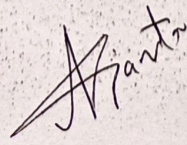
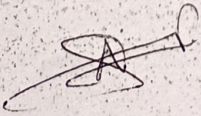


Sancheti Institute College of Physiotherapy Pune
Standard Operating Procedure (SOP) for Evaluation of Teachers of SICOP: The Key
Result Area (KRA) System

Management Committee Circular No: SCOPMC/2021/ 02

Date: 04/09/2021

1. 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.
3. 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.

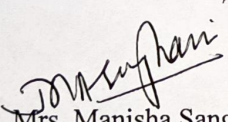


- d. The KRA will be calculated bi-annually as per financial year and the average score shall be considered. The KRA will be calculated in 2nd week of September and March as per the financial year and will be reported before 31st of March to the Executive Director as a proper signed report by Management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

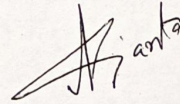
7. A total score of maximum 100 will be obtained as explained in Table 1 and 2. The following criteria shall be considered for finalising the increments and also as indicators for performance-based score in the slab change:
- Score <60: Not Eligible for any increments or performance-based score in the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

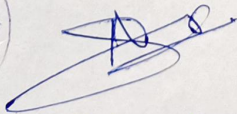
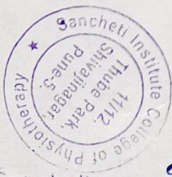


Dr. Apurv Shimpi,
Principal and Professor



Ms. Ajanta Dey
HR Head, Sancheti Institute

Dr. Vasanti Joshi,
Advisor and felicitor



Sancheti Institute for Orthopaedics and
Rehabilitation College of Physiotherapy

Sancheti College of Physiotherapy, Pune

YEARLY REVIEW								
Table 1: Performance Review of UG Teachers								
Name:			Designation:					
Period of Review:								
1	Teaching/instruction (UG)	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage
		More than additional 120%	Till additional 120%	100%	81-99%	0-80%		
a	a. Timely completion of allocated topics (theory and practical's)							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
	<i>Metric: Mentorship diary, Teacher's logbook, clinical records, Academic registers</i>							
2	PG students activities	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage
a	Conduction of min 1 JC per month and Contribution and participation in PG academic and clinical teaching and supervision. (Total 10)							5
b	No. of clinical cases discussed this year: Total 10 (assigned 1 case per month)							5
	<i>Metrics: Students feedback, PG coordinator feedback, Teacher's logbook, clinical records, Academic registers</i>							
3	Research Activity	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage
a	Stimulating UG students to undertake research and guide them (as per allotment) Final BPTd and Interns (MR only)							5
b	First to Third BPTd							

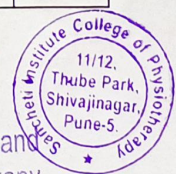
c	Attending (and/ or presentation of research papers) in standard research conferences and/ or self-publication (min 1)							5
	<i>Metrics:</i> Log books, Research reports and certificate of attendance/ participation.							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage
4	Contribution and involvement 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
	<i>Metrics:</i> Teachers Log book, certificate of participation, report of extension activities.							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage
5	Significant contribution in institutional development, e.g., Organising workshops, camps, CPE programs, conferences, Alumni engagement programs, webinars, e-content development etc. [any 1 per term]							10
	<i>Metrics:</i> 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	Weightage
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

2. Communication skills (in terms of articulation and 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 preparedness and interest in taking classes and practical/ clinics)									
4. Interest generated by the teacher in the class and labs/ clinics									
5. Ability to integrate course material (syllabus) with practical/ clinical/ environmental/ other issues, to provide a broader perspective to your clinical practice									
6. Accessibility and availability of the teacher in the college for academic/ mentorship consultations									
7. Initiative taken in formulating topics/ tests/ assignments/ examinations / seminars and/ or projects									
8. Regularity in taking classes and practical/ clinics									
9. Completion of the course/ syllabus in a thorough and satisfactory manner									
10. Fairness in evaluating student performance and awarding grades.									
11. Inspiring for ethical conduct									
12. Acting as a role model									
13. Overall rating (Please leave this blank)									

