



Sri Devaraj Urs College of Nursing

(A unit of Sri Devaraj Urs Educational Trust)
Post Box No. 7, Tamaka, Kolar-563 103, Karnataka.
(Affiliated to RGUHS, Bangalore and Recognized by KNC, Bangalore & INC, New Delhi
ISO 9001: 2015 Certified)

Phone: 9480880802

E-mail: sduconson@yahoo.com,

Website: sducon.ac.in

No: SDUAHER/KLR/ADMN/676/2019-20

Date: 20-10-2021

NOTIFICATION

Sub: Policy of Performance Appraisal for Teaching and Non-teaching staff -Reg.

Ref: Proceedings of the IQAC meeting held on 6th July 2019

In accordance with the decision taken in the meeting of the IQAC of SDUCON cited under above reference. The College has decided to revise the existing policy of Performance Appraisal for teaching and non-teaching staff.

Accordingly, The College hereby announces and notifies the Policy for Performance Appraisal

This policy will come into effect from academic year 2021-22.


Principal
Principal

Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563103

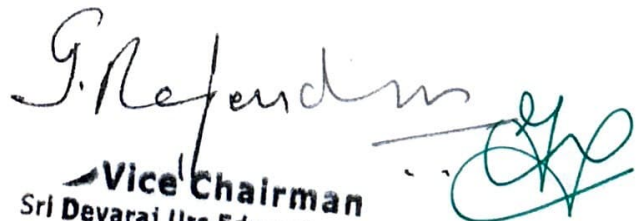
Copy to:

1. The Administrative officer
2. The Finance officer, SDUET
3. The Head, HRM, SDUET
4. O/C

AQAR - IV

Gayathri
IQAC

Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563101.


Vice Chairman

Sri Devaraj Urs Educational Trust
for Backward Class (R)
Tamaka, KOLAR-563103


Principal
Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563103



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POLICY OF PERFORMANCE APPRAISAL FOR TEACHING AND NON-TEACHING STAFF

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REVISED PERFORMANCE APPRAISAL POLICY- SDUCON INTRODUCTION

1. A committee was constituted to revise the Performance Appraisal Policy of teaching and non-teaching staff at Sri Devaraj Urs College of Nursing with the following members.
 - a. Dr.G.Vijayalakshmi, Principal, SDUCON - Chairman
 - b. Dr.Lavanya subhashini, Vice Principal & HOD, Dept of Paediatric Nursing-Member
 - c. Dr.Zeanath C.J. HOD, Dept of MSN & CNO, RLJH&RC – Member
 - d. Prof.Mary Minerva, HOD Dept. of CHN –Member
 - e. Mrs.Jairakini Aruna, HOD, Dept of Psychiatric Nursing-Member
 - f. Mrs Punitha.M , HOD, Dept of OBG Nsg –Member
 - g. Mr.Rajesh .R, Assoc.Professor, Dept of Psychiatry Nursing-Member
 - h. Dr.Malathi.K.V. HOD,Dept of CHN, - Member
 - i. Mrs.Gayathri K.V., Assoc prof, Dept of OBG Nsg –Member
2. The Committee met on 16th,17th May 2019

TERMS OF REFERENCE

The terms of reference to the committee as follows;

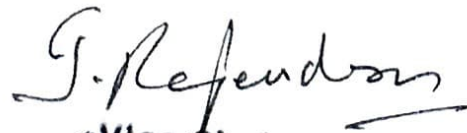
- a. To revise a Performance Appraisal for teaching and non-teaching staff and SDUCON and UGC Guidelines.



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Policy Document On Performance Appraisal of Teaching and Non-teaching staff

Background

The policy document is revised by HODs of all departments in consultation with Principal. The UGC reference no guidelines are used to redesigning the policy and this Performance appraisal will be effective from the academic year 2021-22.

Purpose:

This policy sets a clear and consistent frame work for overall performance (360°) of teaching and non-teaching staff for supporting their development within the context of the job descriptions and responsibilities entrusted in the college. The purpose of performance appraisal is to help the staff for the professional cadreing and incremental process.

