The Shirpur Education Society and R C Patel Educational Trust



Teachers Performance Appraisal Form



(The format to be used by all institutes for performance appraisal of the teacher) ${\bf r}$

Performance Appraisal Form

(AMENDMENT-II)

	e of the Te	acher:								~ \
Nam	e of the In	stitute:								20
Depa	artment:								/	'V'
Desig	gnation:								,6	
Asse	ssment Ye	ar:						•	2	
								ED ACTIVITIES OF	_	
		Ca	ategory 1: TEA	CHING LEA (N	RNING AN MAXIMUN	D EVALUA I POINTS: 1	TION RELATE 80)	CD ACTIVITIES 1		
								4		
1.1)	TEACHIN	G LEARNING A	ACTIVITIES					¹ /O,		
								\(\right)		
SN		SEI	MESTER			I		у п		
1	Total The	eory load					$ \sim$ \sim			
2		ctical load					<u> </u>			
3	Total Tuto					7	<u>~</u>			
4		ent Guidance Load				\sqrt{O}				
5		nt Guidance Load				<u>'\'</u>				
6	UG Stude	nt Guidance Load			_C	<u> </u>				
7	Administr	ative Load (HOD/	/Vice Principal)		NR					
		Total	Load	8	MAC	0		0		
1.1A	PERFOR	MANCE IN ENGA	AGING LECTUR	ES / PRACTICA	LS/ TUTORI	ALS /ADMINI	ISTRATIVE LOAD	0/		
	RESEAR	CH SUPERVISIO	N/PROJECT GU	DANCE (MAXI	MUM SCOR	E: 50 POINTS	ISTRATIVE LOAD)			
			, Q),						
	Class	Subject	No of Hours	Hrs.	%	Avg. of Col.	Performance &	Max.	API Score	Verified
SN (1)	/Course	Taught	Targeted	Actually Engaged	Target Achieved	(6)	Multiplying	Weight	Claimed	API Score
	(2)	(3)	(4)	(5)	(6)	(7)	Factor (8)	(9)	8*9 (10)	(11)
		35								
	PAT									
1	DP'									
ر ح	X,									
\downarrow										
2										

SN (1)	Class /Course (2)	Subject Taught (3)	Sum of Students Present (4)	Lectures Actually Engaged (5)	Students on Roll (6)	Avg. Attendance = (4)*100 (5)*(6) (7)	Avg. of Col. (7) (8)	Performance & Multiplying Factor (9)	Max. Weight (9)	API Score Claimed 8*9 (10)	Verified API Score (11)
1											
2											
3											SCX
4										4	be
5									20	1/S)	
6										C"	
7								,	X		
8								100			
9							, (\(\)			
10							المرار المار ا				

1.1C) PERFORMANCE IN RESULTS: (THEORY SUBJECT) (MAXIMUM SCORE: 20 POINTS)

						\sim				
SN (1)	Class /Course (2)	Subject Taught (3)		% Result of the Same Subject in the Institute (5)	Column (5/4)*100	Ava. of Col. (6) (7)	Performance & Multiplying Factor (9)	Max. Weight (9)	API Score Claimed 8*9 (10)	Verified API Score (11)
1				. Q	Th.					
2				OHA						
3			,	*						
4			14							
5		X	V).			0.00	0	20	0	
6		5				0.00	U	20	U	
7		.>								
8	N/	/								
رگ	ζ,									
10										

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

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)
al Coaching				
Counseling				
titive Exam Preparation				
l Counseling				
ill Development of the Student				aki skarci
eaching Load				CEL
nal Post Graduate Teaching				X/>
Courses				(-
ner Approved by Principal			PZ.	

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

	G. 1.35 (1.17)	(P)	Verified
SN	Study Material/ Resources	Score Claimed	API Score
1	Updated Lecture Notes	$\langle \rangle$	
2	Lab Manuals		
3	List of E Resource	(C)	
4	Question Paper Solution		
5	Any other Approved by Principal		
	TOTAL	0	0

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

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

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 601 Scor
_	Conduction of Test, Tutorials, Term work and		
1	their Evaluation and Maintaining Proper Records		~ X
2	Examination Work Assigned by University		NO P
3	Examination Work Assigned by Institute	4	γ.
	TOTAL	10,	
		(P)	
CA	TEGORY-1	(D)	
		&Y	
TO	TAL API SCORE CLAIMED		
		~ \\\	
TO	TAL API SCORE VERIFIED	/	
	OK.		
	Conduction of Test, Tutorials, Term work and their Evaluation and Maintaining Proper Records Examination Work Assigned by University Examination Work Assigned by Institute TOTAL TEGORY-1 TAL API SCORE CLAIMED TAL API SCORE VERIFIED TAL API SCORE VERIFIED TAL API SCORE VERIFIED		

