

Indira Gandhi Medical College & Research Institute

(Government of Puducherry Institution)

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No. IGMC&RI/Estt. (Acad.)/Eval.CAS/2020/ 2856

Dated: 22.12.2020

ORDER

Sub: IGMC&RI, Puducherry – Guidelines for the implementation of Career Advancement Scheme for eligible Teaching faculty in IGMC&RI – Orders - Issued.

Ref: GO. Ms. No.51 dated 15.11.2018 of Health Secretariat, Puducherry.

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The Government of Puducherry has issued GO. MS. No. 51 dated 15.11.2018 to facilitate the implementation of Career Advancement Scheme for the teaching faculty in IGMC&RI. As per the provisions of GO to evaluate the API Score / Teaching learning feedback guidelines have been framed with the approval of the Chairman. The Guidelines are annexed to this order. Hence you are instructed to follow the guidelines meticulously & finish the API score / Teaching learning feedback exercise at the earliest.



(S. MANICKADEEPAN)
DIRECTOR 1/5

Encl: As above.

To

1. The Dean, IGMC&RI, Puducherry.
2. The Chair Person, Internal Quality Assurance Committee, IGMC&RI, Puducherry. } **for Teaching learning Evaluation**

Copy to:

1. The Medical Superintendent, IGMC&RI, Puducherry.
2. All HODs, IGMC&RI, Puducherry.
3. The Administrative Officer, IGMC&RI, Puducherry.
4. The Supdt, Academic Section, IGMC&RI, Puducherry.
5. The Supdt, Accounts Section, IGMC&RI, Puducherry.

Indira Gandhi Medical College & Research Institute

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**Guidelines for the implementation of Career
Advancement Scheme for Teaching faculty in
IGMC&RI**

Guidelines for the implementation of Career advancement scheme for Teaching faculty

The Indira Gandhi Medical College and Research Institute has introduced the time bound Career advancement scheme (CAS) for Teaching faculty without linkage of vacancies through the notification of the Health Secretariat vide GO.Ms. No.51 dated 15.11.2018. These guidelines are framed to facilitate the implementation of the Career advancement scheme for the teaching faculty within the framework as provided in the GO.

The GO provides for the following four stages of career advancement of teaching faculty.

Stage	Years of Completion of Service	Grade pay		Scale of Pay	Levels of Advancement
Stage I		GP Rs 6600	PB-3	Rs 15,600 – 39,000	Entry Grade appointment
Stage II	2 years	GP Rs 7600	PB-3	Rs 15,600 – 39,000	I career Advancement
Stage III	6 years	GP Rs 8700	PB-4	Rs 37,400 – 67,000	II career Advancement
Stage IV	13 years	GP Rs 10000	PB-4	Rs 37,400 – 67,000	III career Advancement
Stage V	23 years	HAG		Rs 67,000 – 79,000	IV career Advancement

A. Composition of the API score Evaluation Committee:

According to the provisions of the GO the duly constituted Screening committee must assess the Academic Performance Indicators of the teaching faculty whoever applied for CAS. To facilitate the Screening committee in its assessment, approval of the Chairman, IGMC&RI and Secretary (Health) has been obtained to constitute an API score evaluation committee. The composition of the Evaluation Committee is as follows:

- Dean, IGMC&RI - Chairman of the Evaluation Committee.
- External member from TN MGR Medical University - 01 No
- External member - from JIPMER - 01 No
- One Expert member from Pondicherry University – 01.No

B. Evaluation of Research publications.

The Academic performance Indicators for Research publications are mentioned from serial No.1 to 4 of Annexure-II of the said GO. The conditions stipulated in the GO is, weightage will be given for order of authorship, original research, indexation and no. of publications.

The guidelines to evaluate the research publications of faculty members are given as follows.

- All research publications which are as per requirement of MCI/NMC guidelines prevailing at the time of considering application for advancement shall alone be considered.
- The original research study should have the approval of the Institute Ethics Committee of IGMC&RI or that of other partnering Research institutes to be eligible for consideration.
- Research publication date should be during the period of applicant's tenure in IGMC&RI with name of IGMC&RI in publication.

