

MNR Higher Education & Research Academy (MNR-HERA)

Guidelines for Half-Yearly Faculty Performance Assessment w.e.f.1st July 2021

Applicable to MNR Medial College & Hospital

1. The "Faculty Performance Assessment (FPA)" is an important step to evaluate the faculty performance. This will help us to appreciate the efforts of good faculty & also guiding the faculty with average / poor performance for betterment. This will also help in improving the institution standards & thereby contributing to the student's overall development.
2. Principals have to see that the half-yearly FPA is done twice a year i.e. on or before 31st July of every year (for the 1st half-year i.e. January to June) & by 31st January of each following year (for the 2nd half-year i.e. July to December).
3. The FPA form is divided into three parts:-
 - i. Part-A "Faculty Half-Yearly Self-Assessment Report":- to be filled by the individual faculty member & submitted to concern HOD as per the due dates mentioned in clause (4) below.
 - ii. Part-B "HOD Assessment & Recommendations" :-to be filled by the concern HOD (after duly evaluating the Self-Assessment Report submitted by the Faculty) & submit the same to the Principal as per the due dates mentioned in clause (4) below.
Note: This is applicable only for Faculty & not for HOD's. HOD's evaluation can be directly done by the Principal.
 - iii. Part-C "Faculty Performance Evaluation by Principal":- to be filled by the concern Principal (after duly evaluating the Self-Assessment Report submitted by the Faculty, the comments / recommendations of the HOD & reports obtained from various departments). The filled in form may be submitted to the CAO as per the due dates mentioned in clause (4) below.
Note:- Principals may use (Points Calculation Sheet – A for all Faculty members except for HOD's. For HOD's Points Calculation Sheet – B may be used).
 - iv. To complete Part-C Principals may obtain the following reports from the below mentioned departments: -
 - a. University & Internal Exam Results from the Principal office
 - b. Clinical Work report from CEO, MNR Hospital
 - c. Research Work Report from Manager (Research), MNR FRI.
 - d. UG & PG Classes Report from the Principal Office
 - e. Students Feedback Report from CAO
4. The CAO shall compile the FPA of all faculty / institutions & submit the same to the Vice-Chairman as per the due dates mentioned below.

Activity	Due Date for each of the 1 st Half-Year (Jan. to June)	Due Date for each of the 2 nd Half-Year (July to Dec.)
Distribution of blank FPA forms to Faculty member	1 st July	1 st January of the following year
Faculty members to submit filled FPA to concern HOD	5 th July	5 th January of the following year
HOD to submit filled FPA to concern Principal	10 th July	10 th January of the following year
Principal to submit FPA to CAO	31 st July	31 st January of the following year
CAO to submit FPA to Vice-Chairman	10 th August	10 th Feb. of the following year

5. Appreciation letters will be issued to faculty with better performance & letters suggesting improvement will be issued to faculty with average / poor performance (through the concern Principal) within 10 days from the date of submission of report to the Vice-Chairman by the CAO.
6. Best teachers (based on the last two half-year FPAs i.e. of July to December of the previous year & January to June of the current year) will be awarded on Teachers day (i.e. 5th September) of every year.

MNR Higher Education & Research Academy (MNR-HERA)

Part-A - Faculty Half-Yearly Self-Assessment Report (January to June 2021)

Applicable to MNR Medial College & Hospital

Faculty Name:

Designation:

Department:

Institution:

I. University Final Exams Results (Declared in the Half-Year)

S.No	Subject	Year / Sem.	No. Appeared	No. Passed	Pass %
1					
2					
3					
4					
5					

II. Internal Exams Results (Declared in the Half-Year)

S.No	Subject	Year / Sem.	No. Appeared	No. Passed	Pass %
1					
2					
3					
4					
5					