Appraisal of Teaching Faculty:

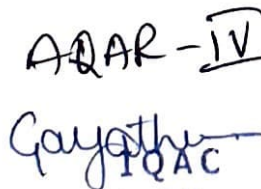
The appraisal of teaching faculty is done by the students to the subject teacher, HOD and Principal evaluates departmental faculty and all departmental faculty evaluates HODs and Principal by the following assessment forms.

Sl. No	Parameter	Weightage
1.	Students feedback on class teacher after the academic year	30
2.	Results of the University examination of the subjects taught by the faculty	50
3.	Appraisal by HOD and Principal to the faculty	100
4.	360 degree feedback Individual Faculty	100
5.	Feedback of Annual performance –Reporting officer	150

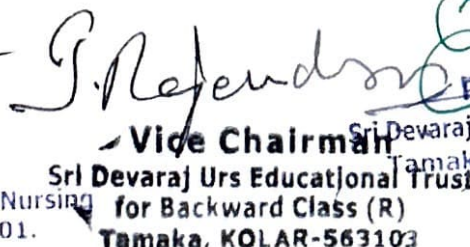
Note: Additional weightage is given to the total score for the class co-ordinator Feedback

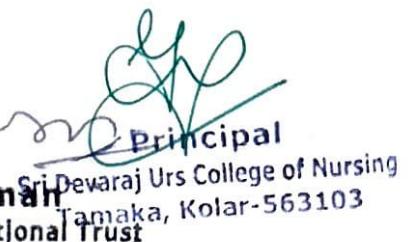

Principal

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J. Rajendran
Vice Chairman
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Parameter-1: Student's Feedback on subject teacher (50 points)

In each year, student feedback on all subject teachers will be taken after the results of each IA test. Students are informed on the parameters before starting the feedback. The parameter of student feedback will carry 50 points in appraisal form and it is enclosed in (Annexure-I)

Parameter-2: University Exam Results (50 points)

Every year after the declaration of University (annual) results, the result analysis will be carried out. In the Performance appraisal, a weightage of 50 points is assigned to the parameter of University results of the subject's faculty have taught. The benchmarks for results are decided based on trend analysis. Following facts are taken into account while relating students' results with faculty Performance appraisal:

- For first year, more efforts are required at entry level. As student goes to higher classes from first year to final year, understanding and maturity level goes on increasing and subsequently student performance improves.
- Adaptability to Nursing subjects and hence exam results goes on increasing from first year to final year.
- The results of subjects vary as per the difficulty level of subject. Thus, highest result of difficult subject and lowest result of easy subject are taken into account and it is enclosed (Annexure – II)

Sl.No	Student's Results (In Percentage)	Grade of Student
1	75% & above	Distinction
2	65 and above%	First class
3	50%	Pass class

Note: A candidate passing university examination in more than one attempt shall be placed in **Pass class** irrespective of the percentage of marks secured by him/her in the examination.

Parameter-3: Appraisal by HOD and Principal to Teaching Faculty (100 points)

As per the schedule decided by Principal and HOD, an appraisal of faculty will be done on the basis of parameters enclosed in the (Annexure-III). After evaluating all parameters by the Associate Professor/Professor/HOD, the remarks will be written by the Principal. This will be done at the end of every academic year.

Parameter-4: Self-Appraisal by Individual faculty (100 points)

At the end of every academic year, a self-appraisal will be done by an individual faculties on the basis of parameters enclosed (Annex-IV- 360°).

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- Principal

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Performance Appraisal of Non-teaching staff

The Performance Appraisal of non-teaching staff (office staff, library staff and housekeeping staff) is done by all the HODs on the basis of parameters enclosed in the (Annexure-V). This also will be done at the end of every academic year.

