



Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions

## Faculty of Pharmacy

Approved by AICTE & PCI, New Delhi

Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai.

A/P-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701

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### Criterion 6

#### *6.3.5 Institutions Performance Appraisal System for Teaching and Non-teaching Staff*

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PRINCIPAL  
H.S.B.P.V.T.'S GROUP OF INSTITUTION'S  
Faculty of Pharmacy  
Kashti, Tal-Shrigonda, Dist-A. Nagar

**Hon. Shri. Babanrao Pachpute Vichardhara Trust Group of Institutions, Faculty of Pharmacy, Kashti, Tal- Shrigonda, 414701**

**FORMAT FOR PERFORMANCE APPRAISAL – TEACHING STAFF**

**PART A – (TO BE FILLED IN BY THE TEACHING STAFF)**

1. Full Name of the Staff \_\_\_\_\_
2. Date of Birth \_\_\_\_\_(DD/MM/YYYY)
3. Mobile No.s \_\_\_\_\_
4. Email Id \_\_\_\_\_
5. Educational Qualification – Graduation \_\_\_\_\_, Post-graduation \_\_\_\_\_,  
Doctoral \_\_\_\_\_, Others (Pls. Specify) \_\_\_\_\_
6. Participation in Extension Activity (Explain Contribution in brief) –

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7. Participation in Examination Process –
  - a) Internal Examination \_\_\_\_\_
  - b) External Examination \_\_\_\_\_
  - c) Practical / Project Examination \_\_\_\_\_
  - d) Continuous Evaluation Activities \_\_\_\_\_
8. Participation in College Inspection by University / Govt. Authorities etc.  
\_\_\_\_\_
9. Academic Performance (to be supported by the subject files containing the following information):



- a. Subjects Taught \_\_\_\_\_
- b. Syllabus Coverage % \_\_\_\_\_
- c. Attendance Average % \_\_\_\_\_
- d. Sessions Plan and its Achievement % \_\_\_\_\_
- e. Teaching Notes, PPTs etc. \_\_\_\_\_
- f. Question Banks \_\_\_\_\_
- g. Subject-wise Result % \_\_\_\_\_

10. Research Papers Publication / Presentation \_\_\_\_\_

11. Participation in College level Seminar: Responsibility \_\_\_\_\_, As  
Head \_\_\_\_\_, As Member \_\_\_\_\_

12. Grants, Awards & Patents during the Academic Year \_\_\_\_\_

13. Guest Lectures, Seminars delivered outside college during the Academic Year:  
\_\_\_\_\_

14. Consultancy & Testing Assignments during the Academic Year, for or through the institution  
/ college \_\_\_\_\_

15. Outside College Assignments:

- a. University / MSBTE Examination \_\_\_\_\_
- b. University / Govt. Authorities Inspections etc. \_\_\_\_\_
- c. Arrangement of Industrial Visits \_\_\_\_\_

16. Within College Assignments:

- a. Extra Curricular Activities \_\_\_\_\_
- b. Co-curricular Activities \_\_\_\_\_
- c. Seminars / Workshops / Technical Events \_\_\_\_\_

17. Any other important contribution (not covered above) \_\_\_\_\_  
\_\_\_\_\_ (Please specify)

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Signature of the Staff  
Date -

Signature of HOD

Signature of Principal / Director



**Hon. Shri. Babanrao Pachpute Vichardhara Trust Group of  
Institutions, Faculty of Pharmacy, Kashti, Tal- Shrigonda, 414701**

**FORMAT FOR PERFORMANCE APPRAISAL – TEACHING STAFF**

**PART B – (TO BE FILLED IN BY THE PRINCIPAL / DIRECTOR)**

1. Punctuality of the staff \_\_\_\_\_
2. Work Culture / Behavioral Aspects \_\_\_\_\_
3. Keeping away from Addictive Habits \_\_\_\_\_
4. Regular uniform, ID card etc \_\_\_\_\_
5. Subject knowledge of the subjects taught \_\_\_\_\_
6. Prompt to the classes \_\_\_\_\_
7. Full time engagement of the class \_\_\_\_\_
8. Overall Students Appraisal \_\_\_\_\_
9. Information Declared in Part A is TRUE / FALSE, \_\_\_\_\_  
If FALSE, please specify \_\_\_\_\_

**Recommended / not recommended for regular increments / promotions / extra increments**

\_\_\_\_\_ (Please give specific reasons)

( )

Date -

Signature of the Principal

**Approved / Not Approved by the Management Authorities**

( )

Date -

Hon'ble President / Hon'ble Secretary,

Parikrama Group of Institutions



**Hon. Shri. Babanrao Pachpute Vichardhara Trust Group of  
Institutions, Faculty of Pharmacy, Kashti, Tal- Shrigonda, 414701**