III. Classes Allotted & Handled (In the Half-Year)

S.No	Topic	No. Allotted	No. Handled	% Handled
1	UG Theory Classes			
2	UG Practical Classes / Bed Side Teaching			
3	PG Theory Classes Handled			
4	PG Academic Activities (Seminars / Group Discussions etc.)			
Total =				

IV. Clinical Work (In the Half-Year) (Medical & Allied Departments - Avg. Bed Occupancy) / Surgical & Allied Departments - No. of Surgeries; 3 Minor = 1 Major)				
S.No	Month	Target	Achieved	% Achieved
1	January			
2	February			
3	March			
4	April			
5	May			
6	June			
Average % for 6 months =				
V. Research Work (Completed in the Half-Year) (Please enclose self-attested copies of relevant documents like publications, photos, certificates, invitations etc.)				
1	Research Publications (Indexed National / International Journals)			
2	Paper Presentations in Conference/ Symposium (State / National / International in India / International Abroad)			
3	Guest lecturers Delivered / invited lecturers Delivered in Conferences (National / International in India / International Abroad)			
4	Grants received on Research projects (From funding agencies/ industries)			

VII. Involvement in Co-Curricular Activities

VIII. Involvement in Institution Quality Enhancement Activities (Like NAAC / NABH)

IX. Any Other Information you would like to provide:-

Date:

Signature:

MNR Higher Education & Research Academy (MNR-HERA)**Faculty Half-Yearly Performance Report (January to June 2021)****Part-B HOD Assessment & Recommendations****Applicable to MNR Medial College & Hospital**

This is to state that I (_____), HOD, Department of _____ had verified (with relevant proofs) the half-yearly (January to June 2021) self-assessment report of Dr./Mr./Miss. _____ designated as _____ in my department & I hereby furnishing my comments / recommendations on the above-mentioned faculty's self-assessment report.

S.No	Topic	Agree / Disagree / NA	Remarks (For Disagreement)
I	University Final Exams Results		
II	Internal Exams Results		
III	a. UG Theory Classes		
	b. UG Practical Classes / Bed Side Teaching		
	c. PG Theory Classes		
	d. PG Academic Activities (Seminars / Group Discussions etc.)		
IV	Clinical Work		

V. Research			
S.No	Topic	Agree / Disagree / NA	Remarks (For Disagreement)
V	a. Research Publications (Indexed National / International Journals)		
	b. Paper Presentations in Conference/ Symposium (State / National / International in India / International Abroad)		
	c. Guest lecturers Delivered / invited lecturers Delivered in Conferences (National / International in India / International Abroad)		
	d. Grants received on Research projects (From funding agencies/ industries)		
	e. Patents (Approved by Patent office)		
	f. Books Published		
	g. Conduct of Conference/ Workshops/ Symposium presentations (State / National / International in India / International Abroad)		
	h. Collaboration / MOU's with various Universities / Organizations		
	i. Acquiring Ph.D.		
	j. Guiding Ph.D.		
	k. Innovative Teaching Practices Introduced		

VI	Involvement in Extra-Curricular Activities		
VII	Involvement in Co-Curricular Activities		
VIII	Involvement in Institution Quality Enhancement Activities (Like NAAC / NABH)		
IX	Any Other Information you would like to provide:-		

X. Academic Activity (Points Allotted)

S.No.	Topic	Max. Points	Points Allotted
a	Command Over Subject	5	
b	Planning & Sequencing of lectures	5	
c	Presentation	5	
d	Language & Modulation	5	
e	Using of latest Technology & Teaching Aids	5	
f	Class Room Discipline	5	
g	Recapitulation	5	
h	Slow Learners Improvement	5	
i	Conduct of Examinations & Student Evaluation	5	
j	Involvement with Students beyond Classroom	5	
TOTAL (Out of 100 points) =		50	

