



KLE UNIVERSITY

(Formerly known as KLE Academy of Higher Education & Research)
[Established under Section 3 of the UGC Act, 1956 vide Government of India Notification No.F.9-19/2000-U.3 (A)]

APPOINTMENT AND PROMOTION POLICY

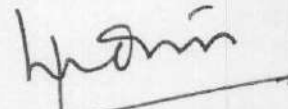
1. The University shall notify the posts for each of the Departments in the Institution as approved by the Board of Management of the University, keeping in view the norms of the respective Regulating Councils and recruit / promote the teaching faculty.
2. The University shall issue a Notification in the leading national dailies for recruitment of teachers.
3. The University shall strictly adhere to the guidelines / norms of the UGC and the respective Regulating Councils as regards to minimum qualification, age, experience, etc. and recruit / promote the teaching faculty.
4. The University, based on the merit, qualifications, experience, etc. short-list the candidates, to be called for the interviews.
5. The University shall verify all the original documents of the candidates at the time of interviews.
6. The candidates are required to appear before the Selection Committee of the University (which is constituted strictly in accordance with the Memorandum of Association of the University) and which contains external subject experts for interviews.
7. The University shall take the attendance of all the candidates who appear before the Selection Committee for interviews.
8. Based on the performance of the candidates during the interviews and also after ascertaining the qualification, previous experience, other awards / distinctions, etc. the Evaluation Sheet is handwritten by the Chairman (Hon. Vice-Chancellor) with concurrence of other members.
9. Based on the remarks / observations made in the Evaluation Sheet, the University shall issue Appointment / Promotion Orders to the respective candidates against the clear vacancies in the respective Departments.
10. The University has also Career Advancement Scheme (CAS) for promotion of deserving candidates where there is no possibility of getting promotion in the regular course of time due to non-availability of vacant posts in the respective Departments.
11. The University shall accept the joining reports of the selected candidates after verifying all the original documents.

ATTESTED

Dr. V.A.Kothiwale
Registrar

KLE Academy of Higher Education and Research
(Deemed-to-be-University u/s 3 of the UGC Act, 1956)
Belagavi-590 010, Karnataka




(Prof. (Dr.) P.F.KOTUR)
Registrar

KLE ACADEMY OF HIGHER EDUCATION & RESEARCH, BELAGAVI

SELF ASSESSING / APPRAISAL REPORT

(BL 25(1))

Name of the College : _____

Performance Appraisal Report Year : _____

A. General Information

- a) Name : _____
- b) Date of Birth: _____
- c) Address (Residential): _____ Ph. No. _____
- d) Designation : _____
- e) Department : _____
- f) Area of Specialization : _____
- g) Date of appointment : _____
 - i) in the university : _____
 - ii) on the Present Post : _____
- h) Honors Conferred

B. Teaching

a) Classes Taught

Class	Period	Assigned per week L/T/P/C	Taught in the year L/T/P/C	Steps taken engaging of periods missed during absence of leave
		(1)	(2)	(3)

- i) Bachelor's Degree
- ii) Master's Degree
- iii) Research Degree
- iv) Any other

(To be filled at the end of every academic year)

L = Lecture T = Tutorial P = Practical C = Clinics

b) Regularity and Punctuality

- c) Details of course teaching plan, synopses of lectures and reading lists supplied to students.
- d) Details of participation In the following:
 - i) Examination
 - ii) Internal Evaluation
 - iii) Paper Setting
 - iv) Assessment of Home assignments
 - v) Conduct of Examinations
 - vi) Evaluation of Dissertation etc.

C) Details of Innovations/Contribution in Teaching, during the year:

- a) Design of curriculum:
- b) Teaching methods:
- c) Laboratory experiments:
- d) Evaluation methods:
- e) Preparation of resource material including books reading materials, laboratory Manuals etc.
- f) Remedial Teaching/Student Counseling (academic)
- g) Any other

D. Improvement of Professional Competence:

Details regarding Refresher/Orientation Courses attended, participation in summer schools, workshops, seminars, symposia etc.