**FORMAT FOR PERFORMANCE APPRAISAL – NON- TEACHING STAFF**

**PART A – (TO BE FILLED IN BY THE NON-TEACHING STAFF)**

1. Full Name of the Staff \_\_\_\_\_
2. Date of Birth \_\_\_\_\_(DD/MM/YYYY)
3. Mobile No.s \_\_\_\_\_
4. Email Id \_\_\_\_\_
5. Educational Qualification – SSC / HSC \_\_\_\_\_, Diploma \_\_\_\_\_  
Graduation \_\_\_\_\_, Post-graduation \_\_\_\_\_, Doctoral \_\_\_\_\_,  
Others (Pls. Specify)\_\_\_\_\_
6. Participation in Extension Activity (Explain in brief) –  
  
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7. Participation in Examination Process –
  - e) Internal Examination \_\_\_\_\_
  - f) External Examination \_\_\_\_\_
  - g) Practical / Project Examination \_\_\_\_\_
  - h) Continuous Evaluation Activities \_\_\_\_\_
8. Participation in College Inspection by University / Govt. Authorities etc.  
\_\_\_\_\_
9. Administrative Performance (to be supported by the office files & records containing the following information):
  - a. Co-curricular Activities support \_\_\_\_\_
  - b. Extra-curricular Activities support \_\_\_\_\_



- c. Compliance within time – Inst. Level \_\_\_\_\_
  - d. Compliance within time – University / MSBTE \_\_\_\_\_
  - e. Compliance within time – AICTE / PCI / DTE \_\_\_\_\_
  - f. Record keeping and maintenance \_\_\_\_\_
  - g. Inventory record keeping \_\_\_\_\_
10. Innovation – Institute / College level \_\_\_\_\_
- Your own work place \_\_\_\_\_
11. Any other important contribution (not covered above) \_\_\_\_\_
- \_\_\_\_\_ (Please specify)

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Signature of the Staff

Signature of HOD

Signature of Principal / Director

Date -



**Hon. Shri. Babanrao Pachpute Vichardhara Trust Group of  
Institutions, Faculty of Pharmacy, Kashti, Tal- Shrigonda, 414701**

**FORMAT FOR PERFORMANCE APPRAISAL – NON -TEACHING STAFF**

**PART B – (TO BE FILLED IN BY THE PRINCIPAL / DIRECTOR)**

- a. Punctuality of the staff \_\_\_\_\_
- b. Work Culture / Behavioral Aspects \_\_\_\_\_
- c. Keeping away from Addictive Habits \_\_\_\_\_
- d. Regular uniform, ID card etc \_\_\_\_\_
- e. Cleanliness of the college / Institute \_\_\_\_\_
- f. Attitude \_\_\_\_\_
- g. Cooperation \_\_\_\_\_
- h. Dependability \_\_\_\_\_
- i. Initiative \_\_\_\_\_
- j. Communication and Counseling Abilities \_\_\_\_\_
- k. Overall appraisal by teaching staff \_\_\_\_\_
- l. Overall Students Appraisal \_\_\_\_\_
- m. Information Declared in Part A is TRUE / FALSE, \_\_\_\_\_  
If FALSE, please specify \_\_\_\_\_



**Recommended / not recommended for regular increments / promotions / extra increments**

\_\_\_\_\_ (Please give specific reasons)

( )

Date -

Signature of the Principal

**Approved / Not Approved by the Management Authorities**

( )

Date -

Hon'ble President / Hon'ble Secretary,

Parikrama Group of Institutions





Hon Shri. Babanrao Pachpute Vichardhara Trust, Group of  
Institutions

Faculty of Pharmacy, Kashti

Staff Self-Appraisal Form (A.Y. 2023-24)

Marks 155

Date: / /

Staff Name:-	
Department:-	
Designation:-	
Assessment Year:-	
Date of Joining	
Total Service/ Experience	

1] Course Book:-

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2] Academic Workload :- (Marks-5)

S.N	Name of the subject	Subject code	Class	Semester / Year	Total Work Load per week	No. of Lectures/ Practical/ Project Hrs. Scheduled	No. of Lectures/ Practical/ Project Hrs. Conducted
				Sem-I	Theory:	Theory:	Theory:
					Practical:	Practical:	Practical:
					Project:	Project:	Project:
					Seminar:	Seminar:	Seminar:
				Sem-II	Theory:	Theory:	Theory:
					Practical:	Practical:	Practical:
					Project:	Project:	Project:
					Seminar:	Seminar:	Seminar:

Evaluation Mechanism:

Score = Total No. of Class Conducted / Total no. of Scheduled Class



**3] Exam related work:- (Marks – 5)**

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**4] Add on Course coordinator:- ( Marks-5)**

