



INSTITUTE OF HEALTH SCIENCES

Campus: Chandaka Village, Chandaka, Bhubaneswar-754005, Odisha
Corporate Office: N2/41, IRC Village, Nayapalli, Bhubaneswar-751015, Odisha

Annual Performance Appraisal Form Teaching staff

(Maximum API Score: 220, Minimum Required API: 120 required)

(Period of Appraisal: From 01st July' 2023 to 30th June' 2024)

EMPLOYEE DETAILS:

Name of the faculty	Dr. BHABANI SHANKAR PADHY		
Department			
Designation	Principal		
Qualification:	P.h.D. (Management)		
Area of Specialization:	O.B, Operations		
Date of Joining the Institute	20th october 2023		
Experience (In Years)	At Previous Institution	At Present Institution	Total
	10	1	11
Gross Salary			

GUIDELINES:

The period of evaluation shall be 1st July to 30th June of any year.

- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- The faculty must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is the HOD and the Reviewing Authority (RA) is The Head of Institution (Director).
- Appraisal Committee for HOD: Evaluating Authority (EA) is the Principal; the Reviewing Authority (RA) is The Director.
- The EA shall verify all the information, by supporting proofs before commenting on the performance.



IHS

PART B

ACADEMIC PERFORMANCE INDICATORS (APIs)

CATEGORY - I: TEACHING, LEARNING & EVALUATION
(MINIMUM SCORE REQUIRED: 60)

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Lectures, Tutorials, Practical's conducted	50	43	
2.	Extra Teaching Duties	10	7	
3.	Curriculum Enrichment	10	6	
4.	Participatory & Innovative Teaching-Learning Methodologies	20	15	
5.	Examination Duties	05	3	
6.	Student Feedback	20	16	
7.	Course File & Material/Lab Manual Completion	20	16	
	TOTAL (I)	135	106	

(Note: Attach supporting documents to validate the claim)

Note: *Minimum 80 % compliance is mandatory for point 1, below which no scores may be assigned.

CATEGORY - II: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT
(MINIMUM SCORE REQUIRED: 15)

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Student Centric Activity <ul style="list-style-type: none"> • Inter-College Level Activity/ Event Convener/ Coordinator (20) Member (5) • College Level Activity/ Event Convener/ Coordinator (10) Member (2) • Certificate Course/ Add on Course with min. 50% teaching (15) with no teaching (5) • Guest Lecture for Students (2 per lecture) 	20	15	
2.	Academic and Administrative Committees & Responsibilities <ul style="list-style-type: none"> • College level : In charge (10) Member(2) • Department level : In charge (5) Member(1) 	15	12	



Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
3.	Professional Development Activities (attending seminars, conferences, workshops, talks, lectures, dissemination, general articles, invited lecture or talk, keynote talk, etc of duration less than 1 week) (3 each)	15	13	
	TOTAL (II)	50	40	

(Note : Attach supporting documents to validate the claim)

CATEGORY – III: RESEARCH & DEVELOPMENT

Sr. No.	APIs	Self-Evaluation	Evaluation by EA
1.	Sponsored Research Projects(Max: 3 points) <ul style="list-style-type: none"> • 05 to 10 lakhs • 01 to 05 lakhs • Up to 01 lakh 	0	
2.	External Funding for Research Activities(Ongoing/Completed) (Conf. / WS / Seminar / STTP / FDP etc) (Max: 3 points) Title: Sanctioned Organization: <ul style="list-style-type: none"> • 05 to 10 lakhs • 1 to 05 lakhs • 0.5 lakh to 01 lakhs 	0	
3.	Publications(Max: 5 points) Title: Type: <ul style="list-style-type: none"> • Journal • Conf. Proceedings (full paper with ISBN No.) • Conf. Proceedings (full paper without ISBN No.) • Technical Articles Books and Chapters in Books <input type="checkbox"/> International Publisher <input type="checkbox"/> National Publisher	0	
4.	Invited lectures / Paper Presentation(Max: 3 points) <ul style="list-style-type: none"> • International Conf. • National Conf. • State / University level 	0	



