

August, 2012

OFFICE MEMORANDUM

Sub: Work Standards for Faculty of autonomous Institutions of medical education under the Department of Health and Family Welfare, Government of India.

Attention is invited to Ministry of Health and Family Welfare's letter No. V-16020/57/2008-ME.I dated 12.1.2010 whereby the revision of pay scales of faculty of autonomous Institutions of medical education under the Department of Health and Family Welfare were communicated. Attention is further invited to paragraph 5(5) of the letter *ibid* wherein it has been stipulated that the Institute Bodies concerned shall finalize suitable work standards for faculty within one year.

For the purpose of determining the work standards referred to above, Ministry of Health and Family Welfare vide letter No.V-16020/57/2008 dated 23rd July, 2010 had constituted a Committee with Dr. Sneh Bhargava, former Director, AIIMS, New Delhi as Chairperson. The Committee submitted its report to Ministry of Health and Family Welfare on 29th October, 2011. The report of the Committee was circulated to all the Institutions of medical educations under the Department of Health and Family Welfare and further consultation was undertaken in a meeting taken by Secretary (Health & Family Welfare) on 22nd June, 2012 with the Heads of the autonomous Institutions.

Based on the recommendations of Dr. Sneh Bhargava Committee and the consultations held with the Institutions thereafter, the following work standards for faculty of autonomous Institutions of medical education under the Department of Health and Family Welfare, as detailed hereunder, are approved:-

1. Functions of faculty & allocation of time there for.

Faculty of medical institutions under reference are usually expected to devote time to

- i. Teaching and training,
- ii. Research,
- iii. Service delivery and patient care
- iv. Corporate activities.

Apportionment of faculty time amongst these functions would vary from Department to Department. Therefore, Departments are to be grouped into 3 broad categories viz. the Basic Sciences Departments, para-clinical services departments and health care providers/ clinical departments and the apportionments of time for faculty activities is expected to be as under:-

Basic Sciences Departments	Anatomy, Physiology and Pharmacology, Biophysics, Biochemistry, Biotechnology and NMR Department
Teaching and Training	45% of time
Research	45% of time
Corporate activities *	10%
Since teaching and research go hand in hand a 10-20% variation in time would be an acceptable norm	

Para-clinical services Departments	Pathology, Microbiology, Laboratory Medicine**
Teaching & Training	30% of time
Service Delivery	30% of time
Research	30% of time
Corporate activities*	10% of time

Healthcare providers/clinical departments	Medicine and sub specialties, Surgery and sub specialties, Gynae and Obst, Radiology & Imaging and Nuclear Medicine**
Teaching & Training	30% of time
Patient Care	30% of time
Research	30% of time if optimum conditions are provided
Corporate Activities*	10% of time
Since teaching and health care service delivery go hand in hand a 10-20% variation in time would be an acceptable norm	

*Corporate activities include serving on various Departments/ Institutional/ National/ Academic Committees.

** Each Institute can categorize its various Department into these three groups according to work assigned to these Departments.

Institutes would have the flexibility of altering the time allocation criterion for evaluation of performance amongst various components by 15-25%. This would be formally notified by the Institute(s). The performance of faculty would be assessed against these components as per the formally assigned weight-age to each component.

2. Criterion for evaluation of performance:

The evaluation of faculty for promotion under the Assessment Promotion Scheme would be based upon the following parameters:

a. Teaching & Training: Evaluation shall be based upon:-

i. Didactic lectures delivered

- ii. Participation in Departmental, Institutional, programs sponsored by National Associations and other educational Institutions, educational exercises i.e. Continuing Medical Education, Grand rounds, Seminars, Workshops.
- iii. Clinical teaching exercises
- iv. Interdepartmental teaching
- v. Mentorship & guidance provided to students for thesis work.
- vi. Visiting professorships
- vii. Question Bank Formation
- viii. Student Feed back
- ix. Production of teaching Material/Books/Monographs/Technical Manuals
- x. Innovation in teaching methods introduced

Details of the above stated activities will be maintained in a self reporting log/ proforma and would be made available to the internal screening committee.

