

DEPARTMENT OF MEDICAL EDUCATION AND RESEARCH
CHANDIGARH ADMINISTRATION, CHANDIGARH
(GOVERNMENT MEDICAL COLLEGE, CHANDIGARH)

The Annual Performance Appraisal Report of the Group 'A' faculty i.e.
Professor/Associate Professor/Assistant Professor/Lecturer for the period/year 2020-2021

1. (i) Name of the faculty member:

(ii) Date of birth:

2. Qualification with name of University and month/year:

Qualification

University

Month & year

a)

b)

3. (i) Present designation in full:

(ii) Date of appointment:

4. Whether the annual return on the immovable
Property for preceding year was filled. If not

The date of filling the return should be given

PART- I

SELF APPRAISAL

1. RESEARCH

A. Publications: First author – 100% marks; Second Author – 90 % marks; Third Author – 80% marks; Fourth Author – 70%; Fifth Author – 60% All other authorship – 40%.

If the author placed lower in order/corresponding author feels that his contribution to the article was the most and he should get 100% marks- it should be certified by all the other authors; the order of all other authors for the purpose of counting marks will according slide downwards.

In a multicentric study, the single GMCH author irrespective of his rank in the publication will get benefit of first author; in case of multiple authors from GMCH the author placed higher in order will get the benefit of first author (100% marks) while the next in order will get the benefit of second author, and so on.

Paper accepted in one year but published in another year or published in one year – faculty member could not get the marks in that year – the marks can only be claimed once (whichever year it is claimed)

APAR FOR THE YEAR 2020-2021 NAME OF THE FACULTY _____

Indexed Journal – Based on Impact Factor of Journal

Review Article/ original article	15 x Impact Factor (Min 10)
Case Report/ Letter to Editor/ images/ CME	10 marks only
Article in e/ online journal only	10 marks only
Chapter in books/ Books	10

Non Indexed National Specialty Journal

Review/ Original Article	5
Case Report/ Letter to Editor	3

Non Indexed Regional Specialty Journal

Review/ Original Article	3
Case Report/ Letter to Editor	2

Abstract published in supplemental issue/Proceedings	3
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Papers published during the year

Short title	Nature of article (Review/ Book/ Chapter/ original etc.)	Abb. of Journal Vancouver style/ Publisher of Book	I. F	Authorship rank	Marks

Total marks in publications:

B. Papers/ Lectures in the Conferences (Marks will only be given to the presenter/Panelist/ Course Instructor)

International/National	(with award)	10 each
	(Without award)	5 each
Regional	(with award)	5 each
	(Without award)	3 each
Other Presentations(local lectures/ talks etc.)		1 each (Maximum 5)
International conference attendance:		2 each (Max 5)

Details of Conferences:

Short title of paper	Short name of conference	Level (National/ International/ Regional)	Award (If any)	Marks

Total Marks in Conferences/Presentations:.....

C. Research Projects (only those cleared by Research and Ethics Committees of the institution)

Principal Investigator of funded project	5
Co investigator of funded project	3
Principal Investigator of non-funded project	4
Co investigator of non-funded project	2
Supervisor of a thesis	4
Co-supervisor of a thesis	2

- The role of investigator/ co-investigator, supervisor/co-supervisor of thesis must be clear and well specified.
- Research done by MBBS students with a designated faculty member as supervisor will not qualify for the marks.
- Marks will be given every year till the research project continues.
- For thesis, marks will only be given to the faculty member maximum of 2 candidates per year as supervisor and maximum of 2 candidates per year as co-supervisor.
- Marks for supervisor/co-supervisor of thesis will be given once only.

Title of Project	Contribution (PI or CI, supervisor/cosuperviosr)	Name of the funding agency	Date of start and duration of project/thesis	Marks

Total marks in research projects/thesis:

Total marks in Research (A+B+C):

41 or more	(Final Marks 5)
16-40	(Final Marks 4)
5-15	(Final Marks 3)
2-4	(Final Marks 2)
<2	(Final Marks 1)

Final Marks in Research (1-5).....

2. TEACHING

Student Input 100

Departments which are not major subjects in MBBS, student input may be obtained from resident doctors of that department.

Marks in student assessment _____ (To be provided by the office)

80 or more	(Final Marks 5)
70 - 79	(Final Marks 4)
60- 69	(Final Marks 3)
50- 59	(Final Marks 2)
<50	(Final Marks 1)

Final Marks in Teaching (1-5)_____

3. PATIENTCARE/ PROFESSIONAL SERVICES/INNOVATION IN TEACHING

Adequate Professional Service/ Responsibility 6

(Continuation of desired professional work)

a. Do you think you provided adequate professional service during the year; if no reason thereof; if yes, marks _____

- Introduction of the new procedure/test/improvisation of Existing service/innovation in teaching 2 each (Maximum 10 marks)

Name of Service	Whether new to GMCH or improvisation	Year of start of new service	Marks

APAR FOR THE YEAR 2020-2021 **NAME OF THE FACULTY** _____

Total marks in new service/ improvisation:.....

b. Do you think you provided adequate professional service during the year; if no reason thereof; If yes, marks.