Sr. No.	APIs	Self-Evaluation	Evaluation by EA
5.	Industrial Training / Online courses (Max: 3 points) More than 2 weeks (3) , Up to 2 weeks(2)	0	
6.	Courses/ Programs Attended (Max: 3 points) <ul style="list-style-type: none">• International (Overseas)• International (India)• National/ State/ University	0	
7.	Courses/ Programs Organized for Faculty (Max: 3 points) International /National / State / University	2	
8.	Collaborative Research((Max: 3 points) International /National	1	
9.	Consultancy Projects: (Max: 3 points) Amount mobilized with a minimum of Rs.10lakhs. (10 for every Rs.10lakhs)	0	
10.	MOU / T & P Activities (Max: 3 points)	0	
11.	Fellowships / Awards: (Max: 3 points) <ul style="list-style-type: none">• International Award / Fellowship from academic bodies• National Award / Fellowship from academic bodies• State / University level Award from academic bodies	0	
	TOTAL (III)	3/35	



EVALUATION SUMMARY:

APIs	Minimum Required	Last Academic Year API Score	Total API Score for the Assessment period 2023-24
Category – I : Teaching, Learning & Evaluation	60		
Category – II : Co-Curricular, Extension & Professional Development	15		
Category – III : Research and Development	10		
Total	85		

(Note: Attach supporting documents to validate the claim)

ADDITIONAL COMMENTS (if any) by THE FACULTY

It has been an unique experience teaching
Management and Research Methodology to the
Health Science students.

29/10/24

Date:

Signature of Faculty



ASSESSMENT by the HOD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental or FY assignments, EA should seek remarks from the concerned HOD as the case may be)

On a 10 point scale, the performance of _____ can be rated at _____

Date:

Head of Department

REVIEW of ASSESSMENT & RECOMMENDATION by the Director (RA)

Dr. Bhakani Shankar Padhy is an active & valuable member of the interdepartmental clinical team. His academic skills are impressive.

Date:

[Signature]
Director
Institute of Health Sciences
Bhubaneswar

Signature of the Faculty
with designation and date

Signature of HOD

[Signature]
Signature of the
Principal with date

Signature of the Expert (Evaluation)

Signature of the Expert (Assessment)



IHS



INSTITUTE OF HEALTH SCIENCES

Campus: Chandaka Village, Chandaka, Bhubaneswar-754005, Odisha
Corporate Office: N2/41, IRC Village, Nayapalli, Bhubaneswar-751015, Odisha

Annual Performance Appraisal Form

Teaching staff

(Maximum API Score: 220, Minimum Required API: 120 required)

(Period of Appraisal: From 1st August' 2023 to 31st July' 2024)

EMPLOYEE DETAILS:

Name of the faculty	S. Srinivas Rao.		
Department	Physiotherapy.		
Designation	Prof & Head of Department.		
Qualification:	MPT		
Area of Specialization:	Rehabilitation.		
Date of joining the Institute	17.02.2017.		
Experience (In Years)	At Previous Institution	At Present Institution	Total
	NILD (35y)	7 year	42 year
Gross Salary			

GUIDELINES:

The period of evaluation shall be 1st August to 31st July of any year.

- All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.
- The faculty must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.
- Appraisal Committee for Faculty: Evaluating Authority (EA) is the HOD and the Reviewing Authority (RA) is The Head of Institution (Director).
- Appraisal Committee for HOD: Evaluating Authority (EA) is the Principal; the Reviewing Authority (RA) is The Director.
- The EA shall verify all the information, by supporting proofs before commenting on the performance.



IHS

RECORDS OF ABSENCE (TO BE FILLED BY THE ADMIN / HOD OFFICE)

Sl. No.	Type of Leave	No. of Leaves Availed		Signature of Admin / HOD with Date
		Term - I	Term - II	
1	Casual Leave (CL)	12	-	<i>S.K. Nayak</i> Administrative Officer Institute of Health Sciences Bhubaneswar
2	Medical Leave (ML)			
3	Duty Leave (DL)			
4	Maternity Leave (MTL)			
5	Leave Without Pay (LWP)			



IHS

PART B

ACADEMIC PERFORMANCE INDICATORS (APIs)

