

**MNR Higher Education & Research Academy (MNR-HERA)**  
**Guidelines for Half-Yearly Faculty Performance Assessment w.e.f.1<sup>st</sup> July 2023**

**Applicable to**  
**MNR College of Pharmacy / MNR College of Engineering & Tech. /**  
**MNR College & School of Nursing / MNR Sanjeevani College of Physiotherapy /**  
**MNR PG Teacher Education College**

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 15<sup>th</sup> July of every year (for the 1<sup>st</sup> half-year i.e. January to June) & by 15<sup>th</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 two parts:-
  - i. Part-A "Faculty Half-Yearly Self-Assessment Report":- to be filled by the individual faculty member & submitted to concern Principal as per the due dates mentioned in clause (4) below.
  - ii. Part-B "Faculty Performance Evaluation by Principal":- to be filled by the concern Principal (after duly evaluating the Self-Assessment Report submitted by the Faculty & 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.
  - iii. To complete Part-B Principals may obtain the following reports from the below mentioned departments: -
    - a. University & Internal Exam Results from the Principal office
    - b. Research Work Report from Manager (Research), MNR FRI.
    - c. UG & PG Classes Report from the Principal Office
    - d. 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 Principal	5 <sup>th</sup> July	5 <sup>th</sup> January of the following year
Principal to submit FPA to CAO	15 <sup>th</sup> July	15 <sup>th</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

- 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.
- 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.



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**MNR COLLEGE OF PHARMACY**

# MNR Higher Education & Research Academy (MNR-HERA)

## Part-A - Faculty Half-Yearly Self-Assessment Report (January to June 2023)

Applicable to MNR College of Pharmacy / MNR College of Engineering & Tech. / MNR College & School of Nursing / MNR Sanjeevani College of Physiotherapy / MNR PG Teacher Education College

Faculty Name:

Date of Join :

Designation:

Department:

Institution:

### I. University Final Exams Results (Declared in the Half-Year)

S.No	Subject	Year / Sem.	No. Appeared	No. Passed	Pass %
1					
2					
3					
4					
5					

### II. Internal Exams Results (Declared in the Half-Year)

S.No	Subject	Year / Sem.	No. Appeared	No. Passed	Pass %
1					
2					
3					
4					
5					

### III. Classes Allotted & Handled (In the Half-Year)

S.No	Topic	No. Allotted	No. Handled	% Handled
1	UG Theory Classes			
2	UG Practical Classes / Bed Side Teaching			
3	PG Theory Classes Handled			
4	PG Academic Activities (Seminars / Group Discussions etc.)			
Total =				

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**IV. Clinical Work (No. of Out-Patients Treated in the Half-Year)**

S.No	Month	Target	Achieved	% Achieved
1	January			
2	February			
3	March			
4	April			
5	May			
6	June			
Average % for 6 months =				

**V. Research Work (Completed in the Half-Year)**

(Please enclose self-attested copies of relevant documents like publications, photos, certificates, invitations etc.)

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)

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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

**VI. Involvement in Extra-Curricular Activities**

**VII. Involvement in Co-Curricular Activities**

**VIII. Involvement in Institution Quality Enhancement Activities (Like NAAC / NABH)**

  
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**IX. Any Other Information you would like to provide:-**

Date:

Signature:

  
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### Annexure - Points Calculation Sheet

#### I & II - Points for University / Internal Exams - Half-Year (January to June 2023)

S.No	Task	Pass Percentage					
		Subject-1	Subject-2	Subject-3	Subject-4	Subject-5	Average %
I	University Final Exam Results (In the Subjects taught by the Faculty)						
II	Internal Exam Results (In the Subjects taught by the Faculty)						

#### III - Points for Classes Handled in the Half-Year (January to June 2023)

S.No	Topic	Allotted	Handled	% Handled
a	UG Theory Classes Allotted & Handled			
b	UG Practical Classes / Bed Side Teaching Allotted & Handled			
c	PG Theory Classes Allotted & Handled			
d	PG Academic Programme (Seminars, Allotted & Conducted)			
Average of all Classes =				

#### IV. Points Allotted for Research - Half-Year (January to June 2023)

S.No	Topic	Classification	Points / Item	No.	Total Points
1	Research Publications	Indexed National Journals	2		
		Indexed International Journals	5		
2	Paper Presentations in Conference/ Symposium	State level	2		
		National level	5		
		International (Conducted in India)	10		
		International (Conducted in Abroad)	20		

3	Guest lecturers Delivered / invited lecturers Delivered in Conferences	National level	5	
		International (Conducted in India)	10	
		International (Conducted in Abroad)	20	
4	Grants received on Research projects	From funding agencies/ industries	500	
5	Patents	After approval from the patent office	1000	
6	Books Published	Published & Available in Market	100	
7	Conference / Workshop / Symposium Conducted	State level	50	
		National level	100	
		International	200	
8	Facilitating collaboration with various Universities / Organizations	Points to be decided at the EC meeting considering the importance of collaborations	200	
9	Ph.D.	Acquiring Ph.D.	20	
		Guiding Ph.D.	20	
Total =			2269	

% of Points Secured =

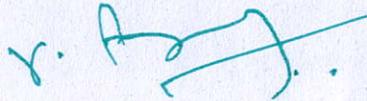
**VIII. Academic Activity (Points Allotted) - Half-Year (January to June 2023)**

S.No.	Topic	Max. Points	Allotted Points
1	Command Over Subject	10	
2	Presentation	10	
3	Planning & Sequencing of lectures	10	
4	Language & Modulation	10	
5	Using of latest Technology & Teaching Aids	10	
6	Class Room Discipline	10	
7	Recapitulation	10	
8	Slow Learners Improvement	10	
9	Conduct of Examinations & Student Evaluation	10	
10	Involvement with Students	10	
TOTAL =		100	

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**IX. General Attributes (Points Allotted) - Half-Year (January to June 2023)**

S.No.	Topic	Max. Points	Allotted Points
1	Attendance & Punctuality	10	
2	Communication Skills	10	
3	Interpersonal Skills	10	
4	Integrity	10	
5	Obedience	10	
6	Involvement in Co-Curricular Activities	10	
7	Involvement in Extra-Curricular Activities	10	
8	General Health	10	
9	Dress Code & Cleanliness	10	
10	Maintenance of Official Records	10	
TOTAL =		100	

  
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Sl. No.	Topic	Max. Marks
1	Introduction to Chemistry	20
2	Atomic Structure	20
3	Molecular Structure	20
4	Chemical Equilibrium	20
5	Redox Reaction	20
6	Electrochemistry	20
7	Chemical Kinetics	20
8	Thermodynamics	20
9	Metallurgy	20
10	Qualitative Analysis	20
TOTAL =		200

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 B.M.S. COLLEGE OF ENGINEERING

**MNR Higher Education & Resaerch Academy (MNR-HERA)****Faculty Half-Yearly Performance Report (January to June 2023)****Part-B Faculty Performance Evaluation by Principal****Applicable to MNR College of Pharmacy / MNR College of Engineering & Tech. / MNR College & School of Nursing / MNR Sanjeevani College of Physiotherapy / MNR PG Teacher Education College**

Faculty Name:

Designation:

Department:

S.No	Task	Points Secured (Out of 100)	Weightage	
			Max. Points	Points Secured
I	University Final Exam Results (of all the Subjects / Years / Semesters taught by the Faculty in the half-year)		1000	
II	Internal Exam Results (Of all the Subjects / Years / Semesters taught by the Faculty in the half-year)		300	
III	Classes Handled (UG & PG)		500	
IV	Research Work (Completed in the half-year)		300	
V	Involvement in Extra-Curricular Activities		300	
VI	Involvement in Co-Curricular Activities		300	
VII	Involvement in Institution Quality Enhancement Activities (Like NAAC / NABH)		300	
VIII	Academic Activity		300	
IX	General Attributes		300	
X	Students Feedback (for the Half-Year)		1000	
Total =			4600	
Percentage (%) of Points Secured =				

Date:

Principal Signature:

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2019-2020 Faculty Performance Evaluation (FPE) Form

Faculty Name: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

No.	Task	Weight	Percentage	
			Actual	Target
I	University Final Exam Results for the 2019-2020 Semester	1000		
II	Departmental Exam Results for the 2019-2020 Semester	500		
III	Classroom (100-150)	500		
IV	Classroom (150-200)	500		
V	Involvement in Extra-Curricular Activities	300		
VI	Involvement in Co-Curricular Activities	300		
VII	Involvement in Institutional Quality Enhancement Activities	500		
VIII	Academic Activity	500		
IX	General Activities	500		
X	Students Feedback for the Half-Year	1000		
		Total =		

Percentage (%) of Points Secured =

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2019-2020  
FACULTY PERFORMANCE EVALUATION