

1.2) LECTURES AND ACADEMIC DUTIES IN EXCESS OF UGC NORMS (MAXIMUM SCORE: 10POINTS)

SN (1)	Type of Activity (2)	No. of Students Benefited (3)	No. of Hours Engaged for the Activity (4)	API Score Claimed (Sum of Col. (4) /30)*2 (5)	Verified API Score (11)
1	Remedial Coaching				
2	Career Counseling				
3	Competitive Exam Preparation				
4	General Counseling				
5	Soft Skill Development of the Student				
6	Extra Teaching Load				
7	Additional Post Graduate Teaching				
8	Add on Courses				
9	Any other Approved by Principal				

Note:- Records to be maintained

1.3) PREPARATION OF STUDY MATERIAL AND RESOURCES (MAXIMUM SCORE: 20 POINTS)

SN	Study Material/ Resources	API Score Claimed	Verified API Score
1	Updated Lecture Notes		
2	Lab Manuals		
3	List of E Resource		
4	Question Paper Solution		
5	Any other Approved by Principal		
TOTAL		0	0

1.4) INNOVATIVE TEACHING LEARNING METHODS (MAXIMUM SCORE: 20 POINTS)

SN	Study Material/ Resources	API Score Claimed	Verified API Score
1	Teacher Diary		
2	To Prepare and use ICT based Teaching Material		
3	Seminar / GD / Case Study (Points=5 for each case)		
4	Any other Approved by Principal		
TOTAL			

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1.5) STUDENTS FEEDBACK (MAXIMUM SCORE: 15 POINTS)

SN	Class	No. of students involved in feedback	Feedback frequency per course	Methodology	API Score Claimed	API Score Verified
1						
2						
3						
4						
TOTAL						

1.6) EXAMINATION RELATED WORK (MAXIMUM SCORE: 25 POINTS):

SN	Type of Examination Work	API Score Claimed	Verified API Score
1	Conduction of Test, Tutorials, Term work and their Evaluation and Maintaining Proper Records		
2	Examination Work Assigned by University		
3	Examination Work Assigned by Institute		
TOTAL			

CATEGORY-1**TOTAL API SCORE CLAIMED****TOTAL API SCORE VERIFIED**

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**CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES
(MAXIMUM SCORE: 70)**

2.1) STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES (MAXIMUM SCORE: 30 POINTS)

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	NSS/NCC Chief Program Officer			
2	Other Program Officer(Member of Parents meet)			
3	Student Welfare Officer			
4	NET/SET Workshop Conduct(1 Week)			
5	Cultural Activities (Departmental/Institutional)			
6	Lectures on Special Topics			
7	Quiz / Debate/ Elocution (Points=5 for each case)			
8	Study Tour			
9	Avishkar (Student Guidance)			
10	Essay Competition			
11	Exhibition			
12	Science Day Celebrations			
13	Subject Association			
14	Sports Activities			
15	Counseling			
16	Anti Ragging Committee			
17	Sexual Anti Harassment Committee			
18	Sports Activity			
19	Any other Activity Approved by Principal			
20	Avishkar and seminar record keeping			
21				
TOTAL				

2.2) CONTRIBUTION TO CORPORATE LIFE AND COMMUNITY WORK (MAXIMUM SCORE: 25 POINTS)

2.2A) COMMUNITY WORK (MAXIMUM SCORE: 5 POINTS)

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1				
TOTAL of 2.2A				

2.2B) ADMINISTRATIVE AND ACADEMIC (MAXIMUM SCORE: 20 POINTS)

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	Head /Dean/Rector			
2	Vice Principal			
3	Admission Committees			
4	Discipline Committee			
5	Statutory Committees of the University			
6	Placement Activity			
7	Academic Committee* (Class Teacher, Local Guardian, Time Table, Examination Competitive Exam Committee such as NET/SET/GATE etc) (Points=5 for each case).			
8	NAAC/NBA Committee			
9	Internal Quality Assurance Cell(IQAC)			
10	Any other Academic Committee Appointed by Principal			
11				
TOTAL of 2.2B				
TOTAL of 2.2(2.2A & 2.2B)				

