Sancheti Institute College of Physiotherapy Pune Standard Operating Procedure (SOP) for Evaluation of Teachers of SICOP: The Key Result Area (KRA) System

Management Committee Circular No: SCOPMC/2021/ 02 Date: 04/09/2021

Sancheti Institute College of Physiotherapy was established in 1995 by Dr. KH
Sancheti with the objective of providing quality Physiotherapy education to deserving
students who will become respectable professionals and serve the society, country and
profession.

- 2. To have a good standard of students, maintaining of the best standards for teachers is also necessary. Hence, it becomes necessary to develop an evaluation system for teaching faculties which can become a source of measurement of their standards, enhance teaching-learning process and also be an objective measure for providing upgradation and increments to them.
- The KRA system is a globally accepted tool to access and maintain standards and to
 provide guidelines for institutional enhancement with provision of incentives/
 increments to teaching faculty for optimal quality of the institute.
- 4. The KRA scores will be used for finalisation of annual increments. They will also be used to decide the slab change with 50% weightage given to KRA scores along with the duration of service/ experience in years.
- 5. The Final score of KRA will be considered for increments.
- 6. The steps taken for evaluation of the KRA score will be as follows:
 - a. The scores of the performance will be graded on a 5-point LIKERT scale:
 - i. Fails minimum (0 80%): Score 0
 - ii. Needs improvement (81-99%): Score 2
 - iii. Meets requirements (100%): Score 3
 - iv. Exceeds requirement (till additional 20%): Score 4
 - v. Clearly Exceeds (More than additional 20%): Score 5
 - b. Every component will have specific weightage as per its importance as described by the Management Committee. Details of the same are as per mentioned in Table 1 for UG teachers and Table 2 for PG teachers. Weightage to specific components will be different for UG teachers (Assistant Professors who are not PG guides) and PG teachers (Associate Professors and Professors who are PG guides). Assistant Professors, who are recognised PG guides by university, will also be considered as PG teachers.
 - c. Scores of every component will be calculated based on the weightage.

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d. The KRA will be calculated bi-annually as per financial year and the average score shall be considered. The KRA will be calculated in 2nd week of September and March as per the financial year and will be reported before 31st of March to the Executive Director as a proper signed report by Management representative, concerned faculty, respective HOD and Principal.

Table 1: UG teachers KRA systems may include the following components:

Table 2: PG teachers KRA systems may include the following components:

- 7. A total score of maximum 100 will be obtained as explained in Table 1 and 2. The following criteria shall be considered for finalising the increments and also as indicators for performance-based score in the slab change:
 - i. Score <60: Not Eligible for any increments or performance-based score in the slab change.
 - ii. Score 60-70: Eligible for 3% standard increment and 60% of the performance-based score in the slab change (when applicable).
 - iii. Score >70-85: Eligible for 5% increment and 80% of the performance-based score in the slab change (when applicable).
 - iv. Score >85-100: Eligible for 7% increment and 100% of the performance-based score in the slab change (when applicable).

8. For Slab change, score of the preceding year to be considered.

Mrs. Manisha Sanghavi, Executive Director

Dr. Vasanti Joshi, Advisor and felicitator

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Ms. Ajanta Dey HR Head, Sancheti Institute

Dr. Apurv Shimpi, Principal and Professor

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Sancheti College of Physiotherapy, Pune

