



POLICY : PERFORMANCE APPRAISAL TEACHING STAFF

Hon. Shri. Annasaheb Dange Ayurved Medical College believes that performance appraisal of all employees is essential to the achievement of its commitment to provide quality educational experiences for all students in its care. The college council also believes that the performance appraisal process provides opportunities for staff development and encourages the professional growth of each staff member while acknowledging and affirming the efforts, involvement and achievements of all employees.

This program is to maintain and improve employee job performance. It is designed to assist employees in knowing what is expected of them in terms of job performance and to provide corrective instruction, where warranted, in order to promote effective job performance. As well, it improves communication between the employee and the principal/ supervisor by giving an opportunity to provide feedback to individual employees on their job performance.

Performance appraisal evaluations can be used to assist in placement decisions and in planning the career development and growth of individual employees. It is also a useful tool in assessing employee training needs,

Objectives :

1. Maintain and improve employee /job performance Assess employee training needs.
 2. Assist employees in knowing what is expected of them in terms of job performance.
 3. Provide corrective instruction, counseling coaching in order to promote effective job performance.
 4. Improve communication between the employee and the principal/supervisor by giving an opportunity to provide feedback to individual employees on their job performance.
-
1. At the times specified in this program each principal/supervisor will evaluate the performance of the employee against the established standards of performance for the job.
 2. A written report of this evaluation will be provided to the employee using the Non-teaching Staff (attached herewith) .
 3. The rating of an employee's performance is based upon the ongoing formative evaluation(s) described above.
 4. Standards of performance must be made known to the employee before the evaluation process is conducted.



SantDnyaneshwarShikshanSanstha's
**Hon. Shri. Annasaheb Dange Ayurved Medical College
& Post Graduate Research Center**
A/p : Ashta, Tal. : Walwa, Dist : Sangli – 416 301
Website : www.adamcashta.com E-mail : ashta.adamc@gmail.com
NAAC Accrediatated ISO Certified 9001-2015,14000-2015



5. The office supridentant shall discuss observations with the employec and shall provide written, dated copiesof the report.
6. The employee will be requested to sign the report to acknowledge receipt
7. At the discretion of the principal, the vice-principal may be assigned the duty of the performace appraisal for some or all of the support staff.
8. Minimum of one performance appraisal report every three years, recognizing that formative evaluation is on- going; or when a major change has occurred in the employce's job description.
9. For a permanent or casual employee in a temporary position outside of their own job classification for a period of six months, a performance appraisal report will be prepared once prior to the conclusion of the assignment.
10. Documentation: reports shall be completed on the Non-Teaching Staff performance evaluation form (Appendix A) and shall be filed by May 15 as follows:
 - Personnel file- original
 - Explooyee- copy
 - Principal/Supervisor – copy



Performance Based Appraisal System [PBAS]

SantDnyaneshwarShikshanSantha's

**Hon.Shri.Annasaheb Dange Ayurved Medical College &
Post Graduate Research Center,**

Ashta; Tal: Walwa; Dist: Sangli; India 416301

(Approved by CCIM, New Delhi, Govt. of Maharashtra, Affiliated to Maharashtra University of Health Sciences ,Nashik,Maharashtra)

NAAC Accrediatated

ISO Certified 9001-2015, 14000-2015

Name: Dr.

Department:

Academic Year: 2021-22

Date of Joining:

**Hon.Shri. AnnasahebDange Ayurved Medical College & Post Graduate
Research Centre, Ashta. Tal- Walwa, Dist- Sangli(Maharashtra)**

Performance Based Appraisal System (PBAS) proforma based on Academic Performance Indicators (API) in recruitments and career Advancement Scheme (CAS) promotions of University/Institute Teachers

PART- A: Personal Information (To be written by Faculty)

1. Information of part A is to be filled by faculty concerned.
2. Personal information with evidence should be submitted & certified by head of department every year.

PART - B: Performance Appraisal (To be written by head of department)

1. Remark in Part B of the report will be offered by head of department while offering Part B, Part A given by faculty should be taken in consideration and should be submitted to Principal

Part C: Remark of Principal/ Director

1. Principal/Director as the case may be, shall give justification for his remarks if he is not satisfied with the remarks of head of department in Part B.
2. Principal/Director should submit the report duly completed in all respect, to the executive director and Secretary as the case may be for final review without loss of time so as to complete final review before expiry of tenure of the faculty / Academic year.
- 3. Action will be taken by Principal with Appreciation letter for 20% above the average score of all faculties and show cause notice will be given for 20% below the average score of faculties.**

PART A: FACULTY PROFILE FORM

YEAR OF PERFORMANCE APPRAISAL: 2021-22

Name :Dr

Email:.....

Phone: _____

Career Objective

.....
.....

Personal Information

- Name:
- Designation:
- Date of Birth:
- Date of Joining:
- Type of Appointment:
- University Approval No.:
- MCIM Registration Number:
- NCISM Teacher Code:
- Marital Status:
- Address For Contact:
- Academic Qualification:
- Total Experience in Month :

Educational Background (Highest to Lowest)

Sr. No.	Degree	University	Year	Grade	Relevant Coursework:
1					
2					

Work Experience (Current to Previous)

Sr. No .	Name of Institute	Name of University	Number of Year	From the Date	Till the Date	Approval Letter Number
1						
2						

PG/ Ph.D.Graduate Projects

.....

Faculty Development Programmes Attended (CME/FDP/MDP/ROTP/QIP/MET)

Sr.	Name of Programme	Conducted by	Duration (From and To the Date)
1			

Events Attended/Conducted by faculty (Webinar/Seminar/Workshop/Visit tour/Quiz/Competitions etc.):

Name of the event	Date	Organized by	Duration	Research Paper Title (if presented)	If paper presented (ISBN no)	Attendance Certificate to dept.

Research Papers/Articles

Sr. No.	Title of the paper	Name of the author/authors	Department of the teacher	Name of the journal	Month & Year of publication	ISSN number/Impact factor etc indexing information	Name of the indexing database	WebLink of the recognition in UGC enlistment of the Journal

Book/Book Chapter Publication:

Sr.No.	Title of the book/book Chapter	Name of the author/s	Department of the teacher	Name of the publication	Month & Year of publication	ISSN /ISBN /RNI/DOI etc. indexing information	Link of the recognition in UGC enlistment of the Journal

Awards/Recognitions:

Sr.No.	International/National/State/Local	Name of the award /recognition	Awading agency	Date	Your Contribution	Google drive Link of award/ recognition

Worked as Resource Person/Invited Talks/Guest/Expert Lectures

Date of invitation	Date of Event	Organizing institute/Agency	Subject /work	Attendance Certificate to dept.

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University Work Experience

- 1.
- 2.

Co-Curricular and Extra Curricular Activities

- 1.
- 2.

Other Information

- 1.
- 2.

Research Projects

- 1.
- 2.

Present status



Declaration

I do hereby declare that all the statements made in this CV are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect / incomplete or ineligibility being detected at any time before or after selection.

Signature

PART B
Performance Based Appraisal System
[PBAS]Based on
Academic Performance Indicators [APIs]

- Objectives:**
- 1) To be aware of Self Appraisal
 - 2) To learn filling up Self-Appraisal forms
 - 3) To evaluate and document own performance
 - 4) To facilitate career advancement of teachers

Concept: Teachers are well familiar with assessment and evaluation of students. Self appraisal helps to figure out what teacher's strengths and weaknesses are. It allows one to take an honest look at oneself. It is a process of self evaluation to determine the level of self-efficiency .It is a part of continuing professional development or career advancement. As per UGC Notification 30thJune 2010, Approved by Govt. of Maharashtra state vide G.R. dated 15th February 2011.

Please note that:

1. All attached forms Part A and Part B MUST be duly certified by the Head of the Department, IQAC and the Principal of the Institute.
2. The Microsoft word editable version is provided and uploaded along with this very notification. Same to be used.