XI. General Attributes			
S.No.	Topic	Max. Points	Points Allotted
a	Attendance & Punctuality	5	
b	Communication Skills	5	
c	Interpersonal Skills	5	
d	Integrity	5	
e	Obedience	5	
f	Involvement in Co-Curricular Activities	5	
g	Involvement in Extra-Curricular Activities	5	
h	General Health	5	
i	Dress Code & Cleanliness	5	
j	Maintaining of Official Records	5	
TOTAL (Out of 100 points) =		50	
Other Remarks (if any) by HOD			
Date:		HOD Signature:	

MNR Higher Education & Research Academy (MNR-HERA)				
Faculty Half-Yearly Performance Report (January to June 2021)				
Part-C Faculty Performance Evaluation by Principal				
Applicable to MNR Medial College & Hospital				
Faculty Name:				
Designation:		Department:		
S.No	Task	Points Secured (Out of 100)	Weightage	
			Max. Points	Points Secured
I	University Final Exam Results (of all the Subjects / Years / Semesters taught by the Faculty in the half-year)		1000	
II	Internal Exam Results (Of all the Subjects / Years / Semesters taught by the Faculty in the half-year)		300	
III	Classes Handled (UG & PG)		500	
IV	Clinical Work (Medical & Allied Departments - Avg. Bed Occupancy per day) / (Surgical & Allied Departments - No. of Surgeries; 3 Minor = 1 Major)		1000	
V	Research Work (Completed in the half-year)		1000	
VI	Involvement in Extra-Curricular Activities		300	
VII	Involvement in Co-Curricular Activities		300	
VIII	Involvement in Institution Quality Enhancement Activities (Like NAAC / NABH)		300	
IX	Academic Activity		300	
X	General Attributes		300	
XI	Students Feedback (for the Half-Year)		1000	
Total =			6300	
Percentage (%) of Points Secured =				
Date:		Principal Signature:		

Annexure - Points Calculation Sheet (Only for HOD's)							
I & II - Points for University / Internal Exams - Half-Year (January to June 2021)							
S.No	Task	Pass Percentage					
		Subject-1 _____	Subject-2 _____	Subject-3 _____	Subject-4 _____	Subject-5 _____	Average %
1	University Final Exam Results (In the Subjects taught by the Faculty)						
2	Internal Exam Results (In the Subjects taught by the Faculty)						
III - Points for Classes Handled in the Half-Year (January to June 2021)							
S.No	Topic	Allotted	Handled	% Handled			
a	UG Theory Classes Allotted & Handled						
b	UG Practical Classes / Bed Side Teaching Allotted & Handled						
c	PG Theory Classes Allotted & Handled						
d	PG Academic Programme (Seminars, Allotted & Conducted)						
Average of all Classes =							
IV. Points for Clinical Work done in the Half-Year (January to June 2021)							
S.No	Month	Target	Achieved	% Achieved			
1	January						
2	February						
3	March						
4	April						
5	May						
6	June						
Six months Average =							

V. Points Allotted for Research - Half-Year (January to June 2021)					
S.No	Topic	Classification	Points / Item	No.	Total Points
1	Research Publications	Indexed National Journals	2		0
		Indexed International Journals	5		0
2	Paper Presentations in Conference/ Symposium	State level	2		0
		National level	5		0
		International (Conducted in India)	10		0
		International (Conducted in Abroad)	20		0
3	Guest lecturers Delivered / invited lecturers Delivered in Conferences	National level	5		0
		International (Conducted in India)	10		0
		International (Conducted in Abroad)	20		0
4	Grants received on Research projects	From funding agencies/ industries	500		0
5	Patents	After approval from the patent office	500		0
6	Books Published	Published & Available in Market	100		0
7	Conference / Workshop / Symposium Conducted	State level	50		0
		National level	100		0
		International	200		0
8	Facilitating collaboration with various Universities / Organizations	Points to be decided at the EC meeting considering the importance of collaborations	200		0
9	Ph.D.	Acquiring Ph.D.	20		0
		Guiding Ph.D.	20		0
Total =			1769		0
% of Points Secured =					0