YEARLY REVIEW	Jyrune						
Table 1: Performance Review	of UG Tea	chers				-	
Name:			:	ľ			
Period of Review:				T			
Teaching/instruction (UG)	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weighta
	More than additoina 1 20%	Till additiona 1 20%	100%	81-99%	0-80%		
a. Timely completion of allocated topics (theory and practical's)							5
b.Clinical Case presentations (Number of cases allocated: 150 per year)							10
Involvement in value added education to students including student mentoring, remedial teaching and SCALE program (Any 2 minimum, mentorship compulsory) [min 6 students mentored per month]							10
Metric: Mentorship diary, Teacher's logbook, clinical records, Academic registers				i de la companya de	toritis		
PG students activities	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag
Conduction of min 1 JC per month and Contribution and participation in PG academic and clinical teaching and supervision. (Total 10)			38,				5
No. of clinical cases discussed this year: Total 10 (assigned 1 case per month)							5
Metrics: Students feedback, PG co- ordinator feedback, Teacher's logbook, clinical records, Academic registers							
Research Activity	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag e
Stimulating UG students to undertake research and guide them (as per allotment) Final BPTh and Interns (MR only)							5
	Table 1: Performance Review Name: Period of Review: Teaching/instruction (UG) a. Timely completion of allocated topics (theory and practical's) b. Clinical Case presentations (Number of cases allocated: 150 per year) Involvement in value added education to students including student mentoring, remedial teaching and SCALE program (Any 2 minimum, mentorship compulsory) [min 6 students mentored per month] Metric: Mentorship diary, Teacher's logbook, clinical records, Academic registers PG students activities Conduction of min 1 IC per month and Contribution and participation in PG academic and clinical teaching and supervision. (Total 10) No. of clinical cases discussed this year: Total 10 (assigned 1 case per month) Metrics: Students feedback, PG coordinator feedback, Teacher's logbook, clinical records, Academic registers Research Activity Stimulating UG students to undertake research and guide them (as per allotment)	Table 1: Performance Review of UG Tea Name: Period of Review: Teaching/instruction (UG) CE (5) More than additoina 120% a. Timely completion of allocated topics (theory and practical's) b.Clinical Case presentations (Number of cases allocated: 150 per year) Involvement in value added education to students including student mentoring, remedial teaching and SCALE program (Any 2 minimum, mentorship compulsory) [min 6 students mentored per month] Metric: Mentorship diary, Teacher's logbook, clinical records, Academic registers PG students activities CE (5) Conduction of min 1 JC per month and Contribution and participation in PG academic and clinical teaching and supervision. 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Clinical Case presentations (Number of cases allocated: 150 per year) Involvement in value added education to students including student mentoring, remedial teaching and SCALE program (Any 2 minimum, mentorship compulsory) [min 6 students mentored per month] Metric: Mentarship diary, Teacher's logbook, clinical records, Academic registers PG students activities CE (5) EE (4) MR (3) NI (2) FM (0) Score Cinduction of min 1 JC per month and Contribution and participation in PG academic and clinical teaching and supervision. (Total 10) No. of clinical cases discussed this year: Total 10 (assigned 1 case per month) Metrics: Students feedback, PG coordinator feedback, Teacher's logbook, clinical records, Academic registers CE (5) EE (4) MR (3) NI (2) FM (0) Score Stimulating UG students to undertake research and guide them (as per allotment)

c	Attending (and/ or presentation of research papers) in standard research conferences and/ or self-publication (min 1)							5
	Metrics: Log books, Research reports and certificate of attendance/ participation.							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag
4	Contribution and involvement in extra- curricular domains for students, e.g., Sports, Cultural events, extension activities, awareness drives, green initiatives, Swach Bharat abhiyan, Blood donation drives, energy conservation etc (Any one minimum per term)							5
	Metrics: Teachers Log book, certificate of participation, report of extension activities.							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag
5	Significant contribution in institutional development, e.g., Organising workshops, camps, CPE programs, conferences, Alumni engagement programs, webinars, econtent development etc. [any 1 per term]							10
	Metrics: Teachers Log book, certificate of participation, report of activity, attendance records of participants, recording of sessions.							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag
6	Significant contribution in professional development, (Any 2 min) a.Invited as resource persons, judges, coordinators, professional activities, speakers etc b.Perusing PhD, Fellowship, academic upgradation courses etc. c.Self-research for funding/ grant							5

	Metrics: Teachers Log book, certificate of appreciation, report of activity, attendance records/ data updates, certificate of participation/merit. [For PhD and fellowships, only actual and active duration of program to be considered]. Letter of funding from agencies.							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag
7	Contribution and Involvement in NAAC, including administrative responsibilities:							
2	NAAC Criterion domains (as a coordinator/member: regular documentation, data collection, meetings and discussions)							10
b	Committee and activities (as Chairperson/ Coordinator: regular documentation, data collection, meetings and discussions as per SOPs)		Transfer of the second					5
c	Academic/ Clinical administrative duties (Class/ clinical coordinator)							5
	Metrics: Documentation of committee meetings and criterion documentation work, Active SOPs, activity reports with signatures. Attendance reports, IA, patient data list, posting allotment reports, monthy statistics of clinical postings, clinical attendance records etc							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag e
8	Feedback from Stakeholders:							
а	Students							10
b	HOD and Principal							5
	Metrics: scoring and inputs received							
	TOTAL						NAME OF STREET	100

Sancheti Institute College of Physiotherapy Pune Standard Operating Procedure (SOP) for Evaluation of Teachers of SICOP: The Key Result Area (KRA) System

