6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.5 Institution Performance Appraisal System for teaching staff

ANNUAL CONFIDENTIAL REPORT

NAME: _____

DESIGNATION:

REPORT FOR THE YEAR:

Progressive Education Society's

Modern College of Pharmacy

Sector No. 21, Yamunanagar, Nigdi, Pune-411044

Confidential Assessment and Self appraisal Reports of Teaching Staff

Academic Year:

PART A: - General Information & Academic background

1. Name (in block letters): - _
2. Father's/ Mother's Name: -
3. Date & place of birth: -_
4. Sex: -Female
5. Marital Status: -
6. Nationality: -Indian
7. Category to which belongs: - Open/SC/ST/OBC/Physically challenged
8. Address for the correspondence: -
9. Permanent Address: -_
10. Contact Numbers: - (O) 020-27661314 (R)   (M) 0

11. E mail id: _

12. Department: -

13. Current Designation:-Asst. Professor

14. Current Pay band & Grade pay:-:-

15. Date of last promotion:-____--_____

16. Position to which to be promoted:-_____--_____

17. Pay band expected & Grade pay:-__--

18 Date of eligibility for promotion:-___--_____

19. Leave taken in the period: -

                       E.L._____

S.L._____

Other leave _____

20. Academic Qualification: -

Examination	Name of Board/ University	Year of passing	% of marks obtained	Division/Class/ Grade	Specialization

21. Appointments held prior to joining to this institution: -

Designation	Name of the Employer	Date of joining	Date of leaving	Pay band with Grade pay	Reason for leaving

22. Posts held after appointment to this institution:-

Designation	Department	From	To	Pay band with Grade pay

23. Total teaching experience (in years):-

At Undergraduate level (at previous institution): -

At Undergraduate level (at present institution):-

Total:- _12 years and 7 months

At Postgraduate level (at previous institution):- -- years

At Postgraduate level (at present institution):-   years

Total:- 9 years

24. Research experience excluding years spent for M.phil / Ph.D.:- _____years

25. Field of specialization under the subject/discipline if any: - _____

PART B:- Academic Performance Indicators

I.. Performance of Engaging lectures

Sr. No.	Class/ Course	Subject Taught	No. of Lectures target	Lectures Actually Engaged	Percent age Target Achieved	Average of col. (6)	Performance And multi-plying factors	Max. weight	Weight Achieved (9)*(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
							Excellent-1.0 (100-91)		
							Good-0.7 (90-81)		
							Average -0.5 (80-91)		

II . Performance of Attendance of students

Sr. no	Class / course	Subject Taught	Sum of the student present	Lectures Actually Engaged	Student On roll	Average Attendance (4)*100 (5)*(6)	Average of col. (7)	Performance And Multiplying factors	Max weight	Weight Achieved (9)*(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
								Excellent 1.0 (100-81)		
								Good – 0.7 (80-61)		
								Average- 0.5 (60-41)		
								Poor-0.2 (40-00)		

III. Performance of results: - (Theory Subject)

Sr. no	Class / course	Subject Taught	Average result of same subject for last 3 years in institute	% of Students Securing Marks Above 3 Years Average	Average Of Column (5)	Performance And Multiplying factors	Max weight	Weight Achieved (7)*(8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
						Excellent –1.0 (100-81)		
						Good -0.7 (80-61)		
						Average-0.5 (60-41)		
						Poor-0.2 (40-00)		

2.Lectures or other teaching duties in excess as per norms

3.Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.

4. **Use of participatory & innovative teaching - learning methodologies; updating of subject**

Content, course improvement, etc.

5. **Examination duties (invigilation; Question paper Setting, evaluation/ assessment of**

Answer scripts) as per allotment

S. No.	Examination duties details

6. Course File & Material/Lab Manual Completion:

S. No.	Class & Course

7. Academic development (self as well as institute):

a Academic Staff College Orientation / Refresher courses attended: -

Name of the Course	Name of the Academic Staff College	Duration	Sponsoring agency if any

