

**Atreya Ayurveda Pratisthana®**  
**Spoorthi Ayurveda Medical College and**  
**Dr S.V.Savadi Ayurvedic Hospital Gangavathi**  
ISO 9001:2015 Recognized Institution



(Recognized By Govt. of Karnataka & N.C.I.S.M. New Delhi)  
(Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore)

Ref: NAAC 6.3.5

Date: 30-10-2026

### **6.3.5: Institution has Performance Appraisal System for teaching and nonteaching staff**

Spoorthi Ayurveda Medical College and Dr. S. V. Savadi Ayurvedic Hospital, Gangavathi, functioning under Atreya Ayurveda Pratisthana®, has established a structured **Performance-Based Appraisal System (PBAS)** to evaluate the professional performance, academic contributions, administrative responsibilities and overall development of teaching staff. The institution promotes transparency, accountability, professional excellence and continuous quality improvement through periodic performance assessment.

#### **1. Performance Appraisal of Teaching Staff**

The institution follows a systematic annual appraisal process through a prescribed PBAS proforma comprising four major assessment categories, each carrying a maximum of 25 marks, with an **overall score of 100 marks**.

##### **A. Academic Achievements (25 Marks)**

Faculty performance is assessed based on participation in national and international conferences, seminars, workshops, research paper presentations, publications in recognized journals, book publications, academic awards, Ph.D. qualifications and orientation or refresher programmes. Documentary evidence, including certificates and publications, is required for verification.

##### **B. Examination and Evaluation Duties (25 Marks)**

Faculty members are evaluated for their contributions to question paper setting, examination supervision, answer-script evaluation, university examination duties and participation in Boards of Studies, academic bodies and institutional administrative committees.

##### **C. Extracurricular and Extension Activities (25 Marks)**

Assessment includes participation in NSS activities, community outreach programmes, field visits, educational tours, student seminars, health camps, administrative responsibilities and other activities contributing to institutional and societal development.

##### **D. Teaching and Learning Evaluation (25 Marks)**

Teaching performance is evaluated based on allotted and completed teaching hours, additional academic responsibilities, curriculum enrichment, innovative teaching methodologies, ICT-enabled teaching, student engagement and feedback on teaching effectiveness.

#### **2. Performance Appraisal of Non-Teaching Staff**

Non-teaching employees are assessed periodically based on punctuality, attendance, professional competence, work efficiency, discipline, teamwork, communication skills, administrative responsibilities and participation in skill development programmes. The appraisal process identifies training requirements and opportunities for improving institutional services.

## Appraisal Review and Administrative Recommendations

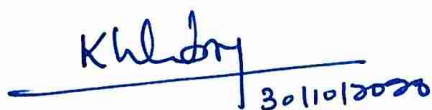
Teaching faculty submit completed PBAS forms along with supporting documentary evidence. The principal reviews the performance, verifies academic and administrative contributions and records recommendations. The appraisal is subsequently forwarded to the Management for review and appropriate decisions.

### 4. Outcomes and Continuous Improvement

Performance appraisal findings are utilized to identify professional development needs, encourage research and academic participation, recognize outstanding contributions and recommend training, incentives or career advancement wherever applicable.

### Conclusion

The institution's Performance-Based Appraisal System ensures objective evaluation, professional accountability, continuous skill enhancement and participatory institutional development. It strengthens the quality of teaching, research, administration and healthcare services while supporting the institution's Vision and Mission.

  
30/11/2020

**IQAC CO-ORDINATOR**  
Spoorthi Ayurvedic Medical College  
& Dr. S.V. Savadi Ayurveda Hospital  
Gangavathi-583227.

  
PRINCIPAL

Spoorthi Ayurvedic Medical College &  
Dr. S.V. Savadi Ayurvedic Hospital,  
Vidyanagar, GANGAVATHI-583 227.

