



**SEVA MANDAL EDUCATION SOCIETY'S  
SMT. SUNANDA PRAVIN GAMBHIRCHAND  
COLLEGE OF NURSING**

**PERFORMANCE APPRAISAL POLICY REVISED**

Seva Mandal Education Society's Smt. Sunanda Pravin Gambhirchand College of Nursing has policy of performance appraisal based on principle of performance based appraisal which includes academic performance of students and subject result, self- growth and support for institutional growth and any other extra ordinary performance.

- **Time period** – It is plan in month of July paid in August for every academic year.

- **Members of committee** –

- i) Secretary from Management member
- ii) Executive Secretary
- iii) HOD/ Principal of Nursing department

- **Performance Appraisal Format** - -

- Performance appraisal form change from A.Y. 2018-2019.

- **Procedure** –

\* Each candidate is given with form in month of May which has a self-information area and candidate is given a chance to present their work for self assessment.

- Vice Principal of College write that remark about the whole year review of each candidate in part second.

- HOD/ Principal of Nursing department fill her area for each candidate.

- HOD/ Principal has to prepare a cumulative summery about each candidate for presentation in front of Management.

\* **Which has following areas** -

- Details of candidate
- Total year of experience
- Number of years serving for organization
- Subject teaching
- Result of subject
- Any publication/ presentation/ education program/ conferences/ seminar etc.
- Academic achievement
- Received any award
- Professional growth
- Special support for the organization



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\* HOD/ Principal should inform about previous scale that candidate was withdrawing and earning and recommended grade for next academic year.

- Finally as per feasibility management sanction amount for the increment.

**- Remark :**

- While going increment usually every year since 2011 onwards it is given in a range of 8 % to 18% till today.

- If candidate is not performing well then management the never supports any type of increment for that year.



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- \* **Which has following areas** -
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Principal  
Smt. Sunanda Pravin Gambhirchand  
College of Nursing  
338, R. A. Kidwai Road,  
Matunga, Mumbai - 400 019.





SEVA MANDAL EDUCATION SOCIETY'S  
SMT. SUNANDA PRAVIN GAMBHIRCHAND  
COLLEGE OF NURSING

SEVA MANDAL EDUCATION SOCIETY'S  
SMT. SUNANDA PRAVIN GAMBHIRCHAND INSTITUTE OF NURSING  
& PARAMEDICAL SCIENCES



SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING  
Affiliated to: Maharashtra University of Health Sciences, Nashik.  
Maharashtra State Board of Nursing and Paramedical Education  
Recognised by: Indian Nursing Council, Maharashtra Nursing Council  
MUHS IMPACT ASSESSMENT A+ GRADE (2018-2019)

SEVA MANDAL EDUCATION SOCIETY  
President Dr. Dilip R. Trivedi  
Hon. Secretary Shri Pravin G. Shah

LOCAL MANAGING COMMITTEE  
Chairman Dr. Bharat M. Pathak  
Vice Chairman Shri Rajiv Shah  
Secretary Mrs. Shilpa Shettigar  
Convener Dr. Latha Choudhari

MEMBERS  
Dr. Shilpa P. Charankar,  
CDR (Retd.) J.C. Sharma  
Ms. Preena Gala

INVITEE  
Mrs. Delphina Mahesh  
Gurav

OTHER COURSES

General Nursing & Midwifery  
(Proposed)

Auxiliary Nurse midwife

Transplant coordinator  
certificate course

SKILL COURSES

ECC technician

CSSD Technician

Radiology Technician

Lab assistant

Dialysis assistant

Cath Lab assistant

**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED  
AT THE MEETING OF THE MEMBERS OF GOVERNING  
COUNCIL OF SEVA MANDAL EDUCATION SOCIETY  
HELD ON 2<sup>nd</sup> NOVEMBER'2022 AT MUMBAI.**

**Subject: - Adoption of New Rules for Performance  
Appraisal as per MUHS Guidelines from current  
academic year 2022-2023.**

**Resolution:-** Dated : 02<sup>nd</sup> November'2022

In view of the above subject the Management of **Seva Mandal Education Society** in its meeting held on 02/11/2022 resolved unanimously that for the A.Y. 2022-2023 the **Performance Appraisal** will be done as per the guidelines of Maharashtra University of Health Sciences mentioned in Circular No.MUHS/SV/E.O/UG&PG/4023/2022, (MUHS Teaching & Learning Evaluation)