CATEGORY - I: TEACHING, LEARNING & EVALUATION
(MINIMUM SCORE REQUIRED: 60)

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Lectures, Tutorials, Practical's conducted	50	45	
2.	Extra Teaching Duties	10	-	
3.	Curriculum Enrichment	10	08	
4.	Participatory & Innovative Teaching-Learning Methodologies	20	15	
5.	Examination Duties	05	-	
6.	Student Feedback	20	20	
7.	Course File & Material/Lab Manual Completion	20	15	
	TOTAL (I)	135	103	

(Note: Attach supporting documents to validate the claim)

Note: *Minimum 80 % compliance is mandatory for point 1, below which no scores may be assigned.

CATEGORY - II: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT
(MINIMUM SCORE REQUIRED: 15)

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Student Centric Activity <ul style="list-style-type: none">• Inter-College Level Activity/ Event Convener/ Coordinator (20) Member (5)• College Level Activity/ Event Convener/ Coordinator (10) Member (2)• Certificate Course/ Add on Course with min. 50% teaching (15) with no teaching (5)• Guest Lecture for Students (2 per lecture)	20	15	
2.	Academic and Administrative Committees & Responsibilities <ul style="list-style-type: none">• College level : In charge (10) Member(2)• Department level : In charge (5) Member(1)	15	10	



Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
3.	Professional Development Activities (attending seminars, conferences, workshops, talks, lectures, dissemination, general articles, invited lecture or talk, keynote talk, etc of duration less than 1 week) (3 each)	15	15	
	TOTAL (II)	50	40	

(Note : Attach supporting documents to validate the claim)

CATEGORY – III: RESEARCH & DEVELOPMENT

Sr. No.	APIs	Self-Evaluation	Evaluation by EA
1.	Sponsored Research Projects(Max: 3 points) <ul style="list-style-type: none"> • 05 to 10 lakhs • 01 to 05 lakhs • Up to 01 lakh 	—	
2.	External Funding for Research Activities(Ongoing/Completed) (Conf. / WS / Seminar / STTP / FDP etc) (Max: 3 points) Title: Sanctioned Organization: <ul style="list-style-type: none"> • 05 to 10 lakhs • 1 to 05 lakhs • 0.5 lakh to 01 lakhs 	—	
3.	Publications(Max: 5 points) Title: Type: <ul style="list-style-type: none"> • Journal • Conf. Proceedings (full paper with ISBN No.) • Conf. Proceedings (full paper without ISBN No.) • Technical Articles Books and Chapters in Books <ul style="list-style-type: none"> <input type="checkbox"/> International Publisher <input type="checkbox"/> National Publisher 	—	
4.	Invited lectures / Paper Presentation(Max: 3 points) <ul style="list-style-type: none"> • International Conf. • National Conf. • State / University level 	—	



Sr. No.	APIs	Self-Evaluation	Evaluation by EA
5.	Industrial Training / Online courses (Max: 3 points) More than 2 weeks (3) , Up to 2 weeks(2)	—	
6.	Courses/ Programs Attended (Max: 3 points) <ul style="list-style-type: none"> • International (Overseas) • International (India) • National/ State/ University 	—	
7.	Courses/ Programs Organized for Faculty (Max: 3 points) International /National / State / University	—	
8.	Collaborative Research((Max: 3 points) International /National	—	
9.	Consultancy Projects: (Max: 3 points) Amount mobilized with a minimum of Rs.10lakhs. (10 for every Rs.10lakhs)	—	
10.	MOU / T & P Activities (Max: 3 points)		
11.	Fellowships / Awards: (Max: 3 points) <ul style="list-style-type: none"> • International Award / Fellowship from academic bodies • National Award / Fellowship from academic bodies • State / University level Award from academic bodies 	3	
	TOTAL (III)	35	



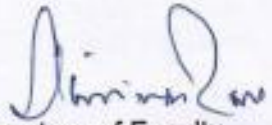
EVALUATION SUMMARY:

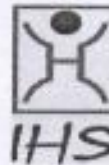
APIs	Minimum Required	Last Academic Year API Score	Total API Score for the Assessment period 2023-24
Category – I : Teaching, Learning & Evaluation	60	50	
Category – II : Co-Curricular, Extension & Professional Development	15	08	
Category – III : Research and Development	10	—	
Total	85	58	

