

Annexure 1

Mahatma Gandhi Institute of Medical Sciences, Sevagram

Performance appraisal for teaching staff

Name : _____

Duration of performance appraisal : _____

Designation : _____

Department : _____

Please fill the following items for the above-mentioned appraisal duration

- For items marked with as asterisk * self-rate your performance for these items on a scale of 1-10
- For items marked # attach details as annexure

Sr No.	Item	Response	Supervisor's comment/ response
Teaching and learning			
1.	Number of theory lectures taken		
2.	Number of practical/ clinical posting sessions taken		
3.	Do you have session plans prepared for the classes/ topics you are usually allotted*		
4.	Are you able to stick to the lesson plans prepared by you*		
5.	Use of technology and other audio-visual aids*		
6.	How would you rate your classroom management style?		
7.	How open do you consider yourself to be for problem solving of students outside the class?*		
8.	No. of collaborative/ integrated classes taken.		
9.	How often have students approached you for problem solving outside the class?*		
10.	Elaborate on the remedial measures taken for average and low performing students in your class		
11.	How is your contact/communication with the mentees allotted to you?*		
12.	Any new skills learned/ acquired by you (Yes/ No) Elaborate		

13.	Any workshops/ conference/ courses attended by you (Yes/ No) Provide details		
14.	Any workshops/ conference/ CME/ courses organized by you (Yes/ No) Provide details		
15.	Any workshops/ conference/ CME/ courses where you were invited as a resource person (Yes/ No) Provide details		
Co-Curricular and extension activities			
16.	Additional duties and responsibilities allotted to you (Yes/ No) Elaborate		
17.	What proportion of your work-time are you able to devote to these responsibilities?		
18.	Rate your performance based on the outputs in the above-mentioned duties*		
Research and publication			
19.	No. of funded projects in which you are involved as PI.#		
20.	No. of funded projects in which you are involved in roles other than PI.#		
21.	Proportion of work time spent for these research projects?		
22.	Number of research paper publications during the appraisal period# a. In national journals b. In international journals		
23.	Number of research paper/ poster presentation in state/ national/ international conference during the appraisal period#		
24.	Whether any research by undergraduates/ postgraduate is currently being/was guided by you during the appraisal period? (Yes/No) Provide details		
25.	No. of Books/ Chapters in books or other similar publications during the appraisal period.#		
Clinical services			
26.	Approximate time devoted for clinical work (hours per week)		
27.	Ability and competency to handle complicated conditions on your own.*		
Miscellaneous			

28.	Any fellowship/ award conferred to you during the appraisal period? (Yes/No) Provide details		
29.	Your satisfaction on your overall performance*		
30.	Your plans to further improve your performance. Elaborate		
31.	Your feedback on how the institute may help in your professional development.		

* self-rate your performance for these items on a scale of 1-10

attach details as annexure



DEAN
Mahatma Gandhi Institute of
Medical Sciences, SEVAGRAM