



Sri Devaraj Urs College of Nursing

(A unit of Sri Devaraj Urs Educational Trust)
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 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.


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


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-II

NAAC CO-ORDINATOR
Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563103



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POLICY OF PERFORMANCE APPRAISAL FOR TEACHING AND NON-TEACHING STAFF

AGAR-5

20/12/21
NAAC CO-ORDINATOR
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Principal
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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.JairakiniAruna, HOD, Dept of Psychiatric Nursing-Member
 - f. Mrs Punitha.M , HOD, Dept of OBG Nsg -Member
 - g. Mr. Rajesh R, Assoc prof, Dept of Psychiatric Nsg-Member
 - h. 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^o) 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 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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20/12/22

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Principal
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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.

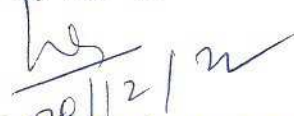
Parameter-3: Appraisal by HOD and Principal to Teaching Faculty (100 points)

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^o).

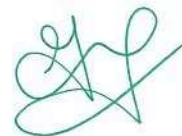
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Tamaka, Kolar-563103



Principal

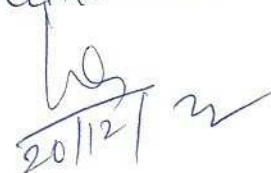
Sri Devaraj Urs College of Nursing
Tamaka, Kolar-563103

	SRI DEVARAJ URS COLLEGE OF NURSING, TAMAKA, KOLAR-563103	Format No.	ADM -12A
		Issue No.	02
	ANNUAL PERFORMANCE BASED APPRAISAL SYSTEM (APBAS)	Rev. No.	00
		Date:	01-09-18

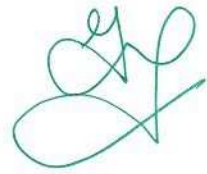
APPRAISAL AND 360° FEEDBACK FORM
 (As per UGC recommendations effective from assessment year 2021-2022)

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 20) Note: 10 Credit point for each course

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 course & min.30% students data

Sl No.	Course	Subject Name	Average Studentfeedback on the scale of 20	Points Earned	Supporting Document Index No.
Average Weightage out of 10 Points					

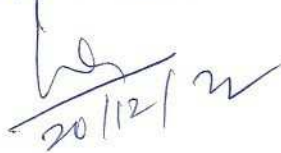
C. Departmental Activities (Max credit 10) Note: 10 Credit point for each course

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

D. Institution 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. 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						

F. Research (Max 10 Credit Point)

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

Category	UGC List I	UGC List -II	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				

G. Professional Development Programmes (Max Credit 10)

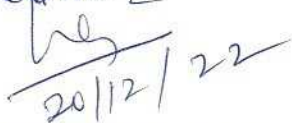
Conference/Workshop/seminars/Trainings	Title of programme	Date (from & To)

H. Contribution to Society (Max Credit 10)

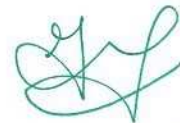
S. No.	Course	Activity	Credit Point	Criteria	Enclosure No.
Individual contribution to the society					

Overall Performance Grading :

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%

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Summary

Summary	Academic Year
	1
A. Teaching Process (Max Points 20)	
B. Students' feedback (Max Points 10)	
C. Departmental Activities (Max Points 10)	
D. Institutional Activities (Max Points 10)	
E. Result Summary (Max Points 10)	
F. Research Publications (Max Points 10)	
G. Paper /Poster Presentation (Max Points 10)	
H. Professional Development Programmes (Max Points 10)	
I. Contribution to Society (Max Points 10)	
Total (Max Points 100)	
Total on 10 Point scale	

Date :

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Tamaka, Kolar-563103



Signature of Faculty Member

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

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

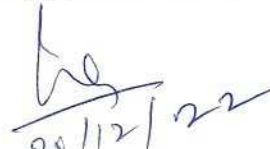
Recommendations / Approval of Principal

.....
.....

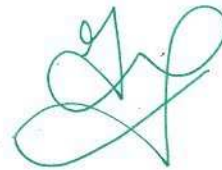
Date :

SEAL

Signature of Principal

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Principal
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Calculation of Credit Points

(As per UGC recommendations effective from assessment year 2020-2021)

The 360⁰ Score shall be determined on the basis of following parameters.

- a. Teaching Process (Maximum Point 20),
- b. Students' Feedback (Maximum Point 20)
- c. Departmental Activities (Maximum Point 20)
- d. Institute Activity (Maximum Point 10)
- e. ACR (Maximum Point 20)
- f. Contribution to Society (Maximum Point 10)

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 20)

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. 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.

f. Research Publications (Max Points 10)

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

g. Paper /Poster Presentation (Max Points 10)

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

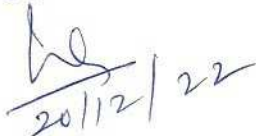
h. Professional Development Programmes (Max Points 10)

i. 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.

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

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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%

List of faculty

Sl.No	Name of faculty

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20/12/22

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Principal
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.

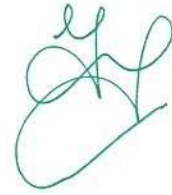
After evaluating all parameters, Principal will communicate the same with teaching and non-teaching staff, while interacting personally with each of them. Based on the performance, the remarks will be given by Principal as follows;

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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Principal
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	SRI DEVARAJ URS COLLEGE OF NURSING, TAMAKA, KOLAR.	Format No.	ADM-13
		Issue No.	02
		Rev No.	00
		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:

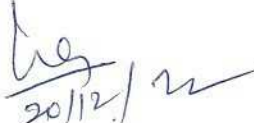
1. Name:	2. Date of joining the Post:
3. Designation:	4. Pay Band: Rs.
5. Department/Section:	
6. Academic/Technical Qualification :	
7. Details of Educational courses being Pursued:	
8. Any other information to be pointed out: Details of the Present duties	

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

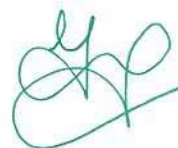
Total Leave Available-Total Leave Availed= Total Leave at Credit.

Date:

AGAR II

 20/12/22

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Signature of the Staff member.



Principal
 Sri Devaraj Urs College of Nursing
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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

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