C. Teaching Learning evaluation feedback from students.

The exercise of receiving feedback from every class handled by the teaching faculty (year wise) will be performed by the Internal Quality Assessment Committee. The entire exercise of Teaching Learning evaluation feedback will be coordinated by the Dean and IQAC with the help of HODs.

An online system of receiving feedback from students will be introduced in due course of time. Until the online system is introduced the manual mode of receiving student's feedback will be followed, to dispose of the applications already received.

The procedure to be followed in the manual mode of processing is given as follows.

- The Internal Quality Assurance Committee will be responsible for this activity every year.
- The manual forms will be printed and circulated to the students with a flyleaf to maintain confidentiality.
- The IQAC representative who is conducting the evaluation will instruct the students to fill in the flyleaf at the very beginning of evaluation.
- The IQAC representative will collect the filled in flyleaves immediately after the students finish filling up the flyleaves.
- Only after collection of the filled in flyleaves the evaluation by students shall be allowed to happen.
- The collected filled in flyleaves may be immediately placed in a sealed cover and handed over to the Office of the Director, IGMC&RI.

- The IQAC will analyse the responses and prepare a compiled report to be submitted to the Dean. The IQAC shall forward the Compiled report in a sealed cover to the Dean's office every year and it will be used for API evaluation.
- The form for receiving Teaching-Learning evaluation feedback is at Annexure-1.
- The format of the compiled report is at Annexure-2.
- The Internal Quality Assessment Committee will distribute the manual forms to the students as per the scheme given below.

Scheme for Teachers' Evaluation by students			
YEAR	SUBJECTS	NUMBER OF STUDENTS	WHEN
I MBBS	Anatomy Biochemistry Physiology	150	During Semester II
II MBBS	Pharmacology Pathology Microbiology Forensic Medicine	150	During Semester IV
III MBBS Part I	Community Medicine ENT Ophthalmology	150	During Semester VI
III MBBS Part II	Medicine Surgery OBGY Paediatrics Orthopaedics Dermatology Radiology Respiratory Medicine	150	During Semester VIII
INTERNS	Anesthesia Psychiatry	150	At the end of respective posting.

ANNEXURE – 1
TEACHER EVALUATION FORM

(To be filled by the students)

This questionnaire has been designed to seek a feedback from the student to strengthen the quality of teaching-learning environment and to look for opportunities to improve teacher's performance in classroom engagement with students to bring excellence in teaching and learning

Faculty Name:	Subject:	Semester:
F1, F2, F3..etc		

Award the score as per the parameters given.

- **Excellent– 5**
- **Very Good - 4**
- **Good - 3**
- **Average - 2**
- **Below Average – 1**

No.	Question pertaining to teacher's Quality	SCORE				
		F1	F2	F3	F4	F5
1	Regularity and punctuality in taking class/ session					
2	His/ her knowledge of the subject					
3	Teacher comes prepared for the class					
4	Delivery of subject matter -effectively with clarity and coherence					
5	Skill of linking subject to life experience & creating interest in the subject					
6	Use of appropriate teaching aids effectively					
7	Use of innovative teaching methods					
8	Teacher completes the syllabus in time					
9	Responsive to questions					
10	Receptiveness to new ideas and disagreement					
11	Encouragement of student engagement, participation, and discussion					
12	Prodcutive use of time in the class					
13	Skills of addressing inappropriate behaviour of student					
14	Sensitivity to student problems					
15	Helps students irrespective of ethnicity, gender and culture/background					
16	Helps students facing physical, emotional and learning challenges					
17	Impartial in grading and internal evaluation					
18	Promotes ethical conduct					
19	Shows warmth, caring and respect to students					
20	Inspires students to realise potential					

ANNEXURE – 2

Format for submission of Compiled report by IQAC

Format for the Compiled report					
Name of the Faculty	F1	F2	F3	F4	F5
Total no of students participated in evaluation					
Average Marks obtained					
Signature of the IQAC and DEAN					