(Note: Attach supporting documents to validate the claim)

ADDITIONAL COMMENTS (if any) by THE FACULTY

Date: 30.06.2024


Signature of Faculty

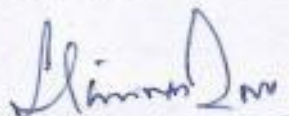


ASSESSMENT by the HOD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental or FY assignments, EA should seek remarks from the concerned HOD as the case may be)

On a 10 point scale, the performance of _____ can be rated at _____

Date:

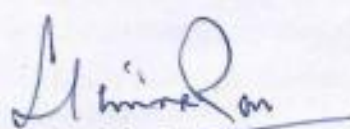

Head of Department

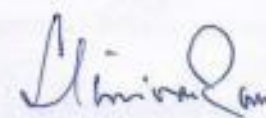
REVIEW of ASSESSMENT & RECOMMENDATION by the Director (RA)


Prof. S.S. Rao has shown exceptional
competence in his clinical & academic
responsibilities.

Date:


Director
Institute of Health Sciences
Bhubaneswar


Signature of the Faculty
with designation and date
Professor


Signature of HOD


Signature of the
Principal with date

Signature of the Expert (Evaluation)

Signature of the Expert (Assessment)



IHS



INSTITUTE OF HEALTH SCIENCES

Campus: Chandaka Village, Chandaka, Bhubaneswar-754005, Odisha
Corporate Office: N2/41, IRC Village, Nayapalli, Bhubaneswar-751015, Odisha

Annual Performance Appraisal Form

Teaching staff

(Maximum API Score: 220, Minimum Required API: 120 required)

(Period of Appraisal: From 1st August' 2023 to 31st July' 2024)

EMPLOYEE DETAILS:

Name of the faculty	Dr. Sushamita Sahoo		
Department	Audiology and speech language pathology.		
Designation	Head of the Department		
Qualification:	PhD. ASLP (scholar)		
Area of Specialization:	CAPD & vestibular sciences.		
Date of joining the Institute	17/07/2017		
Experience (In Years)	At Previous Institution	At Present Institution	Total
Gross Salary			

GUIDELINES:

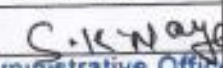
The period of evaluation shall be 1st August to 31st July of any year.

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- The EA shall verify all the information, by supporting proofs before commenting on the performance.



IHS

RECORDS OF ABSENCE (TO BE FILLED BY THE ADMIN / HOD OFFICE)

Sl. No.	Type of Leave	No. of Leaves Availed		Signature of Admin / HOD with Date
		Term - I	Term - II	
1	Casual Leave (CL)	12	—	 Administrative Officer Institute of Health Sciences Bhubaneswar
2	Medical Leave (ML)	—	—	
3	Duty Leave (DL)	—	—	
4	Maternity Leave (MTL)	—	—	
5	Leave Without Pay (LWP)	—	—	



IHS

PART B

ACADEMIC PERFORMANCE INDICATORS (APIs)

CATEGORY - I: TEACHING, LEARNING & EVALUATION
(MINIMUM SCORE REQUIRED: 60)

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Lectures, Tutorials, Practical's conducted	50	48	
2.	Extra Teaching Duties	10	09	
3.	Curriculum Enrichment	10	09	
4.	Participatory & Innovative Teaching-Learning Methodologies	20	19	
5.	Examination Duties	05	05	
6.	Student Feedback	20	20	
7.	Course File & Material/Lab Manual Completion	20	18	
	TOTAL (I)	135	128	

(Note: Attach supporting documents to validate the claim)

Note: *Minimum 80 % compliance is mandatory for point 1, below which no scores may be assigned.