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**5] Student Feedback (Marks-2)**

S. N.	Activity	End User	Evaluator	Update frequency	Report :
1	Student Feedback	Students	Online System: Google Form	Twice in Semester: First: After one month Second: After two months	Average of all subject feedback of SEM-I and II

**Evaluation Mechanism:**

**Total Score=Average Feedback**

**6] Efforts Taken for slow learners:- ( Marks – 5)**

Class	No of Students	Efforts Taken

**Evaluation Mechanism:**

**Total Score=Average Efforts**

**7] ICT Data in LMS :- ( Markks-5)**

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**8] Mentor – Mentee file update (Marks-5)**

No of Mentee:-

No of Mentee File updated:-

**9] Internal Examination Assessment record: (Marks-5)**

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**10] Work done on GAP analysis: (Marks-5)**

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**11] CO-PO attainment: (Marks-5)**

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**12] Grants Received:- (Marks-5)**

Particulars	Grant Amount	Remark

**13] Seminar/ Conference / Workshop conducted: (Marks-5)**

Particulars	Seminar	Conference	Workshop
National			
International			
State Level			
College Level			



**14] Papers published in UGC care Journal : (Marks-5)**

Title	Date

**15] Books Published:- (Marks-5)**

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**16] Papers Published in conference Proceedings:- (Marks-5)**

Paper Title	Conference	
	National	International

**17] Patents filed/ Published**

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**18] Extension activity conducted:- (Marks 5)**

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**19] Awards Received:- (Marks 5)**

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**20] MOU done & activity conducted: (Marks 5)**

MOU with other institute / Industry	Date	Activity

**21] Private Scholarship received to your mentee:- (Marks 5)**

Name of Mentee	Scholarship Amount	Scholarship Received From

**22] Skill Enhancement activities done for students:- (Marks 5)**

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**23] Career Guidance activities done for students :- (Marks 5)**

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**24] Contribution to Placement activity:- (Marks 5)**

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25] Coordinators for cultural / sports activity :- (Marks 5)

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26] Your mentee representation in administrative activities :- (Marks 5)

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27] Contribution in alumni engagement :- (Marks 4)

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28] Contribution for FDP programs for non teaching staff:- (Marks 2)

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29] FDP's attended (MT 5 days) :- (Marks 5)

S.N	FDP's Particulars	Date	Place/ Institute

30] Efforts Taken for inclusive environment for students :- (Marks 2)

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31] Coordinator for Commemorative for students:- (Marks 5)

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32] Contribution in Best Practice :- (Marks 5)

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33] Field visits :- (Marks 5)

S.N	Class	No. of Students	Place & Name of Industry	Date

Note: Enclose all Proof otherwise points claimed will not be considered.

Remark:.....  
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Mr./Mrs/Dr. \_\_\_\_\_ Sign of Faculty  
Dr./Mr./Mrs. \_\_\_\_\_ H.O.D

Dr.S.A Nirmal  
Principal

Staff experience	Mark required
Less than 3 years	80
3 to 5	90
5 to 10	110
10 to 15	130
More than 15	140



### 3] Departmental Level Activities (10)

S. N.	Departmental Level Activities 1) Coordinator-02 2)Member-01 OR as mentioned in bracket	Maximum Points (A)	Performance /work completed on the scale of 1		Marks = A x C
			HOD Evaluator(B)	Principal Evaluator(C)	
1	Admission (FC/SC/ARC : In charge / Efforts Taken to improve Admissions)				
2	Alumni Coordinator (Department / Batch)				
3	Placement Contribution				
4	Student Mentoring / Counselling				
5	Consultancy				
6	CSR Activity / MOU				
7	Grants / Funds Received				
8	Conduction of Guest Lecture /Seminar/ Workshop/FDP/Training				
9	MOOCS/ NPTEL/Spoken Tutorial Coordinator				
10	Results (Academic Result Analysis)				
11	Academic In charge				
12	Class Teacher				
13	Maintenance In charge				
14	Cleanliness In charge				
15	College Magazine (In charge/ Member)				
16	Website In charge				
17	News bulletin (In charge / Member)				
18	Departmental Library In charge				
19	Earn & Learn Scheme Coordinator				
20	ERP (MIS) In charge				
21	Feedback Coordinator (Student, Parent, Alumni & Event)				
22	Exam ( Coordinator / Duty)				
23	Industrial Visit				
24	Local Chapter (Professional Bodies) Coordinator				
25	NBA/ NAAC Coordinator (3 Marks) Criteria Coordinator (2 Marks)				
26	Lab In charge				
27	Scholarship In charge				
28	Student Association / Chapter Coordinator				
29	Time Table In charge (3 Marks)				
30	Training & Placement In charge (3				



