11/20

HEAD OF THE DEPARTMENT

DATE

TRUE COPY ATTESTED

DEAN
SRI MANJUNATH VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
MADAGADI
MADAGADI PET, PUDUCHERRY 605 007

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:

TRUE COPY ATTESTED

DEAN
SRI MANAKULA VINAYAGAR
MEDICAL COLLEGE & HOSPITAL
KALITHEERTHAL KUPPAM,
VADAGARIPET, PUDUCHERRY-605 007