



## **MNR DENTAL COLLEGE AND HOSPITAL**

**“NAAC ACCREDITED”**

**(Recognized by MH&FW, Govt. of India & Affiliated to KNR University of Health Sciences)**

**MNR Nagar, Narsapur Road, Fasalwadi, Sangareddy 502294, Telangana State, India**

**Ph.: (0845)2306675, 233333, Mobile: 8500056668, Fax :( 08455)230533/230555/230699**

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## **PERFORMANCE APPRAISAL SYSTEM**

## FACULTY PERFORMANCE ASSESSMENT GUIDELINES



### MNR DENTAL COLLEGE AND HOSPITAL

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(Recognized by MH & FW, Govt. of India & Affiliated to KNR University of Health Sciences)  
MNR Nagar, Fasalwadi, Sangareddy- 502 294, Telangana State, India  
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#### MNR Higher Education & Research Academy (MNR-HERA)

#### Guidelines for Half-Yearly Faculty Performance Assessment w.e.f. 1<sup>st</sup> July 2021


##### Applicable to

##### MNR Dental College & Hospital &

##### MNR Homoeopathic Medical 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 31<sup>st</sup> July of every year (for the 1<sup>st</sup> half-year i.e. January to June) & by 31<sup>st</sup> January of each following year (for the 2<sup>nd</sup> 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

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

**PERFORMANCE APPRAISAL REPORT FOR TEACHING STAFF**

<b>MNR Higher Education &amp; Research Academy (MNR-HERA)</b>					
<b>Part-A - Faculty Half-Yearly Self-Assessment Report (January to June 2021)</b>					
<b>Applicable to MNR Dental College &amp;Hospital / MNR Homoeopathic Medical College &amp; Hospital</b>					
Faculty Name:					
Designation:			Department:		
Institution:					
<b>I. University Final Exams Results (Declared in the Half-Year)</b>					
S.No	Subject	Year / Sem.	No. Appeared	No. Passed	Pass %
1					#DIV/0!
2					#DIV/0!
3					#DIV/0!
4					#DIV/0!
5					#DIV/0!
<b>II. Internal Exams Results (Declared in the Half-Year)</b>					
S.No	Subject	Year / Sem.	No. Appeared	No. Passed	Pass %
1					#DIV/0!
2					#DIV/0!
3					#DIV/0!
4					#DIV/0!
5					#DIV/0!
<b>III. Classes Allotted &amp; Handled (In the Half-Year)</b>					
S.No	Topic	No. Allotted	No. Handled	% Handled	
1	UG Theory Classes			#DIV/0!	
2	UG Practical Classes / Bed Side Teaching			#DIV/0!	
3	PG Theory Classes Handled			#DIV/0!	

4	PG Academic Activities (Seminars / Group Discussions etc.)			#DIV/0!
Total =		0	0	#DIV/0!
<b>IV. Clinical Work (No. of Out-Patients Treated in the Half-Year)</b>				
S.No	Month	Target	Achieved	% Achieved
1	January			#DIV/0!
2	February			#DIV/0!
3	March			#DIV/0!
4	April			#DIV/0!
5	May			#DIV/0!
6	June			#DIV/0!
Average % for 6 months =				#DIV/0!
<b>V. Research Work (Completed in the Half-Year) (Please enclose self-attested copies of relevant documents like publications, photos, certificates, invitations etc.)</b>				
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)			

5	Patents (Approved by Patent office)
6	Books Published
7	Conduct of Conference/ Workshops/ Symposium presentations (State / National / International in India / International Abroad)
8	Collaboration / MOU's with various Universities / Organizations
9	Acquiring Ph.D.
10	Guiding Ph.D.
11	Innovative Teaching Practices Introduced
<b>VI. Involvement in Extra-Curricular Activities</b>	
<b>VII. Involvement in Co-Curricular Activities</b>	
<b>VIII. Involvement in Institution Quality Enhancement Activities (Like NAAC / NABH)</b>	
<b>IX. Any Other Information you would like to provide:-</b>	