Resolution proposed by

  
Dr. Dilip R. Trivedi

Seconded by


Dr. Bharat M. Pathak

Date: - 02/11/2022

Place: - Mumbai

  
Signature of Secretary

Website: [www.smescon.in](http://www.smescon.in) Email Id: [smes6127003@gmail.com](mailto:smes6127003@gmail.com) Phone No: 022-24095792/ 24024585  
Address: Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex, 338, R.A. Kidwai Road, Matunga, Mumbai - 400019  
Smt. Sunanda Pravin Gambhirchand College of Nursing & Paramedical Sciences, Smt. Sunanda Pravin Gambhirchand College of Nursing & Paramedical Sciences, Smt. Sunanda Pravin Gambhirchand College of Nursing & Paramedical Sciences

  
Principal  
Smt. Sunanda Pravin Gambhirchand  
College of Nursing  
338, R. A. Kidwai Road,  
Matunga, Mumbai - 400 019.





**SEVA MANDAL EDUCATION SOCIETY'S  
SMT. SUNANDA PRAVIN GAMBHIRCHAND  
COLLEGE OF NURSING**

CONFIDENTIAL

Seva Mandal Education Society's College of Nursing &  
Smt. Sunanda Pravin Ghambhirchand College of Nursing  
338, R.A.Kidwai Road, Matunga, Mumbai – 400 019.

Basic B.Sc.Nursing & RANM

Part I – General Information Sheet and Self – Assessment Form

Teaching / Non-Teaching Staff (Nursing Department)

I **GENERAL INFORMATION:** Period of Report from \_\_\_\_\_ to \_\_\_\_\_

- Full Name : Shri / Smt. \_\_\_\_\_
- Qualification: \_\_\_\_\_
- Name of the Department: \_\_\_\_\_
- Designation : \_\_\_\_\_
- Approval from MUHS : \_\_\_\_\_ Yes  No
- Any other charge of post : \_\_\_\_\_
- Total years of experience : \_\_\_\_\_

II **SELF ASSESSMENT:**

- Self-Assessment for the year under report \_\_\_\_\_
- Total years of experience : Teaching - \_\_\_\_\_  
: Clinicals - \_\_\_\_\_
- Total No. of years served in present organization : \_\_\_\_\_
- Present consolidated salary given since commencement of job ( year wise ) : \_\_\_\_\_  
\_\_\_\_\_
- Brief description of your duties : \_\_\_\_\_
- Teaching hours : \_\_\_\_\_
- Supervision hours in the Clinicals : \_\_\_\_\_
- Total Assignment correction : \_\_\_\_\_
- Total evaluations given : \_\_\_\_\_



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• Other responsibilities : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-MUHS : \_\_\_\_\_  
\_\_\_\_\_

-SNA : \_\_\_\_\_  
\_\_\_\_\_

-Impact Assessment: \_\_\_\_\_  
\_\_\_\_\_

-Additional points which you would like to specify : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Subject Teaching : \_\_\_\_\_  
\_\_\_\_\_

➤ Result : \_\_\_\_\_  
\_\_\_\_\_

Class: \_\_\_\_\_ No. of students: \_\_\_\_\_ Distinction: \_\_\_\_\_

1st class: \_\_\_\_\_ 2nd class: \_\_\_\_\_ Pass class : \_\_\_\_\_ Failed: \_\_\_\_\_

➤ Professional growth : \_\_\_\_\_  
\_\_\_\_\_

➤ Fellowship /Degree/ Diploma /certificate courses: \_\_\_\_\_  
\_\_\_\_\_

➤ Participation in seminar/ conference/ workshop : \_\_\_\_\_  
\_\_\_\_\_

• Attended : \_\_\_\_\_  
\_\_\_\_\_

• Organized : \_\_\_\_\_  
\_\_\_\_\_



**SEVA MANDAL EDUCATION SOCIETY'S  
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COLLEGE OF NURSING**

\_\_\_\_\_

➤ Research activities : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Participation in other activities (social/ cultural/ educational) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Strengths : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Weak points : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Additional provision of facilities/assistance, expected for further improvement of your strengths.  
\_\_\_\_\_  
\_\_\_\_\_

Place :

Date :

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Designation





**SEVA MANDAL EDUCATION SOCIETY'S  
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**PART- II**

**VICE – PRINCIPAL**

**I) GENERAL INFORMATION**

1. Full Name : \_\_\_\_\_
2. Year of last assessment: \_\_\_\_\_ Present assessment : \_\_\_\_\_
3. Present Salary : \_\_\_\_\_ Suggested salary : \_\_\_\_\_

