



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 & NAAC Accredited

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 for Performance Appraisal of teaching and Non-teaching staff -Reg.

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

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

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

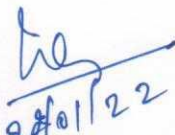
This policy will come into effect from 01/8/2018 Onwards


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

AGAR-1


20/10/22

NAAC CO-ORDINATOR
Sri Devaraj Urs College of Nursing
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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PERFORMANCE APPRAISAL POLICY- SDUCON **INTRODUCTION**

1. A committee was constituted to study the Performance Appraisal Policy at Sri Devaraj Urs College of Nursing with Vide Letter NO.SDUCON/KLR/ADMN/333/2019-20 dated 09-02-2018.
2. The Committee consisted of
 - a. Dr.G.Vijayalakshmi, Principal, SDUCON - Chairman
 - b. Dr.Radha M.S.Vice Principal& HOD, Dept of Pediatric-Member
 - c. Dr.Zeanath C.J. HOD, Dept of MSN &CNO, RLJH&RC - Member
 - d. Prof.Mary Minerva, HOD, Dept of CHN -Member
 - e. Prof. Silvia Surekha, HOD, Dept of OBG Nsg -Member
 - f. Mrs.JairakiniAruna, HOD, Dept of Psychiatric Nsg-Member
 - g. Mrs.Gayathri K.V., HOD, Dept of FON -Member
3. The Committee met on 16th,17th May 2019

TERMS OF REFERENCE

4. The terms of reference to the committee as follows
 - a. To develop a Performance Appraisal for teaching and non-teaching staff and SDUCON service rules.
 - b. To recommend a policy on Performance Appraisal for teaching and non-teaching staff
5. The Committee discussed the role of teaching and non-teaching staff of SDUCON.



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

Background

The policy document is designed by HODs of all departments in consultation with Principal. The inputs and suggestions are taken into account for designing policy. The policy document is submitted by HOD'S through the Principals office was approved in college Governing council committee on 20.03.2018. This Performance appraisal will be effective from the academic year 2018-19.

Purpose:

This policy sets a clear and consistent frame work for overall performance 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.

The staff performance appraisal is an assessment of staff performance for an academic year as per their job description which is measured on a defined criteria (Annexure-I to V)

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 subject teacher after the IA test	50
2.	Students feedback on class teacher after the academic year	30
3.	Results of the University examination of the subjects taught by the faculty	50
4.	Appraisal by HOD and Principal to the faculty	100
5.	Appraisal of HODs by the departmental faculty	100

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



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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 and Annexure II Class coordinator feedback form)**

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.

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: Appraisal by departmental faculty to HODs (100 points)

Every academic year, an appraisal of HODs including Principal will be done by the departmental faculties/ all faculties on the basis of parameters enclosed in the **Annex-IV**. This will be done at the end of every academic year.



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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}

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					

Max marks:50

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

List of faculty

Sl.No	Name of faculty

Class coordinator

Principal



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Annexure-II

Student's Feedback on Class Co-ordinator

Student's Feedback will be on following points:

Dear students,

Kindly give your feedback on class teacher. Put against each statement which indicates your agreement.

Max score: 30

Sl. No	Items	Good (3)	Satisfactory (2)	Need improvement (1)
1.	Prepares time table well in advance and displays in the notice board			
2.	Monitors conduct of classes and Clinical as per the schedule			
3.	Orient the students well in advance with regard to academic / extra-curricular / other activities			
4.	Conducts regular class meeting to identify the student needs and tries to solve them.			
5.	Identifies student's irregularities to the classes and Clinical and counsels them, if required/ brings to the parents notice.			
6.	Monitors students and subject teachers in completion of portions / academic requirements			
7.	Monitors students and subject teachers in completion of IA test / improvement tests			
8.	Provides individual feedback on students' progress			
9.	Maintains good IPR with students			
10.	Monitors overall development of each student in the particular academic year			

Any other Suggestions you would like to give regarding Class Co-ordinator: -----

Feedback grade of faculty will be as per following:

Sl.no	Student's Feedback Points	Feedback Grade of Faculty	Remarks
1	21-30	A	Good
2	11-20	B	Satisfactory
3	< 10	C	Needs improvement



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Annexure-III

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				

Any Suggestions to improve-----

Rating Method:

Outstanding 80-90, Above Average: 60-79, Average: 41-59, Below Average: 10-40



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Annexure-IV

Parameter-3 Appraisal by departmental faculty to HODs/Principal

Name: _____

Designation: _____

Date: _____

Max Marks:100

Part-I-Personal Qualities		Weightage:15	
Sl.No	Assessment Parameters	Max.Score	
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			

Any Suggestions to improve-----

Rating Method: Outstanding 80-90, Above Average: 60-79, Average: 41-59, Below Average: 10-40



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Annexure-V


Parameter 4: Performance appraisal of Non-Teaching Staff

Name of the Employee:

Post held:

Sl.No	Items	Always	Sometimes	Never
1	Appearance : Neat and tidy			
2	Accept the work readily			
3	Behaves politely			
4	Accountable to the work done			
5	Responds to the needs quickly			
6	Proficient in use of work related technology			
7	Works collaboratively with fellow employees			
8	Adheres to the work schedule			
9	Demonstrate commitment and willingness to provide service to the students/faculty/staff and the public.			

Sl.No	Grading	Remedial action
1	Excellent	Not required. However, staff will be encouraged to maintain the performance.
2	Appreciable	Not required. Staff will be encouraged for further improvement if required.
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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