Annexure - Points Calculation Sheet							
I & II - Points for University / Internal Exams - Half-Year (January to June 2021)							
S.No	Task	Pass Percentage					Average %
		Subject-1	Subject-2	Subject-3	Subject-4	Subject-5	
1	University Final Exam Results (In the Subjects taught by the Faculty)	100					100
2	Internal Exam Results (In the Subjects taught by the Faculty)	100					100
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	24	24	100			
b	UG Practical Classes / Bed Side Teaching Allotted & Handled	24	24	100			
c	PG Theory Classes Allotted & Handled	6	6	100			
d	PG Academic Programme (Seminars, Allotted & Conducted)	24	24	100			
Average of all Classes =							100

IV. Points for Clinical Work done in the Half-Year (January to June 2021)				
S.No	Month	Target	Achieved	% Achieved
1	January	805	0	0
2	February	600	450	75
3	March	625	530	85
4	April	720	231	32
5	May	875	0	0
6	June	468	0	0
Six months Average =				32
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 (1 Point for every 10,000 Amount Received )	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	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	0
2	Presentation	5		5		10	0
3	Planning & Sequencing of lectures	5		5		10	0
4	Language & Modulation	5		5		10	0
5	Using of latest Technology & Teaching Aids	5		5		10	0
6	Class Room Discipline	5		5		10	0
7	Recapitulation	5		5		10	0
8	Slow Learners Improvement	5		5		10	0
9	Conduct of Examinations & Student Evaluation	5		5		10	0
10	Involvement with Students	5		5		10	0
TOTAL =		50		50		100	0

**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	0
2	Communication Skills	5		5		10	0
3	Interpersonal Skills	5		5		10	0
4	Integrity	5		5		10	0
5	Obedience	5		5		10	0
6	Involvement in Co-Curricular Activities	5		5		10	0
7	Involvement in Extra-Curricular Activities	5		5		10	0

8	General Health	5		5		10	0
9	Dress Code & Cleanliness	5		5		10	0
10	Maintenance of Official Records	5		5		10	0
TOTAL =		50		50		100	0

  
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**PERFORMANCE APPRAISAL REPORT FOR NON TEACHING STAFF**

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 =			

  
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## TEACHING FACULTY PERFORMANCE APPRAISAL REPORT



**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@mnrindia.org Website: www.mnrindia.org

No. MNRET/FHPR/CAO/MNRDCH/21/1

Date: 18<sup>th</sup> Dec. 2021

To,  
Dr.Sunitha JD,  
Professor & Head,  
Oral Pathology & Microbiology Department,  
MNR Dental College & Hospital


Dear Dr.Sunitha JD ,

**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 85.66 out of 100 points & awarded 'A' Grade.

We appreciate your efforts. As per the feedback received from students & Principal you have received "Very 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

Trust Office : **MNR Educational Trust,**

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

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

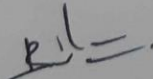
Faculty Name: Dr.Sunitha JD

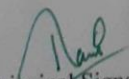
Designation: Professor & Head

Department: Oral Pathology & Microbiology

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)	95.00	1000	950	A+
II	Internal Exam Results (Of all the Subjects / Years / Semesters taught by the Faculty in the half-year)	94	300	282	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)	36.80	300	110.40	D
VI	Involvement in Extra-Curricular Activities	50	300	150	C
VII	Involvement in Co-Curricular Activities	40	300	120	D
VIII	Involvement in Institution Quality Enhancement Activities (Like NAAC / NABH)	100	300	300	A+
IX	Academic Activity	100	300	300	A+
X	General Attributes	88	300	264	A
XI	Students Feedback (for the Half-Year)	96.40	1000	964.00	A+
Total =			4600	3940.40	
<b>Percentage (%) of Points Secured &amp; Overall Grade =</b>				<b>85.66</b>	<b>A</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