PES Modern College of Pharmacy, (For Ladies), Moshi.
Affiliated to University of Pune, Pune, Approved by AICTE and PCI

PART 'A'

Self Appraisal (Year of Performance Appraisal): _____

SECTION – A: GENERAL

1.	Name	:	
2.	Designation	:	
3.	Name of the Department	:	
4.	Communication Address	:	
5.	Email Telephone / Mobile number	:	
6.	**Year of Performance Appraisal**	:	

SECTION - B:
CATEGORY I: TEACHING, LEARNING AND 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*	50		
2.	Lectures or other teaching duties in excess of AICTE/UGC norms	10		
3.	Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.	20		
4.	Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement, etc.	20		
5.	Examination duties (invigilation; Question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25		
	Total of (I)	**125**		

* Lectures & tutorials allocation to add upto the AICTE/UGC norms for particular category of teacher.

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES

Sr. No.	Nature of Activity	Maximum Score		
	CO-CURRICULAR AND EXTENSION ACTIVITES	**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.	15		
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
	Total of (II)	**50**		

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	APIs	Pharmacy	Max. points for University and college teacher position		
			API Score allotted	**Self appraisal Score**	**Verified API Score**
III(a)	**Research Publication (Journals)**	Refereed Journals [Total Publications = N]	15 / publication	**$N \times 15=$**	
		No. of Papers in indexed journals [out of $N = N_1$]	5 / publication	$N_1 \times 5=$	
		No. of Papers with impact factor between 1 and 2 [out of $N = N_2$]	10/publication	$N_2 \times 10=$	
		No. of Papers with impact factor between 2 and 5 [out of $N = N_3$]	15/publication	$N_3 \times 15=$	
		No. of Papers with impact factor between 5 and 10 [out of $N = N_4$]	25/publication	$N_4 \times 25=$	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.[No. of papers = N_5]	10/Publication	$N_5 \times 10=$	
		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)			

III(b)	**Research Publications (books, chapters in books, other than refereed journal articles)**	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 publishers/ 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 chapter(s) = M_7]	10/Chapter	M_7 X 10=	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories [No. of chapter(s) = M_8]	5 / Chapter	M_8 X 5 =	
			Total of III (b)		

III(c)	**RESEARCH PROJECT**				
III(c)(i)	Sponsored Projects carried out/ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs [No. of Project(s) = P_1]	20 / Project	P_1 X 20 =	
		(b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs [No. of Project(s) = P_2]	15 / Project	P_2 X 15 =	
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 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.10 lakhs [No. of 10 Lakh(s)=R]	10 per every Rs.10 lakhs and Rs. 2 lakhs Resp.	R X 10 =	
III (c) (iii)	Completed projects : Quality Evaluation	Completed project Report (Accepted by funding agency) [a) No. of completed & accepted Major project(s) = Q_1 b) No. of completed & accepted Minor project(s) = Q_2]	20 / major project and 10 / minor project	Q_1 X 20 = Q_2 X 10 =	
III (c) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process [a) No. of national level output = O_1 b) No. of international level output = O_2]	30 / national level; 50/ International level (output or patent)	O_1 X 30 = O_2 X 50=	
			Total of III (c)		

III(d)	RESEARCH GUIDANCE					
III (d)(i)	M.Pharm	Degree awarded [No. of Candidates = D_1]		3/candidate	$D_1 X\ 3 =$	
III(d (ii)	Ph.D	Degree awarded [a) No. of Candidates = D_2 Thesis submitted b) No. of Candidates = D_3]		10/candidate 7/ candidate	$D_2 X10 =$ $D_3 X\ 7 =$	
				Total of III(d)		
III(e)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS					
III (e) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks 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	$T_2 X\ 10 =$	
III (e) (ii)	Papers in Conferences/ Seminars/workshops etc.**(that are not included in III(A))**	Participation and Presentation of research papers (oral/poster) in				
		a. International conference [No. of Papers=C_1]		10 each	$C_1 X\ 10 =$	
		b. National [No. of Papers=C_2]		7.5 each	$C_2 X\ 7.5 =$	
		a. Regional /State level [No. of Papers=C_3]		5 each	$C_3 X\ 5 =$	
		b. Local– University/ College level [No. of Papers=C_4]		3 each	$C_4 X\ 3 =$	
III(e) (iv)	Invited lectures or presentations for conferences/ symposia	International [No. of Lecture(s) and/or Presentation(s) =L_1]		10 each	$L_1 X\ 10 =$	
		National [No. of Lecture(s) and/or Presentation(s) =L_2]		5 each	$L_2 X\ 5 =$	
				Total of III(e)		

Total of - III (a+b+c+d+e)		

Grand Total of Category (I + II + III)	

Signature of the teacher

Signature of HOD / Principal   **Date:**

PART 'B'

(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 HOD 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 "A" and shall be made in the following manner.