b. Research

Subject to the flexibility allowed, 25-30% of working time should be captive time for research. This would be assessed on the following parameters and is mandatory when considering promotions of faculty:-

i. Grants obtained

Assistant Professor	One intramural grant of Rs.2-5 lakh to be provided by the seed money at the time of joining the Institute provided such a scheme has been operationalised by the Institute
Associate Professor	Extramural grant - one
Additional Professor	Extramural grant - two

- The grant could be held either as Principal Investigator or as Co-investigator.
- Peer reviewed ethics committee approved non funded grants would also be given the same weight-age considered for evaluation under APS.
- Institutes other than AIIMS New Delhi, PGIMER Chandigarh, NIMHANS Bangalore would also establish their Scientific Advisory Committees.
- All Institutes must introduce training courses in Research Methodology for all faculty on mandatory basis.

c. Publications:-

For consideration for promotion under the APS faculty are required as a part of their research activities to publish papers as under:-

	Publications in PubMed indexed journals (Mandatory)
Assistant Professor	At least 3 publications of which at least 1 should be first author
Associate Professor	3-5 papers during the assessment period of which at least 1 should be first/corresponding author original article
Additional Professor	5-7 papers during the assessment period of which at least 2 should be first/corresponding author original article
Professor	5-10 papers during the assessment period of which at least 3 should be first/corresponding author original article. The publications should be focused in a particular research area

Evaluation of published papers would be done on the basis of:

- Number of papers published in
 - National Journals
 - International Journals
- Total citation index
- Average impact factor of journals
- Quality of publication(s).
- Number of PhD scholars being guided would be given due credit.
- Patents earned will be given due credit.
- Elected membership/fellowship of medical and science academies is a desirable achievement and will be given due credit.

d. Patient Care Services:

The criteria for assessment of performance in delivery of Patient Care services would be as follows:

Clinical

- (i). OPD's clinics attended per month
- (ii). IPD duties assigned and done per month
- (iii). Procedures / surgeries undertaken
- (iv). New techniques developed
- (v). New Services started Creation of disease management programs for care-continuum
- (vi). Destination programs (High excellence)
- (vii). Interdisciplinary clinical treatment that are pace setters for other systems to adopt
- (viii). Development of new care models/ care delivery methods.

Para-Clinical

- a. Work-load
- b. New diagnostic tests/techniques introduced

NB: Every Institution would establish departmental collegiums comprising of the HoD and the next two senior most faculty members in the Deptt. for apportioning time for patient care services by individual faculty which would be communicated to the administration for record and subsequent assessment under the APS.

e. Corporate Activities:-

This would include participation by faculty in activities promoting the objectives of the Institute, smooth functioning of the department(s). Faculty of national Institutes are also called upon to serve on various committees of national and international scientific, educational and health care Institutions/organizations and by Industry as well. These activities would be given due credit.

256

3. Processes & Time Schedule for Promotion under APS:

Applications for consideration under APS shall be invited every year on the 1st of May. Applicant faculty would be asked to indicate whether he/she would like to make slide presentations of their work. Interviews of applicant faculty by the Standing Selection Committee would be organized accordingly.

As under the Flexible Complementing Scheme, there would be two levels of screening under the Assessment Promotion as well. In addition Peer Review of performance would also be undertaken.:

i. Internal Screening & Peer Review

An Internal Screening Committee shall be constituted for each Department in every Institution for evaluation of annual work done by individual faculty members vis-à-vis the relevant bench mark(s). A report on the work done by the faculty would be prepared by the Committee. The resume submitted by the faculty and the report on his/her performance would be sent for peer review to be assessed and graded as under:

Outstanding = A+

Very Good = A

Good = B+

Average = B

Poor = C

The ACR/APAR of the relevant period would also be assessed as per extant guidelines and graded accordingly as:

Outstanding (A+),

Very Good (A),

Good (B+),

Average (B) and

Poor(C).

The ACR/APAR grading, the report on the work done and the outcome of the peer review would be submitted for consideration by the Standing Selection Committee.

ii. **Screening by the Selection Committee**

The Chairman of the Standing Selection Committee in consultation with the Director of the Institute will select the experts to be associated with the interview from amongst the panel of experts proposed by the Department concerned.

Meetings of the Selection Committee will be fixed for September every year to consider the application received from faculty.

