



**N.K.P. Salve Institute of Medical Sciences & Research Centre and
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NKPSIMS & RC and LMH

ANNUAL CONFIDENTIAL REPORT (ACR) – TEACHING STAFF and Institution Heads

Assessment Period:	Pay Code:	Name
Designation:		Department:
Academic qualification:		Date of Birth:
Contact No.		Email id-
Date of joining:/...../.....		Total Teaching Experience: Yrs..... Months
MUHS Status:	Approval Registration No.	Permanent/Temporary:..... w.e.f:up to..... total approved service:

PAR Score refers to– Performance Appraisal Report Score

I. TEACHING/LEARNING/EVALUATION (in current assessment period) (PAR SCORE Max : 30)

Sr. No	Nature of Activity	PAR Score Allotted (max 20)	Self-appraisal Score	Score Verified by HOD
1	① Total No. of Lectures Allotted: ② No. of Lectures taken: (Lectures taken as percentage of lectures allocated (100% Compliance = 10 Marks)	10		
2	① No. of seminars, tutorials, practical's clinics allotted: ② No. of hours of seminars, tutorials, practical's taken: (Seminar, tutorials, practical's, contact hours undertaken as of those actual allocated (100% compliances = 10 Marks)	10		
3	Attendance in Percentage in P.G Activity: {If not applicable, then 5 Marks will be added to Point No.1} : (91-100% : 5, 81-90%: 4, 71-80%: 3,61-70% -2, 51-60% -1, Less than 50%: 0)	5		
4	No. of LRM developed/Classes conducted in Bio-ethics	5		

II. CLINICAL WORK (in current assessment period) (PAR SCORE Max : 15)
(Write NA if not applicable. If not applicable maximum PAR score of 15 will be added to Teaching learning score)

Nature of Activity	PAR Score Allotted (max 15)	Self-appraisal Score	Score Verified by HOD
No. Operations done (Elective) No. Operations done (Emergency) Specialty work conducted Attendance in OPD IPD rounds Any other	15		

III. EDUCATIONAL TECHNOLOGY RELATED ACTIVITIES. Faculty or trainee in basic course/Refresher Course/Observer ship/Fellowship, BLS training, bioethics, advanced course workshop. Faculty in teaching learning processes like syndicate seminar, integrated teaching, team teaching, PBL/CBL, Anubandh, OSCE/OSPE, new innovations in teaching, communication skills workshops, etc)

Sr. No	Activity	Organized by	Date & Venue	Participation as Trainee or Faculty	PAR Score Allotted (max 10)	Self-appraisal Score	Score Verified by HOD	Verified Score (by dept of MET)
1.	MCI 3 day basic course (Tutors & SR's will get 4 Marks)				4 Marks as trainee in career			
2.	MUHS research methodology workshop				4 Marks as trainee in career			
3.	Participation in any Medical Education Activity (Examples as mentioned in III Point above)				2 marks each as trainee or faculty in assessment year			

IV. RESEARCH & PUBLICATIONS (Current assessment period only) (PAR SCORE Max : 25)

- Note :**
1. Use this scoring sheet
 2. Indexing as per MCI Norms
 3. Provide information of relevant items on separate sheet with documents

Sr. No.	Items	Par Score Allotted	Self appraisal	HOD Verification	Verified by Research
1	Original article published in PUBMED indexed journal (as 1 st / 2 nd author)	25			
2	Original article published in indexed journal apart from PUBMED (as 1 st / 2 nd author).	15			
3	Article sent for publication in index journal (as 1 st / 2 nd author).	10			
4	ongoing research (With duration as in Ethics form) (as 1 st / 2 nd author)	5			
5	Case Report as 1st Author	5			
6	Review Article as 1st Author	5			
7	1st Author of Book (Health Science)	10			
8	Chapter in book as 1 st author (Health Science)	5			
9	Grant in aid projects from national agency (as principal investigator)	10			
10	Grant in aid projects from international agency	15			
11	Patent owner	20			
12	Principal investigator in a collaborative project	5			
13	Guide for UG student research	5			
14	Guide for PG student research	5			
15	05 marks if Guide for Ph.D student research				
	<ul style="list-style-type: none"> • (If not PG/Ph.D guide, respective maximum marks i.e. 5 marks each can be availed) 	5			
Total Par Score					

- V. **Conferences, CME, Workshops attended/Paper presented etc. as Participant/Faculty (PAR SCORE Max : 10) (PAR score as mentioned in table below) (State and local level events should be accredited)**

Particulars	International (overseas) (A)	International /National in India (B)	State level (C)	Local (D)
As Faculty	10	10	8	6
As delegate with paper / poster	10	8	6	4
As delegate	8	6	4	3

Sr. No	Event Conference/ Workshop/ CME	A/B /C/D As above	Venue	Date	As Participant or Faculty	Self appraisal score	Score Verified by HOD	Verified by dept of MET

- VI. **Administrative assignments (in current assessment year) (PAR SCORE Max : 10)**

Particulars	Assignment performed	PAR Score (Max 10)	Self appraisal score	Score Verified by HOD
Departmental/ Institutional administrative assignments E.g.: assignments at the departmental level like In-charge etc, Institutional Committee In-charges/ member etc		5		
University / Regulatory Authority (MCI/ DCI/MUHS) E.g.: exam duty, paper setting and evaluation, internals, invigilation, flying squad etc		5		

- VII. **Non academic extracurricular activities: Institutional/ non-institutional in current assessment year. (PAR SCORE Max: 5) like participation in outreach community program, annual social gathering etc**

Activities	PAR Score (Max 5)	Self appraisal score	Score Verified by HOD
	5		

VIII. Developmental Inputs:

Remarks by HOD

Two of your Positive traits/qualities as known to you			
One area you think you can be better in.			
Area(s) in which you would like to undergo further training which could be useful to you and the institute.			

Name: _____

Designation: _____

(_____)

Signature of Faculty:

INSTRUCTIONS

1. Attach all relevant documents wherever necessary.
2. In case the employee is found misinforming he /she will not be considered for increment in that assessment year.
3. HOD shall not be biased towards any employee. If it is found that the HOD has not evaluated judicially, 20 points will be deducted from the HODs total.

Sr. No	Subject	Max Marks	Marks obtained		
			Self	HOD	DEAN
1	Teaching/Learning/Evaluation	20/35			
2	Clinical work, if not applicable 15 marks to be added to Point 1 teaching activity i.e. : 35marks	15			
3	Educational Technology Related Activities	10			
4	Research Publications	25			
5	Conference / CME/Workshop	10			
6	Administrative assignments	10			
7	Non academic extracurricular involvement	5			
8	Punctuality	5			
TOTAL		100			

Overall Grade obtained:

Grading pattern based on Score: A = 85 – 100%; B = 75 – 84%; C = 60 – 74%; D = 59 and below.

- **Remarks of HOD (Reporting Officer):**

(_____)
Signature

- **Remarks of Dean (Reviewing Officer):**

(_____)
Signature

End of Report