



MNR MEDICAL COLLEGE & HOSPITAL
NAAC ACCREDITED WITH “A” GRADE
(Recognized by MH&FW, Govt. of India & Affiliated to KNR University of Health Sciences)
MNR Nagar, Fasalwadi, Sangareddy – 502 294, Telangana State, India.

MNR Higher Education & Research Academy (MNR-HERA)

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

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 Principal office
 - 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.