b Training & Capacity building workshops attended: -

Name of the Training program me	Place where held	Name of the Organizing body	Duration
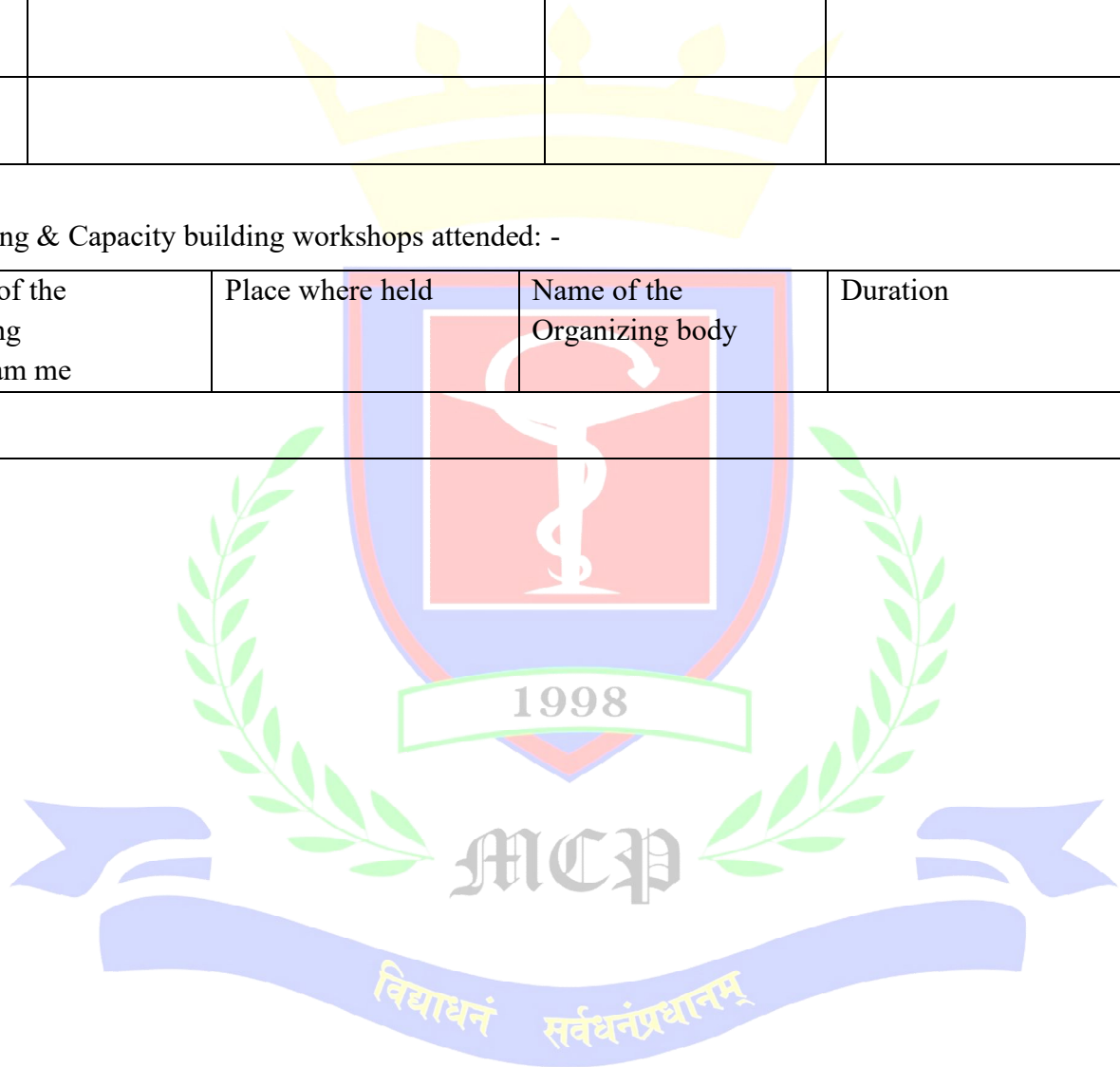
CATEGORY I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

Sr. No	Nature of Activity	Maximum Score		
	ESSENTIAL	**API Score allotted**	**Self – Appraisal Score**	**Verified API Score**
1.	Lectures, seminars, tutorials, practical's, contact hours undertaken taken as percentage of lectures allocated, Engaging lecture , attendance of student and result analysis tables **(I +II +III)**	50		
2.	Lectures or other teaching duties in excess as per norms	10		
3.	Preparation & Imparting of edge / instruction as per curriculum; syllabus enrichment /value addition /content beyond syllabus	20		
4.	Use of participatory & innovative teaching - learning methodologies; course improveme	20		
5.	Examination duties (invigilation; Question paper Setting, evaluation/ assessment of Answer scripts) as per allotment.	25		
6	Course File & Material/Lab Manual Completion:	20		
7	Academic development (self as well as institute)	20		
Total of (I)		**165**		

*Lectures & tutorials allocation to add up to the as per norms for particular category of teacher.