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)			C,
5	Cultural Activities (Departmental/Institutional)			₹
6	Lectures on Special Topics			CSEPIE
7	Quiz / Debate/ Elocution (Points=5 for each case)			.00
8	Study Tour			2
9	Avishkar (Student Guidance)			*
10	Essay Competition		70	
11	Exhibition		Δf	
12	Science Day Celebrations		7,	
13	Subject Association		''O,	
14	Sports Activities		1	
15	Counseling	. (·	
16	Anti Ragging Committee		1	
17	Sexual Anti Harassment Committee	/:0		
18	Sports Activity	, V		
19	Any other Activity Approved by Principal			
20	Avishkar and seminar record keeping	1,0'		
21				
	TOTAL	CK)		

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

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

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

2.2B) ADMINISTRATIVE AD 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 Sco
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)			CEAR
	TOTAL			St.
~ 1	THE CODY A		Q ₂	
CA	TEGORY-2		4 BI	
TO	TAL API SCORE CLAIMED		101	
TO	TAL API SCORE VERIFIED	. C	P	
10	THE THIS CORE VERNILLE			
CA	TEGORY-1 + CATEGORY-2	->/		
то	Convener/Organizing Secretary/ Chairman/ Member of professional Body(Points=5 for each case) Talks Delivered in Program Outside General Article Publication/ Editor of the conference proceeding / Reviewer of journal (Points=5 for each case) TOTAL TEGORY-2 TAL API SCORE CLAIMED TEGORY-1 + CATEGORY-2 TAL API SCORE CLAIMED TAL API SCORE VERIFIED TAL API SCORE VERIFIED TAL API SCORE VERIFIED TAL API SCORE VERIFIED	JICAL		
TO	TAL API SCORE VERIFIED			

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									Å
4								~<	, A
5								4	
6							.0	K	
7							$\sigma_{Z_{1}}$		
8							74,		
9							110		
10						\C			
			Т	OTAL		(D)			

3.2) ARTICLES/ CHAPTERS PUBLISHED IN BOOKS AND CONFERENCE PROCEEDING

3.2.1A) P	PUBLISHED BOOKS		/	<u>., , , , , , , , , , , , , , , , , , , </u>				
SN	Title of book	Name of Publisher	National / International r other	ISSN/ ISBN No.	No. of Co-Authors	Whether you are the main author	API Score Claimed	Verified API Score
1		100	72					
2		SOL						
3	(4))						
TOTAL of 3.2.1.A								

3.2.11	B) ARTICLES/CHAPTERS PUBLISHED IN I	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	P					0	
Ç						0	
TOTAL of 3.2.1.B							0
TOTAL of 3.2.1						0	0

			Ì						S.
								24,5	
								4	
							(O		
						•	MD		
		TOTA	AL of 3.2.2.A			TON	*		
						10			
ISHKAR/ANY OTHE	R				C	~		1	¥7. •~
Title of Paper/Post	ter/Model	Avishkar	Prize	e Won	No of Co-Authors			API Score Claimed	Verifi API Score
				7-	× ·				
				7/0					
			4	Ŋ,					
			, C						
		тота	L of 3.2.2.B						
		TOK.	AL of 3.2.2						
	(This total	will be added in	n 3.1 as a res	earch publica	ation)				
MAIC AND COMPLETE	VED DESE AD C	NO IECTE AND	CONCULTA	NOTES (MASS	IMIIM 20 DOINEG				
OING AND COMPLET	ED RESPARCH I	ROJECIS AND	CONSULTA	NCIES (MAX	INTUNI 20 PUINTS				
Title	(1).	Agency	Period	Type of Project	Grant/ Amount Mobilized (Rs. Lakh)	Are You Principal Investigator?	No. of Co-Invest.	API Score Claimed	Verifi API Score
72	•								
X									
<u> </u>									
	Title of Paper/Post	Title	Title of Paper/Poster/Model Avishkar TOPA (This total wilk h added i	Title of Paper/Poster/Model Avishkar Prize TOPAL 1 3.2.2.B TOTAL of 3.2.2 (This total will be added in 3.1 as a resemble of the project of the project of the project of the prize of the project of the prize of	Title of Paper/Poster/Model Avishkar Prize Won TOPAL of 3.2.2.B TOTAL of 3.2.2 (This total will be added in 3.1 as a research publication of the property of the property of the prize won Title Agency Period Type of	Title of Paper/Poster/Model Avishkar Prize Won No. Authors TOPAL of 3.2.2.B TOTAL of 3.2.2 (This total will b) added in 3.1 as a research publication) PING AND COMPLETED RESEARCH PROJECTS AND CONSULTANCIES (MAXIMUM 20 POINTS) Title Agency Period Type Grant/ Amount Mobilized	Title of Paper/Poster/Model Avishkar Prize Won Consultations Whether y main aut TOTAL vi 3.2.2.B **TOTAL of 3.2.2** (This total will be added in 3.1 as a research publication) **TOTAL of 3.2.2** (This total will be added in 3.1 as a research publication) **Total vi 3.2.2** (This total will be added in 3.1 as a research publication) **Total vi 3.2.2** (This total will be added in 3.1 as a research publication) **Total vi 3.2.2** (This total will be added in 3.1 as a research publication)	Title of Paper/Poster/Model Avishkar Prize Won Control Whether you are main author? TOPAL VI 3.2.2.B **COTAL of 3.2.2** (This total will be added in 3.1 as a research publication) **Title Agency Period of Mobilized Investigator?* Title Agency Period of Mobilized Investigator? **Type Grant/Amount Principal Investigator?* **Type Grant/Amount Principal Investigator.* **Type Grant/Am	Title of Paper/Poster/Model Avishkar Prize Won Consultons Whether you are main author? API Score Claimed TOPAL 3.2.2.B (This total wilk and added in 3.1 as a research publication) Agency Period of Mobilized Principal Investigator? Investigator? Score Score Colonwest. API Score Mobilized Principal Investigator? Score Sco

