

PERFORMANCE BASED EVALUATION POLICY

This Performance-Based Evaluation Policy has been developed for Women Medical & Dental College (WM&DC) to ensure a transparent, fair, and comprehensive assessment of both teaching and non-teaching staff. The policy has been prepared in consultation with the Human Resources (HR) Department, Quality Enhancement Cell (QEC), IT Department, and the Department of Medical & Dental Education & Research (DMER / DDER). The purpose of this policy is to promote professional growth, accountability, and excellence in academic and administrative services. Performance evaluation outcomes will be used for annual performance review and financial increments.

Scope

This policy applies to all teaching and non-teaching staff of Women Medical & Dental College. Separate evaluation criteria have been defined to ensure role-specific and objective assessment.

Evaluation Criteria for Teaching Staff

The performance of teaching staff shall be evaluated on a 100-point scale, distributed as follows:

Criteria	Weightage
Attendance	25%
Student Evaluation	25%
Portfolio	25%
Feedback (ACR 10% + 360 Feedback 15%)	25%

Details of Teaching Staff Evaluation Criteria

Attendance (25%): Attendance reflects punctuality, availability, and commitment to institutional responsibilities. Attendance data will be generated by the IT Department and shared with HR for evaluation.

Scoring Guide (Out of 25 Marks)

- 90-100%- 25
- 80-89% - 20
- 70-79% - 15
- 60-69% - 10
- 50-59% - 5
- Below 50%- 0

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Student Evaluation (25%): Student feedback provides insight into teaching effectiveness, communication skills, course delivery, and overall academic engagement. QEC will conduct standardized student evaluations.

Scoring Guide (Out of 25 Marks)

- Above 70% - 25
- 60-69% - 20
- 50-59% - 15
- 40-49% - 10
- 30-39% - 5
- Below 10% - 0

Portfolio (25%): Portfolio assessment includes lectures delivered, research activities, CME participation, faculty development programs, publications and other academic contributions, aligned with the approved job description.

a) Teaching Engagement (Lectures – LGF & SGF) – 15%

Workload Evaluation Criteria (Total Marks: 15)

S. No.	Workload Percentage	Marks Awarded
1	70% and above	15 Marks
2	50% – 26%	13 Marks
3	25% – 20%	9 Marks
4	Below 20%	5 Marks

b) Research Publications/ Faculty development activities / CME/ Workshops & Gr

The evaluation will be carried out according to the criteria outlined below:

Criteria I: Research Publications (2025)

S. No.	Research Publication Status	Marks
1	One (01) research paper published	5 Marks
2	Research paper submitted and under review / approval pending	2.5 Marks

3	No research paper published	0 Marks
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Criteria II: Workshops/Seminar/Symposium/Conference etc. Attended (2025)

S. No.	Number of Workshops Attended	Marks
1	Three (03) or more workshops attended	5 Marks
2	Two (02) workshops attended	3 Marks
3	One (01) workshop attended	1 Mark
4	No workshop attended	0 Marks

Criteria I: Research Publications

For the year 2025, faculty members will be evaluated based on their research publications. A faculty member who has published one research paper will receive 5 marks. If a research paper has been submitted and is under review or approval is pending, 2.5 marks will be awarded. Faculty members with no research paper published will receive 0 marks.

Criteria II: Workshops / Seminar / Symposium / Conference Attended

Faculty members will also be evaluated based on their participation in professional development activities in 2025. Those who attend three or more workshops, seminars, symposiums, or conferences will receive 5 marks. Attendance in two such activities will earn 3 marks, while attendance in one activity will earn 1 mark. Faculty members who do not attend any such event will receive 0 marks.

Feedback (25%): Feedback consists of Annual Confidential Report (ACR – 10%) provided by the Head of Department or Supervisor, and 360-Degree Feedback (15%) coordinated by QEC to ensure a holistic assessment.

Evaluation Criteria for Non-Teaching Staff

The performance of non-teaching staff shall be evaluated on a 100-point scale, distributed as follows:

Criteria	Weightage
Attendance	50%

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Feedback (ACR 25% + 360 Feedback 25%)	50%
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Details of Non-Teaching Staff Evaluation Criteria

Attendance (50%): Attendance is a key performance indicator for non-teaching staff and reflects discipline, punctuality, and reliability. Attendance records will be maintained and verified by the IT and HR Departments.

Feedback (50%): Feedback includes Annual Confidential Report (ACR – 25%) by the immediate supervisor and 360-Degree Feedback (25%) to evaluate teamwork, communication, responsibility, and overall contribution.

Evaluation Procedure

Step 1: The IT Department will generate attendance reports and provide verified data to HR.
 Step 2: QEC will conduct student evaluations and 360-degree feedback surveys.
 Step 3: Heads of Departments / Line Managers will complete Annual Confidential Reports (ACRs).

Step 4: HR will compile all evaluation data and prepare final performance scores for approval and implementation.

Performance-Based Financial Increments

Based on the final performance score, employees will be placed into performance categories, which will be used to determine annual financial increments.

Performance Category	Increment Percentage
A (80–100%)	100%
B (70–79%)	90%
C (60–69%)	80%
D (50–59%)	70%
E (40–49%)	60%
F (Below 40%)	50%