PART “B” :API Calculations

GENERAL INFORMATION:

1.	Name	:	
2.	Designation	:	
3.	Name of the Department / Centre	:	
4.	Communication Address	:	

5.	Email Telephone / Mobile number	:	
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CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

The teacher is required to give scores based on one's self-assessment for (a) Teaching related activities (b) Domain knowledge (c) Participation in examination and evaluation (d) Contribution in innovative teaching, new courses etc. The minimum score required is 75. The self-assessment score should be based on objectively verifiable data wherever possible and will be finalized by screening committee.

Table No 1: Summary Table

Sr. No.	Nature of Activity	Maximum Score		
	ESSENTIAL	Maximum API Score allotted	Self-appraisal Score	Verified API Score By committee
1.1	Lectures, Seminars, Clinics, practical's, nonteaching lectures contact hours undertaken taken as percentage of lectures allocated*	50		
1.2	Lectures or other teaching duties in excess of MUHS norms	10		
1.3.	Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.	20		
1.4	Use of participatory & innovative teaching-learning methodologies; updating of subject content, certificate course improvement, etc.	20		
1.5	Examination duties (invigilation; Question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25		
	Total of (I)	125		

Minimum Score Required	75		
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* Lectures & tutorials allocation to add upto the MUHS norms for particular category of teacher.

CATEGORY II:

CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES

The teacher is required to give scores based on one's self-assessment for co-curricular, extension activities and professional development related contributions .The minimum score required is 15.A list of items and proposed scores is given below.It will be noticed that all teachers can earn scores from number of items where as some activities will be carried out only by one or a few teachers. The self-assessment score should be based on objectively verifiable data wherever possible and will be finalized by screening committee.

Sr. No.	Nature of Activity	Maximum Score		
	CO-CURRICULAR AND EXTENSION ACTIVITIES	Maximum API Score allotted	Self-appraisal Score	Verified API Score By committee
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS, health camps) and other channels, cultural activities,sports, subject related events and counseling etc.	20		
2.	Contribution to work of the department and institution through participation in academic and administrative committees and responsibilities etc.	15		
3.	Professional Development activities (such as Conduction of visit tours, Conduction of various programmes such as training courses ,student welfare, soft skills, life skill , value added courses, guest lectures, invitation of talks,membership of associations, general articles not covered in category III below .etc.)	15		
Total of (II)		50		

Minimum Required Score	15		
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CATEGORY-III:

RESEARCH AND ACADEMIC CONTRIBUTIONS

RESEARCH AND DEVELOPMENT

The teacher is required to give scores based on one's self-assessment for research and academic contributions. The minimum score is different for different levels of promotion related to the university. The self-assessment score should be based on objectively verifiable data wherever possible and will be finalized by screening committee.

Table No.3.1: Research Projects

Sr. No	APIs		API Score Allotted	API Score Gained
3.1.1	External funding projects		---	
	Details	API Score Allotted per project		
		For PI*	Co-PIs	
	Rs 50000 to 5 Lac	10	10	
	5 Lac to 30 Lac	15	15	
	Above 30 lacs	20	20	
<p>*PI means Principle Investigator 1. Projects receiving funding from apex bodies like CCIM,DST,UGC,AYUSH,MUHS university etc are eligible for consideration 2. The points for external funding project shall be based on the actual amount received and not on the amount sanctioned. Evidences: Letter of the fund received</p>				
3.1.2	Consultancy Projects carried out with minimum amount 10 lacs	Completed Project Report	Score 10 for every 10 lacs	
3.1.3	Project outcome Patents/Technology Transfer/Product/Process	Major policy documents of Gov.Bodies	Score 30 Each	
3.1.4	Research Guidance :			
	M.D./M.S.	Degree Awarded	Score 3 Each	
		Thesis Submitted	Score 3 Each	
	Ph.D.	Degree Awarded	Score 10 Each	

	Thesis Submitted	Score 10 Each
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Table No.3.2: Research Publications