CATEGORY II: - CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT ACTIVITIES: -

1. Extension work carried out:

a. Co-curricular and extracurricular Activities

b. NSS activities

c. Cultural activities

d. Subject related events

2. Departmental and college administrative work done:

3. Professional development activities

4. Designed and applied for research project (Duration/sponsor and other detail

CATEGORY II: - CO-CURRICULAR, EXTENSION AND PROFESSIONAL

DEVELOPMENT ACTIVITIES: -

Sr. No	Nature of activity	Maximum Score		
	Co-Curricular and Extension Activities	**API Score allotted**	**Self-Appraisal Score**	**Verified API Score**
1.	Student related co-curricular, extension and field-based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2.	Contribution to Corporate life and management of the department and institution through participation in Academic and administrative committees and Responsibilities	10		
3.	Professional Development activities (such as Short term courses, membership of Association, dissemination and general articles, member of selection committee, evaluation committee, chairman/co-chairmen of scientific session of co-curricular /NSS not covered in Category III below)	10		
4	Designed and applied fir research project (Duration/ sponsor and other details)	10		
	Total of (II)	**50**		

CATEGORY – III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	APIs	No of Papers in indexed Journals or impact factor	No. of papers	Max. points for university and college Teacher position		
				API Score allotted	Self Appraisal score	Verified API score
III (a)	**Research Publication- in (Journal)**	Refereed Journals [Total Publication=N]				
		No.of Papers in indexed Journals or impact factor <1 [out of N=N_1]		10/ Publication	$N_1 \times 10$ =	
		No. of Papers with Impact between 1 and 2 [out of N= N_2]		15/ Publication	$N_2 \times 15$ =	
		No. of Papers with Impact between 2 and 5 [out of N= N_3]		20/ Publication	$N_3 \times 20$ =	
		No. of Papers with Impact between 5 and 10 [out of N= N_4]		30/ Publication	$N_4 \times 30$ =	
		Paper in refereed journal without impact factor. [no. of papers = N_5]		5/ Publication	$N_5 \times 5$ =	
		Conference Proceedings As full papers, etc. (Abstracts not to be included) [No. of papers = N_6]		10/ Publication	$N_6 \times 10$=	
Total of III (a)						

Note:

1) Publications should be considered for the respective academic year only 1st June to 31st May

2) Peer-reviewed or Scopus /web of Science/UGC -listed journals (Impact factor to be determined as per Thomson Reuters list)

Instructions:

a) Two authors:70 % of total value of publication for each author.

b) More than Two authors: 70 % of the total value of publication for the First/corresponding author and 30% of total value of publication for each of the joint authors.

III (a) Details of research publication:

Sr. No	Name of Author	Title of paper	Name of journal	Vol., Issue: page no.	Journal index	Impact factor as per TR	Citation
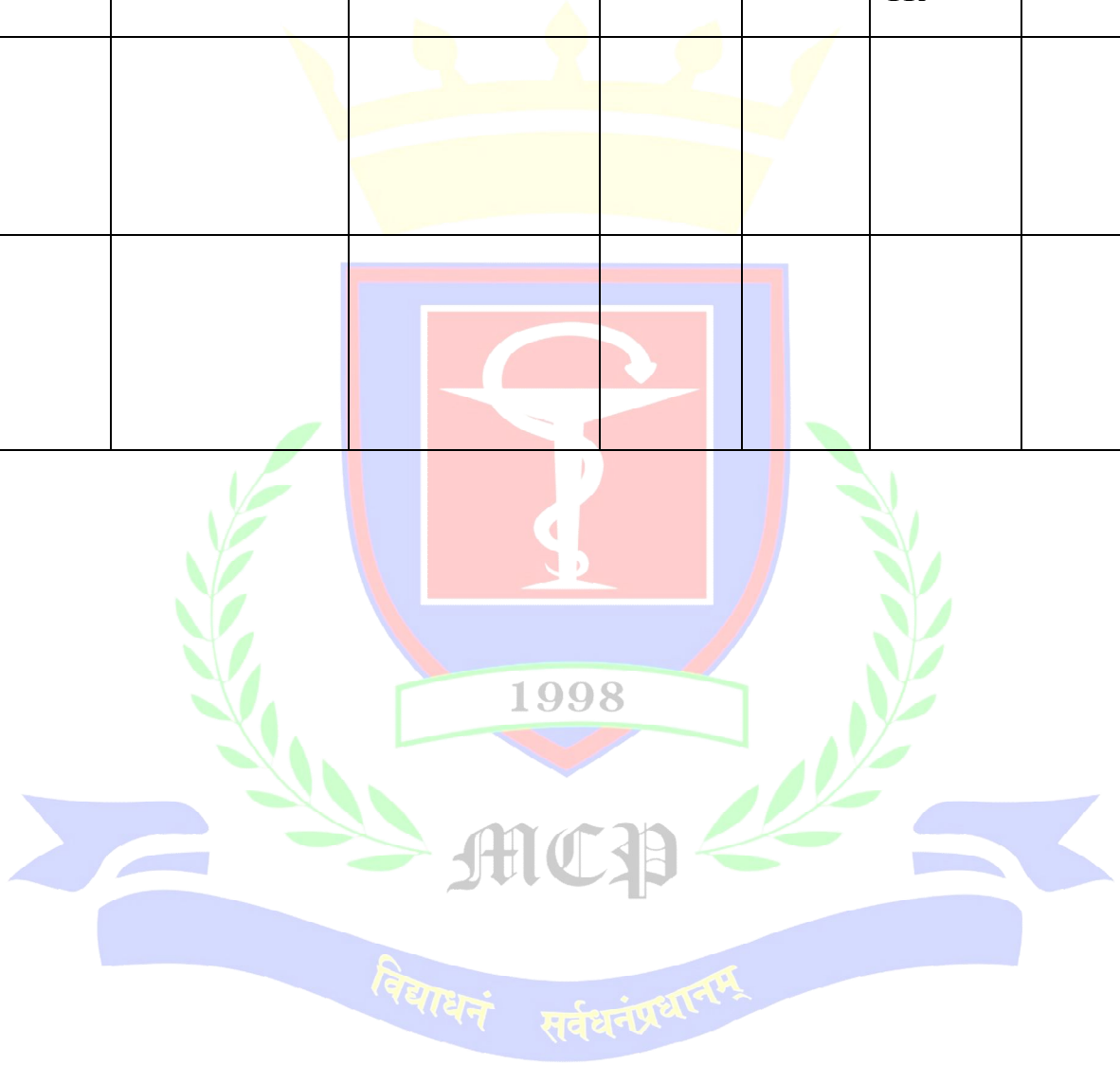
III(b) Research Publication-on (Books): -

III (b)	Research Publications (Books, chapters in Books, other than Referred journal Articles)	Publication-on (Books)	API Score allotted	Self Appraisal score	Verified API score
		Text or reference Books published by International publishers With an established peer Review system [a) No. of sole author Book(s) = M_1 b) No. of chapter(s) in an edited book(s) = M_2]	50/ sole Author; 10/chapter In an edited book	M_1 X 50 = M_2 X 10 =	
		Subjects books by National level publisher/ State and central Govt. Publications with ISBN/ ISSN numbers [a) No. of sole author Book(s) = M_3 b) No. of chapter(s) in an edited book(s) = M_4]	25/ sole Author; 5/chapter In an edited book	M_3 X 25 = M_4 X 5 =	
		Subject books by other Local publishers with ISBN/ ISSN numbers [a) No. of sole author Book(s) = M_5 b) No. of chapter(s) in an edited book(s) = M_6]	15/ sole Author; 3/chapter In an edited book	M_5 X 15 = M_6 X 3 =	
		Chapters contributed to Edited knowledge based Volumes published by International publishers [No. of chapters = M_7]	10/chapter	M_7 X 10 =	
		Chapters in knowledge Based volumes by Indian/national level Publishers with ISBN/ ISSN numbers of National & international Directories [No. of chapters = M_8]	5/chapter	M_8 X 5 =	
	Total III(b)				

III (b) Details of Research Publications (books, chapters in Books, other than Referred journal Articles:

III (c)	RESEARCH PROJECT		API Score allotted	Self-Appraisal score	Verified API score
III (c) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs[No. of Project(s)=P_1]	30/ Project	P_1 X 30 =	
		b) Major Projects amount mobilized with grants above 5lakhs up to 30 lakhs [No. of Project(s)= P_2]	15/ Project	P_2 X 15 =	
		b) Minor Projects amount mobilized with grants above Rs.50,000 up to 5 lakhs [No. of Project(s)= P_3]	10/ Project	P_3 X 10 =	
III (c) (ii)	Consultancy Projects Carried out/ ongoing	Amount mobilized with minimum of Rs.1 lakh [No. of project = R]	10 per project	Q X 10 =	
III (c) (iii)	Completed Projects: Quality Evaluation (Not covered in III c (i) and (ii)	Completed project Report) [a) No. of completed Project(s) = Q_2]	20/ Project	R_1 X 20 =	
III (c) (iv)	Projects Outcome/ Outputs	Technology Transfer [a] No. of national Level output = S_1 b) No. of international Level output = S_2]	20/ national Level; 30/ International level	S_1 X 20 = S_2 X 30 =	
		Patents Patent granted [a) No. of national Level output = S_1 b) No. of international Level output = S_2]	20/ national Level; 30/ International level	S_1 X 20 = S_2 X 30 =	
		Design registration granted [a) No. of national Level output = O_1 b) No. of international Level output = O_2]	10/ national Level; 20/ International level	T_1 X 10 = T_2 X 20 =	
		Copyrights registered [a) No. of national Level output = O_1 b) No. of international	10/ national Level; 20/	V_1 X 10 = V_2 X 20 =	

		Level output = O_2]	International level		
		Trademarks [a) No. of national Level output = O_1 b) No. of international Level output = O_2]	10/ national Level; 20/ International level	W_1 X 10 = W_2 X 20 =	
		Patent/Design/copyright Commercialization [a) No. of national Level output = O_1 b) No. of international Level output = O_2]	25/ national Level; 40/ International level	U_1 X 25 = U_2 X 40 =	
III (c) (v)	Projects under MOU with Pharmaceutical Industries (Collaboration)	Projects under MOU [a) No. of national Level output = M_1 b) No. of international Level output = M_2]	10/ national Level; 20/ International level	M_1 X 10 = M_2 X 20 =	
Total III (c)					--

Note: Joint Projects: Principal Investigator and Co-investigator would get 50% each.