E. Research Contributions :

- a) Number of Students (M.Phil. / Ph.D., M.D., M.S., M.D.S., P.G. Diploma dissertation)

At the beginning
of the year

Registered during
the year

Completed during
the year

M.D./M.S./MDS

M.Phil.

Ph.D.

- b) No. of research papers published in peer reviewed journals / presented in conferences (state/zonal/national/international) (Please enclose list).

- c) Research Projects:

Title of the Project Name of the funding agencyDuration

- d) Details of Seminars, Conferences, Symposia organised/attended
- e) Patents taken, if any, give a brief description
- f) Membership of Professional Bodies
Editorship of Journals etc.

F. Extension Work / Community Service:

- a) Please give a short account of your contribution to:

- i) Community work such as values of National integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, family planning, Public Health, AIDS etc.
- ii) National Literacy Mission

- b) Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS) or NCC or any other similar activity

G. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/Institute
- b) Co-curricular activities.
- c) Enrichment of Campus Life
(hostels, sports, games, cultural activities)
- d) Students' Welfare and Discipline
- e) Membership / Participation in Bodies /
Committees on Education and National
Development, Membership of university,
Bodies and Authorities etc.

H. Assessment:

Steps taken by you for the evaluation of the
course programme taught

I. General Data:

State brief assessment of your performance indicating -

- a) achievements
- b) difficulties faced
- c) suggestions for improvement

Signature of the Teacher

J. Certification & Recommended by the regular HOD:

- a) Teaching ability & efficiency :
- b) Academic & Research aptitude :
- c) Conduct :
- d) Regularity / Punctuality :
- e) Teacher-Student relation :
- f) Relation with HOD & colleagues :
- g) What are the KLE University assignments :
he/she has done in the last 1½ years
- h) He he/she taken part in Institutional :
promotion activities
- i) Has he/she involved in anti-institutional :
activities
- k) His/her loyalty to the institution :
- l) Whether recommended for promotion :
if not, please substantiate
- m) Remarks :

Certified that the information furnished by the above Teacher in his/her Self-Appraisal report is found to be correct.

Name : _____

Prof. & Head : _____

Signature : _____

K. Assessment by the Principal/Director:

- A. General information
- B. Teaching
- C. Details of Innovations/Contribution in Teaching, during the year
- D. Improvement of Professional Competence
- E. Research Contributions
- F. Extension Work / Community Service
- G. Participation in Corporate Life
- H. Any other

Principal/Dean

Remarks of the Reviewing authority

Vice-Chancellor

KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

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APPLICATION FORM FOR PROMOTION TO THE POST OF _____

1. Name of the applicant	
2. Father's / Husband's name	
3. Date of Birth	
4. Particulars of the post held: Present designation Department Institution Date of joining the present post	 _____ _____ _____ _____
5. Contact Nos.	Mobile No. : _____ Telephone No. : _____ STD _____ E-mail : _____

6. Details of qualification (Please enclose proof as Annexure-I) :

Sl. No.	Qualification	Name of the Institution	Name of the University	Year of Passing	% of Marks obtained
1.	Under-Graduate (UG) Degree				
2.	Post-Graduate (PG) Degree				
3.	Doctor of Philosophy (Ph.D)				
4.	Others				

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7. Experience:

Sl. No.	Name of the Institution	Date of Joining	Date of leaving	Post held	Last Salary drawn	Reasons for leaving

Total teaching experience at UG level : _____ years

Total teaching experience at PG level : _____ years

(Please enclose copies of the relevant certificates as **Annexure-II**)

8. Whether participated in continuing education programs conducted by the **University Department of Education for Health Professionals (UDEHP)** or any other recognized institution / agency. If so, please furnish the following details with evidences as **Annexure-III**.

Sl. No.	Name of the Program	Conducted by	Program schedule			No. of Days
			From	To	Venue	
1.						
2.						
3.						