2.3) PROFESSIONAL DEVELOPMENT ACTIVITIES (MAXIMUM SCORE: 15 POINTS)

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	Participation in Seminar / Symposia / Conference (Active Participation: 2 Points, Attended: 1 Points)			
2	Convener/Organizing Secretary/ Chairman/ Member of professional Body(Points=5 for each case)			
3	Talks Delivered in Program Outside			
4	General Article Publication/ Editor of the conference proceeding /Reviewer of journal (Points=5 for each case)			
TOTAL				

CATEGORY-2**TOTAL API SCORE CLAIMED****TOTAL API SCORE VERIFIED****CATEGORY-1 + CATEGORY-2****TOTAL API SCORE CLAIMED****TOTAL API SCORE VERIFIED**

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CATEGORY 3: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION

** (Refer Manual for the Marks)

3.1) PUBLISHED PAPER IN JOURNAL (JOURNAL+CONFERENCE PROCEEDINGS =MAXIMUM 30 POINTS)

SN	Title with Page No.	Journal	ISSN/ISBN No.	Peer Reviewed	Impact Factor	No. of Co-Authors	Whether you are the main author?	API Score Claimed	Verified API Score
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL									

3.2) ARTICLES/ CHAPTERS PUBLISHED IN BOOKS AND CONFERENCE PROCEEDINGS (MAXIMUM 25 POINTS)

3.2.1A) PUBLISHED BOOKS

SN	Title of book	Name of Publisher	National / International or Other	ISSN/ ISBN No.	No. of Co-Authors	Whether you are the main author	API Score Claimed	Verified API Score
1								
2								
3								
TOTAL of 3.2.1.A								

3.2.1B) ARTICLES/CHAPTERS PUBLISHED IN BOOKS

SN	Title of book	Name of Publisher	National / International or Other	ISSN/ ISBN No.	No. of Chapters	API Score Claimed	Verified API Score
1						0	
2						0	
TOTAL of 3.2.1.B						0	0
TOTAL of 3.2.1						0	0

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3.2.2A) PAPERS IN CONFERENCE PROCEEDINGS									
SN	Title with Page no.	National / International or Other	Details of Conference Publication	Full Paper or Abstract	ISSN/ ISBN No.	No. of Co-Authors	Whether you are main author?	API Score Claimed	Verified API Score
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL of 3.2.2.A									

3.2.2B) AVISHKAR/ANY OTHER									
SN	Title of Paper/Poster/Model	Avishkar	Prize Won	No. of Co-Authors	Whether you are main author?	API Score Claimed	Verified API Score		
1									
2									
3									
4									
TOTAL of 3.2.2.B									
TOTAL of 3.2.2 (This total will be added in 3.1 as a research publication)									

3.3) ONGOING AND COMPLETED RESEARCH PROJECTS AND CONSULTANCIES (MAXIMUM 20 POINTS)									
SN	Title	Agency	Period	Type of Project	Grant/ Amount Mobilized (Rs. Lakh)	Are You Principal Investigator?	No. of Co-Invest.	API Score Claimed	Verified API Score
1									
2									
3									
4									
5									
TOTAL									

3.4) RESEARCH GUIDANCE /QUALIFICATION (MAXIMUM 20 POINTS)**3.4A) RESEARCH GUIDANCE (MAXIMUM 10 POINTS)**

SN	Research Guidance	Number Enrolled	Thesis Submitted	Degree Awarded	API Score Claimed	Verified API Score
1						
2						
3						
TOTAL of 3.4A						

3.4B) RESEARCH QUALIFICATION (MAXIMUM 10POINTS)

SN	Qualification	Submitted	Awarded	API Score Claimed	API Score Claimed	
1						
2						
TOTAL of 3.4B						
TOTAL of 3.4						

3.5) PATENT/IPR (MAXIMUM 15 POINTS)

