



JEYPORE COLLEGE OF PHARMACY

Teaching staff

(Period of Appraisal: From 01st July

to 30th June)

EMPLOYEE DETAILS:

Name of the faculty:

Department:

Designation:

Date of Joining the Institute:

Gross Salary

GUIDELINES:

The period of evaluation shall be 1st July to 30th June of any year.

All the information should be provided accurately and clearly. Additional information worth a mention may be provided in separate sheets.

The faculty must refer the Performance Appraisal Scheme document for more details, before filling the appraisal form.

Appraisal Committee for Faculty: Evaluating Authority (EA) is the HoD and the Reviewing Authority (RA) is The Head of Institution (Principal).

Appraisal Committee for HoD: Evaluating Authority (EA) is the Head of Institution (Principal), the Reviewing Authority (RA) is The Director (or the competent authority appointed on his behalf).

The EA shall verify all the information, by supporting proofs before commenting on the performance.

RECORDS OF ABSENCE (TO BE FILLED BY THE ADMIN / HOD OFFICE)

Sl. No.	Type of Leave	No. of Leaves Availed		Signature of Admin / HOD with Date
		Term - I	Term - II	
1	Casual Leave (CL)			
2	Medical Leave (ML)			
3	Duty Leave (DL)			
4	Maternity Leave (MTL) (if applicable)			
5	Leave Without Pay (LWP)			

CATEGORY – I : TEACHING, LEARNING & EVALUATION

(MINIMUM SCORE REQUIRED: 75)

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Lectures, Tutorials, Practicals conducted	50		
2.	Extra Teaching Duties	10		
3.	Curriculum Enrichment	10		
4.	Participatory & Innovative Teaching-Learning Methodologies	20		
5.	Examination Duties	10		
6.	Student Feedback	20		
7.	HoD's Feedback	05		
	TOTAL (I)	125		

(Note: Attach supporting documents to validate the claim)

Note: *Minimum 80 % compliance is mandatory for point 1, below which no scores may be assigned.

CATEGORY – II : CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT

(MINIMUM SCORE REQUIRED: 15)

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
1.	Student Centric Activity <ul style="list-style-type: none"> • Inter-College Level Activity/ Event Convener/ Coordinator (20) Member (5) • College Level Activity/ Event Convener/ Coordinator (10) Member (2) • Certificate Course/ Add on Course with min. 50% teaching (15) with no teaching (5) • Guest Lecture for Students (2 per lecture) 	20		
2.	Academic and Administrative Committees & Responsibilities <ul style="list-style-type: none"> • College level : Incharge (10) Member (2) • Department level : Incharge (5) Member (1) 	15		

Sr. No.	APIs	API Score Allotted	Self Evaluation	Evaluation by EA
3.	Professional Development Activities (attending seminars, conferences, workshops, talks, lectures, dissemination, general articles, invited lecture or talk, keynote talk, etc of duration less than 1 week) (3 each)	15		
	TOTAL (II)	50		

(Note : Attach supporting documents to validate the claim)

CATEGORY – III: RESEARCH & DEVELOPMENT

(Minimum Score Required: AP-6K (05), AP-7K (10), AP-8K (15), Assoc. Prof (20), Prof. (25))

Sr. No.	APIs	Self Evaluation	Evaluation by EA
1.	Sponsored Research Projects 30 lakhs and above (30 & 20) 05 to 30 lakhs (20 & 10) 01 to 05 lakhs (15 & 05) Upto 01 lakh (05 & 01)		
2.	External Funding for Research Activities (Conf. / WS / Seminar / STTP / FDP etc) 05 to 10 lakhs (Maximum 10) 01 to 05 lakhs (Maximum 05) 0.5 lakh to 01 lakhs (01)		
3.	Publications Journal (15 & 10) Conf. Proceedings (full paper with ISBN No.) (10 & 5) Conf. Proceedings (full paper without ISBN No.) (5 & 3) Technical Articles (3)		
4.	Invited lectures / Paper Presentation International Conf. (7 per lecture / 5 per paper presented) National Conf. (5 per lecture / 3 per paper presented) State / University level (3 per lecture / 2 per paper presented)		

Sr. No.	APIs	Self Evaluation	Evaluation by EA
5.	Student Publications (15 max) Journal (full paper) : 5/ publication		
6.	Books and Chapters in Books International Publisher : 30 per book & 10/ chapter for single author National Publisher : 20 per book & 05/ chapter for single author		
7.	Patent Overseas (50) Indian (25)		
8.	Industrial Training / Online courses (Max: 15 points) More than 2 weeks (10) , Up to 2 weeks (05)		
9.	Courses/ Programs Attended (Max: 10 points) International (Overseas) (20) International (India) (10) National/ State/ University (5)		
10.	Courses/ Programs Organized for Faculty (Max: 10 points) International (10) National / State / University (5)		
11.	Research Guidance Ph.D. (20 & 10) M.Phil & Masters by Research (5)		
12.	Research Evaluation and Review (Max: 10 points) Ph.D. (5), M.E./M.Tech (3) Journal / Conf. (2)		
13.	Collaborative Research International (10) National (5)		
14.	Product / Process Development (10 / 05)		
15.	Collaborations / Donations / Lab. Dev. (03 each)		
16.	Consultancy Projects: Amount mobilized with a minimum of Rs.10 lakhs. (10 for every Rs.10 lakhs)		
17.	MOU / T & P Activities (03 each)		
18.	Fellowships / Awards: International Award / Fellowship from academic bodies (15 per Award / 15 per Fellowship). National Award / Fellowship from academic bodies (10 per Award / 10 per Fellowship). State / University level Award from academic bodies (05 per Award).		
	TOTAL (III)		

EVALUATION SUMMARY:

APIs	Minimum Required	Self Evaluation	Evaluation by EA
Category – I : Teaching, Learning & Evaluation	75		
Category – II : Co-Curricular, Extension & Professional Development	15		
Category – III : Research and Development			

Total

(Note: Attach supporting documents to validate the claim)

ADDITIONAL COMMENTS (if any) by THE FACULTY

Date:

Signature of Faculty



ASSESSMENT by The HoD (EA)

(The assessment should be based predominantly on the criterion mentioned. The opinion of colleagues, subordinates, superiors will be given due weightage. The overall utility/ contribution of the candidate to the department and institute are assessed. In case of interdepartmental or FY assignments, EA should seek remarks from the concerned HoD as the case may be)

On a 10 point scale, the performance of _____ can be rated at _____

Date:

Head of Department

REVIEW of ASSESSMENT & RECOMMENDATION by The Director (RA)

Date:

Director

Edited by

Recommended by

Approved by

Dean (R&D)

Director

Chairman

JEYPORE COLLEGE OF PHARMACY

Performance Appraisal Form for Non-Teaching Staff 2023-24

1. Name of the Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Qualification :
6. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge(theory, hands on) for all aspects of the job to perform your job functions satisfactorily?					

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					

6	Diligence and sense of responsibility					
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III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
3	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
3	Responsibility towards your tasks/ areas of management assigned to?					

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the non teaching staff

Countersigned by the Head of the Institution