Or

Details of passing Pre-Ph.D. examination:

a. Year of passing Pre- Ph.D. examination :

b. Name of the University who conducted Pre-Ph.D. examination :

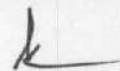
c. Number of attempts required to pass Pre-Ph.D. examination :

Or

Details of the Fellowship obtained:

a. Specialization/ subject in which Fellowship is obtained :

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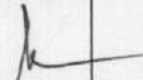
- d. Institution/ University who awarded the fellowship :
- e. Recognition of Institute / University :
9. Self-Appraisal Reports in the prescribed application duly signed by the concerned HOD and Principal is to be submitted as **Annexure-IV**.

11. Details of research publications in peer reviewed journal as **First Author**:

- a) During the time of serving at existing cadre (Please enclose reprints of Publications as **Annexure-V.i**) :
- b) Cumulative list of total publications as **First Author**: (Please enclose reprints of Publications as **Annexure-V.ii**) :
- c)

Sl. No.	Name & address of the Author	Title of the Paper	Level (Int./National/Regional/State Level)	Name of the Journal	Details of the publication			
					Year	Volume	Issue No.	Page No.

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b) Presentations: (Please enclose certificates of Presentations as **Annexure-VI**):

Sl. No.	Name of the Conference/Workshop/Seminars (Int. / National / Regional / State Level)	Sponsored / Organized by	Date & venue/place	Title of the paper presented
1.				
2.				
3.				
4.				

12. Contribution to educational methodology and technology:

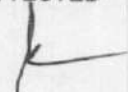
13. Contribution to professional activities and support extended for administration of the College :

14. Details of leave and duration, availed other than CL/ RH/ Spl. CL/ DL in Present Cadre:

15. Details of Deputation for higher studies/ skills, if any:

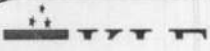
16. Any other information which is not covered in the above preform:

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DECLARATION

I hereby declare that the information furnished in this application for award of promotion to the next grade is correct and true to the best of my knowledge and belief. In case any information furnished by me in this application is found false / incorrect, the benefit of promotion granted by the University to me be withdrawn with retrospective effect. I enclose herewith copies of all documents in support of my qualification and experience. The application may please be forwarded to the University for further consideration.

Date : _____

Signature

ENDORSEMENT

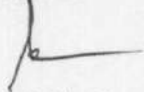
Certified that all the particulars by the applicant in this application form to consider promotion to the next grade and found correct the application of the above candidate has been verified with the entries in the Service Book.

Date : _____

Seal

Signature of the Principal

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KLE ACADEMY OF HIGHER EDUCATION & RESEARCH, BELAGAVI

**CONFIDENTIAL REPORT FOR CONSIDERATION OF
GRANT OF ANNUAL INCREMENT FOR THE YEAR 2019-20**

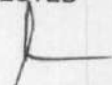
Sl. No	Particulars	Details
1	Name of the Staff	
2	Designation	
3	Working ability	
4	Conduct	
5	Regularity/Punctuality	
6	Relationship with the colleagues	
7	Contribution towards work in the Department/Section	
8	Details of any other achievement	
9	Relation with higher authorities	
10	Has He/ She taken part in Institutional Promotion Activities	
11	Has He / She involved in anti- institutional activities	
12	His loyalty to the Institution/University	
13	Whether recommended for grant of annual increment.	
14	Remarks	

Principal
KLE Institute of Nursing Sciences,
Belagavi

Deputy Registrar
KAHER, Belagavi

Registrar
KAHER, Belagavi

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KLE Academy of Higher Education and Research
(Deemed-to-be-University)

Accredited 'A+' Grade by NAAC (3rd cycle) & Placed in Category 'A' by MHRD (GoI)

Jawaharlal Nehru Medical College, Belagavi

Principal,
J. N. Medical College, Belagavi.

KLE Academy of Higher Education and Research
Accredited 'A+' Grade by NAAC (3rd cycle)

Jawaharlal Nehru Medical College, Belagavi.
Faculty Academic Performance Evaluation Proforma

Name of the faculty :

Department :

Date of joining JNMC :

Present Designation :

Date of last Promotion :

Period of evaluation : From

--	--	--

to

--	--	--

DD MM YY

Have you taken leave for more than 3 months during this period ?