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**PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR STAFF**

|                             |  |
|-----------------------------|--|
| NAME                        |  |
| DEPARTMENT                  |  |
| DESIGNATION                 |  |
| DATE OF JOINING THE COLLEGE |  |
| SUBJECTS TAUGHT : UG        |  |
| PG                          |  |

**A. ACADEMIC ACHIEVEMENTS: YOU HAVE TO SUBMIT XEROX COPIES OF CERTIFICATES AND AWARDS FOR ALL THE BELOW MENTIONED PARTICULARS AS EVIDENCE: Maximum marks 25**

| S.NO | PARTICULARS                                                                                                                                   | Maximum Marks | Marks secured |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| 1.   | Number of Seminars, Conferences, Workshops attended during the past 1 year                                                                    | 04            |               |
| 2.   | Number of papers presented in State, National and International Level Seminars, Conferences etc in the past 1 year (Evidence to be provided ) | 04            |               |
| 3.   | Number of Research articles published in National and International journals in the past 1 year                                               | 04            |               |
| 4.   | Number of books published in the past year                                                                                                    | 04            |               |
| 5.   | Award of PhD or any other award received by the State or Central Govt or Universities                                                         | 05            |               |
| 6.   | Number of Orientation or Refresher or Training programs attended during the past 1 year                                                       | 04            |               |

**B. EXAMINATION AND EVALUATION DUTIES: SUBMIT CERTIFIED COPIES OF THE SAME Maximum Marks 25**

| S.NO | PARTICULARS                                                                                                                         | Maximum Marks | Marks secured |
|------|-------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| 1.   | Question Paper Setting, Staff Examination, College Or University Exam Duties & Evaluation Of Answer Scripts Done In The Past 1 Year | 12            |               |
| 2.   | Participation In Board Of Studies, Academic And Administrative Committees In College, University And Other Institutions             | 13            |               |

**C. EXTRA- CURRICULAR ACTIVITIES: PROVIDE DOCUMENTS TO SUPPORT THESE ACTIVITIES: Maximum Marks 25**

| S.NO | PARTICULARS                                                                         | Maximum Marks | Marks secured |
|------|-------------------------------------------------------------------------------------|---------------|---------------|
| 1    | Number of extension activities like NSS, Red Cross etc conducted in the past 1 year | 05            |               |

|   |                                                                                                             |    |  |
|---|-------------------------------------------------------------------------------------------------------------|----|--|
|   | Field visits, Study visits, Student seminars etc conducted during the past 1 year                           | 05 |  |
|   | Administrative responsibilities performed during the past 1 year                                            | 05 |  |
| 4 | Number of health camps conducted, participated and role played in the past 1 year                           | 05 |  |
| 5 | Any other activities performed in the past 1 year in the best interest of general public in the past 1 year | 05 |  |

#### D.TEACHING AND LEARNING EVALUATION

| S NO | PARTICULARS                                                                                                                                                                                                                                             | Maximum marks | Marks Secured |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| 1    | Lectures, Seminars, tutorial Practicals Allotted hours and actual hours performed                                                                                                                                                                       | 04            |               |
| 2    | Lecture or other duties performed in excess of allotted hours                                                                                                                                                                                           | 04            |               |
| 3    | Preparation and improving of knowledge /instructions as per Curriculum syllabus enrichment by providing additional resources to students (such as bridge material study pack as Dr Seminars Additional resources for students (evidence to be provided) | 04            |               |
| 4    | Use of participatory and innovative teaching learning methodologies updating of subject content, course improvement etc                                                                                                                                 | 04            |               |
| 5    | Use of Information Communication Technology Aids in teaching                                                                                                                                                                                            | 04            |               |
| 6    | Students Feedback on the quality of classroom teaching and students interaction (feedback forms to be collected)                                                                                                                                        | 05            |               |

**Note: Separate Sheets may be enclosed, if space is not enough.**

DATE:

SIGNATURE OF THE STAFF

Recommendation by the Principal

Recommendation by the Management

SIGNATURE OF THE PRINCIPAL

**PRINCIPAL**  
**Spoorthi Ayurvedic Medical College &**  
**Dr.S.V.Savadi Ayurvedic Hospital,**  
**Vidyanagar, GANGAVATHI-583 227.**