Format of Feedback from B.P.Th. Student on Teachers

Management Committee Circular No: SCOPMC/2021/02b

Objectives:

Academic year: First/ Second/ Third/ Final/ Intern

- 1. Sancheti Institute College of Physiotherapy was established in 1995 by Dr. KH Sancheti with the objective of providing quality Physiotherapy education to become respectable professionals and serve the society, country and profession.
- 2. To have a good standard of students, maintaining of the best standards for teachers is also necessary. Hence, it becomes necessary to develop an evaluation which can become a source of measurement of their standards, enhance teaching-learning process and also be an objective measure for providing upgradation

Instructions:

- 1. Dear Learners, we thank you for providing unbiased feedback on the strengths of your teachers for their and your own academic enhancement.
- 2. Please rate the teachers who have taught you in the previous academic year on the following parameters using the grades shown:
- A+ (Outstanding > 90%), A (Very good 81-90%),
- B+ (Positively good 71-80%), B (Good 61-70%),
- C+ (Average 51-60%), C (Below Average <50%)

				TI	EACHER	S NAME ((in initial)	
Parameters	Name	Name						
	(Initial)	(Initial						
	1	2	3	4	5	6	7	8
	AS	NB	RN	RB	SM	SK	VM	PS
1. Knowledge base of the teacher (as perceived by you) in theo	ry							
and practical/ clinical domains								

D

2. Communication skills (in terms of articulation and								No.
comprehensibility) and Practical/ Clinical skills (in terms of								
technique demonstration/patient diagnosis, treatment and care)								
3. Sincerity and Commitment of the teacher (in terms of				(2)				
preparedness and interest in taking classes and practical/clinics)								
4. Interest generated by the teacher in the class and labs/ clinics					100 PM			
5. Ability to integrate course material (syllabus) with practical/								
clinical/ environmental/ other issues, to provide a broader								
perspective to your clinical practice			17. 17.					
6. Accessibility and availability of the teacher in the college for	101 N 131							
academic/ mentorship consultations			127				1	
7. Initiative taken in formulating topics/ tests/ assignments/								
examinations / seminars and/ or projects				W. W. 128				
8. Regularity in taking classes and practical/ clinics		halz ilo	10 - 15		1	10000	144000	
9. Completion of the course/ syllabus in a thorough and								
satisfactory manner								
10. Fairness in evaluating student performance and awarding grades.			W 10 10 10 10 10 10 10 10 10 10 10 10 10					
11. Inspiring for ethical conduct		and the second						
12. Acting as a role model								
13. Overall rating (Please leave this blank)				a A state				
					7.00	of Very		Contract un

Format adapted from NAAC Manual for Student Feedback and Participation, Case Presentations (January 2007), by Chairperson IQAC, SICOP, Pun

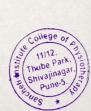
Sancheti College of Physiotherapy, Pune

	YEARLY REVIEW							
	Table 2: Performance Review	of PG Teac	hers					
	Name:	D	esignation					
	Period of Review:							
1	Teaching/instruction (UG)	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weighta ge
		More than additoina 1 20%	Till addition al 20%	100%	81-99%	0-80%		
a	a. Timely completion of allocated topics (theory and practical's)	T(E) (E)Y						5
b	b.Clinical Case presentations (Number of cases allocated: 100 per year)							5
c	Involvement in value added education to students including student mentoring, remedial teaching and SCALE program (Any 2 minimum, mentorship compulsory) [min 6 students mentored per month]							10
	Metric: Mentorship diary, Teacher's logbook, clinical records, Academic registers						rain la le Sperio d	dalami in The
2	PG students activities	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weighta ge
a	Completion of allocated seminars, topics, cases, journal clubs, research and dissertation. (as per mentioned and documented in MPT log book)							5
b	No. of clinical cases discussed this year: Min 50 (assigned is 1 per month per student)							10
	Metrics: Students feedback, PG coordinator feedback, Teacher's logbook, clinical records, Academic registers							
3	Research Activity	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weighta
a	Stimulating UG students to undertake research and guide them (as per allotment) MPT, Final BPTh and Interns (MR only)							5
b	First to Third BPTh and additional topics for MPTs							Coll