After evaluating all parameters, Principal will communicate the same with teaching and non-teaching staff, while interacting personally with each of them. Based on the performance, the remarks will be given by Principal as follows;

Sl.no	Grading	Remedial action
1	Excellent	Not required. However, staff will be encouraged to maintain the same performance and recommended for regularizing job/promotion/increment.
2	Appreciable	Not required. Staff will be encouraged for further improvement if required. Further recommended for regularizing job/promotion/increment.
3	Below expectations	Need improvement in weaker areas. Motivation and support will be given for improvement.
4	Poor	Need overall improvement. Motivation and support will be given for improvement.

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Annexure-I

Parameter 1- Student's Feedback on Subject teacher

Programme: Basic BSc (N), Post Basic BSc (N) & MSC (N)

Date:

Dear students,

Please give your opinion of the teacher's ability on the following skills

{Give the ratings from 5to1. Strongly agree(SA)-5, Agree(A)-4, Neutral (N)-3, Disagree(D)-2, Strongly Disagree (SD)-1}

Max marks: 50

Sl.no.	Particulars	Strongly agree (SA)	Agree (A)	Neutral (N)	Disagree (D)	Strongly Disagree (SD)
1.	Regular & Punctual to the class					
2.	Prepares organizes & explains subject matter					
3.	Engages the class for full duration					
4.	Uses A.V.aids effectively					
5.	Creates interest and encourages students for active participation in the class					
6.	Accepts the students views and ideas constructively					
7.	Completes the syllabus with in the allotted time					
8.	Provides adequate clinical supervision guidance/pre-clinical lab guidance					
9.	Carries out fair and unbiased evaluation process					
10.	Maintains personal and professional etiquettes					


Grading: Excellent >40%, Very good: 31-40%, Good: 21 to 30%, Satisfactory :< 20%

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Parameter -2 Appraisal by HOD and Principal to the teaching faculty

Name:

Date:

Designation:

Max Marks:100

Part-I-Personal Qualities		Weightage:15		
Sl.No	Assessment Parameters	Max.Score	HOD	Principal
1.	Appearance(Neat & Well groomed)	02		
2.	Adoptability(Adjust to new or changing situation & people)	02		
3.	Initiative(Takes necessary & appropriate action on his or her own)	03		
4.	Punctuality(Complete given task at prescribed time)	03		
5.	Loyalty (Willingly support supervisors, equals & subordinates)	02		
6.	Sense of duty(Places, Service before self)	03		
Total				
Part-II-Teaching & Communication Skills		Weightage:25		
1.	Contribution in curriculum Implementation	05		
2.	Regularity in taking class	05		
3.	Knowledge in area of Work & effectiveness in clinical guidance	05		
4.	Communication skills(Oral & written)	05		
5.	Ability to inspire & motivate	05		
Total				
Part-III-Administration Skills		Weightage:50		
1.	Interpersonal relations and Team work	10		
2.	Supervisory ability	10		
3.	Leadership ability (Ability to instill confidence, problem solving ability)	10		
4.	Administrative ability(Ability to get the work done with effectiveness, efficiency & maintains Spirit De corps)	10		
5.	Integrity and Trustworthiness	10		
Total				
Part-IV-Research and Professional Development		Weightage:10		
1.	Takes up Funded projects other than student project	03		
2.	Organising and participating seminars/Workshops, Special Lectures	02		
3.	Publication in referred Journals	03		
4.	Membership or Fellowship of professional or academic bodies	02		
Total				
Part:I+II+III+IV				
Average Score				

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Annexure -IV

APPRAISAL AND 360° FEEDBACK FORM

(As per UGC recommendations effective from assessment year 2021-2022)

SECTION A

Name (in Block letters)			
Age in years			
Date of Birth			
Gender			
Marital Status			
Nationality			
Employee Code			
Present designation			
Department			
Date of joining to Institution			
KNC Registration Number			
Date of KNC registration			
Correspondence address			
Permanent address			
Mobile No.			
Email.id			
Aadhaar No.			
Whether acquired any degrees or fresh academic qualifications during the year			
Any orientation/refresher course attended during the year:			
Name of the course	Place	Duration	Sponsoring agency

