



Estd - 2003

R.D. MEMORIAL COLLEGE OF NURSING

ISO Certified 9001-2015

Recognised by Indian Nursing Council, New Delhi / M.P. Nurses Registration Council, Bhopal & Affiliated to Madhya Pradesh Medical Science University, Jabalpur



FACULTY PERFORMANCE APPRAISAL FORM

General Information

(a) Name:


(b) Designation:

(c) Department:

(d) Area of Specialization:

Note: - Assessment in this part should be indicated by tick marking but should be clearly expressed in suitable words.

PARTICULARS	A	B	C	REMARKS
1. STAGE OF HEALTH: Score:10				
(i) Physical:				
(a) Energetic				
(b) Major Ailment, if any				
(ii) Mental:				
(a) Alert				
(b) Ailment, if any				
(iii) Emotional balance:				
(a) Is he claim and retains poise ?				
(b) Does he get provoked easily?				
(c) Is he able to tolerate difference of Opinion?				
2. INTELLIGENCE AND UNDERSTANDING: Score :10				
(a) Exceptional, has clear grasp of any matter				
(b) Intelligent and grasps a point correctly				
(c) Just good enough				
3. QUALITY OF WORK: Score :10				
(i) ATTENTION TO DETAILS:				
---Accuracy in presentation				
---Thoroughness in analysis				
(a) Most reliable and comprehensive				
(b) Considers all relevant details.				
(c) Just good enough				
5. ZEAL, DILIGENCE AND SENSE OF RESPONSIBILITY Score:5				
(a) Shows exceptional zeal and devotion with excellent initiative.				
(b) Hard working and conscientious				
(c) Reasonably diligent with average initiative				


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<p>6. ABILITY TO INSPIRE CONFIDENCE AND TO GET BEST OUT OF HIS STUDENTS: Score: 5 (a)</p> <p>Very Good (b) Good. (c) Average</p>				
<p>7. PUNCTUALITY AND ATTENDANCE: Score:5</p> <p>(i)Period of absence from duty of the teacher: a) Period of EOL (if any) during the year (with dates) b) Period of all other leave except casual leave (excluding EOL)(with dates) c) Period of willful absence (if any) (with dates)</p>				

II. OTHER OBSERVATIONS: Score: 5 -----

(The above space may be utilized for remarks which completes, corroborates, or supplements that has been indicated above. This should not, however be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the Performa given above which the Reporting Officer considers worth mentioning may also be indicated here)

Total Score: 50


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Criteria Heading	Score	Assessed Score
1) Classes Taken (max.25 for 100% Qty of class, performance & proportionate score up to 80% performance, below which no score may be given)	25	
2) Professional Development Activities/attendance for continuous education.	5	
3) Use of participatory and innovative teaching learning methodologies, Updating of Subject content, course improvement etc.	10	
4) Participate in course material preparation and curriculum planning.(course plan, teaching plan, question bank)	10	
5) Examination duties assigned and preformed	5	
6)Extension, Co-curricular &field based Activities(Participation in Departmental activities and student development)	5	
7) Contribution to Corporate life and Management of the Institution. (participation in MIMS day and academy day)	5	
8)Teaching load in excess according to the norm NB: Theory classes/wk -16 hours Lab/clinical /wk - 36 hours	10	


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<p>9) Research Activities a. independent research based on their specialization b. collaborative research with department c. paper publication done in indexed journals d. publication in non indexed journals (note: divide the total score according to the items mentioned above)</p>	<p>10</p>	
<p>10) Community Service Community activities done on behalf of institution like health education programmes, medical camps, relief work and works for social causes etc (specify the work) If no work is done the score is zero.</p>	<p>15</p>	

Signature of HEAD OF DEPARTMENT

Name in block letter _____

Designation _____

Date _____

Total Score:

Eligible for increment/ promotion/ for confirmation

Signature of HOD

Comments of the Employee

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Name and Signature of the Employee

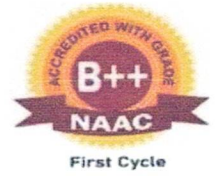
Comments of HR and recommendation

Signature of the HR




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E-mail: rdmcnursing@gmail.com, Web: www.rdmnursingcollege.org



PERFORMANCE APPRAISAL FOR STAFF.

- The institution has the system of Self-appraisal of faculty, peer evaluation, appraisal by HOI, comprehensive evaluation by student.
- Institution uses these evaluations to score faculty in performance appraisal and for corrective measures
- There are annual increments for every staff based on performance appraisal and special increment for outstanding performances.

S. no	Score	Rank	Increment range		Promotion increment	Additional increment
			With variable DA (%)	Without variable DA (%)		
1.	90-100	Excellent	8-10	10-12	5%	As per joint decision of HR committee
2.	75-89	Very good	6-7.9	7-9.9		
3.	60-74	Good	4-5.9	5-6.9		
4.	40-59	Average	3-3.9	4-4.9		
5.	0-39	Below average	2-2.9	3-3.9		
All those who have completed 1 year service with MIMS will be considered						
Appraisal is done in combination of competency						

Faculty increment is based on student, peer, co-worker and HOD evaluation based on prescribed criteria specified. This contribute their 360 degree evaluation


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TEACHING OBSERVATION /PEER EVALUATION

PURPOSE:

1. To provide feedback to staff for teaching and learning improvement
2. To identify potential staff development needs
3. To provide database for more accurate and equitable decisions on appraisal

TEACHING OBSERVATION FORMAT

NAME OF OBSERVER:

NAME OF INSTRUCTOR:

SUBJECT: UNIT:

YEAR OF STUDENTS:

NUMBER OF STUDENTS:

DATE AND TIME:

DURATION OF OBSERVATION


1. PRE OBSERVATION MEETING

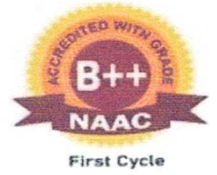
A. LESSON PLAN (BRIEFLY DISCUSS THE OVERALL PLAN)-

B.STUDENTS(BREIFLY DESCRIBE THE TYPE OF LEARNERS)-

C.MEASURABLE OUTCOMES(HOW WILL STUDENTS'
UNDERSTANDING BE DETERMINED)-

2. OBSERVATION


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SCORING SYSTEM

VERY POOR (VP)	NEEDS IMPROVEMENT (NI)	GOOD (G)	VERY GOOD (VG)	EXCELLENT (E)
1	2	3	4	5

FOCUSSED AREAS	VP	NI	G	VG	E
A. ORGANISING LEARNING					
1. Started the class on time	1	2	3	4	5
2. Well prepared to conduct the session	1	2	3	4	5
3. Linked previous lessons to the current session	1	2	3	4	5
4. Learning objectives were clearly explained	1	2	3	4	5
5. Topics are presented with logical sequence and flow	1	2	3	4	5
6. Manages students behavior well	1	2	3	4	5
7. Engages students to pay attention throughout the session	1	2	3	4	5
8. The lesson was paced appropriately	1	2	3	4	5
B. SUBJECT MATTER					
1. Explained concepts with clarity	1	2	3	4	5
2. Explained concepts using "real world" concepts that are relevant to students	1	2	3	4	5
3. Provided adequate feedback to students' questions	1	2	3	4	5
4. Used relevant teaching resource	1	2	3	4	5

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C. INSTRUCTIONAL APPROACH.					
1. Showed interest in the subject	1	2	3	4	4
2. Engage students' interest with different levels of questioning	1	2	3	4	4
3. Different learning activities were organized	1	2	3	4	4
4. Use multiple assessment strategies to determine learning outcome	1	2	3	4	4
5. Effective use of ICT to support learning	1	2	3	4	4
6. Different learning activities well managed and organized	1	2	3	4	4
7. Allowed sufficient "wait time" for students to answer questions	1	2	3	4	4
8. Prompt feedback was given to students' questions and response	1	2	3	4	4
9. Engage students in active learning 10. This instruction was student centered	1	2	3	4	4
D. PRESENTATION SKILLS					
1. Projected voice audible 2. Used intonation to vary emphasis	1	2	3	4	5
3. Maintained eye contact with students	1	2	3	4	5
4. Effective use of nonverbal gestures and movements to gets students attention	1	2	3	4	5
5. Sensitivity to non verbal cues of confusion, boredom and curiosity	1	2	3	4	5
6. Limited use of distractive repetitive phrases, fillers and colloquial statements	1	2	3	4	5
E. ENCOURAGING AND ENGAGING LEARNING					
1. Listened and responded appropriately to student	1	2	3	4	5
2. Students were stimulated and showed interest and enthusiasm for learning	1	2	3	4	5
3. Students were engaged in different learning activities	1	2	3	4	5

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4. There is good rapport between instructor and students	1	2	3	4	5
5. The classroom activities promoted higher order thinking skills	1	2	3	4	5

3. SIGNIFICANT STRENGTHS AND AREAS THAT NEED IMPROVEMENT

FOCUS AREAS	SIGNIFICANT STRENGTH	AREAS FOR IMPROVEMNT
1. ORGANISING LEARNING		
2.SUBJECT MATTER		
3.INSTRUCTIONAL APPROACH		
4.PRESENTATION SKILLS		
5. ENCOURAGING AND ENGAGING LEARNING		

4.POST OBSERVATION-SUMMARY OF SUGGESTIONS FOR FUTURE ACTION

Agreed by Instructor:.....