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c	Attending (and/ or presentation of research papers) in standard research conferences and/ or self-publication (min 1 for MR). (Collaborative research and funded projects for EE and CE)							5
	Metrics: Log books, Research reports and certificate of attendance/participation, functional MoUs for collaborative projects, letter of funding from agencies.							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weighta ge
4	Contribution and involvement in extra- curricular domains for students, e.g., Sports, Cultural events, extension activities, awareness drives, green initiatives, Swach Bharat abhiyan, Blood donation drives, energy conservation etc (Any one minimum per term)							5
	Metrics: Teachers Log book, certificate of participation, report of extension activities.							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weighta ge
5	Significant contribution in institutional development, e.g., Organising workshops, camps, CPE programs, conferences, Alumni engagement programs, e-content development, webinars etc. (any 2 per term)							10
	Metrics: Teachers Log book, certificate of participation, report of activity, attendance records of participants, recording of sessions.							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weighta ge





	Significant contribution in professional development (Any 2 min), a.Invited as resource persons, judges, coordinators, professional activities, speakers etc b.Perusing PhD, Fellowship, academic upgradation courses etc.							5
	Metrics: Teachers Log book, certificate of appreciation, report of activity, attendance records/ data updates, certificate of participation/ merit. [For PhD and fellowships, only actual and active duration of program to be considered]							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weighta ge
7	Contribution and Involvement in NAAC, including administrative responsibilities:							
a	Criterion domains (regular documentation, data collection, meetings and discussions)							10
b	Committee and activities (regular documentation, data collection, meetings and discussions)							5
c	Academic/ Clinical administrative duties (Class/ clinical/ program coordinator)							5
	Metrics: Documentation of committee meetings and criterion documentation work, Active SOPs, activity reports with signatures. ci) Attendance reports, syllabus completion, IA, SCALE, clinical postings. cii) Internal posting allotment reports, montly statistics of clinical postings, clinical attendance records, communication with hospital staff, clinical teaching allotments.							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weighta ge
8					1			10
	Students							10
	HOD and Principal Metrics: scoring and inputs received							5
					1000			
	TOTAL							100





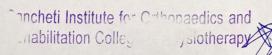
SANCHETE COLLEGE OF PHYSIOTHERAPY, PUNE

PROFORMA FOR PERFORMANCE APPRAISAL

	Table 1: Performance Review of							
	Name:	D	esignation:		The Saint L			
	Period of Review:	4						
1	Teaching/instruction (UG)	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag e
		More than additoina 120%	Till additiona 1 20%	100%	81-99%	0-80%		
a	a. Timely completion of allocated topics (theory and practical's)	19 (6)	165 1 16)					5
b	b.Clinical Case presentations (Number of cases allocated: 150 per year)							10
c	Involvement in value added education to students including student mentoring, remedial teaching and SCALE program (Any 2 minimum, mentorship compulsory) [min 6 students mentored per month]							10
	Metric: Mentorship diary, Teacher's logbook, clinical records, Academic registers				100		and see and see	9 3
2	PG students activities	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag
a	Conduction of min 1 JC per month and Contribution and participation in PG academic and clinical teaching and supervision. (Total 10)	(6)	let (a)	13 (A)		6 (A) (A)	nad drag granded	5
b	No. of clinical cases discussed this year: Total 10 (assigned 1 case per month)							5
	Metrics: Students feedback, PG co- ordinator feedback						rius Aufri Libertus	
3	Research Activity	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag

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	Stimulating UG students to undertake							
а	research and guide them (as per allotment) Final BPTh and Interns							5
b	First to Third BPTh							
c	Attending (and/ or presentation of research papers) in standard research conferences and self-publication (min 1)							5
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag e
4	Contribution and involvement in extra- curricular domains for students, e.g., Sports, Cultural events, extension activities, awareness drives, green initiatives, energy conservation etc (Any one minimum per term)							5
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag
5	Significant contribution in institutional development, e.g., Organising workshops, camps, CPE programs, conferences, Alumni engagement programs, webinars, econtent development etc. [any 1 per term]							10
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag
6	Significant contribution in professional development, (Any 2 min) a.Invited as resource persons, judges, coordinators, professional activities, speakers etc b.Perusing PhD, Fellowship, academic upgradation courses etc. c.Self-research for funding/ grant	CD (3)	EB (4)					5 5
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag e





7	Contribution and Involvement in NAAC, including administrative responsibilities:							
a	Criterion domains (regular documentation, data collection, meetings and discussions)							10
b	Committee and activities (regular documentation, data collection, meetings and discussions)							10
	Metrics: documentation of committee meetings and criterion documentation work							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightag e
8	Feedback from Stakeholders:							
	Students							10
	HOD and Principal							5
	Metrics: scoring and inputs received							
	TOTAL							100



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