All members and experts after the interview shall individually grade the faculty from A+ to C

A+ shall be treated as 'outstanding'.

A shall be treated as 'Very Good'

B+ shall be treated as 'Good'

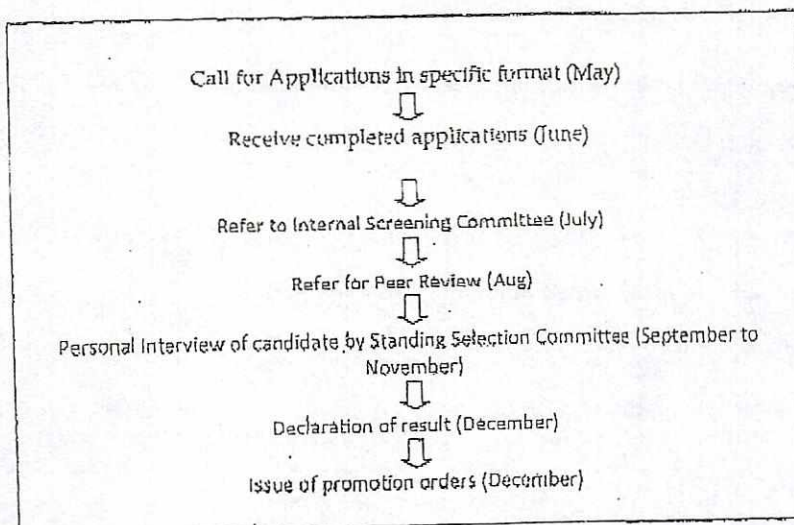
B shall be treated as 'Average'.

C shall be treated as 'Poor'.

For promotion to Associate Professor and Additional Professor, the benchmark would be 'A'.

For promotion from Additional Professor to Professor, the benchmark would be 'A+'.

4. **Annual Schedule to be followed for the Assessment Promotion Scheme**



5. Appeals against the recommendations of the Standing Selection Committee

In case of appeals, the Governing Body should scrutinize the appeals as to whether they should be entertained. If any appeal/representation has a reasonable basis, the same should be referred back to the full Selection Committee for reconsideration and the experts assisting the Committee during reconsideration, should not be the same who participated in the original selection.

The appellant should invariably be given opportunity of personal hearing by the Selection Committee.

6. Review of Candidates found unfit for promotion under APS

There would be no bar or ban on consideration for APS in the succeeding year(s) for candidates found unfit under APS during the first year of their eligibility.

7. Period of Absence from Institutes

The APS requires a minimum period of service at each level before a faculty can be eligible for next promotion. Therefore, faculty members taking assignments outside the Institute would normally not be eligible for consideration under the APS unless they have put in the required years of service in the Institute. While relieving faculty for taking up such assignments, the relieving order must clearly specify whether the period of absence from the Institute would count towards eligibility under the APS or not.

Period of training/service with national/international/multinational agencies dealing in health sector (services) which is treated as duty would, however, be counted for eligibility under APS.

The period of leave including leave on medical grounds, EOL, etc., availed on personal grounds shall not count towards the minimum residency period.

Child care leave of maximum six months duration would be considered for assessment purposes under APS.

9. Infrastructure

All Institutes shall immediately

- i. Undertake computerization of patient care records and administrative processes. The e-hospital and e-office modules developed by National Informatics Centre and currently under implementation under AIIMS New Delhi could be considered by other Institutes as well.
- ii. Fill up all sanctioned and vacant faculty posts.
- iii. Announce thrust areas of research; make funds available for multi-disciplinary and multi-Institutional projects relevant to the country.

These guidelines shall take effect from the year 2013.

All Institutions will incorporate these guidelines into their regulations.

(Vishwas Mehta)

Joint Secretary to the Govt. of India

To,

1. The Director, All India Institute of Medical Sciences (AIIMS), Ansari Nagar, New Delhi.
2. The Director, Post Graduate Institute of Medical Education and Research (PGIMER), Chandigarh - 160012
3. The Director, Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry.
4. The Director, National Institutes of Mental Health and Neuroscience (NIHMANS), Bangalore.
5. The Director, North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences (NEIGRIHMS), Shillong.

Copy to:

