



ANNUAL APPRAISAL

HUMAN RESOURCES DEPARTMENT

Appraisal Form

Clinical Teaching FACULTY

Name	Department-	College
Position Title	DOJ	Employee ID
Last Appraisal Date		

Year of Assessment: _____

Note:

Carefully read and fill the information accurately.

Also please note that furnishing wrong information will be taken as a grave misconduct and will induce a disciplinary action leading to disqualification from promotion at the minimum.

RATING KEY

[5]	Outstanding Performance	Accomplishments are consistently above expected level of essential job requirements.
[4]	Very Good Performance	Meets and is above satisfactory performance standards at times. Job performance is satisfactory, acceptable and sometimes above expectations.
[3]	Good Performance	Meets established objectives in a satisfactory and adequate manner.
[2]	Inconsistent Performance	Performance is at an inconsistent level. Performance requires correction in some areas in order to successfully meet job requirements. Performance requires a high degree of supervision.
[1]	Unsatisfactory Performance	Performance is at level below established objectives with the result that overall contributions are marginal and substandard. Performance requires a high degree of supervision and immediate corrective action.



SECTION A: SELF APPRAISAL

State your academic achievements that are worthy for the year. This may include academic awards, admission of fellowships of academics etc

1 ACTUAL WORKLOAD/CLINICAL LOAD (In the year of Assessment)

I) Patient care in outpatient service

II) Patient care in inpatient service

III) Patient care in special clinics

IV) In operation theatre / Cath Lab / Interventional suites



ANNUAL APPRAISAL

HUMAN RESOURCES DEPARTMENT

V) In the case of non-clinical service departments (Pathology, Microbiology, Pharmacology)

--



2 ACTUAL WORKLOAD/ TEACHING / ACADEMIC (In the year of Assessment)

I) Teaching Effectiveness & Methodology

II) Teaching Innovation to enhance learning

III) Activities that contribute to student success in the form of improved and measurable learning outcomes

IV) Number of lectures/ seminar allotted to you

V) Number of lectures/seminars taken by you

VI) Hours per week/year spent in teaching (demonstrations / tutorials).



VII) Hours per week spent in teaching (seminars, conference and journals with No. of students writing under you).

--

VIII) New course design/Curriculum revision/redesign of an existing course undertaken by you

--

IX) Number of Ph.D Students working under you.

--

X) Academic Awards won in Universities (under UGC) National / International societies

--

XI) Lecture recorded on lecture capture system.

--

XII) Online Courses developed.

--



ANNUAL APPRAISAL

HUMAN RESOURCES DEPARTMENT

XIII) MOOC Courses supervised on swayam portal.

--

XIV) Initiative on OBE :

A) CO/PO Mapping

--

B) Examination paper mapped with CO & PO

--

XV) Electives/ Value added courses offered.

--



3 ACTUAL WORKLOAD/ RESEARCH & PUBLICATION (In the year of Assessment)

I) **Mention your –Google scholar H Index No. _____**

II) **List your publications with you as either 1st three authors / Corresponding author Published in PUBMED INDEXED JOURNAL (Last Academic Year)**

III) **List your publications in SCOPUS, WEB of SCIENCE, GOOGLE SCHOLAR and INDIAN CITATION Index only with you as either 1st three authors / Corresponding author (Last Academic Year) (Name of all authors, with full details of each paper must be mentioned in standard format).**

IV) **UGC Care Journal (Name of all authors, with full details of each paper must be mentioned in standard format). (Last Academic Year)**

V) **Publication in Conference Proceedings (Last Academic Year)**

VI) **Books / Book Chapter (Last Academic Year)**



ANNUAL APPRAISAL

HUMAN RESOURCES DEPARTMENT

VII) **No. of citations in PUBMED, SCOPUS, WEB of SCIENCE, GOOGLE SCHOLAR (Last Five Years)**

--

VIII) **Research Talks - Invited / delivered**

--

IX) **List of papers Selected / Presented by you in conference related to your field of expertise organized by National / International Societies.**

--

X) **List of papers Selected / Presented by you in conference related to your field of expertise & other Conference.**

--

XI) **Any Research Paper awards won in any National / International societies**

--

XII) **Research Grants Obtained (Project, Amount) from :**

A. Govt

--



B. NGO

--

C. Industry

--

XIII) **Consultancy Received from Industry :**

--



4 ACTUAL WORKLOAD/ OTHER UNIVERSITY RELATED - (In the year of Assessment)

I) List of Conferences / FDP / Seminars conducted by you in department / college as Course director / Organizing Secretary / President.

II) Research Related Service (Reviewing for journals, serving in editorial roles, organizing research seminars, conferences)

III) Discovery & Innovation (Patents)

IV) Start-Ups Incubation

V) Activities that support for Accreditation / Ranking / Recognition



VI) Administrative support to the University

--

VII) Collaborative projects/MoU's with Industry; Inviting guest speakers from Industry, research centers

--

VIII) Initiated MoU's with reputed universities/ research Centers/ organizations

--

IX) Community Based Activities Conducted if Any

--

X) Awards won for Community Activities:

--

5 - Please mention briefly the problems which hampered you from achieving the best you can

--

Name	Signature	Date



SECTION B - (To be filled by Head Of Department / Reporting Authority)

1. Interest: _____

2. RESEARCH ABILITY:

- Interest in research: _____
- Theoretical ability and the capacity to interpret data : _____
- Experimental and Practical ability : _____
- Originality, capacity to produce new and good ideas: _____

3. TEACHING ABILITY:

- Interest in Teaching: _____
- Power of expression, Ability to express clearly and concisely. _____
- Punctuality and regularity at assigned sessions/seminars. _____
- Effectiveness, as a teacher/as judged by peer rating/students rating
(Popularity with the students) _____
- Knowledge of current advances, general professional and clinical skills in his/her subject

4. ADMINISTRATIVE ABILITY

- To take new initiative _____
- Capacity to work in a team _____
- General administrative efficiency _____



ANNUAL APPRAISAL

HUMAN RESOURCES DEPARTMENT

Assessment of the HOD / Reporting Authority: Overall work in his/ her particular position

Remark _____

(Exceptionally brilliant/Outstanding/ Well above average standard/Good average man/The average men fairly competent but without special ability or initiative /Insufficient initiative and capacity for work without constant supervision/ Indifferent but just worth retaining/ Not worth retaining in the present position.)

Name	Designation	Signature	Rating	Date

SECTION C - (To be filled by DEAN / PRINCIPAL / REVIEWING AUTHORITY)

Do you agree with the staff own account as recorded in this report

Comment: _____

Do you agree with the observations of the HOD / Reporting Officer

Comment: _____

Do you agree with the HOD's / Reporting Officer overall assessment of the staff reported

Comment: _____

Overall Remark

Comment: _____

Name	Designation	Signature	Rating	Date



ANNUAL APPRAISAL

HUMAN RESOURCES DEPARTMENT

Employee Section

I agree with the contents of this performance evaluation. _____

I disagree with the contents of this performance evaluation, please see my comments below.

Additional Comments:

By signature, I acknowledge that I discussed this evaluation with my supervisor and reviewed the evaluation, it does not imply agreement. I understand that I may receive a copy of this appraisal upon request.

Name	Signature	Designation	Date

For Human Resource Use Only	
Date Entered : _____	Processed By : _____
Comments :	

Comment by Vice Chancellor: _____

Comment by Chancellor: _____

Signature:

Signature: