



TATYASAHEB KORE DENTAL COLLEGE AND
RESEARCH CENTRE NEW PARGAON – 416 113
Tal.: Hatkanangale Dist.:Kolhapur (Maharashtra State)
Ph. 0230 2477081 – 82

Annual Quality Assurance Report



Criterion - 6

Governance, Leadership and Management

Key Indicator: 6.3

Faculty Empowerment Strategies

Metric Number - 6.3.5 (QIM)

Institution has Performance Appraisal System for teaching and non-teaching staff

**MUHS FACULTY EVALUATION
PROFORMA AND GUIDELINES**

डॉ. राजेंद्र शिवाजी बंगाळ

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कुलसचिव

Dr. Rajendra Shivaji Bangal

M.B.B.S, M.D. (Forensic Medicine), D.N.B, L.L.B.

Registrar

मआवि/वि/शै.वि./ईओ/पदवी व पदव्युत्तर/३८६९/२०२२

दि.२१/१०/२०२२

परिपत्रक क्र.९९/२०२२

विषय :- शैक्षणिक वर्ष २०२२-२३ पासून विद्यापीठाशी संलग्नित महाविद्यालयातील कार्यरत शिक्षकांचे **MUHS Faculty Evaluation** प्रारूपानुसार महाविद्यालयस्तरावर मुल्यांकन करण्याबाबत...

संदर्भ :- विद्यापरिषदेचा ठराव क्र.६६/२०२२, दि.२०/०९/२०२२,

विद्यापीठाच्या VISION DOCUMENT २०२१-२५ मध्ये शैक्षणिक गुणवत्तेवर (Quality in Education) भर देण्यात आला आहे. महाविद्यालयस्तरावर शिक्षकांचे स्वयंमुल्यनिर्धारण अहवालामार्फत मुल्यांकन करण्यात येते. परंतु, महाविद्यालयातील शिक्षकांचे अध्यापन व विद्यार्थ्यांचे अध्ययन आणि संशोधनकृती (Teaching, Learning, Research Activities) या बाबी विचारात घेऊन शिक्षकांचे मुल्यांकन होणे आवश्यक आहे. तथापि, शिक्षकांच्या स्वयंमुल्यनिर्धारण अहवालामध्ये त्याचा अंतर्भाव असल्याचे दिसून येत नाही. शैक्षणिक गुणवत्तेचा दर्जा टिकून रहावा व त्यात वाढ व्हावी याकरीता विद्यार्थ्यांना देण्यात येणारे शिक्षण व त्या धर्तीवर शिक्षकांचे मुल्यांकन होणे आवश्यक आहे. याकरीता शिक्षकांचे अध्यापन व विद्यार्थ्यांचे अध्ययन आणि संशोधनकृती या बाबी विचारात घेऊन शिक्षकांचे शैक्षणिक गुणवत्तेचे मुल्यांकन करणे विद्यापीठस्तरावर विचाराधीन होते.

त्याअनुषंगाने, विद्यापीठामार्फत गठीत करण्यात आलेल्या तज्ञ समितीने तयार केलेले MUHS Faculty Evaluation चे प्रारूप दि.२०/०९/२०२२ रोजीच्या विद्यापरिषदेच्या विचारार्थ सादर करण्यात आले असता, सदर प्रारूपास मान्यता प्रदान केली आहे.

यास्तव, मला प्राप्त आदेशान्वये सर्व संलग्नित महाविद्यालयांना कळविण्यात येते की, विद्यापीठाच्या MUHS Faculty Evaluation प्रारूपानुसार महाविद्यालयातील शिक्षकांचे मुल्यांकन अधिष्ठाता / प्राचार्य व संबंधित विभागाचे विभागप्रमुख, तसेच, महाविद्यालयाचे अधिष्ठाता / प्राचार्य यांचे मुल्यांकन संबंधित महाविद्यालयाचे सक्षम प्राधिकरण यांचेमार्फत करण्यात यावे.

सदर प्रक्रिया शैक्षणिक वर्ष २०२२-२३ पासून महाविद्यालयस्तरावर सुरु करावी. संलग्नित महाविद्यालयात सद्यस्थितीत राबविण्यात येणाऱ्या स्वयंमुल्यनिर्धारण अहवाल (Performance Appraisal / C.R.) या व्यतिरिक्त MUHS Faculty Evaluation लागू राहिल. शिक्षकांचे स्वयंमुल्यनिर्धारण अहवाल व MUHS Faculty Evaluation विहित प्रारूपानुसार दरवर्षी मुल्यांकन करण्यात यावे आणि त्याची प्रत संबंधित शिक्षकांच्या वैयक्तिक नस्तीमध्ये (Personal File) जतन करून ठेवण्यात यावी. विद्यापीठाच्या स्थानिक चौकशी समितीद्वारे महाविद्यालयांच्या तपासणी दरम्यान MUHS Faculty Evaluation प्रारूपानुसार शिक्षकांचे मुल्यांकनाची बाब पडताळणी करण्यात येईल.