III(c)   Details of Research Project: -
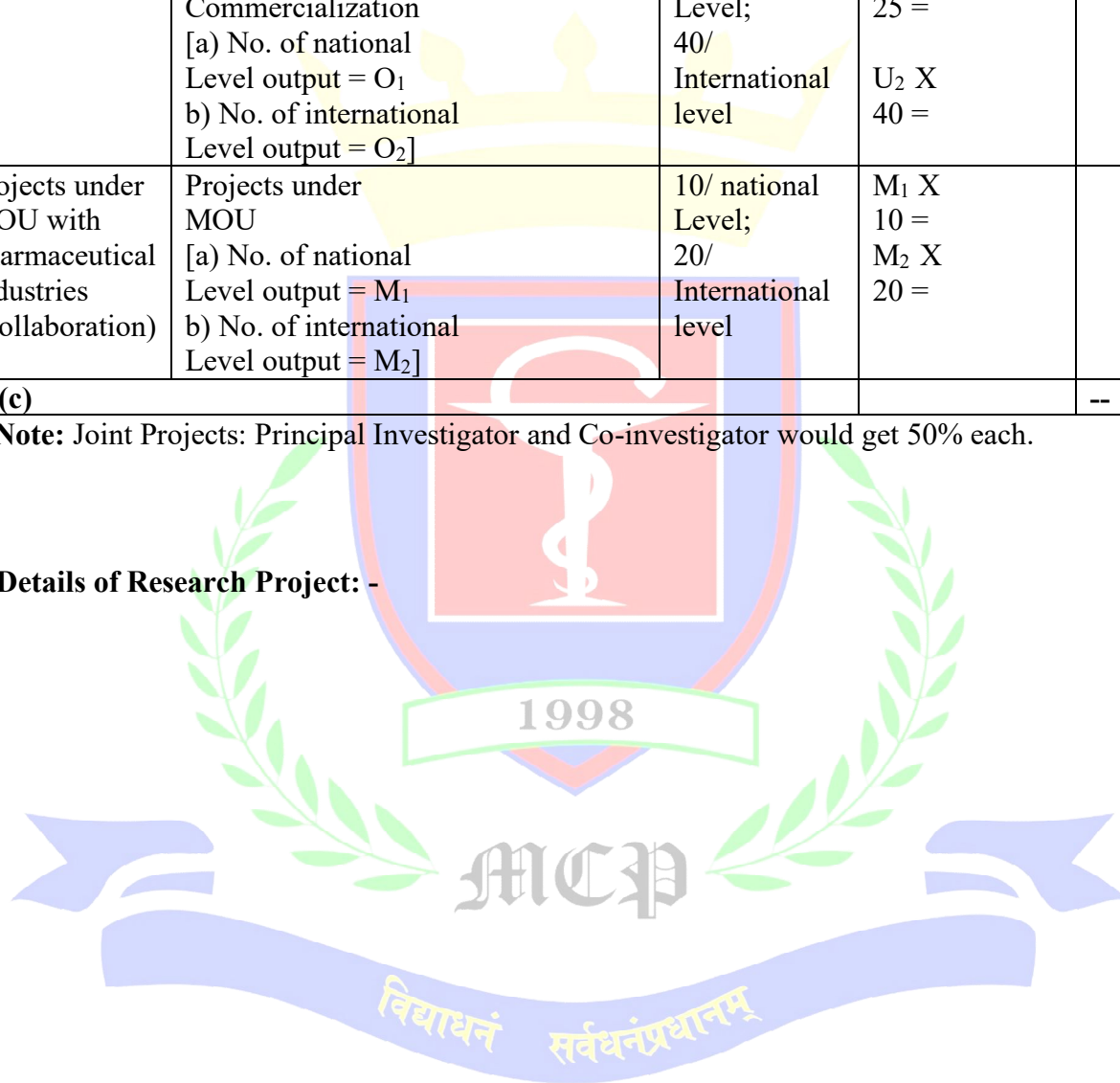
III(d)	Research Guidance		API Score allotted	Self-Appraisal score	Verified API score
III(d) (i)	B. Pharm	Degree awarded [no. of candidates = D_1]	3/candidate	$D_1 \times 3 =$	
III(d) (ii)	M. Pharm	Degree awarded [no. of candidates = D_2]	5/candidate	$D_2 \times 5 =$	
III (d) (iii)	Ph.D	Degree awarded= D_3 Thesis submitted [a) no. of candidates = D_4]	10/candidate 7/candidate	$D_3 \times 10 =$ $D_4 \times 7 =$	
		Total of III(d)			

III (d) Details of Research Guidance :-

| III (e) (i)	Refresher courses, Methodology Workshops, training, Teaching-learning-Evaluation Technology Programmes, soft Skills development Programmmes, Faculty Development Programmmes(Max: 30 points)	Details	API Score allotted	Self-Appraisal score	Verified API score
		a) Not less than two week duration [No. of Programme(s)= T_1]	20 each	T_1 X 20 =	
		b) One week duration [No. of Programme(s)= T_2]	10 each	T_2 X X 10 =	
III (e) (ii)	Papers or attended Conferences / Seminars / workshop etc. **(that are not Included in III (A))**	Participation or presentation of Research papers (Oral/poster) in			
		a. international level [No. of papers = C_1]	10 each	C_1 X 10 =	
		b. National level [No. of papers = C_2]	7.5 each	C_2 X 7.5 =	
		c. Regional / State level [No. of papers = C_3]	5 each	C_3 X 5 =	
		d. Local-University/ college level [No. of papers = C_4]	3 each	C_4 X 3 =	
III (e) (iii)	**Invited lectures or Presentations for Conferences/ symposia**	a. International [No. of lecture(s) And/or Presentation(s) = L_1]	10 each	L_1 X 10 =	
		b. National [No. of lecture(s) And/or Presentation(s) = L_2]	5 each	L_2 X 5 =	
III (e) (iv)	**a. Reviewing of Research article for various peer reviewed journal**	a. International [No. of **Review** (s) And/or Presentation(s) = R_1]	5 each	R_1 X 5 =	
		b. National [No. of **Review** (s) And/or Presentation(s) = R_2]	3 each	R_2 X 3 =	
	b. Reviewing of Review article for various peer reviewed journal	a. International [No. of **Review** (s) And/or Presentation(s) = R_1]	3 each	R_1 X 3 =	

		a. International [No. of **Review** (s) And/or Presentation(s) = R $_1$]	2 each	R$_2$ X =	
Total III (e)					
Total of – III (a+b+c+d+e)					
Grand Total of Category (I + II + III)					

