

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHERS**(Professor & Head- Ayurved Pre-Clinical)**

Name of Institute : _____

Section-I: General Information.

1. Full Name : _____
- Address : _____
2. Phone No. : _____
3. Date of Birth/Age : _____ / _____ /20____.
4. Qualification / Specialization : _____
5. Designation / Department : _____
6. Date of joining : In the Institution : _____ In the Present Post: _____
7. University Approval : **Yes/ No** Approved as : _____ **Status** : Permanent/ Temporary
8. Honours Conferred : _____

Section 1: Teaching (45 Points)

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to support achievement	Reporting Officials Score	Reporting Officials Comment
1.	Self-Teaching Plan Adherence	%	03	100%		List of lectures with dates		
2.	Student Survey Feedback	Score	10			91 - 100- Score of 10 81 - 90-Score of 8 71 - 80-Score of 5 61 - 70-Score of 3 Below 60 - Score of 1		
3.	Micro Teaching	Score	05			91 - 100- Score of 5 81 - 90-Score of 4 71 - 80-Score of 3 61 - 70-Score of 2 Below 60 - Score of 1		
4.	Departmental Passing Percentage (Scoring will be given only where there are no ineligible students. In case of ineligibility score will be given Zero.)	%	10	100%		> 97 - Score of 10 94 - 96-Score of 7 90 - 93-Score of 5 87 - 89-Score of 2 87 <- Score of 1		
5.	Teaching Monitoring and Mentoring – Attending lectures, Attending Practical, Reviewing PPTs	No's done per month	10	1 each per month				

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to support achievement	Reporting Officials Score	Reporting Officials Comment
6.	Honorary Teaching	No	02	1 per month				
7.	Mentoring Initiatives		05					

Section 2: Departmental Administration (20 Points)

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to support achievement	Reporting Officials Score	Reporting Officials Comment
1.	Monthly Departmental Meetings	* No. of Meetings conducted * MOMs Prepared	05			Present MOM's		
2.	NAAC contribution	IQAC feedback Score	05					
3.	Conflict escalations to HOI/Central administration	Instances of Escalations	05			Zero Escalations-Score of 5 Instances of Conflict Escalations- to be Calibrated between 1 & 4.		
4.	Statutory Registers	Completeness	05			Internal Cross audit score		

Section 3: Central Responsibilities (15 Points)

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to Support Achievement	Reporting Officials Score	Reporting Officials Comment
1.	Participation in Committees		10					
2.	Contribution in Unit level events		05					

Section 4: Research (20 Points)

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to support achievement	Reporting Officials Score	Reporting Officials Comment
1.	UG Research	1. No. of Research Projects in the Department (Ongoing & Completed) 2. No. of Research Projects Personally Involved	07 03	Over & Above mandatory.				

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to support achievement	Reporting Officials Score	Reporting Officials Comment
2.	Faculty Research	1. No. of Research Projects in the Department (Ongoing & Completed) 2. No. of Research Projects Personally Involved	05					
3.	Paper publication in reputed journals / magazines / books	No. of papers	05					

Part A - Additional – Please specify contribution over and above areas mentioned in Part A, if any.

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Part A: Total _____ out of 100

Part B – Behavioural

Sr. No.	Behavioural Competency	Self-Score (1-5)	Reporting Official Score (1-5)	Reporting Official Comments (Please mention strengths and areas of improvement)
1	Communication			
2	Customer Centricity			
3	Focus on Results by completing tasks			
4	Team working			
5	Planning and organizing			
6	Problem Solving			
7	Self and People Development			
	Total			

Part B: Total Score ____ out of 35

Part C: Strengths and Areas of Improvement:

	Self	Reporting Official
Strengths		
Areas of Improvement		

Part D: Learning Needs.

Sr. No.	Learning Need	Type (Technical / Functional / Behavioural)	Priority (High/Med/Low)

Part E: Good Performer of the Department (Behavioural, Academic and Administrative)
for Professor/Asso Professor

Sr. No.	Name of Good Performer	Current role of the identified Good Performer	Areas of development identified

Part F: Career Aspiration

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Final Rating: 80% of Part A Score - _____ 20% of Part B Score - _____ = Total Overall Score (TOS) _____

Start Time of Appraisal: _____ End Time of Appraisal: _____

	Appraisee	Reporting Officials	Process Facilitator
Name			
Date			
Signature			

Part G: Recommendations (To be filled by the Reporting Official)

Sr. No.	Recommendation	Reason for Recommendation	Tick as Appropriate
1.	Employee to continue in the same job		

Sr. No.	Recommendation	Reason for Recommendation	Tick as Appropriate
2.	Employee to be given additional responsibility (Plz Specify)		
3.	Employee can be Promoted.		
4.	Employee needs a Performance Improvement Plan (PIP)		

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Signature of Reporting Official

Report by HR Dept.

Date :

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Signature of Head/ In charge of HR

Remarks of Dean / Principal.

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Remarks of Chief People Officer

Decision of the Managing Trustee

Yearly increment of the employee Sanctioned / Not Sanctioned.

MANAGING TRUSTEE

PERFORMANCE APPRAISAL REPORT FOR SELF APPRAISAL OF TEACHERS

(Professor & Head / Clinical-Ayurved)

Name of Institute : _____

Section-I: General Information.

1. Full Name : _____
- Address : _____
2. Phone No. : _____
3. Date of Birth/Age : ____/____/20____.
4. Qualification / Specialization : _____
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7. University Approval : **Yes/ No** Approved as : _____ **Status** : Permanent/ Temporary
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Part A) Performance

Section 1: Teaching (25 Points)

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to Support Achievement	Reporting Officials Score	Reporting Officials Comment
1.	Self-Teaching Plan Adherence	%	03	100%		List of lectures with dates		
2.	Student Survey Feedback	Score	05			91-100- Score of 5 81-90-Score of 4 71-80-Score of 3 61-70-Score of 2 Below60- Score of 1		
3.	Micro Teaching	Score	03			91-100- Score of 3 81-90-Score of 3 71-80-Score of 2 61-70-Score of 2 Below60- Score of 1		
4.	Departmental Passing Percentage (Scoring will be given only where there are no ineligible students. In case of ineligibility score will be given Zero.)	%	03	100%		>97- Score of 3 94-96-Score of 2 90-93-Score of 2 87-89-Score of 1 87<- Score of 1		
5.	Teaching Monitoring and Mentoring – Attending lectures, Attending Practical's, Reviewing PPTs	No.s done per month	05	3 per month				

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to Support Achievement	Reporting Officials Score	Reporting Officials Comment
6.	Honorary Teaching	No	03	1 per month				
7.	Mentoring Initiatives		03					

Section 2: Departmental Administration (20 Points)

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to Support Achievement	Reporting Officials Score	Reporting Officials Comment
1.	Monthly Departmental Meetings	*No. of meetings conducted *MOMs prepared	05			Present MOM's		
2.	NAAC contribution	IQAC feedback Score	05					

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to Support Achievement	Reporting Officials Score	Reporting Officials Comment
.	Conflict escalations to HOI/Central administration	Instances of Escalations	05			Zero Escalations- Score of 5 Instances of Conflict escalations- to be calibrated between 1 & 4.		
4.	Statutory Registers	Completeness	05			Internal Cross audit score		

Section 3: Clinical – Medical (25 Points)

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to support achievement	Reporting Official Score	Reporting Official Comment
1.	Occupancy	%	12	90% of total no of beds		Will be provided by MRD / Operation Managers		
2.	Documentation	Completeness and Accuracy	09			Quality audit score		
3.	Length of stay	No. of days	04	Average 7 Days		Will be provided by MRD / Operation Managers		

Section 4: Central Responsibilities (10 Points)

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to Support Achievement	Reporting Official Score	Reporting Official Comment
1.	Participation in Committees (HOI assigned roles in committees)		05					
2.	Contribution in Unit level events	No of events, Role in the events	05					

Section 5: Research (20 Points)

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to Support Achievement	Reporting Official Score	Reporting Official Comment
1.	UG Research	1. No. of Research Projects in the Department (Ongoing & Completed) 2. No. of Research Projects Personally Involved	04 02	Over & Above mandatory, Excluding PG dissertation				

Sr. No.	KRA	Metric	Weightage	Target	Self-Score	Data to Support Achievement	Reporting Official Score	Reporting Official Comment
2.	PG Research	3 Steps Compliances	03			Step 1: Paper Publication Step 2: Paper presentation in State/National Conference Sept 3: GANTT Chart of dissertation		
3.	Faculty Research	1. No. of Research Projects in the Department (Ongoing & Completed) 2. No. of Research Projects Personally Involved	04 03					
4.	Paper publication in reputed journals / magazines / books	No. of papers	04					

Part A - Additional) – Contribution over and above areas mentioned in Part A

Section 1 to 5 Total _____ out of 100

Part B – Behavioural

Sr. No.	Behavioural Competency	Self-Score (1-5)	Reporting Officials Score (1-5)	Reporting Officials' Comments
1	Communication			
2	Customer Centricity			
3	Focus on Results by completing tasks			
4	Team working			
5	Planning and organizing			
6	Problem Solving			
7	Self and People Development			
8	Patient Care			
	Total			

Part B: Total Score ____ out of 40

Part C: Strengths and Areas of Improvement:

	Self	Reporting Officials
Strengths		
Areas of Improvement		

Part D: Learning Needs

Sr. No.	Learning Need	Type (Technical / Functional / Behavioural)	Priority (High/Med/Low)

Part E: Good Performer of the Department (Behavioural, Academic and Administrative)

Sr. No.	Name of Good Performer	Current role of the identified Good Performer	Areas of development identified

Part F: Career Aspiration

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Final Rating: 80% of Part A Score - _____ 20% of Part B Score - _____ = Total Overall Score (TOS) _____

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Name			
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Part G: Recommendations (To be filled by the Reporting Officials)

Sr. No.	Recommendation	Reason for Recommendation	Tick as Appropriate
1.	Employee to continue in the same job		
2.	Employee to be given additional responsibility (Plz Specify)		

Sr. No.	Recommendation	Reason for Recommendation	Tick as Appropriate
3.	Employee can be promoted.		
4.	Employee needs a Performance Improvement Plan (PIP)		

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Signature of Reporting Official

Report by HR Dept.

Date :

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Signature of Head/ In charge of HR

Remarks of Dean / Principal.

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Remarks of Chief People Officer

Decision of the Managing Trustee

Yearly increment of the employee Sanctioned / Not Sanctioned.

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