**II) ASSESSMENT:**

Sr.No	Assessment	Excellent	V. Good	Good	Fair	Poor
i	Readiness to accept New suggestions					
ii	Adjustment with Superiors					
iii	Academic performance					
iv	Industry					
v	Regularity					
vi	Sense of responsibility					
vii	Integrity					
viii	Identification with the Institution					
ix	Participation in co-curriculum & Extra activities					
x	Involvement in other College / Departmental Activities					
xi	Any other					



**SEVA MANDAL EDUCATION SOCIETY'S  
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Remark of Vice-Principal

III) Special remarks / Observation :

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VI) Any other remarks or suggestions.

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Name

Place :

Date:

Signature (Vice-Principal)

Remark of /Principal

Part III

III) Observation:

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III) Remark / Suggestion:

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VI) Note of remarks to be communicated to the person concerned.

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Name

Place :

Date:

Signature ( HOD/Principal )



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**PRINCIPAL**

- Details of Staff :

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- Total years of experience: \_\_\_\_\_

- Number of years serving for Organization: \_\_\_\_\_

- Subject teaching: \_\_\_\_\_

- Result of subject: \_\_\_\_\_

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- Any publication/ presentation/ education program/ conferences/ seminar etc.:

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- Academic achievement: \_\_\_\_\_

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- Received any award: \_\_\_\_\_

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- Professional growth: \_\_\_\_\_

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- Special support for the organization: \_\_\_\_\_

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- Special consideration from college side: in terms of Finance / leave / concessions / duty timing / clinicals supervision etc. \_\_\_\_\_

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Seva Mandal Education Society's College of Nursing &  
Smt. Sunanda Pravin Ghambhirchand College of Nursing  
338, R.A.Kidwai Road, Matunga, Mumbai – 400 019.  
**Basic B.Sc.Nursing & RANM**  
(Methodology for University and College Teachers for calculating Academic/Research Score)  
**August 20..... to July 20.....**  
(Teacher should fill this proforma, calculate the score himself and produce the evidences before the authority for verification)

**Part – A**

**Personal & Academic Information**

Name	:	
Designation	:	
Qualification	:	
Name of Department	:	
College	:	
Address	:	
Email	:	
Mobile	:	
Phone (R)	:	
Phone (O)	:	

**Part – B**

PARAMETER		SCORE																																			
1)	<b>Academic Engagement</b>																																				
a)	<b>Performance of Engaging Lectures / Practical:</b>																																				
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Program (MBBS/MD/BDS/BA MS/etc.</th> <th>Subject</th> <th>No. of Lectures assigned</th> <th>No of Lectures conducted</th> <th>Percentage target achieved</th> <th>*Performance</th> </tr> <tr> <th>(1)</th> <th>(2)</th> <th>(3)</th> <th>(4)</th> <th>(5)</th> <th>(6)</th> <th>(7)</th> </tr> </thead> <tbody> <tr> <td>i.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ii.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>iii.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr. No.	Program (MBBS/MD/BDS/BA MS/etc.	Subject	No. of Lectures assigned	No of Lectures conducted	Percentage target achieved	*Performance	(1)	(2)	(3)	(4)	(5)	(6)	(7)	i.							ii.							iii.							
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b	<b>MET Training Attended in last 5 years</b>				
	<b>Basic (Once in Service can be considered)</b>	2			
	<b>Advanced</b>	10			
	<i>*Any other training related to Medical Education during assessment period (give details)</i>	3			
	c	<b>Curriculum Enrichment:</b>			
		i) E-content development*	2		
		ii) Innovative Pedagogy*	2		
		iii) Continuous Internal Assessment*			
		a) Development of Assessment Tool	1		
	b) Implementation/Conduction of CIA	1			
	d	<b>*Contribution towards advanced learners and slow performers program</b>	2		
	e	<b>*Invited Lectures / Resource Person / Paper Presentation in Seminars / Conferences / Panel Discussion :</b>			
		i. International (Abroad)	07		
		ii. International (within country)	05		
iii. National		03			
iv. State / University		02			
f	<i>*Any Other Academic Engagement not listed above</i>	03			
2)	<b>Research</b>				
	a)	<b>*Research Guidance: (Calculate the score as per given criteria)</b>			
		Ph. D.			
		P. G. dissertation			
		Other guidance for UG students for ICMR or any sponsored project from registered body.			
	b)	<b>*Research Projects Completed:</b>			
		More than 10 lakhs	08		
		Less than 10 lakhs	04		
	Non-funded Research / Educational projects	02			
	c)	<b>*Research Projects Ongoing:</b>			
More than 10 lakhs		03			
Less than 10 lakhs		02			
Non-funded Research / Educational projects	01				



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d)	*Consultancy (includes non-monetary benefits)	03		
c)	<b>*Intellectual Property Rights (IPR)</b>			
	Patents Published	10		
	Patent Granted	15		
	Other IPR (Trademarks, Copyrights, Designs etc)	08		
3)	<b>Publications:</b>			
a)	<b>*Books authored which are published by:</b>			
	International Publishers	10		
	National Publishers	08		
	Chapter in Edited Book	05		
	Editor of Book by International Publisher	08		
	Editor of Book by National Publisher	06		
b)	<b>*Paper Publications:</b>			
	Publication in Peer Reviewed ISSN Journals/Full length paper in conference proceedings:	08		
	Publication in UGC Care List Journals:	10		
	Publication in Pub-Med / Scopus / WOS:	12		
c)	<b>*Member of Editorial Board / Reviewer / Editor of any Journal</b>	06		
4)	<b>Recognition, Achievement &amp; Awards (during assessment period) :</b>			
a)	<b>*Additional Qualification</b>			
	Ph.D. / D.Sc.	10		
	PG Degree	07		
	PG Diploma Fellowship	05		
	Online Courses (e.g. MOOC'S, SWAYAM, COURSEERA etc.)	03		
b)	<b>*Awards (by Registered Bodies)</b>			
	International	05		
	National	04		
	State	03		
	Membership of Registered Society	02		



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5)	<b>*Co-Curricular &amp; Extra Curricular</b>		
	Organized Conference / CME / CDE/ Symposium / Workshop etc. as an Organizing Secretary / Chairman / Member	08	
	Involvement in Mentorship program	04	
	Sports Committee (served as Committee member / Coordinator / In charge)	04	
	Cultural Committee (served as Committee member / Coordinator / In charge)	04	
	Involvement in NSS/Extension Activities	03	
6)	<b>*Administrative roles performed at Institute level / University level:</b>		
	Principal/Dean/Director	05	
	Head of the Dept.	04	
	Member of College level statutory Committee	03	
	Member of College level non statutory committee	02	
	Member of University or Govt. committees	04	
	Any other administrative responsibility	02	

**\*Refer to "criteria for the score to be augmented"**

**Signature of Teacher**

**Signature of Head of Department**

**Signature of Dean / Principal**



## SEVA MANDAL EDUCATION SOCIETY'S SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING

### \*CRITERIA FOR THE SCORE TO BE AUGMENTED

The assessment of the teacher in the given academic year should be done based on his work under six headings mentioned in the Faculty Evaluation Proforma. The teachers have opportunity to score marks under all headings, but keeping in view the role of teacher in the higher education system the score should be proportionately divided in all categories. Hence, the upper capping limit for all six parameters is decided and mentioned in the criteria given below.

Parameter		Instructions/Evidences/Score calculation	Upper Capping
<b>1. Academic Engagement</b>			<b>30</b>
a	Performance of Engaging Lectures / Practical:	<ul style="list-style-type: none"> <li>In column no 7, take average of all Courses</li> <li>Divide the percentage of classes by 10 (e.g., percentage of classes taken are 78 % then the score would be 7.8)</li> </ul>	
b	MET Training Attended	<ul style="list-style-type: none"> <li>Any other training related to Medical Education should be accredited by govt./university/SRA</li> </ul>	
c	Curriculum Enrichment:		
	i) e-content development	<ul style="list-style-type: none"> <li>Any e content except PowerPoint presentations which is developed as an educational resource or literature and published on any platform (e.g. you tube, website, LMS, SWAYAM etc.) for the benefit of the academic community</li> </ul>	
	ii) Innovative Pedagogy	<ul style="list-style-type: none"> <li>Innovative Pedagogy (e.g. Blended Learning, Problem based Learning, Scenario Based learning, Peer teaching etc. or using technologies like Google Classroom) should be approved by College Curriculum Committee or College Council and should not cross the academic framework decided by University or Statutory Regulatory Authority (SRA).</li> </ul>	
	iii) Continuous Internal Assessment (CIA)	<ul style="list-style-type: none"> <li>The CIA tool should be approved and adapted by college authorities and should fit in framework decided by University or Statutory Regulatory Authority (SRA).</li> </ul>	
d	Contribution towards advanced learners and slow performers program	<ul style="list-style-type: none"> <li>A measurable criterion to identify slow performers and advanced learners should be developed and adopted by the college.</li> <li>The teachers contribution in the development of criteria or implementation of program should be certified by the Head of the Institute.</li> </ul>	
e	Invited Lectures / Resource Person / Paper Presentation in Seminars	<ul style="list-style-type: none"> <li>Invitation letter and certificate for the same signed by competent authority shall be valid evidence.</li> </ul>	





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	Conferences/Panel Discussion :		
f	Any other Academic Engagement not listed above	<ul style="list-style-type: none"> <li>Head of the Institute shall certify the relevance of academic engagement to be counted here at par with the academic work assigned to the teacher.</li> <li><i>Focus should be on academic work, not on the administrative work and other activities</i></li> </ul>	
<b>2</b>	<b>Research</b>		<b>20</b>
a	Research Guidance	<p><i>Score should be calculated as follows-</i></p> <ul style="list-style-type: none"> <li>Ph.D - 10 per degree awarded, 05 per thesis submitted</li> <li>PG - 05 per degree awarded</li> <li>Other guidance for UG students for ICMR or any sponsored project from registered body - 02 per student guided (Completed Projects).</li> <li>For joint supervision of research students, the formula shall be 70% of the total score of the respective category for Supervisor and Cosupervisor. ( e.g. for guide and co-guide for one Ph.D. awarded the score should be 7 for each guide and coguide)</li> </ul>	
b	Research Projects Completed:	<ul style="list-style-type: none"> <li>Sanction Letter, Project Report and Utilization Certificate (UC) shall be a valid proof.</li> </ul>	
c	Research Projects Ongoing:	<ul style="list-style-type: none"> <li>Sanction Letter, Fund Received Details and Progress Reports shall be valid Proof</li> <li><b>Joint Projects:</b> Principal Investigator and Co-investigator would get 50% each.</li> </ul>	
d	Consultancy	<ul style="list-style-type: none"> <li>Revenue generated by the staff to himself as well as to the institute by offering expertise/ consultancy outside the institute for any purpose. (Do not consider the examination related work here)</li> </ul>	
e	Intellectual Property Rights (IPR)	<ul style="list-style-type: none"> <li>IPR Publication or Grant details or certificates</li> </ul>	
<b>3)</b>	<b>Publications</b>		<b>20</b>
a)	Books authored which are published by:	<ul style="list-style-type: none"> <li>Non ISSN books to be omitted</li> <li>All authors will carry equal weightage</li> </ul>	
b)	Paper Publications:	<ul style="list-style-type: none"> <li>Two authors: 70% of total value of publication for each author.</li> <li>More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.</li> </ul>	
c)	Member of Editorial Board / Reviewer / Editor of any Journal	<ul style="list-style-type: none"> <li>Nomination/Appointment letter/Certificate from the publisher as per the claim.</li> <li>Non ISSN journals not to be counted.</li> <li>Marks shall be counted only once irrespective of number of memberships.</li> </ul>	



## SEVA MANDAL EDUCATION SOCIETY'S SMT. SUNANDA PRAVIN GAMBHIRCHAND COLLEGE OF NURSING

4)	Recognition, Achievements & Awards		15
a)	Additional Qualification	<ul style="list-style-type: none"><li>Degree and Diploma should be of minimum 01 year duration</li><li>Only two online courses per academic year to be considered.</li></ul>	
b)	Awards	<ul style="list-style-type: none"><li>Awards should below state level not to be considered</li><li>Awards should be from registered organizations.</li></ul>	
5)	Co-Curricular & Extra Curricular	<ul style="list-style-type: none"><li>Appointment/nomination letter of Certificate from College authority (Not below the rank of Dean/Principal/Director) for the same.</li><li>Mention of duration of appointment is must in the letter.</li><li>Activities claimed here should not be part of curriculum.</li></ul>	10
6)	Administrative roles performed at Institute level / University level	<ul style="list-style-type: none"><li>Appointment letters with specific mention of tenure of appointment.</li></ul>	5

F:\Computer Section\Faculty Evaluation\Proforma.docx

  
Principal

Principal  
Smt. Sunanda Pravin Gambhirchand  
College of Nursing  
338, R. A. Kidwai Road,  
Matunga, Mumbai - 400 019.

