



Godavari Foundation's

## DR. ULHAS PATIL MEDICAL COLLEGE & HOSPITAL,

Recognized by Medical Council of India, Approved by Central Govt. of India, New Delhi,

Letter no. MCI-34(41)/2012-med./158127, dated 05/02/2013

Affiliated to Maharashtra University of Health Sciences, Nashik [College Code-1306]

Jalgaon-Bhusawal Road, NH-6, Jalgaon Kh, Tal. & Dist. Jalgaon 425309

Tel. No. (0257)2366657, 2366678 Fax No. 0257-2366648

Email ID : [dupmcj@yahoo.in](mailto:dupmcj@yahoo.in) Web Site : [www.dupmc.ac.in](http://www.dupmc.ac.in)

### 6.3.5 Institution has Performance Appraisal System for teaching and nonteaching staff

Institute has developed a system of performance appraisal and it is transparent and time-bound. Performance appraisal is conducted once in a year.

The system comprises of 3 components:

1. Academic and administrative appraisal
2. Evaluation by students
3. Self-appraisal through API score

Academic and administrative appraisal: The performance of subordinate staff is assessed annually by the concerned Heads of the departments. They are primarily responsible for the regular monitoring and evaluation of the staff in the department and then forwarded to the Head of the Institution for final appraisal. Performance appraisal of the Heads of the departments is done by the Head of the Institution/Dean, while the performance of the Head of the Institution is appraised by the Chairman/Trustee of the institution. All appraisals are taken into consideration during promotion and yearly increment of each employee.

For Teaching Staff: Their academic performance is classified under three categories:

- Teaching, learning and evaluation related activities
- Co-curricular and professional development related activities
- Research publications and Academic contributions

Appropriate weightages are assigned to these categories. At the end of each academic year, the data pertaining to above mentioned categories is collected from each faculty in the given proforma and appraisal scores are calculated. The Dean in consultation with the senior professors fix the minimum scores to be achieved by the faculty in each category. These scores are used for the award of promotion of the faculty to higher position.

Key indicators of the academic and administrative appraisal includes

Job knowledge, attitude towards work, initiative, quality of work, care of entrusted materials, compliance of institutional policies, behavior and discipline, reliability, attendance, and relationship with seniors, peers, subordinates and patients. The teaching learning performance is evaluated by the HOD under various points such as, class room planning, curricular activity, guidance and counseling of student, curriculum/learning resource development, co-curricular activities etc.

Assessment is done according to the points scored and finally, performance is graded as Excellent/Good/Average/Poor. Final remark by the Head of Institution completes the process of appraisal for that year.

All parameters are analyzed by the Dean and submitted to the Chairman / Trustee for necessary action. Information about increments and incentives reaches to HR/Accounts department.

Evaluation by students: Regular evaluation of teachers is done by the feedback received from students. The feedback proforma are made available to students both, teacher-wise and course-wise. At the end of each course, the feedback forms are issued to the students. They are in the form of a questionnaire to gather information about the teacher and his/her teaching learning process.

Self-appraisal: The appraisal forms are filled by all teaching staff every year two months before completion of the academic year; depending on their joining date. A common form is available for all cadres from tutor to professor.

All non-teaching faculties are continuously motivated to attend training programs and skill development programs arranged time to time. Their participation in these programs is also considered for their performance appraisal, promotion and increment etc.



**Dean**  
**Dr. Ulhas Patil Medical College**  
**& Hospital, Jalgaon Kh**  
**Dean**

**Dr. Ulhas Patil Medical College**  
**& Hospital, Jalgaon Kh.**



**Chairman**  
**Dr. Ulhas Patil Medical College**  
**& Hospital, Jalgaon Kh**