Sr. No	APIs	API Score Allotted	API Score Gained																							
	Publications	---																								
	1. Institute name should appear in the affiliation of author/s 2. Impact factor calculated by apex body like Google scholar, PUBMED, DHARA, IRDA, Scopus etc shall be considered. 3. for multiple co-author equal marks to all																									
3.2.1	<table border="1"> <thead> <tr> <th rowspan="2">Details per publication</th> <th colspan="2">API Score Allotted</th> </tr> <tr> <th>Author</th> <th>Co-Author</th> </tr> </thead> <tbody> <tr> <td>Refereed Journal with ISSN/ISBN No</td> <td>15</td> <td>10</td> </tr> <tr> <td>Non Refereed Journal but having ISSN/ISBN No</td> <td>10</td> <td>5</td> </tr> <tr> <td>Refereed Journal with Impact factor less than 1</td> <td>10</td> <td>5</td> </tr> <tr> <td>Refereed Journal with Impact factor 1 to 5</td> <td>15</td> <td>10</td> </tr> <tr> <td>Refereed Journal with Impact factor 5 to 10</td> <td>25</td> <td>20</td> </tr> <tr> <td>Conference proceeding with ISSN/ISBN No (Only Abstract is not considered)</td> <td>10</td> <td>5</td> </tr> </tbody> </table>			Details per publication	API Score Allotted		Author	Co-Author	Refereed Journal with ISSN/ISBN No	15	10	Non Refereed Journal but having ISSN/ISBN No	10	5	Refereed Journal with Impact factor less than 1	10	5	Refereed Journal with Impact factor 1 to 5	15	10	Refereed Journal with Impact factor 5 to 10	25	20	Conference proceeding with ISSN/ISBN No (Only Abstract is not considered)	10	5
Details per publication	API Score Allotted																									
	Author	Co-Author																								
Refereed Journal with ISSN/ISBN No	15	10																								
Non Refereed Journal but having ISSN/ISBN No	10	5																								
Refereed Journal with Impact factor less than 1	10	5																								
Refereed Journal with Impact factor 1 to 5	15	10																								
Refereed Journal with Impact factor 5 to 10	25	20																								
Conference proceeding with ISSN/ISBN No (Only Abstract is not considered)	10	5																								
	Evidences: Research papers front page print																									
Sr. No	APIs	API Score Allotted	API Score Gained																							
	Book and Chapter in Books	---																								
	1. Institute name should appear in the affiliation of author/s 2. Publication with an ISBN no. Shall be desirable 3. In case of multiple author, equal weight age to all																									
3.2.2	<table border="1"> <thead> <tr> <th>Publication type</th> <th>API Score Allotted</th> </tr> </thead> <tbody> <tr> <td>International</td> <td>50 for single author</td> </tr> <tr> <td>International Book Chapter</td> <td>10 for author</td> </tr> <tr> <td>National level/ state level publication</td> <td>25 for single author</td> </tr> <tr> <td>National level/ state level book chapter</td> <td>05 for multiple author</td> </tr> <tr> <td>Ayurveda manual</td> <td>15 For Sole Author</td> </tr> <tr> <td>Local Publication with ISBN No.</td> <td>15 for sole author</td> </tr> </tbody> </table>			Publication type	API Score Allotted	International	50 for single author	International Book Chapter	10 for author	National level/ state level publication	25 for single author	National level/ state level book chapter	05 for multiple author	Ayurveda manual	15 For Sole Author	Local Publication with ISBN No.	15 for sole author									
Publication type	API Score Allotted																									
International	50 for single author																									
International Book Chapter	10 for author																									
National level/ state level publication	25 for single author																									
National level/ state level book chapter	05 for multiple author																									
Ayurveda manual	15 For Sole Author																									
Local Publication with ISBN No.	15 for sole author																									

Evidences: Book cover page

Table No 3.3: Training Courses & Conferences/Seminars Papers

Sr. No	APIs		API Score Allotted	API Score Gained
3.3.1	ROTP ,Adv .Research Methodology,MET,FDP, Short term Training Courses	Two Week Duration	20/Each	
		One Week Duration	10/Each	
3.3.2	Invited lectures & Presentations in Conferences/Seminars/Workshops/Symposium	International	10/Each	
		National	10/Each	
		Local	5/Each	

SUMMARY OF CATEGORY III

RESEARCH AND DEVELOPMENT

Sr. No	Sub Criteria	API score allotted	Faculty self appraisal score	API score verified by authority
3.1	Research Projects	---		
3.2	Research Publications	---		
3.3	Training Courses & Conferences/Seminars Papers			
Total Score				