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A. Teaching Process (Max Point 10) Note: 10 Credit point for each semester

S.No.	Course	Subject Code	Subject Name	No. of Allotted Classes	No. of Taken classes	Points earned	Supporting Document Index No.
Average Weightage out of 20 Points							

B. Students' feedback (Max Point 10) Note: 10 Credit point for each sem. & min.70% students data

Sl No.	Course	Subject Name	Average Studentfeedback on the scale of 20	Points Earned	Supporting Document Index No.
Average Weightage out of 20 Points					

C. Departmental Activities (Max credit 10) Note: 10 Credit point for each course

S.No.	Course	Activity	Credit Point	Criteria	Supporting Document Index No

D. Institute Activities (Max Credit 10) Note: 5 Credit point for each course

S. No.	Course	Activity	Credit Point	Criteria	Supporting Document Index No

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E. ACR maintained at institute level (Max Credit 10)

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	5	0
100-96%	95-90%	89-80%	79-70%	69-55%	Below 55%

F. Result Summary (Max 10 Credit Point)

S. No.	Course	Subject Code	Subject Name	No. of Students Registered	No. of Students Passed	Result %
Average Weightage out of 10 Points						

G. Research (Max 10 Credit Point)

a. Research Publication Summary (Weightage period: 1 July to 30 June of every academic year)

Category	SCI	SCI-Extended	Scopus	Scopus Indexed / WOS	Other
Marks (per unit)	4	3	2	1.5	1
No. of Papers Published					
Total marks earned					
Average Weightage out of 10 Points					

b. Paper/ Poster Presentation:

Category	International	National	State	Other
Marks (per unit)	4	3	2	1
No. of Paper presentation				
Total marks earned				
Average Weightage out of 10 Points				

H. Professional Development Programmes (Max Credit 10)

Conference/Workshop/seminars/Trainings	Title of programme	Date (from & To)

I. Contribution to Society (Max Credit 10)

S. No.	Course	Activity	Credit Point	Criteria	Enclosure No.

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Summary

Summary	Academic Year	Academic Year	Academic Year
	1	2	3
A. Teaching Process (Max Points 10)			
B. Students' feedback (Max Points 10)			
C. Departmental Activities (Max Points 10)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 10)			
F. Result Summary (Max Points 10)			
G. Research Publications (Max Points 10)			
H. Paper /Poster Presentation (Max Points 10)			
I. Professional Development Programmes (Max Points 10)			
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

Date :

Signature of Faculty Member

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SECTION B

Observations, Recommendation and Suggestions of Head of Department

Name	
Designation	
Department	
Academic Year	
Appraisal Score in 10 Point Scale	

Observations: (In respect of the weightage of activities claimed):

.....
.....
.....

Recommendations/Remedial Measures suggested:

.....
.....
.....

Date :

SEAL

Signature of Head of Department

SECTION C

Recommendations / Approval of Principal

.....
.....

Date :

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SEAL

Signature of Principal

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Calculation of Credit Points

(As per UGC recommendations effective from assessment year 2022-2023)

The 360^o Score shall be determined on the basis of following parameters.

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet exhibiting his score on a 10 point scale

a. Teaching - Process (Maximum Points 10)

The calculation shall be presented in a table as presented in this Annexure. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes. The total shall be reduced on 20 point scale.

b. Students' Feedback (Maximum Points 10)

The candidate shall submit average score for each course taught during academic year under consideration on a scale of 20. The average of total of all such score shall be used.

c. Departmental Activities (Maximum Points 10)

This section summarizes all the responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, consultancy work, departmental newsletter etc. The candidate will earn 3 points per semester for each activity up to a maximum of 20.

d. Institute Activity (Maximum Points 10)

This section summaries all the responsibilities assigned by Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. The candidate will earn 5 points per semester for each activity up to a maximum of 10.

e. ACR (Maximum points 10)

ACR maintained at institute level shall have 20 points based on grading of academic result and research publication contribution during academic/assessment year.

f. Result summary (Maximum points 10)

This section summarises the result analysis of the students secured in the subject 20 points based on grading of academic result.

g. Research Publications (Max Points 10)

This section summarises the Research Publications contribution during academic/assessment year.

h. Paper /Poster Presentation (Max Points 10)

This section summarises the Research paper/poster contribution during academic/assessment year.

i. Professional Development Programmes (Max Points 10)

j. Contribution to Society (Maximum Points 10)

The candidate involved in different initiatives by UGC. The candidate will earn 5 points per course for each activity. The claim should be supported by an office order/ official communication from Head of Institute.

