



Maharashtra Institute of Dental Sciences and Research (Dental College)
Vishwanathpuram Ambajogai Road, Latur 413512



ANNUAL PERFORMANCE APPRAISAL FORM - TEACHING STAFF

(Period of Appraisal: From _____ To _____)

EMPLOYEE DETAILS:

Name of the Faculty	:	
Department	:	
Designation	:	
Date of Joining the Institute	:	
Employment ID	:	
Gross Salary	:	
Mobile No.	:	
E-mail ID	:	

GUIDELINES:

- The period of evaluation shall be Jan to December 2021
- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is HOD and the Reviewing Authority (RA) is The Head of Institution (Principal/ Director/ Dean).
- Appraisal Committee for HOD: Evaluating Authority (EA) is The Head of Institution (Principal/ Director/ Dean) and the Reviewing Authority (RA) is The Executive Director (or the competent authority appointed on his behalf) and an External Assessor if required.
- The EA shall verify all the information, by supporting proofs before commenting on the performance



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RECORDS OF ABSENCE (TO BE FILLED BY THE HR)

Sr. No.	Type of Leave	No. of Leaves Aailed		Signature of HR with Date
		Term I Jan-Jun	Term II Jul-Dec	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Office Duty (OD)			
4	Maternity Leave (MTL) (if applicable)			
5	Leave without Pay (LWP)			
6	Earned Leaves (EL) (if Applicable)			
7	Special Leave (SL)			

- Provide Details of the nature / purpose of Special Leaves (if applicable)



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CATEGORY – I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	No. of UG Lectures / PG contact hours undertaken during the year (100% compliance = 15) No. of Lectures allotted : UG:_____PG:_____ No. of Lectures conducted : UG:_____PG:_____	15			
b.	No. of UG Practical / Clinics and PG Clinical sessions (100% compliance = 15) No. of activities allotted : UG:_____PG:_____ No. of activities conducted : UG:_____PG:_____	15			
c.	No. of Tutorials / Seminars / Journal Clubs / Other teaching activities (100% compliance = 10) No. of activities allotted : UG:_____PG:_____ No. of activities conducted : UG:_____PG:_____	10			
d.	Patient treatments and Routine clinical procedures performed (as per instruction of HOD and Principal) 5 mark for minimum work/ 10 for moderate work/ 15 for maximum work/ 20 marks for exceptional performance)	20			
e.	Special/remarkable/difficult clinical work or patients treatments provided (2 mark per case/patients)	10			
f.	Examination duties (10 mark University / 5 mark Institute level) (Question Paper setting / Answer Paper Correction / Practical or clinical Exam Conduction / Viva voce)	20			
g.	Interdisciplinary / Interdepartmental Add-on or Value-added Course conducted (5 Marks per activity)	10			
Total score		100			

Signature of Faculty

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CATEGORY – II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES

Sr. No.	Nature of Activity	API Score allotted	Self-appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
a.	Faculty development Training obtained (Training in Medical Education Technology / subject specific hands on training courses) (10 Marks per activity)	20			
b.	Professional development activities such as participation in seminar / conferences / Workshops (5 Marks for each activity)	10			
c.	Invited talks / lectures in refresher / faculty development courses / workshops / seminars / conferences (5 Marks for each activity)	10			
d.	Participation in Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, studyvisit, student seminar, Mentoring and other events) (ii) Other co-curricular activities (Cultural, sports, NSS, NCC, etc.) (iii) Extension and dissemination activities (public lectures / talks / field visits, etc). (5 Marks for each activity)	10			
e.	Contribution in management and governing bodies of the department and institution through participation in institutional committees and administrative responsibilities. (i) Administrative responsibility (including as dean /Principal/chairperson/convener/ teacher in-charge/similar other duties that require regular office hours for its discharge) (5 Marks) (ii) Substantial contribution in BOS, Academic, Administrative or other Committees. (5 Marks)	15			
Total of (II)		70			

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CATEGORY – III: RESEARCH & ACADEMIC CONTRIBUTIONS

Sr. No.	Nature of Activity	API Score allotted	Self- appraisal Score	API Score Verified by HOD	Remarks by Director / Dean / Principal
1.	Research Publications (Journals) as First/ second / corresponding author only i. International journals (indexed in PubMed / Scopus / Web of Science/ UGCCare) (5 Marks each) ii. National journals (indexed in PubMed / Scopus / Web of Science / UGCCare list) (2.5 Marks each) iii. Other National / International Peer Reviewed Journal (1mark each)	15			
2.	Research Publications other than journals articles (Books, Chapters in books) International Publisher: 5 per book / chapter National Publisher: 2.5 per book / chapter	10			
3.	Sponsored Projects Minor Research Projects: 5 Each Major Projects: 10 Each	10			
4.	Research Guidance Ph.D. – 5 per student per year MD/MS – 2.5 per student per year	10			
5.	Fellowship/ Awards (International level: 5 each National level: 2.5 each)	10			
6.	Papers presented in Conferences & Seminars International Level: 05 each paper National Level: 03 each paper State/ University Level: 02 each paper	10			
7.	Development of e-learning content / material	5			
8.	Research Evaluation and Reviewers / Editors Ph.D. (5), MD/MS (3), Journal/Conf. (2) Editors/Reviewer (2)	10			
9	Copyright (5) or Patents (10) registered	10			
	TOTAL (III)	90			

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CATEGORY – IV: OTHER RELATED ACTIVITIES

Sr. No	Nature of Activity	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
a.	Organizing of conferences / workshop i. National – 10 per activity ii. State / regional – 5 per activity	10			
b.	Participation in various Bodies of University or Government committees i. National – 10 per activity ii. State / regional – 5 per activity	10			
c.	Additional Qualification (Degree / Diploma / Fellowship) received (10-International 5-National)	10			
d.	Additional Duties (as allotted by Trust / Management / Principal towards welfare of Institute / trust / campus)	10			
	TOTAL (IV)	40			

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EVALUATION SUMMARY:

APIs	API Score allotted	Self- appraisal Score	API Score Verified by HoD	Remarks by Director / Dean / Principal
Category – I : Teaching, Learning & Evaluation Related Activities	100			
Category – II : Professional Development, Co-Curricular & Extension Activities	70			
Category – III : Research and Academic Contributions	90			
Category –IV: Other Related Activities	40			
TOTAL	300			
Minimum Score required <ul style="list-style-type: none">○ 40% - Tutors/BDS Staff○ 50% - Lectures○ 55% - Reader○ 60% - Professor and HOD	120 150 165 180			

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ADDITIONAL COMMENTS (if any) BY THE FACULTY

Date:

Signature of Faculty

ASSESSMENT BY THE HOD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental assignments, EA should seek remarks from the concerned HOD.)

Date:

Name & Signature of HOD

REVIEW OF ASSESSMENT & RECOMMENDATION BY THE DEAN / PRINCIPAL (RA)

Date:

**Name & Signature
 External Assessor (If Any)**

**Name & Signature
 Head of Institution**