SUMMARY OF API SCORES

Name of Criteria	Faculty Self-appraisal score: Claimed	API score verified by authority
I. Teaching, Learning and Evaluation Related Activities		
II. Co-Curricular, Extension and Professional Development Related Activities		
Total of I & II Minimum Score required 90		
III. Research and Development		
Total Score		

SUMMARY SCORES OF LAST 3 YEARS

Sr.No.	Year	API SCORE	Sign of HOD
1			
2			
3			

Undertaking

I -----undertake that the information provided by me is correct as per records submitted to institute or documents enclosed along with the dully filled PBAS proforma.

API Score

Sign of Faculty

Faculty self-appraisal score: Claimed

Sign of HOD

API score v



Performance Based Appraisal System [PBAS]

NON-TEACHING STAFF

Sant Dnyaneshwar Shikshan Santha's

**Hon.Shri.Annasaheb Dange Ayurved Medical College & Post
Graduate Research Center,**

Ashta; Tal: Walwa; Dist: Sangli; India 416301

(Approved by CCIM, New Delhi, Govt. of Maharashtra, Affiliated to Maharashtra University of
Health Sciences, Nashik, Maharashtra)

NAAC Accredited

ISO Certified 9001-2015, 14001-2015

Name:

Department:

Academic Year:

Date of Joining:

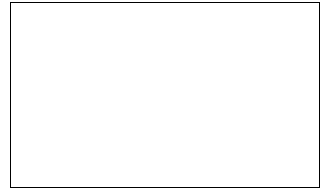
PART A: FACULTY PROFILE FORM

YEAR OF PERFORMANCE APPRAISAL: 2021-2022

Name:

Email:

Phone:



Objective-

- 1. To obtain a Laboratory Assistant position which will challenge me and help the organization continue to be successful.**
- 2. Ability to professionally handle public contact, confidential information and maintain effective workflow.**
- 3. Ability to handle specimens in a clinical laboratory setting.**

Personal Information

- Name:**
- Designation:**
- Sex:**
- Date of Birth:**
- Date of Joining:**
- Type of Appointment:**
- Nationality:**
- Marital Status:**
- Address For Contact:**
- Contact Numbers:**
- E-Mail:**
- Office Address:**
- Academic Qualification:**

- Experience: 3 years

Educational Background (Highest to Lowest)

Sr. No.	Degree	University	Year	Grade
1				
2				

Work Experience (Current to Previous)

Sr. No	Name of Institute	Number of Years	From the Date	Till the Date
1				

Computer Skills

1. MS-CIT (Certificate Must)-

Co-Curricular and Extra Curricular Activities

- 1.

Present status

Declaration

I do hereby declare that all the statements made in this CV are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect / incomplete or ineligibility being detected at any time before or after selection.

Signature

PART B

Performance Based Appraisal System [PBAS]

PART “B” :API Calculations

Sant Dnyaneshwar Shikshan Sanstha, Islampur

Hon.Shri. Annasaheb Dange Ayurved Medical College & Post Graduate Research Centre, Ashta. Tal- Walwa, Dist- Sangli (Maharashtra)

Performance Based Appraisal System (PBAS) proforma based on Academic Performance Indicators (API) in recruitments and career Advancement Scheme (CAS) promotions of University/Institute Teachers

PART- A: Personal Information (To be written by staff)

1. Information of part A is to be filled by person concerned.
2. Personal information with evidence should be submitted & certified by head of department every year.

PART - B: Performance Appraisal (To be written by head of department)

1. Remark in Part B of the report will be offered by Office Superintendent / head of department while offering Part B, Part A given by faculty should be taken in consideration and should be submitted to Principal

Part C: Remark of Principal/ Director

1. Principal/Director as the case may be, shall give justification for his remarks if he is not satisfied with the remarks of head of department in Part B.
2. Principal/Director should submit the report duly completed in all respect, to the executive director and Secretary as the case may be for final review without loss of time so as to complete final review before expiry of tenure of the faculty / Academic year.
- 3. Action will be taken by Principal with Appreciation letter for 30% above the average score of all faculties and show cause notice will be given for 20% below the average score of faculties.**