Date:.....

Signed by Observer:.....

Date:.....


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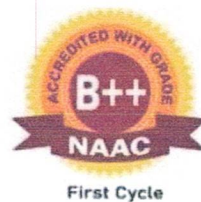
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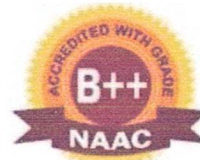

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First Cycle

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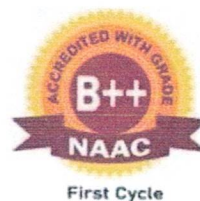
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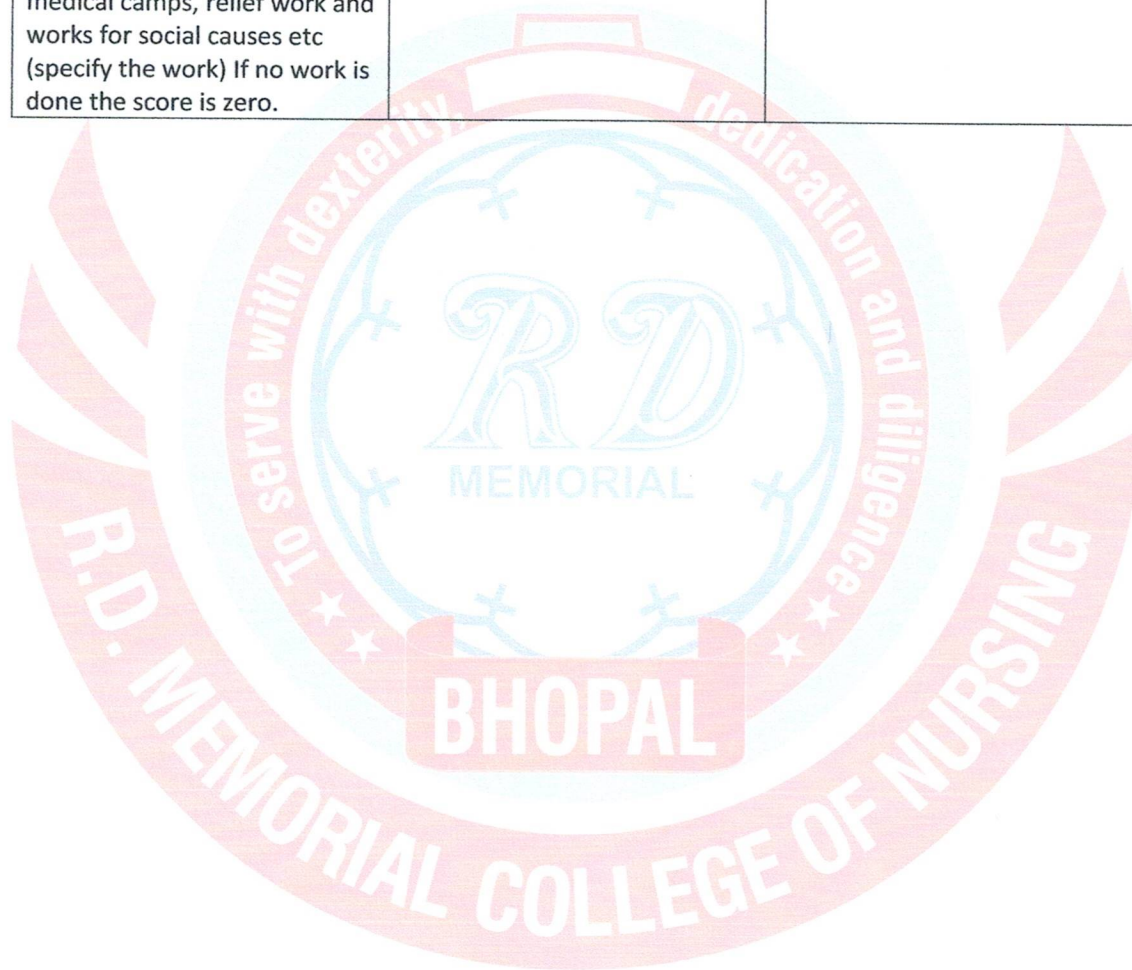
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<p>10) Community Service Community activities done on behalf of institution like health education programmes, medical camps, relief work and works for social causes etc (specify the work) If no work is done the score is zero.</p>		
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6.3.5

Institution has Performance Appraisal System for teaching and non-teaching staff