IX. Academic Activity (Points Allotted) - Half-Year (January to June 2021)			
S.No.	Topic	Max. Points	Allotted Points
1	Command Over Subject	10	
2	Presentation	10	
3	Planning & Sequencing of lectures	10	
4	Language & Modulation	10	
5	Using of latest Technology & Teaching Aids	10	
6	Class Room Discipline	10	
7	Recapitulation	10	
8	Slow Learners Improvement	10	
9	Conduct of Examinations & Student Evaluation	10	
10	Involvement with Students	10	
TOTAL =		100	
X. General Attributes (Points Allotted) - Half-Year (January to June 2021)			
S.No.	Topic	Max. Points	Allotted Points
1	Attendance & Punctuality	10	
2	Communication Skills	10	
3	Interpersonal Skills	10	
4	Integrity	10	
5	Obedience	10	
6	Involvement in Co-Curricular Activities	10	
7	Involvement in Extra-Curricular Activities	10	
8	General Health	10	
9	Dress Code & Cleanliness	10	
10	Maintenance of Official Records	10	
TOTAL =		100	

Annexure - Points Calculation Sheet (For all Faculty except HOD's)							
I & II - Points for University / Internal Exams - Half-Year (January to June 2021)							
S.No	Task	Pass Percentage					
		Subject-1 _____	Subject-2 _____	Subject-3 _____	Subject-4 _____	Subject-5 _____	Average %
1	University Final Exam Results (In the Subjects taught by the Faculty)						
2	Internal Exam Results (In the Subjects taught by the Faculty)						
III - Points for Classes Handled in the Half-Year (January to June 2021)							
S.No	Topic	Allotted	Handled	% Handled			
a	UG Theory Classes Allotted & Handled						
b	UG Practical Classes / Bed Side Teaching Allotted & Handled						
c	PG Theory Classes Allotted & Handled						
d	PG Academic Programme (Seminars, Allotted & Conducted)						
Average of all Classes =							
IV. Points for Clinical Work done in the Half-Year (January to June 2021)							
S.No	Month	Target	Achieved	% Achieved			
1	January						
2	February						
3	March						
4	April						
5	May						
6	June						
Six months Average =							

V. Points Allotted for Research - Half-Year (January to June 2021)					
S.No	Topic	Classification	Points / Item	No.	Total Points
1	Research Publications	Indexed National Journals	2		
		Indexed International Journals	5		
2	Paper Presentations in Conference/ Symposium	State level	2		
		National level	5		
		International (Conducted in India)	10		
		International (Conducted in Abroad)	20		
3	Guest lecturers Delivered / invited lecturers Delivered in Conferences	National level	5		
		International (Conducted in India)	10		
		International (Conducted in Abroad)	20		
4	Grants received on Research projects	From funding agencies/ industries	500		
5	Patents	After approval from the patent office	500		
6	Books Published	Published & Available in Market	100		
7	Conference / Workshop / Symposium Conducted	State level	50		
		National level	100		
		International	200		
8	Facilitating collaboration with various Universities / Organizations	Points to be decided at the EC meeting considering the importance of collaborations	200		
9	Ph.D.	Acquiring Ph.D.	20		
		Guiding Ph.D.	20		
Total =			1769		
% of Points Secured =					

IX. Academic Activity (Points Allotted) - Half-Year (January to June 2021)

S.No.	Topic	Points Allotted by HOD		Points Allotted by Principal		Overall Points Allotted	
		Max. Points	Allotted Points	Max. Points	Allotted Points	Max. Points	Allotted Points
1	Command Over Subject	5		5		10	
2	Presentation	5		5		10	
3	Planning & Sequencing of lectures	5		5		10	
4	Language & Modulation	5		5		10	
5	Using of latest Technology & Teaching Aids	5		5		10	
6	Class Room Discipline	5		5		10	
7	Recapitulation	5		5		10	
8	Slow Learners Improvement	5		5		10	
9	Conduct of Examinations & Student Evaluation	5		5		10	
10	Involvement with Students	5		5		10	
TOTAL =		50		50		100	