CATEGORY - II: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT
(MINIMUM SCORE REQUIRED: 15)

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Student Centric Activity • Inter-College Level Activity/ Event Convener/ Coordinator (20) Member (5) • College Level Activity/ Event Convener/ Coordinator (10) Member (2) • Certificate Course/ Add on Course with min. 50% teaching (15) with no teaching (5) • Guest Lecture for Students (2 per lecture)	20	15	
2.	Academic and Administrative Committees & Responsibilities • College level : In charge (10) Member(2) • Department level : In charge (5) Member(1)	15	10	



Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
3.	Professional Development Activities (attending seminars, conferences, workshops, talks, lectures, dissemination, general articles, invited lecture or talk, keynote talk, etc of duration less than 1 week) (3 each)	15	15	
	TOTAL (II)	50	40	

(Note : Attach supporting documents to validate the claim)

CATEGORY – III: RESEARCH & DEVELOPMENT

Sr. No.	APIs	Self-Evaluation	Evaluation by EA
1.	Sponsored Research Projects(Max: 3 points) <ul style="list-style-type: none"> • 05 to 10 lakhs • 01 to 05 lakhs • Up to 01 lakh 	—	
2.	External Funding for Research Activities(Ongoing/Completed) (Conf. / WS / Seminar / STTP / FDP etc) (Max: 3 points) Title: Sanctioned Organization: <ul style="list-style-type: none"> • 05 to 10 lakhs • 1 to 05 lakhs • 0.5 lakh to 01 lakhs 	—	
3.	Publications(Max: 5 points) Title: Type: <ul style="list-style-type: none"> • Journal • Conf. Proceedings (full paper with ISBN No.) • Conf. Proceedings (full paper without ISBN No.) • Technical Articles Books and Chapters in Books <ul style="list-style-type: none"> <input type="checkbox"/> International Publisher <input type="checkbox"/> National Publisher 	5	
4.	Invited lectures / Paper Presentation(Max: 3 points) <ul style="list-style-type: none"> • International Conf. • National Conf. • State / University level 	3	



Sr. No.	APIs	Self-Evaluation	Evaluation by EA
5.	Industrial Training / Online courses (Max: 3 points) More than 2 weeks (3) , Up to 2 weeks(2)	3	
6.	Courses/ Programs Attended (Max: 3 points) <ul style="list-style-type: none"> • International (Overseas) • International (India) • National/ State/ University 	2	
7.	Courses/ Programs Organized for Faculty (Max: 3 points) International /National / State / University	3	
8.	Collaborative Research((Max: 3 points) International /National	3	
9.	Consultancy Projects: (Max: 3 points) Amount mobilized with a minimum of Rs.10lakhs. (10 for every Rs.10lakhs)	—	
10.	MOU / T & P Activities (Max: 3 points)	—	
11.	Fellowships / Awards: (Max: 3 points) <ul style="list-style-type: none"> • International Award / Fellowship from academic bodies • National Award / Fellowship from academic bodies • State / University level Award from academic bodies 	—	
	TOTAL (III)	35	



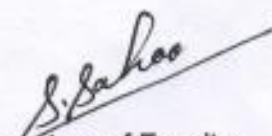
EVALUATION SUMMARY:

APIs	Minimum Required	Last Academic Year API Score	Total API Score for the Assessment period 2023-24
Category – I : Teaching, Learning & Evaluation	60	50	
Category – II : Co-Curricular, Extension & Professional Development	15	10	
Category – III : Research and Development	10	10	
Total	85	70	

(Note: Attach supporting documents to validate the claim)

ADDITIONAL COMMENTS (if any) by THE FACULTY

Date: 30.06.2024


Signature of Faculty




ASSESSMENT by the HOD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental or FY assignments, EA should seek remarks from the concerned HOD as the case may be)

On a 10 point scale, the performance of _____ can be rated at _____

Date:


Head of Department

REVIEW of ASSESSMENT & RECOMMENDATION by the Director (RA)

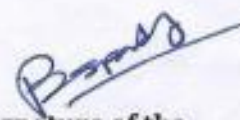
Dr. Subhasmita Sahoo has consistently demonstrated a high level of professional dedication & skill in the roles as Ho

Date:


Director
Institute of Health Sciences
Bhubaneswar


Signature of the Faculty
with designation and date


Signature of HOD


Signature of the
Principal with date

Signature of the Expert (Evaluation)

Signature of the Expert (Assessment)