Number of proofs attached to FAPEP Booklet :

Total points claimed :

Signature of the Faculty

Signature of the HOD

This booklet must be submitted to the NAAC Office in the first week of October

Eligibility criteria for salary increment

Each faculty to meet the following criteria

1. P.G. Teaching Program Attendance	: Minimum 60% attendance for individual teaching program per year.
2. U.G. Teaching	: for MBBS & Allied Courses
■ Classes Conducted -	: Minimum of 75%.
■ Tutorials Conducted -	: Minimum of 75%.
■ Practical / Clinical -	: Minimum of 75%.
Note	: Attendance will be granted to faculty only for attending OPD and conducting Tutorials for Undergraduate.
<p>Note: 25% margin for not conducting U.G. teaching programs & 40% margin for not attending P.G. teaching programs has been provided to the faculty for only valid reasons (e.g. when on leave, attending University, academic and other meetings). For such reasons prior alternative arrangements with staff has to be made to conduct teaching programs well in advance. Being absent without valid reasons mentioned above, will be considered as a negligence and NOT eligible for Faculty Academic Allowance.</p>	
3. Contribution to Teaching	: ■ Minimum 10 new MCQs per year per faculty to be added. ■ Minimum 2 new OSCE/OSPE stations per year per faculty to be added. ■ Conduct one OSCE/OSPE per year.
4. Addition to teaching material	: ■ Minimum 5 per year per faculty to be added. (X-ray, CT Scans, MRIs, ECGs, Spotters, Videos, Slides, Charts, Posters etc.)
5. Invigilation / Paper Setter of P.G. / U.G. Internal Assessment / KLE University Exams, Theory/Practical	: ■ 1 per year per faculty.
6. Pre and Para-Clinical	: ■ One project per year for U.G.
7. Pathology, Microbiology and Radiology	: ■ Conduct / Write-up one CPC per year.

RESEARCH

1. Publication / Paper / Poster Presentation / Research	: ■ 1 per year per faculty.
2. For Pre and Para-Clinical Subjects	: ■ 1 Project in Basic Science Research Centre, once in two years.
3. JNMC Scientific Society Clinical Meeting attendance	: ■ Minimum 3 per year per faculty.
4. KMC Credit Points Document to be produced	: ■ Minimum 6 per year per faculty.

CLINICAL MATERIAL

IPD Admissions (Note : Routine day care cases such as Thalassaemia will not be considered).	: ■ 1/ Consultant /OPD (Minor depts.) ■ 3/ Consultant /OPD (Major depts.)			
IPD input	: ■ Average 60% of MCI requirement in the year.			
Operation / Consultant per month Free Hospital (Calculated for one year & then average/month will be derived)	Operations Minor	Minor Dept. 7 / Constt.	Major Dept. 14 / Constt.	
	Major	3 / Constt.	6 / Constt.	
Pathologist / Consultant per month (Calculated for one year & then average/month will be derived)	HPR	FNAC		
		3	2	
Microbiology / Consultant per month (Calculated for one year & then average/month will be derived)	CULTURES	SEROLOGY		
		5	10	
Community Medicine referral/month	PHC	UHC		
	20	20		
Registers-OPD, IPD, OT & Procedures (As allotted by HOD) : Maintained as per MCI requirement Certified by HOD				

MENTORSHIP PROGRAM

1. Mentorship	: Conducted satisfactorily - 4 meetings per year.
2. Attendance and internal assessment (To be informed within one week) Information to students and parents.	: 3 per year.
* Certified by Mentor Co-ordinator	

ATTENDANCE TO COLLEGE FUNCTIONS (Minimum 70% attendance)

S. No.	Events
1.	Republic day :
2.	Annual Day :
3.	Basava Jayanti :
4.	Independence Day :
5.	Gandhi Jayanti :
6.	Rajyotsav Day :
7.	KAHER :
* Certified by Principal - JNMC	
Note : 50% of academic allowance will be deducted if faculty does not comply with 70% of attendance for above program.	