X. General Attributes (Points Allotted) - Half-Year (January to June 2021)

S.No.	Topic	Points Allotted by HOD		Points Allotted by Principal		Overall Points Allotted	
		Max. Points	Allotted Points	Max. Points	Allotted Points	Max. Points	Allotted Points
1	Attendance & Punctuality	5		5		10	
2	Communication Skills	5		5		10	
3	Interpersonal Skills	5		5		10	
4	Integrity	5		5		10	
5	Obedience	5		5		10	
6	Involvement in Co-Curricular Activities	5		5		10	
7	Involvement in Extra-Curricular Activities	5		5		10	
8	General Health	5		5		10	
9	Dress Code & Cleanliness	5		5		10	
10	Maintenance of Official Records	5		5		10	
TOTAL =		50		50		100	

MNR Educational Trust			
Non-Teaching Staff Half-Yearly Performance Report - July to December 2021			
Institution:			
Employee Name:			
Designation:		Department:	
S.No.	Task	Max. Points	Points Allotted
1	Quality of Work/s Completed	<u>100</u>	
2	Timely Completion of Assigned Tasks	<u>100</u>	
3	Knowledge / Skills (Related to assigned work including Computer Knowledge)	<u>100</u>	
4	Job Continuity	<u>100</u>	
5	Obedience to Institution Policy	<u>100</u>	
6	Maintenance of Official Records (Documents, Files etc.)	50	
7	Initiative & Involvement	50	
8	Interpersonal Skills & Team Work	50	
9	Written Communication Skills	50	
10	Verbal Communication Skills	50	
11	Presentation Skills	50	
12	Problem Solving Ability	50	
13	Creativity	50	
14	Attendance & Punctuality	50	
15	Dress Code & Cleanliness	50	
Total Points Allotted =		1000	
% of Points Allotted =			

MNR Educational Trust			
Nursing Staff & Technicians Half-Yearly Performance Report - July to December 2021			
Institution:			
Employee Name:			
Designation:		Department:	
S.No.	Task	Max. Points	Points Allotted
1	Quality of Work	<u>100</u>	
2	Timely Completion of Assigned Tasks	<u>100</u>	
3	Knowledge & Skills (Medical / Technical Knowledge)	<u>100</u>	
4	Job Continuity	<u>100</u>	
5	Obedience to Institution Policy	<u>100</u>	
6	Maintenance of Official Records (Documents, Files etc.)	<u>100</u>	
7	Initiative & Involvement	50	
8	Interpersonal Skills & Team Work	50	
9	Communication Skills	50	
10	Presentation Skills	50	
11	Problem Solving Ability	50	
12	Creativity	50	
13	Attendance & Punctuality	50	
14	Dress Code & Cleanliness	50	
Total Points Allotted =		1000	
% of Points Allotted =			
Date:	Nursing Supt:	CEO:	



MNR Educational Trust

2-23 B / 350, Bhagyanagar (Phase III), Near HMT Hills Colony
Opp. JNTU, Kukatpally, Hyderabad – 500 085, Telangana State, India
Ph : +91-40 - 23890835, 23899795, Fax : +91-40 -23897380
E-mail : info@mnrintia.org Website: www.mnrindia.org

No. MNRET/FHPR/CAO/MNRMCH/21/19

Date: 18th Dec. 2021

To,

Dr. V.A. Vipula,

Associate Professor,

Microbiology Department,

MNR Medical College and Hospital

Dear Dr. V.A. Vipula ,

Sub: Faculty Half-Yearly Performance Report – January to June 2021 – Reg.

We take this opportunity to congratulate you, and express our appreciation for your valuable contribution to the organization.