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The grand total of points for shall be converted to a 10 points scale


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**SRI DEVARAJ URS COLLEGE
OF NURSING, TAMAKA, KOLAR.**

Format No.	ADM-13
Issue No.	02
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Date	01-09-2018

**ANNUAL PERFORMANCE ASSESSMENT REPORT OF NON-TEACHING STAFF
FORM "A" TO BE FILLED BY THE STAFF MEMBER
Assessment for the year:**

1. Name:	2. Date of joining the Post:
3. Designation:	4. Pay Band: Rs.
5. Department/Section:	
6. Academic/Technical Qualification :	
7. Details of Educational courses being Pursued:	
8. Any other information to be pointed out: Details of the Present duties	

9. Period of absence from duty (or leave, training etc., during the year. If he/she has undergone training, please Specify.)

Casual Leave	-days	Medical Leave	-days
Duty Leave	-days	Loss of pay Leave(LWP)	-days
Earned Leave	-days	Maternity Leave	-days
Special Casual Leave	-days	Others (Specify)	-days

Total Leave Available-Total Leave Availed= Total Leave at Credit.

Date:

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Signature of the Staff member.


Principal
Sri Devaraj Urs College of Nursing
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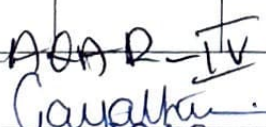
**ANNUAL PERFORMANCE ASSESSMENT REPORT(Technical, Administrative and others)
FORM "B" TO BE FILLED IN BY THE REPORTING OFFICER**

NAME:	YEAR OF ASSESSMENT:
DESIGNATION:	DATE OF APPOINTMENT TO THE POST:
PAY BAND: Rs.	
DEPARTMENT:	

1. PROFESSIONAL COMPETENCE

CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
1.1. Knowledge of rules, Regulation and procedure							
1.2 Ability to organize work and carry it out							
1.3 Ability and willingness to Take up additional load in Times of exigencies							
1.4 Creativity and innovation.							
1.5 Ability to learn new duties							
1.6 Capacity to Supervise							
2. PERFORMANCE							
2.1 Maintenance of files/ Records							
2.2 Accuracy & Speed of work							
2.3 Neatness & tidiness of work							
2.4 Completion of work on Schedule							
2.5 Diligence and sense of Responsibility							
3. PERSONAL CHARACTERISTICS							
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with Colleagues							
3.5 Integrity and behavior							
3.6 Planning & Organization							
TOTAL POINTS	/150			/170			

***For Supervisory staff only**

4.OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERYGOOD	GOOD	SATISFACTORY	MARGINAL	POOR
						

Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563101.


Principal
 Sri Devaraj Urs College of Nursing
 Tamaka, Kolar-563103

5. Any outstanding contribution made by the Employee:

6. Special remarks if any of the Reporting Officer:

Date:

SIGNATURE OF THE REPORTING OFFICER

7. Remarks if any of reviewing Officer:

Date:

SIGNATURE OF REVIEWING OFFICER

*COMPUTATION OF OVERALL EVALUATION	170 Points	150 Points
Outstanding	161 to 170	141 to 150
Excellent	151 to 160	135 to 140
Very Good	136 to 150	120 to 134
Good	101 to 135	90 to 119
Satisfactory	85 to 100	75 to 89
Marginal	71 to 84	60 to 74
Poor	35 to 70	30 to 59

AAAR-IV
Gayathri
IQAC

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Principal
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Tamaka, Kolar-563103