(कु.मा.प.)

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सदर परिपत्रक महाविद्यालयातील सर्व विभागप्रमुख व शिक्षक यांच्या निदर्शनास आणून द्यावे व त्यानुसार कार्यवाही करावी. तपासणी दरम्यान महाविद्यालयांना याबाबतची माहिती सादर करणे बंधनकारक राहिल. MUHS Faculty Evaluation चे प्रारूप या परिपत्रकासोबत विद्यापीठ संकेतस्थळावर उपलब्ध करून देण्यात येत आहे.

स्वा /-
कुलसचिव

प्रति,
अधिष्ठाता / प्राचार्य / संचालक,
सर्व संलग्नित पदवी व पदव्युत्तर महाविद्यालये /
शैक्षणिक संस्था / परिसंस्था
मआविवि, नाशिक.

सोबत - [MUHS Faculty Evaluation प्रारूप](#)

- प्रत माहितीस्तव -
- १) मा. कुलगुरु कार्यालय, मआविवि, नाशिक.
 - २) मा. प्रति-कुलगुरु कार्यालय, मआविवि, नाशिक.
 - ३) मा. अधिष्ठाता, सर्व विद्याशाखा, मआविवि, नाशिक.
 - ४) सर्व विद्याशाखा प्रमुख, शैक्षणिक विभाग, मआविवि, नाशिक.

Maharashtra University of Health Sciences

Faculty Evaluation Proforma

(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)	Academic Engagement						
a	Performance of Engaging Lectures / Practical:						
	Sr. No.	Program (MBBS/M D/BDS/BA MS/etc.	Subject	No. of Lectures assigned	No of Lectures conduct ed	Percenta ge target achieved	*Per form ance
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	i.						
	ii.						
	iii.						

	b	MET Training Attended in last 5 years			
		Basic (Once in Service can be considered)	2		
		Advanced	10		
		*Any other training related to Medical Education during assessment period (give details)	3		
	c	Curriculum Enrichment:			
		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	*Contribution towards advanced learners and slow performers program		2	
	e	*Invited Lectures / Resource Person / Paper Presentation in Seminars / Conferences / Panel Discussion :			
		i. International (Abroad)	07		
		ii. International (within country)	05		
		iii. National	03		
iv. State / University		02			
f	*Any Other Academic Engagement not listed above		03		
2)	Research				
	a)	*Research Guidance: (Calculate the score as per given criteria)			
		Ph. D.			
		P. G. dissertation			
		Other guidance for UG students for ICMR or any sponsored project from registered body.			
	b)	*Research Projects Completed:			
		More than 10 lakhs	08		
		Less than 10 lakhs	04		
		Non-funded Research / Educational projects	02		
	c)	*Research Projects Ongoing:			
		More than 10 lakhs	03		
		Less than 10 lakhs	02		
Non-funded Research / Educational projects		01			

	d)	*Consultancy (includes non-monetary benefits)	03		
	e)	*Intellectual Property Rights (IPR)			
		Patents Published	10		
		Patent Granted	15		
		Other IPR (Trademarks, Copyrights, Designs etc)	08		
3)		Publications:			
	a)	*Books authored which are published by:			
		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)	*Paper Publications:			
		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)	*Member of Editorial Board / Reviewer / Editor of any Journal	06		
4)		Recognition, Achievement & Awards (during assessment period) :			
	a)	*Additional Qualification			
		Ph.D./D.Sc.	10		
		PG Degree	07		
		PG Diploma/Fellowship	05		
		Online Courses (e.g., MOOCS, SWAYAM, COURSERA etc.)	03		
	b)	*Awards (by Registered Bodies)			
		International	05		
		National	04		
		State	03		
		Membership of Registered Society	02		

5)	*Co-Curricular & Extra Curricular		
	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)	*Administrative roles performed at Institute level / University level:		
	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

***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
1. Academic Engagement			30
a	Performance of Engaging Lectures / Practical:	<ul style="list-style-type: none"> In column no 7, take average of all Courses Divide the percentage of classes by 10 (e.g., percentage of classes taken are 78 % then the score would be 7.8) 	
b	MET Training Attended	<ul style="list-style-type: none"> Any other training related to Medical Education should be accredited by govt./university/SRA 	
c	Curriculum Enrichment:		
	i) e-content development	<ul style="list-style-type: none"> 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 	
	ii) Innovative Pedagogy	<ul style="list-style-type: none"> 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). 	
	iii) Continuous Internal Assessment (CIA)	<ul style="list-style-type: none"> The CIA tool should be approved and adapted by college authorities and should fit in framework decided by University or Statutory Regulatory Authority (SRA). 	
d	Contribution towards advanced learners and slow performers program	<ul style="list-style-type: none"> A measurable criterion to identify slow performers and advanced learners should be developed and adopted by the college. The teachers contribution in the development of criteria or implementation of program should be certified by the Head of the Institute. 	
e	Invited Lectures / Resource Person / Paper Presentation in Seminars /	<ul style="list-style-type: none"> Invitation letter and certificate for the same signed by competent authority shall be valid evidence. 	