	Marks)				
31	Medicinal Garden IN charge				
32	Animal House In charge				
33	PG Coordinator				
34	Research & Development Coordinator				
35	Tinkerers' Laboratory				
36	NSS (National Service Scheme)				
37	Any Other (Mention)				
<b>Total =</b>					

#### 4] Institute Level Activities (10)

S. N.	College / Institute Level Activities 1) Coordinator-03 2) Member-02 OR as mentioned in bracket	Maximum Points (A)	Performance / fraction of work completed on the scale of 1		Marks = A x C
			HOD Evaluator (B)	Principal Evaluator (C)	
1	AQAC (Academic Quality Assurance Committee) / IQAC (Internal Quality Assurance Cell) (5Marks)				
2	HOD/ Dean (5Marks)				
3	Entrepreneurship Development In Charge / PRISM//IIC (5Marks)				
4	Examination In charge (5Marks)				
5	Internship / Training In charge (5Marks)				
6	NBA / NAAC Coordinator (5Marks)				
7	Training & Placement Officer (TPO) (5Marks)				
8	NSS-Program Officer (National Service Scheme) (5Marks)				
9	Cultural Coordinator (5Marks)				
10	Sport In charge (5Marks)				
11	FDP /Seminar /Workshop In charge/Training				
12	Gymkhana/Publicity/Gathering /Student Club Activity				
13	Hardware / Instrument Lab In charge				
14	Hostel / Rector / Warden				
15	IPR Activity				
16	Language Lab In charge / Communication Skill				
17	Skill Development In charge				
18	ERP (MIS/WCS) INCHARGE				
19	UNIVERSITY/ MSBTE /AICTE/ DTE /NIRF Coordinator				
20	Website In charge / News Bulletin				
21	Canteen In charge				
22	Grievance Cell/ ICC				
23	Academic				
24	Dairy Farm/Animal House				
25	College Farm/Medicinal Plant Garden				

26	Purchase				
27	Research & Development Coordinator				
28	Maintenance In charge				
29	Any other (Mention)				
Total =					

### 5] Annual Confidential Report (10)

No	Activity	Maximum Points	HOD Evaluator	Principal Evaluator
1	Annual Confidential Report	10		

### 6] Research & Publications / Patent (Max 20)

S. N.	Activity (Research Publications / Patent) Note: Enclose Copy of First page of the paper			Maximum Points	HOD Evaluator	Principal Evaluator
	Details	First / Corresponding	Joint authors			
1	Scopus/ WoS/UGC (IF/citescore = 1-2)	10.5	4.5			
	Scopus/ WoS/UGC (IF/citescore < 1)	7	3			
	Scopus/ WoS/UGC (IF/citescore = 0)	3.5	1.5			
	Other Journals (With valid ISSN)	2	1			
2	Books Nat. Pub./chapter	5/4	3/2			
	Books Int. Pub./chapter	7/5	4/3			
3	Scopus/IPC Conference	4	2			
5	General Conference	02	01			
6	Patent Published	06	03			
7	Patent Granted	12	06			
8	Awards/Recognition – University	3	NA			
	Awards/Recognition – State	5	NA			
	Awards/Recognition – Nat/Int	7	NA			
Total =						

Any other Achievements:



### 7] Contribution to Society and others (05)

S. N.	Activity (Contribution to Society) (Maximum point to each activity is one) Note:	Maximum Points	Performance /work completed on the scale of 1 (Participation/Organization/inv	Marks= A x C

	Enclose Proof	(05) (A)	olvement)		
			HOD Evaluator (B)	Principal Evaluator (C)	
1	Blood donation/Health/Medical Camp				
2	Yoga/Tree Plantation				
3	NSS/NCC/Literacy Camp				
4	Number of Endsem answer paper assessed =.....				
5	Two FDPs/ Workshop/ STTPs attended (minimum one week)				
6	Member/Reviewer of Referred Journals/Conference				
7	Any other point (Mention)				
<b>Total =</b>					

S. N	Activity	Maximum Points	HOD	Principal
1	Teaching Process (10 Class Conducted + 10 Teaching Quality)	20		
2	Student Feedback	25		
3	Departmental Level Activities	10		
4	Institute Level Activities	10		
5	Annual Confidential Report	10		
6	Research & Publications / Patent	20		
7	Contribution to Society	05		
<b>Total</b>		100		

**Note: Enclose all Proof otherwise points claimed will not be considered.**

**Remark:**.....  
 .....  
 .....

Mr./Mrs/Dr. \_\_\_\_\_  
 Sign and Date of Faculty

Dr./Mr./Mrs. \_\_\_\_\_  
 H.O.D

Dr.S.A Nirmal  
 Principal