Teaching [Category I of Part 'A']		Extension [Category II of Part 'A']	
Grade	**Verified API Score**	**Grade**	**Verified API Score**
Outstanding	**115 – 125**	**Outstanding**	**40 - 50**
Very Good	**105 – 114**	**Very Good**	**34 - 39**
Positively Good	**95 – 104**	**Positively Good**	**28 - 33**
Good	**85 – 94**	**Good**	**22 - 27**
Average	**75 – 84**	**Average**	**15 - 21**
Below Average	**0 – 74**	**Below Average**	**0 - 14**

	Outstanding (A+)	**Very Good (A)**	**Positively Good (B+)**	**Good (B)**	**Average (B-)**	**Below Average (c)**
Teaching						
Extension						
Research						
Administration						

(b) Grading : [General Assessment on the basis of the assessment made in Clause 2(a) above]
(A+) Outstanding, (A) Very Good, (B+) Positively Good, (B) Good, (B-) Average, (C) Below Average

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

3. **Comments of the Principal/ Head of the Department on (1) (b) (and) (c) :**

4. **Remarks and suggestions :**

<div align="right">

Signature
(Head of the Department)

</div>

Remarks of the Principal (Adverse remarks as well as remarks of appreciation)

Signature
(Principal)

Employee Performance Appraisal Form (Office/ Lab Assistant/ Librarian/ Computer or Class III) 2021-22

Employee Name					
Designation					
Department					
Appraisal category	**Excellent**	**Good**	**Satisfactory**	**Poor**	**HOD Remark & Sign**
Professional Competence					
Knowledge of rules, regulation and procedure					
Ability to organize work and carry it out					
Capacity to supervise					
Response to instraction and guidance of superviser					
Qualities of work					
Ability to learn new duties					
Response to feed back of supervisor					
Ability to maintain file record					
Accuracy & speed of work					
Neatness and tideness of work					
Completion of work on schedule					
Execution of work with team spirit					
Personal characteristics					
Regularity					
Punctuality					
Interaction with colleagues and students					
Employee Sign :					

Note : Employee should fill the form and Submit the self apprisal to respective HOD

HOD Sign

Principal Sign

२०२१-२२

कर्मचारी कामगिरी मूल्यमापन फॉर्म (चतुर्थ श्रेणी)

कर्मचारी नाव --

हुद्दा ---------------------

आपल्याला नेमून दिलेले काये --

सध्याचा नोकरीच्या स्थितीत घालवलेला कालावधी ----------------------------

स्वतः मध्ये विकसित केलेली कौशल्य --

विभाग प्रमुखाचे नाव ----------------------------

स्वतःच्या कामाचे मूल्यमापन	चांगले ( )	सरासरी ( )	समाधानकारक ( )	असमाधानकारक ( )
दिलेल्या कामाप्रती निष्ठा व कर्तव्य	चांगले ( )	सरासरी ( )	समाधानकारक ( )	असमाधानकारक ( )
व्यवस्थापन कौशल्य	चांगले ( )	सरासरी ( )	समाधानकारक ( )	असमाधानकारक ( )
अचानक आलेल्या कामाचे मूल्यमापन (प्राथमिकता)	चांगले ( )	सरासरी ( )	समाधानकारक ( )	असमाधानकारक ( )
वरिष्ठांनी नेमून दिलेल्या कामाचे पालन	चांगले ( )	सरासरी ( )	समाधानकारक ( )	असमाधानकारक ( )
कामाचे नियोजन	चांगले ( )	सरासरी ( )	समाधानकारक ( )	असमाधानकारक ( )
वक्तशीरपणा	चांगले ( )	सरासरी ( )	समाधानकारक ( )	असमाधानकारक ( )
कामातील नियमितपणा	चांगले ( )	सरासरी ( )	समाधानकारक ( )	असमाधानकारक ( )
स्वच्छता	चांगले ( )	सरासरी ( )	समाधानकारक ( )	असमाधानकारक ( )
सहकाऱ्यासोबत वर्तणूक	चांगले ( )	सरासरी ( )	समाधानकारक ( )	असमाधानकारक ( )
उपस्थिती	चांगले ( )	सरासरी ( )	समाधानकारक ( )	असमाधानकारक ( )
आज्ञाधारकता	चांगले ( )	सरासरी ( )	समाधानकारक ( )	असमाधानकारक ( )
अवलंबत्व	स्वतः ( )	इतरांची मदत ( )		

कर्मचाऱ्याचे नाव व सही

त्यांच्या कामगिरीबद्दल वरिष्ठांच्या टिप्पण्या --

वरिष्ठांचे नाव व सही

प्राचार्यांच्या टिप्पण्या --

प्राचार्यांची सही

कर्मचाऱ्यांनी हा फॉर्म स्वतः भरून आपल्या विभाग प्रमुखाकडे दयावा.

वरिष्ठांची टिप्पण्या