In the faculty performance evaluation for the period Jan. to June 2021, you had secured 78.09 out of 100 points & awarded ' B+ ' Grade.

We appreciate your efforts. As per the feedback received from students, HOD & Principal you have received "Good" grade. We request you to put in more efforts to understand the student requirements, involve better in institutional activities which will enable you to achieve better grades in future. We also request you to concentrate on areas where you got sub-grades (A to D) if at all any in the report enclosed.

We strongly feel that good teachers help the institution create better future professionals.

Congratulations and wish you a better honor next time.

Regards

Vice-Chairman

Vice-Chairman
MNR EDUCATIONAL TRUST

No. MNRET/FHPR/CAO/MNRMCH/21/27

Date: 18th Dec. 2021

To,
Dr.Md Mustafa Ahmed,
Associate Professor,
Community Medicine Department,
MNR Medical College and Hospital

Dear Dr.Md Mustafa Ahmed ,

Sub: Faculty Half-Yearly Performance Report – January to June 2021 – Reg.

We take this opportunity to congratulate you, and express our appreciation for your valuable contribution to the organization.

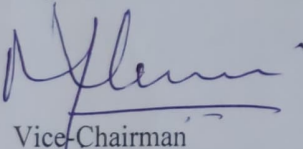
In the faculty performance evaluation for the period Jan. to June 2021, you had secured 68.14 out of 100 points & awarded 'B' Grade.

As per the feedback received from students, HOD & Principal you have received above average grade. We request you to take it in a positive spirit & put in more efforts to understand the student requirements. You need to bring drastic improvement in your teaching skills & involve more in the institution activities to achieve better grades in future. You need to concentrate on areas where you got sub-grades (A to D) in the report enclosed & try to improve in those areas in the near future. We also requested your Principal & HOD to observe your classes and help you with their valuable suggestions. I hope you will extend your co-operation to them for bringing in improvement.

We strongly feel that good teachers help the institution create better future professionals.

Wish you a better honor next time.

Regards



Vice-Chairman

Vice-Chairman
MNR EDUCATIONAL TRUST

MNR Medical College & Hospital
Faculty Half-Yearly Performance Report (January to June 2021)
Faculty Performance Evaluation

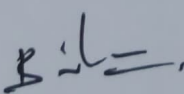
Faculty Name: Dr.Md Mustafa Ahmed

Designation: Associate Professor

Department: Community Medicine

S.No	Task	Points Secured (Out of 100)	Weightage		
			Max. Points	Points Secured	Sub-Grade
I	University Final Exam Results (of all the Subjects / Years / Semesters taught by the Faculty in the half-year)	NA	NA	NA	NA
II	Internal Exam Results (Of all the Subjects / Years / Semesters taught by the Faculty in the half-year)	100	300	300	A+
III	Classes Handled (UG & PG)	100	500	500	A+
IV	Clinical Work (Medical & Allied Departments - Avg. Bed Occupancy per day) / (Surgical & Allied Departments - No. of Surgeries; 3 Minor = 1 Major)	NA	NA	NA	NA
V	Research Work (Completed in the half-year)	0	300	0.00	D
VI	Involvement in Extra-Curricular Activities	10	300	30	D
VII	Involvement in Co-Curricular Activities	20	300	60	D
VIII	Involvement in Institution Quality Enhancement Activities (Like NAAC / NABH)	90	300	270	A+
IX	Academic Activity	69	300	207	B
X	General Attributes	63	300	189	B
XI	Students Feedback (for the Half-Year)	89.70	1000	897.00	A
Total =			3600	2453.00	
Percentage (%) of Points Secured & Overall Grade =				68.14	B

Date: 14.12.2021


CAO Signature


Principal Signature

100 – 90 points	80 – 89.99 points	70 – 79.99 points	60 – 69.99 points	50 – 59.99 points	Below 50 points
A+ Grade	A Grade	B+ Grade	B Grade	C Grade	D Grade