

Academic staff annual appraisal

ANNEX 1 – Teaching contact hours Classroom-based (Face-to-Face)			
Module / Strand	Topic	Kind of activity	Duration of the session (hrs)
Orientation	Introduction to MBBS curriculum	Lectures	1
	PGL on PBL	Lectures	1
PDFM	Adaptation to a new environment	Small group discussions	4
	Conflict resolution	Small group discussions	4
	Professionalism	Lectures	2
	Equity and diversity	Lectures	2
	Equity and diversity	Student seminars	2
Total contact time with preparation (hrs)			23

ANNEX 2 – Assessment contact hours

STRAND	EXAM	QUESTION TYPE	TOTAL TIME FOR WRITING	TOTAL TIME FOR SERUITINY	TOTAL TIME FOR MARKING
PDFM	UNIT 5	SBA (3)	5	3	12
		T / F (2)			
		OSCE (6)			
		Portfolios (60)			
Total contact hours for assessments					20

ANNEX 3 – Student research supervision

STRAND	NO. OF GROUPS	TOTAL HOURS
CHS	3	90

ANNEX 4 – Academic coordination

LEVEL	ROLE	HOURS	Total hours for academic coordination
Programme	Strand chairperson (PDFM)	40	150
	Chief examiner – Continuous Assessments (English, PDFM CAs)		
Faculty	Student mentor	44	
	Official (e.g. Chairperson, Secretary, Coordinator, etc.) of a faculty level committee (CSS, QA)		
	Member of a faculty level committee (Curriculum Committee)		
University	Member of the Senate	40	
	Official (e.g. chairperson,		

	coordinator, director) of a University unit/centre		
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Workload calculation

Component	Contact hours
Teaching	23
Assessment	20
Undergraduate student research supervision	90
Academic coordination	150
TOTAL STUDENT CONTACT HOURS	283

Annex 5 - Level of Coordination

Level of Coordination	Examples of Coordination Work	Notional Hours
National Level Coordination	National Level Coordination ----- -----	As per the required hours of work for the appointment, stipulated in the ToR
	Coordinator of projects of national level relevance	
	Director @ National level Institutes	
	Member of National level committees/projects/taskforces	
	Resource person in National level workshops	
University Level Coordination	University Level Coordination----- -----	200 hrs/year
	Vice Chancellor	1400 hrs/year
	Rector	1400 hrs/year
	Deputy Vice Chancellor	1400 hrs/year
	Proctor	100 hrs/year

	Director/Deputy Director @ University level Institutes/Centres/Linkages	100 hrs/year
	Chairperson of University level Committees	Actual time spent as per the records
	Coordinator of University level Entities	50 hrs/year
	Head @ University Level Units	100 hrs/year
	Member of a Team of institutional Linkages	25 hrs/year
	Coordinator of University level Projects	As per the required hours of work for the appointment, stipulated in the ToR
	Member of University level subcommittees/projects	
	Resource person in University level workshops	Actual time spent as per the records
	Senior Treasurer of University level Societies/Unions	Actual time spent as per the records
	Warden/Sub-warden of Hostel	100 hrs/year
Faculty Level Coordination	Faculty Level Coordination----- -----	100 hrs/year
	Dean	1400 hrs/year
	Coordinator of Faculty level Entities	50 hrs/year
	Chairperson of Faculty level Committees	Actual time spent as per the records
	Coordinator of Faculty level Projects	As per the required hours of work for the appointment, stipulated in the ToR
	Deputy Proctor	100 hrs/year
	Student Counsellor	100 hrs/year
	Faculty Level Career Guidance Advisors / CGEE members	50 hrs/year
	Academic Counsellor	50 hrs/year
	Member of Faculty level subcommittees/projects	Actual time spent as per the records
	Resource person in Faculty level workshops	Actual time spent as per the records
	Senior Treasurer of Faculty level Societies/Unions	Actual time spent as per the records

Departmental Level Coordination	Departmental Level Coordination- -----	50 hrs/year
	Head	500 hrs/year
	Coordinator of Department level Projects	As per the required hours of work for the appointment, stipulated in the ToR
	Coordinator of Department level Entities	50 hrs/year
	Member of Department level subcommittees/projects	Actual time spent as per the records
	Resource person in Department level workshops	Actual time spent as per the records
	Senior Treasurer of Department level Societies	Actual time spent as per the records
Other Contributions	Coordinating development of new degree programme	100 hrs/year
	Developing a new course	40 hrs/course
	Infrastructure development at Department/Faculty/University	Actual time spent as per the records
	Outreach activities in collaboration with external entities	Actual time spent as per the records
	Office bearer of professional bodies/ societies	Maximum 50 hrs/year
	Organizing conferences/symposia/workshops	Maximum 50 hrs/year