SN	Title	REG. NO.	Submitted	Granted	API Score Claimed	Verified API Score
1						
2						
TOTAL						

3.6) TECHNICAL WORKSHOPS / SOFT SKILL DEVELOPMENT WORKSHOPS PARTICIPATION (MAXIMUM 15 POINTS)

SN	Programme	Duration (Mention in Days)	Organized By	API Score Claimed	Verified API Score	
1						
2						
3						
4						
5						
TOTAL						

CATEGORY-3

TOTAL API SCORE CLAIMED

TOTAL API SCORE VERIFIED

IV. SUMMARY OF API SCORES

Category	Criteria	API for Assessment Year	API Score Claimed	Verified API Score	Diff. in %
I	Teaching , Learning and Evaluation Related Activities				
II	Co-curricular, Extension, Professional Development etc				
	Total I+II				
III	Research and Academic Contribution				
IV	Others*				

Mention Year of Experience In this Institute	4
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Grade on the Basis of API Score Claimed

API Category I+II+III	Grade
	D (Not Acceptable)

Grade on the Basis of API Score Verified

API Category I+II+III	Grade
0 background-color: orange;">	D (Not Acceptable)

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UNDERTAKING

I **0** undertake that the information provided is correct as per records submitted by me to College/ Institute and /or documents enclosed along with the duly filled API Proforma.

Date

Signature of the Teacher with Designation

****Note:** The special API Score of maximum of 5 each may be awarded by principal for the following activities for reward category only. This score shall be added to the score total secured in category I +II.

- 1) Extra ordinary contribution beyond institution (Please mention activities for which special weight is given)
- 2) Overall impression of the teacher (Like attitude, Integrity, Self discipline, Loyalty Towards Institute etc).

API GRADES TABLE AND ASSESSMENT SUMMARY

Grade shall be given according to API score as shown below.

API Category I+II+III	Grade	
≥300	O	Outstanding
275-299	A+	Excellent
250-274	A	Very Good
225-249	B+	Positively Good
200-224	B	Good
180-199	C+	Satisfactory
160-179	C	Improvement Required
<160	Not Acceptable	Not Acceptable

REMARK OF THE ASSESSMENT OFFICER:

Assessment Grade:

D (Not Acceptable)

Place

Date

**Assessment officer Sign and Designation
(Chairman IQAC / HOD)**

REMARK OF REVALUATION OFFICER:

- 1) I agree with the above assessment. YES/NO
- 2) I want to change above allotted grade due to following reasons:

Revised Grade:

Place

Date

**Revaluation officer Sign and Designation
(Principal)**

Shirpur Education Society
R. C. Patel Institute of Pharmaceutical Education and Research

SELF-APPRAISAL REPORT (SUPPORTING STAFF) A. Y. 20 -20

A] General information

- Name:
- Department: Designation:
- Address (Residential):

- Mobile: e-mail:
- Date of Birth:
- Date of Appointment: In the Institution: In the present post:
- Area of Specialization: Total Experience:.....Yr

B] Academic Qualification

Exam Passed	School/College/ University	Subjects	Year Division/Grade
10 th			
12 th			
D. Pharm			
Bachelor's Degree			
Masters Degree			
Other Diploma/Certificates			

D] Special instrument handling skills (specify particular instrument/equipment)

Eg. HPLC, HPTLC, GC, Spray Dryer, Motic Microscope, Microwave, UV-spectrophotometer, PH meter, Flame Photometer etc.

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Shirpur Education Society

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C] Workshops, training program, seminars etc. attended

Name of the seminar/conference/symposia workshop, etc.	Name of sponsoring agency	Place and Date

E] Computer literacy (provide details)

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F] Computer software's handling skills (specify the name of software's you routinely handle with level of competence)

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G] Contributions in Laboratory work

- Design of standard operating procedures (SOPs)
- Calibration of instruments (Name of instruments)
- Inventory control in laboratory materials
- Safety precaution in handling corrosive /explosive/toxic chemicals
- Contribution to Students Welfare and Discipline

(Signature of the supporting Staff Member)