3.4) RESEARCH GUIDANCE /QUALIFICATION (MAXIMUM 20 POINTS) 3.4A) RESEARCH GUIDANCE (MAXIMUM 10 POINTS) Verified API Score Thesis SN **Research Guidance Number Enrolled** Degree Awarded API Submitted Claimed Score 1 2 3 TOTAL of 3.4A 3.4B) RESEARCH QUALIFICATION (MAXIMUM 10POINTS) Qualification Submitted Awarded 1 2 TOTAL of 3.4B TOTAL of 3.4 3.5) PATENT/IPR (MAXIMUM 15 POINTS) SN Title REG. NO. Submitted 1 2 TOTAL 3.6) TECHNICAL WORKSHOPS / SOFT SKILL DEVELOPMENT WORKSHOPS PARTICIPATION (MAXIMUM 15 POINTS) Verified Duration Mention in Days) API Score Organized SN API By Claimed Score 1 2 3 4 TOTAL TOTAL API SCORE CLAIMED

TOTAL API SCORE VERIFIED

Category	Criteria	API for Assessment Year	API Score Claimed	Verified API Score	Diff. ir
I	Teaching , Learning and Evaluation Related Activities				NSC.
II	Co-curricular, Extension, Professional Development etc			QK5	
	Total I+II			M	
Ш	Research and Academic Contribution		,CATION		
IV	Others*		,\C\r		
Ment	ion Year of Experience In this Instit	tute C	4		

		•		
Mention Year of Experience In this Institute	C. P	×	4	

Grade on the Book of API Score Claim	ned
API Category In III	Grade
T & C	D (Not Acceptable)

Grade on the Basis of API Score Verified					
API Category I+II+III	Grade				
0	D (Not Acceptable)				
& CSA					

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	,0×
≥300	0	Qutstanding
275-299	A+	Excellent
250-274	A	Very Good
225-249	B+	Positively Good
200-224	В	Good
180-199	C+	Satisfactory
160-179	c Ch	Improvement Required
<160	Not Acceptable	Not Acceptable

REMARK OF THE ASSESSMENT OFFICER:

Assessment Grade:	. \/	D (Not Acceptable)
	OX,	

Place

Date

Assessment officer Sign and Designation (Chairman IQAC / HOD)

REMARK OF REVEALUATION OFFICERS

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 informa	ation				
Name:Department:Address (Residential	al):		Design	nation:	22
Mobile:Date of Birth:			e-mail:		PEZEW
Date of Appointme	nt: In the Institutio	n:		In the pre	sent post:
Area of Specialization:	:			Total Expe	erience:Y
B] Academic Quali	fication		۰۵،	MI	
Exam Passed	School/College/ University	Subjects	(0)	<i></i>	Year Division/Grade
10 th		277	P		
12 th		Milio			
D. Pharm	ILR				
Bachelor's Degree	Chhi.				
Masters Degree					
Other Diploma/Certificates					
D]Special instrume Eg. HPLC, HPTLC, GC, S PH meter, Flame Phot	Spray Dryer, Motic				

Shirpur Education Society

R. C. Patel Institute of Pharmaceutical Education and Research

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)	RESTRU
F] Computer software's handling s handle with level of competence)	kills (specify the name of soft	ware's you routinely
 G] Contributions in Laboratory wo Design of standard operating procedu 		
Calibration of instruments (Name of in	nstruments)	
Inventory control in laboratory materi	als	
Safety precaution in handling corrosiv	e /explosive/toxic chemicals	
Contribution to Students Welfare and	Discipline	

(Signature of the supporting Staff Member)