GENERAL INFORMATION:

1.	Name	:	
2.	Designation	:	
3.	Name of the Department / Centre	:	
4.	Communication Address	:	
5.	Email Telephone / Mobile number	:	
6	Date of Joining to Institute	:	

Work Load Distribution

1	Academic UG	
2	Academic PG	
3	Administration	
4	Laboratory	
5	Clinic	
6	Practical Work	
7	NBA / NAAC Accreditation	
8	NIRF / ARIA / AISHE ISO / NABL / Other	
9	Examination	

10	Record Keeping	
11	Housekeeping	
12	Establishment	
13	Accounting	
14	Library	
15	Central Store	
16	ERP and Website Updation	
17	Maintenance	
18	Affiliation and scholarship	
19	Waste Management	
20	Pharmacy and Medicine	

Support from Management:

Rate the following as per Degree of Relevance from 1 to 4

1=the item is not relevant to me

2 = the item is somewhat relevant to me

3=the item is quite relevant to me

4 = the item is highly relevant to me

5	Laboratory Staff/Supporting Staff needs awareness and formal training of Accreditation work									
6	There is a knowledge gap between required skill set & existing skill set related to job profile of Laboratory Staff/Supporting Staff									
7	There is a knowledge gap between required skill set & existing skill set related to job profile of Administrative staff									
8	The future Job Specifications of Laboratory Staff /Supporting Staff are about to change									
9	The future Job specification of Administrative Staff are about to change									

There is a need of following type of training for me

Sr. No	Items	Yes	No
1	Soft Skill training		
2	Computer / IT/ MIS / ERP		
3	Technical / Hands-on Training		
4	Academic Calendar Skill Set		
5	NBA / NAAC related Skills		
6	Organizational Induction Program		

7	Microsoft Office Training		
8	Fire Training		
9	Financial Training		
10	Housekeeping Training		
11	First Aid box training		
12	Behavior and communication skill training		

SUMMARY OF API SCORES

Name of Criteria	Nonteaching Faculty Self-appraisal score: Claimed	API score verified by authority

SUMMARY SCORES OF LAST 3 YEARS

Sr.No.	Year	API SCORE	IQAC Verification	AO Verification
1				
2				
3				

Undertaking of Self Appraisal with Date

I –Tejaswini Vishwanath Kalebere undertake that the information provided by me is correct as per records submitted to institute or documents enclosed along with the dully filled PBAS proforma.

API Score

✓ Sign of Faculty
Faculty self-appraisal score: Claimed

Sign of HOD/OS
API score verified by

Report of the Screening cum Evaluation Committee

The Meeting of the Screening Committee constituted for placement to the post of any promotions ,under the Career Advancement Scheme (CAS) in Hon.Shri.Annasaheb Dange Ayurved Medical College,Ashta,Sangli according to the provisions of UGC RegulationNo.F.3-1/2009,dated 30th June 2010 & G. R. No. Sankirna- 2011/(25/11)/Vishi-1, dated 15th February 2011 and subsequent amendments made by the UGC, New Delhi, and by the Department of Higher and Technical Education, Government of Maharashtra from time to time.

The Following members were called for the Screening committee:

S.N.	Member	Name
1	Principal of the College (Chairman)	Dr.Amit Petkar
2	Administrator of the College	Dr.Vijay Dange
3	Office Supredendent	Mr.Ajit Mane
4	Expert from other Institute	Dr. Vikram Patil
5	IQAC Coordinator	Dr.Anjali Upadhye

The Screening Committee considered all the relevant papers and dully filled Performance Based Appraisal System (PBAS) Performa submitted by the candidates and in accordance with the requirements in terms and conditions of the provisions of the book of rules and regulations in this regard as well as the work done by the candidates. After taking into consideration the qualifications and experience and API score of the candidates, the Committee unanimously resolved to recommend as mentioned below:

S.N.	Name of the Candidate	Date of Joining to institute	Assessment Period since joining	Remark (Recommended / Not Recommended)
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API Score

Self-appraisal score: Claimed

API score verified by authority/IQAC

Administrator

Principal