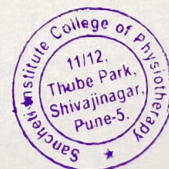
Format adapted from NAAC Manual for Student Feedback and Participation, Case Presentations (January 2007), by Chairperson IQAC, SICOP, Pun

Sancheti College of Physiotherapy, Pune

YEARLY REVIEW								
Table 2: Performance Review of PG Teachers								
Name:			Designation:					
Period of Review:								
1	Teaching/instruction (UG)	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage
		More than additoina 120%	Till addition al 20%	100%	81-99%	0-80%		
a	a. Timely completion of allocated topics (theory and practical's)							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
	<i>Metric: Mentorship diary, Teacher's logbook, clinical records, Academic registers</i>							
2	PG students activities	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage
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
	<i>Metrics: Students feedback, PG co-ordinator feedback, Teacher's logbook, clinical records, Academic registers</i>							
3	Research Activity	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage
a	Stimulating UG students to undertake research and guide them (as per allotment) MPT, Final BPTth and Interns (MR only)							5
b	First to Third BPTth and additional topics for MPTs							



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
	<i>Metrics:</i> 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	Weightage	
4	Contribution and involvement in extra-curricular domains for students, e.g., Sports, Cultural events, extension activities, awareness drives, green initiatives, Swachh Bharat abhiyan, Blood donation drives, energy conservation etc (Any one minimum per term)								5
	<i>Metrics:</i> Teachers Log book, certificate of participation, report of extension activities.								
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage	
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
	<i>Metrics:</i> 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	Weightage	



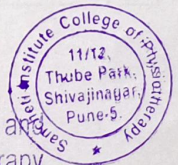
6	Significant contribution in professional development (Any 2 min), a. Invited as resource persons, judges, coordinators, professional activities, speakers etc b. Perusing PhD, Fellowship, academic upgradation courses etc.							5
	<i>Metrics:</i> Teachers Log book, certificate of appreciation, report 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	Weightage
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
	<i>Metrics:</i> Documentation of committee meetings and criterion documentation work, Active SOPs, activity reports with signatures. <i>ci) Attendance reports, syllabus completion, IA, SCALE, clinical postings. cii) Internal posting allotment reports, monthly statistics of clinical postings, clinical attendance records, communication with hospital staff, clinical teaching allotments.</i>							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage
8	Feedback from Stakeholders:							
	Students							10
	HOD and Principal							5
	<i>Metrics: scoring and inputs received</i>							
	TOTAL							100



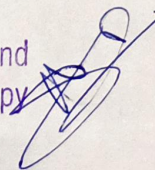
SANCHETI COLLEGE OF PHYSIOTHERAPY, PUNE

PROFORMA FOR PERFORMANCE APPRAISAL

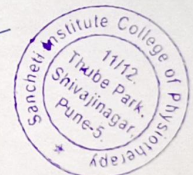
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a	Conduction of min 1 JC per month and Contribution and participation in PG academic and clinical teaching and supervision. (Total 10)							5
b	No. of clinical cases discussed this year: Total 10 (assigned 1 case per month)							5
	<i>Metrics: Students feedback, PG co-ordinator feedback</i>							
3	Research Activity	CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage



a	Stimulating UG students to undertake 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	Weightage
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	Weightage
5	Significant contribution in institutional development, e.g., Organising workshops, camps, CPE programs, conferences, Alumni engagement programs, webinars, e-content development etc. [any 1 per term]							10
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage
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
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage



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
	<i>Metrics: documentation of committee meetings and criterion documentation work</i>							
		CE (5)	EE (4)	MR (3)	NI (2)	FM (0)	Score	Weightage
8	Feedback from Stakeholders:							
	Students							10
	HOD and Principal							5
	<i>Metrics: scoring and inputs received</i>							
	TOTAL							100



Sancheti Institute for Orthopaedics and
Rehabilitation College of Physiotherapy