III (e) Details of Training Courses and FDP/ Conference/Seminar/Workshop/ Review Papers:

Signature of HOD   **Signature of the teacher**

Date:
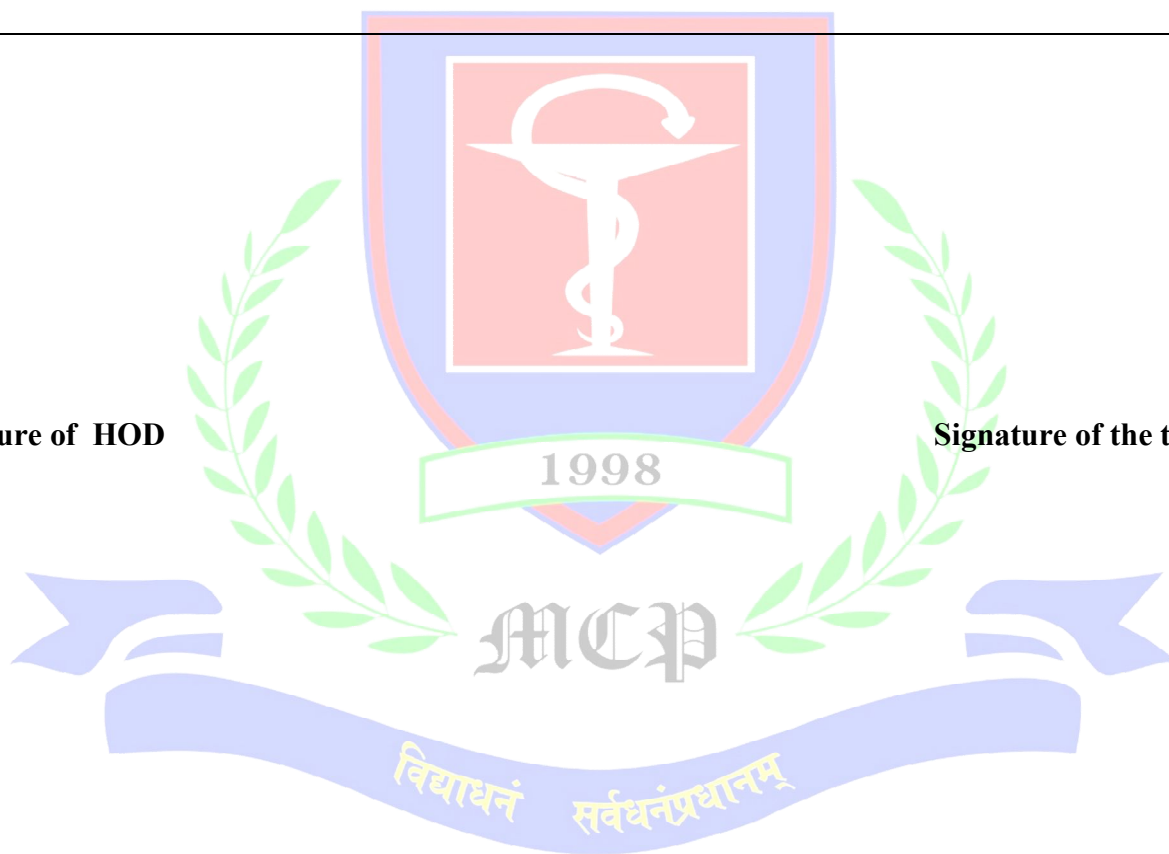
PART C

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Principal or Head of the Department with a view to make improvement in the work, by the person concerned.)

1. (a) Assessment by the Principal/ Head of the Department of the work done under each head of activity:

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part "B" and shall be made in the following manner.