Total marks for Patient/ Professional care (a+b):

- 10 or more (Final Marks 5)
- 5-9 (Final Marks 4)
- 3-4 (Final Marks 3)
- <3 (Final Marks 2)

Final Marks in Professional care (1-5):.....

4. MEMBERSHIP OF PROFESSIONAL BODIES (Only related to profession)

Each Membership = 4 marks (Max marks 8 marks)
Life member will get marks every year; annual member – only for the year of membership

Membership of professional bodies: ANNEXURE IV

Name of the Professional Body	Whether life or annual membership	Marks

b. Member Organizing Committee (Only related to one’s own specialty)

- National/ International 5
- Regional 3
- CME 2

Name of the event/ Dates	Designation	Level	Marks

Total marks in organization of events (a+b):

- 10 or more (Final Marks 5)
- 6-9 (Final Marks 4)
- 4-5 (Final Marks 3)
- 2-3 (Final Marks 2)
- <2 (Final Marks 1)

Final Marks in Memberships/ organization (1-5):.....

5. ANY OUTSTANDING ACHIEVEMENT

a. Awards/ Fellowship in the year claimed

- International or national award/fellowship 10 each
 - Regional award/Fellowship 6 each
 - International observership /specialized training exceeding 2 weeks 8 marks
 - National observership /specialized training exceeding one month 4 marks
- (Only awards from recognized professional institutions/ bodies will be considered)

Name of the award/ fellowship	Name of the awarding authority	Marks

b. Membership of an editorial board/reviewer/referee:

- International journal 10 each
- National/ Regional specialty journal 5 each
- Reviewer/ Referee of Specialty journal 3 each

Name of the journal	Designation	Marks

c. Executive position of a professional body (Only related to one’s own profession):

- International 10 each
- National 6 each
- Regional 4 each

Name of the Professional Body	Designation	Marks

Final Marks in Outstanding Work (a+b+c):

- 10 or more (Final Marks 5)
- 6-9 (Final Marks 4)
- 3-5 (Final Marks 3)
- <3 (Final Marks 2)

Final Marks in Outstanding Work (1-5):.....

6. DEDUCTION OF MARKS (Due to adversities issued by DP and above)

- Major Penalty Charge proved during the year 5
- Minor Penalty Charge proved during the year 3
- Written Warning 1 each (Maximum 5)

Major/ Minor Penalties/ warnings awarded during the year:

Total Marks for adversities:

Total marks in Self-appraisal (Research+ Teaching +Professional/Patient Care+ Membership of professional bodies/ organizations +Outstanding Work – Adversities) _____

PART- II

REMARKS BY HEAD OF THE DEPARTMENT*

***HOD should be objective in his/her assessment of the faculty member. If any adverse remarks are made by HOD, it should be supported by documentary evidence. Only those documents, pertaining to the year under consideration, can be used through which HOD has already conveyed the adverse behavior/poor performance of the concerned faculty member to the competent authorities as well as to the concerned faculty member.**

1. Interest in general welfare of patients and attitude towards patients _____
2. Punctuality and regularity _____
3. Physical & mental fitness _____
4. Maintenance of Order & Discipline _____
5. Interpersonal Relations _____
6. General bearing as a faculty member _____
7. Capacity for team work _____
8. If suspected of doing Private Practice _____
9. Initiative to do a work _____
10. General conduct and sincerity _____

How many marks will you give him/her (1-5) _____**

**** Marks upto 2 are indicative of adverse behavior/poor performance and should be supported by detailed comments and documents: _____**

PART- III

ASSESSMENT BY THE REPORTING OFFICER (DIRECTOR-PRINCIPAL)

1. Cooperation with the administration _____
2. Corruption (Honesty) _____
3. Leadership _____
4. Overall assessment of personality assessment _____
5. Integrity _____

How many marks will you give him/her (1-5) _____.

Total marks (Part I: Self appraisal + Part II: HOD + Part III: Reporting Officer) _____

APAR FOR THE YEAR 2020-2021 NAME OF THE FACULTY _____

Overall Grading:

Outstanding	27 or more
Very Good	20 -26
Good	15 -19
Average	11 -14
Below Average	< 10

Date

Signatures of Director Principal

PART- IV

Assessment by the reviewing officer: _____

Dated:

Signature of Reviewing Officer_____

Name in Block Letters_____

Designation_____

PART- V

Remarks by the accepting Officer: _____

Dated:

Signature of Accepting Officer_____

Name in Block Letters_____

Designation_____