**Submission of Faculty Academic Performance Evaluation Proforma (FAPEP)
Booklet alongwith the documentary proof
GUIDELINES**

1. Faculty members to

- a. Write the FAPEP activity number on the documentary proofs and arrange them in the proper order.
- b. Enclose FAPEP booklet and all the proofs in the envelope
- c. On the envelope, write the dept. name and total number of papers attached to FAPEP booklet.
- d. Submit to HOD

2. HOD to

- a. Check and verify the contents of envelope.
- b. Sign on/in the FAPEP booklet.
- c. This booklet must be submitted to the NAAC Office in the first week of October.

Faculty Academic Performance Evaluation Proforma

1. Publication

		<input checked="" type="checkbox"/> Tick if the activity done by you.	Number of times the activity is done.		Total points claimed.	Number of proofs provided.	Total points allowed (To be filled by Scrutiny Officer)
a) Non indexed Journal [1st author +5, 2nd author +5, 3rd author + 2] Including publications in Lifeline	5	X		=			
b) Indexed National Journal [1st authors +5] (Scopus, web of science, pubmed) Including J. Sci. Soc., Indian Journal of Health Sci. & Bio. Research	25	X		=			
c) Indexed International Journal [all authors] (Scopus, web of science, pubmed)	30	X		=			
d) Book [all authors]	40	X		=			
e) Monographs/Booklets [all authors] JNMC Scientific Society Indian Journal of Health Sciences & Biomedical Research	35	X		=			
f) Chapter in a book [all authors]	30	X		=			
g) Editorial Expert opinion/Letter to the editor/ short communication in Indexed National and International Journals	10	X		=			
Note : * Acceptance letter from publisher carries full marks * Rejection letter from international journal (once in 3 years)	10	X		=			

	<input checked="" type="checkbox"/> Tick if the activity done by you	Number of times the activity is done	Total points claimed.	Number of proofs provided.	Total points allowed (To be filled by Scrutiny Officer)
2. Guest Lecture					
a) Local/Regional Meet/Community Health talks, Radio/TV talks		X	=		
10		X	=		
b) State Meet		X	=		
15		X	=		
c) Zonal Meet		X	=		
20		X	=		
d) National Meet		X	=		
25		X	=		
e) International Meet		X	=		
30		X	=		
3. Presentations of Paper/Poster					
a) Local [Including JNMC Scientific Society]		X	=		
5		X	=		
b) Regional/Zonal/State		X	=		
i) Presented by yourself -15		X	=		
ii) As a Guide/ Co-author -05		X	=		
c) National		X	=		
i) Presented by yourself -15		X	=		
ii) As a Guide/ Co-author -05		X	=		
d) International/outside India		X	=		
20		X	=		
[Faculty personally presenting the paper/poster will get full marks, 1st & 2nd author +10, 3rd author +5		X	=		
e) Attending i) JNMC Sci. Soc. meet 03 (Max-60)		X	=		
ii) Local workshop 05 (Max-25)		X	=		
f) Attending i) State/Zonal/National/International Conference		X	=		
10		X	=		
[Maximum one in each category]		X	=		

		<input checked="" type="checkbox"/> Tick if the activity done by you.	Number of times the activity is done.		Total points claimed.	Number of proofs provided.	Total points allowed (To be filled by Scrutiny Officer)
4. Honours/Awards							
a) Chairman/President/Secretary of Prof. organisations State level 20 [National +5, International +10]		X		=			
b) Exec. Comm. Member of state level organisations 15 [National +5, International +10]		X		=			
c) Chief Guest/Guest of Honour for sci. meet inauguration State level 20 [National +5, International +10]		X		=			
d) Awards for Teaching/Scientific/Medicosocial work State level 20 [National +5, International +10]		X		=			
e) Chairing scientific session state level/Judge for papers/Posters 10 [National +5, International +10]		X		=			
5. Resource person							
a) Workshop/State level/Zonal/Regional 20 [National +5, International +10]		X		=			
b) DOME/UDEHP/College/JNMC Sci. Soc. Programmes/Local 10		X		=			