Teaching [Category I of Part 'B']		Co-curricular, extension and Professional development activities [Category II of Part 'B']		Research [Category III of Part 'B']	
Grade	**Verified API Score**	**Grade**	**Verified API Score**	**Grade**	**Verified API Score**
Outstanding	165-and above	Outstanding	40-50	Outstanding	200 and above
Very good	150-165	Very good	34-39	Very good	150-199
Positively good	125-150	Positively good	28-33	Positively good	100-149
Good	91-124	Good	22-27	Good	50-99
Average	46-90	Average	15-21	Average	25-49
Below average	0-45	Below average	0-14	Below average	0-24

(b) Grading:

	Outstanding (A+)	Very good (A)	Positively Good (B+)	Good (B)	Average (B-)	Below average (C)
Teaching						
Extension						
Research						

(c) Justification of assessment of work as outstanding / below average:

3. Comments of the Principal on (1) (b) and (c):

4. Remarks and suggestions:

Dr. Suhashiri Itkar   **Signature**

Visitor   **(Principal)**

P. E. Society's

Modern College of Pharmacy, Nigdi Pune

6.3 FACULTY EMPOWERMENT STRATEGIES

6.3.5 Institution Performance Appraisal System for non-teaching staff

PROGRESSIVE EDUCATION SOCIETY'S

MODERN COLLEGE OF PHARMACY, PUNE

Address : Sector No.21, Yamunanagar, Nigdi, Pune 411044
Permanently Affiliated to Savitribai Phule Pune University – AISHE Code C – 42167
Approved by Pharmacy Council of India, Directorate of Technical Education, Mumbai
DST FIST Funded Colleges, NAAC : A+ Grade with CGPA 3.47 and NBA Accredited

Date:

ANNUAL PERFORMANCE APPRAISAL FORM FOR NON-TEACHING STAFF

PART-A
(To be filled by Staff Member)

Academic Year: 2023-2024

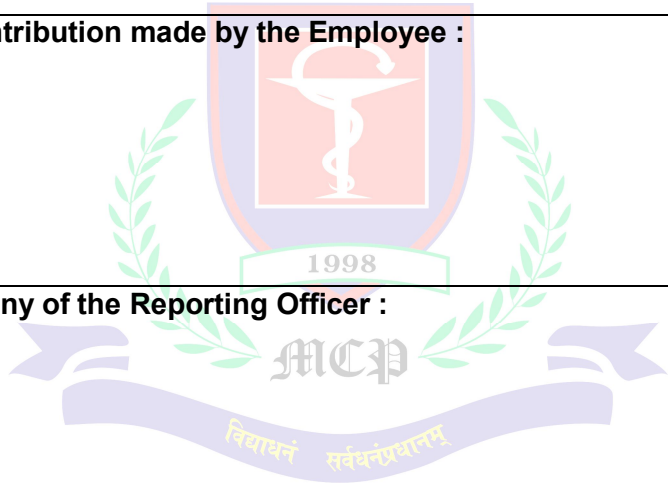|	
1. Name	
2. Date of joining	
3. Designation	
4. Department/Section	
5. Pay Band	Rs.
6. Grade Pay	Rs.
7. Academic/Technical Qualification	
8. Details of Educational courses being pursued	
9. Details of the present duties	

Date: **Signature of the staff member**

PART-B
(To be filled by Reporting Officer)

Name :							

Designation :	Pay Band : Rs.
Date of Appointment :	Grade Pay : Rs.
Department/Section :	

CATEGORY	OUTSTA NDING	EXCEL LENT	VERY GOOD	GOOD	SATISF ACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
1 PROFESSIONAL COMPETENCE							
1.1 Knowledge of rules, regulation and procedure							
1.2 Ability to organize work and carry it out							
1.3 Ability and willingness to take up additional load in times of emergency							
1.4 Creativity and innovation							
1.5 Ability to learn new skills							
2. PERFORMANCE							
2.1 Maintenance of Files/Records							
2.2 Accuracy & Speed of work							
2.3 Neatness & tidiness of work							
2.4 Completion of work on schedule							
2.5 Diligence and sense of responsibility							

3. PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity and behavior							
TOTAL POINTS :				/150			

4. OVERALL EVALUATION

OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR

5. **Any significant contribution made by the Employee :**

6. **Special remarks if any of the Reporting Officer :**

Date :   **Signature of the Reporting Officer**

7. **Remarks if any of Reviewing officer :**

Date :   **Signature of Reviewing Officer**

* COMPUTATION OF OVERALL EVALUATION	Points	Percentage of Points
Outstanding	142 to 150	95 to 100
Excellent	135 to 141	90 to 94
Very Good	120 to 134	80 to 89
Good	90 to 119	60 to 79
Satisfactory	75 to 89	50 to 59
Marginal	60 to 74	40 to 49
Poor	30 to 59	20 to 39
Total Points 150		