	Conferences/Panel Discussion :		
f	Any other Academic Engagement not listed above	<ul style="list-style-type: none"> • 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. • <i>Focus should be on academic work, not on the administrative work and other activities.</i> 	
2	Research		20
a	Research Guidance	<p><i>Score should be calculated as follows-</i></p> <ul style="list-style-type: none"> • Ph.D - 10 per degree awarded, 05 per thesis submitted • PG - 05 per degree awarded • Other guidance for UG students for ICMR or any sponsored project from registered body - 02 per student guided (Completed Projects). • 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) 	
b	Research Projects Completed:	<ul style="list-style-type: none"> • Sanction Letter, Project Report and Utilization Certificate (UC) shall be a valid proof. 	
c	Research Projects Ongoing:	<ul style="list-style-type: none"> • Sanction Letter, Fund Received Details and Progress Reports shall be valid Proof 	
		<ul style="list-style-type: none"> • Joint Projects: Principal Investigator and Co-investigator would get 50% each. 	
d	Consultancy	<ul style="list-style-type: none"> • 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) 	
e	Intellectual Property Rights (IPR)	<ul style="list-style-type: none"> • IPR Publication or Grant details or certificates 	
3)	Publications		20
a)	Books authored which are published by:	<ul style="list-style-type: none"> • Non ISSN books to be omitted • All authors will carry equal weightage 	
b)	Paper Publications:	<ul style="list-style-type: none"> • Two authors: 70% of total value of publication for each author. • 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. 	
c)	Member of Editorial Board / Reviewer / Editor of any Journal	<ul style="list-style-type: none"> • Nomination/Appointment letter/Certificate from the publisher as per the claim. • Non ISSN journals not to be counted. • Marks shall be counted only once irrespective of number of memberships. 	

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

APPRIASAL FORMS FOR NON-TEACHING STAFF

APPRAISAL FOR NON- TEACHING STAFF

1. Quality of Work –

It is most important aspect, if quality of work is hampered, it directly relates to the staff working there and further affects patient & college.

2. Attendance –

Attendance is most important aspect in dentistry, it would be compromised if non teaching staff remain absent. The material record remain with them and so it is important.

3. Punctuality-

If non-teaching staff is not punctual, it directly delays the treatment of patient. Punctuality is a sign of professionalism and help you stand out as a reliable and trustworthy person. Being punctual helps you to establish your reputation as a dependable and consistent worker.

4. Knowledge -

Knowledge directly reflects the work done. If the work is done by insufficient knowledge it hampers the status of staff as well as college. Improved staff productivity because employees are able to benefit from colleagues. Knowledge and expertise are required to find out the best way to get things done.

5. Organization -

Organization characteristics of a organization include moral, leadership, teamwork, performance and structure. Successful organization includes optimization and sense of culture adaptation. Employee morale is very important quality.

6. Co-operation -

If there is no Co-operation it may mislead the information between teaching and non-teaching staff.

7. Communication -

Communication with staff as well as students is must for cooperation among staff and patient.

8. Interpersonal skills -

They are the qualities and behavior exhibit while interacting with other people. Strong interpersonal skills are a key indicator of success in a working environment. Benefits include ability to cooperate with teammates and to solve difficult problems.

9. Initiative –

Initiative is the ability to be resourceful and work without always being told what to do it requires resilience and determination initiative is a self management skill. Self management is very important work skill for professionals, when you use initiative you do things without being asked solve problems that others may not have noticed and go out of your way to continue learning and growing.

10. Computer knowledge -

Computer knowledge is must, so that administrative and other academic work can be carried out at a faster rate and done more efficiently and accurately.



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APPRAISAL FORMS FOR NON-TEACHING STAFF

Please rate the non-teaching staff using grade on 10 points scale,

Excellent: 8-10; Good: 5-7; poor: (Needs Improvement) 1-4.

NAME OF DEPARTMENT:..... Public Health Dentistry.....
NAME OF NON-TEACHING STAFF:..... Vikas Laxman Bondegar.....
DESIGNATION:..... Attender.....

SR.NO.	PARAMETERS	MARKS (OUT OF 10)
1	Quality of Work	7
2	Attendance	5
3	Punctuality	6
4	Knowledge	6
5	Organization	7
6	Cooperation	7
7	Communication	7
8	Interpersonal Skills	7
9	Initiative	6
10	Computer Knowledge	4
	OVERALL	62 = 6.2

GOOD QUALITIES: Good interpersonal relation in camp

AREAS NEED TO IMPROVISE: Attendance & Computer Knowledge

SIGNATURE
ADMINISTRATIVE OFFICER
Administrative officer
Tatyasaheb Kore Dental college &
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