		<input checked="" type="checkbox"/>					
		Tick if the activity done by you.	Number of times the activity is done.		Total points claimed.	Number of proofs provided.	Total points allowed (To be filled by Scrutiny Officer)
6. Organisational activity							
a) Chairman/Secretary/Jt. Secretary/Treasurer State Level Activity (National +5, International +10)	20	X		=			
b) Scientific Comm. Chairman State Level activity (National +5, International +10)	15	X		=			
c) Members of Scientific Comm. State Level	10	X					
d) Dept. CME-Chairman/Secretary/Jt. Secretary/Treasurer							
a. 1 day CME (min. 6 lectures)	10	X		=			
b. 1/2 day (min. 3 lectures)	05	X		=			
c. All other faculty of the Department	03	X		=			
7. Research activity/Audit							
a. Investigative activity	10	X		=			
b. Guide for the dissertation (completion & timely submission)	10	X		=			
c. Co-guide	05	X		=			
d. Participation in disaster managment.	10	X		=			
e. Participation in Health Camps [Maxium 30 points, refusal minus 5]	10	X		=			
f. Clinical Trials-Principal Investigator [International trials +10]	15	X		=			
g. Others	10	X		=			

		<input checked="" type="checkbox"/>						
		Tick if the activity done by you.	Number of times the activity is done.		Total points claimed.	Number of proofs provided.	Total points allowed (To be filled by Scrutiny Officer).	
8. University Statutory Body (eg. BOS, Faculty of Medicine etc.)								
Member -	10	X		=				
Chairman -	15	X		=				
Invitees -	05	X		=				
Co-ordinators -	10	X		=				

9. Speciality Clinics will be considered for FAPEP points only if they meet the following criteria.

- 1. OPD attendance - Minimum 10 cases / day of speciality clinic.
- 2. IPD Input - Minimum 15 cases / month from speciality clinic.

- Out reach programs
- Minimum Camps attended / Consultant - 5 / Year Professor & Associate Professor - 2/Year Assistant Professor & Senior Resident - 3/Year

10. Editorial Board [Local Magazine]

Editor	20	X		=				
Co-editor, Sub Editor, Asst. Editor, Asso. Editor	10	X		=				
Member	05	X		=				
Peer reviewer [Not for local] [State +5 National +10, International +15]	05	X		=				
11. Paper Setting								
Local level tests	10	X		=				

		<input checked="" type="checkbox"/> Tick if the activity done by you.	Number of times the activity is done.		Total points claimed.	Number of proofs provided.	Total points allowed (To be filled by Scrutiny Officer)
Home university Exam	15		X	=			
Outside University Exam.	20		X	=			
Dissertation evaluation [any number]	10		X	=			
12. Innovations [To be evaluated by the Committee]	10-30		X	=			
13. NAAC Activity							
Steering Committee IQAC Co-ordinator & Assistant Co-ordinator (at University & College level)	20		X	=			
Sub Committees a) Criteria overall incharge	15		X	=			
b) Criteria sub-incharge	10		X	=			
14. Refusal any responsibility							
At College level -50 (Certified by Principal)							
At Department level -25 (Certified by HOD)							
[Consecutive refusal 3 times makes you ineligible for Academic Allowance.]							
Total Points							

ADDITIONAL POINTS FOR ADMINISTRATIVE RESPONSIBILITIES
ADMINISTRATION RESPONSIBILITIES

S. No.	Heading	Marks
1.	Vice-Principal(s)	20
2.	Medical Superintendent	20
3.	Assistant Medical Superintendent	10
4.	HOD	15
5.	Unit Heads	10
6.	DOME / UDEHP Members	10
7.	Hospital Committee Chairperson / Member (OT Drug)	15 for Chairperson / 10 for member
8.	Allied Courses Co-ordinator In-charge	15
9.	Student Council	Vice-President 20 Chairperson 15 Co-Chairperson 10
10.	Hostel Responsibilities	Hostel In-Charge 20 Wardens 15
11.	Student Proctor	20
12.	Library	Chairperson 20 Secretary 15
13.	Scientific Society	Chairperson 20 Secretary 15

- NB :** 1. All activities done between October 1st to September 30th will be considered for faculty evaluation.
 2. The points are multiplied by the number of times the activity is repeated by any individual. Excess points can not be carried to the next year.
 3. All activity must be supported by evidence.
 4. These credit points will be considered only when the faculty member's routine work is certified as satisfactory by the HOD. The HOD will take into account the punctuality, regularity, commitment, dedication, obedience and discipline of the faculty members.
 5. Points needed to be eligible for academic allowance. **A. Sr. Res./Lecturer/Asst. Prof. 100 Points**
B. Asso. Prof./Prof. 150 Points

POINTS SCORED UNDER EACH FAPEP ACTIVITY

Nos.	Activity	Points Claimed	Points allowed (To be filled by Scrutiny Officer)
1.	Publication		
2.	Guest Lecture		
3.	Presentations of Paper/Poster		
4.	Honours/Awards		
5.	Resource person		
6.	Organisational activity		
7.	Research activity/Audit		
8.	University Statutory Body		
9.	Speciality Clinic		
10.	Editorial Board [Local Magazine]		
11.	Paper Setting/OSCE [10Stn.]/OSPE [10Stn.]/MCQ [15 No.]		
12.	Innovations [To be evaluated by the Committee]		
13.	NAAC Activity		
14.	Any other academic activity [Not covered elsewhere]		
	Total		

Faculty Academic Performance Evaluation Proforma (FAPEP) Guidelines to Officers Designated to scrutinise FAPEP

Proofs acceptable in support of the academic activities in the FAPEP

S. No.	Academic Activity	Acceptable Proof (Zerex copy of one relevant proof per activity)
1	Publication	The paper, Title page (If it is a book, monogram). The contents page (If it is a chapter), acceptance/rejection letter.
2	Guest Lecture*	Letter of invitation/Certificate/Photograph.Brochure/Program sheet.
3	Paper/Poster Presentation	Certificate/Report from Secretary, JNMC Sci. Soc.**/Attendance certificate.
4	Honours and Awards Photograph	Certificate/Brochure/News Letter/Souvenir/Letter of Invitation/Invitation Card/Letter Heads/
5	Resourse Person	Letter of Invitation/Brochure/Certificate/(HOD's Signature and Seal in the box against 5-b if it is dept.level activity eg. PG orientation program)
6	Organisational Activity	Brochure/Letter Heads/ Program Sheet
7	Research Activity	a) Letter/Certificate/Any relevant document b,c) Guide/Co-guide's certificate in dissertation already submitted d) Certificate from team leader or his signature in the box against 7-d/Letter of deputation from head of Institution. e) Letter or signature and seal of HOD in the box against 7-e f) Letter/Certificate/Any relevant document
8	University Statutory Body	University almanac/Letter of appointment.
9	Speciality Clinic	HOD's signature and seal in the box against 9
10	Editorial Board	Editorial board page of the Journal of Medical Science/Letter of Invitation.
11	Paper Setting/OSCE/OSPE	Local level tests - HOD's signature and seal in the box against 11. For others - University letter of invitation
12	Innovations	Attach additional sheet describing the innovation
13	NAAC Activity	This will be verified in the NAAC Office
14	Any other academic activity	Relevant certificate or appropriate signature *Guest lecture means talk given to the audience outside one's own department. Talk given in the intra departmental PG orientation program is considered under "Resourse Person"

**The report from the Secretary, JNMC Scientific Society will be obtained by
the FAPEP Scrutinising Officers. Academic activities without relevant proof may not be counted.

**KAHER
JAWAHARLAL NEHRU MEDICAL COLLEGE, BELAGAVI.**

DEPARTMENT OF _____

Confidential Report – Non-Teaching

1. Name : _____
2. Designation : _____
3. Due date of increment: _____
4. Work : _____
5. Conduct: _____
6. Whether Recommended for Annual Increment: _____
7. Remarks (if any): _____

Place: Belagavi.

Signature of the Head of the Dept.

Date:

With Seal:

**KAHER
JAWAHARLAL NEHRU MEDICAL COLLEGE, BELAGAVI.**

DEPARTMENT OF _____

Confidential Report Non-teaching

1. Name : _____
2. Designation : _____
3. Due date of increment: _____
4. Work : _____
5. Conduct: _____
6. Whether Recommended for Annual Increment: _____
7. Remarks (if any): _____

Place: Belagavi.

Signature of the Head of the Dept.