



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

## Faculty of Pharmacy

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

Approved by PCI, New Delhi, Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai.

Website – www.parikrama.edu.in, Phone – 9766126772, Email – pariphr@gmail.com

Vision – 'To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas'



19/06/2026

### POLICY FOR TEACHING STAFF LECTURE EVALUATION AND CORRECTIVE ACTION

#### 1. Purpose

To ensure quality teaching-learning practices, continuous improvement in teaching effectiveness and maintenance of academic standards in the institution through systematic evaluation of classroom lectures.

#### 2. Scope

This policy shall be applicable to all teaching staff members of the institution, including Professors, Associate Professors, Assistant Professors, and Ad-hoc/Visiting Faculty.

#### 3. Evaluation Process

1. Each faculty member shall be evaluated through classroom observation using the approved "Lecture Evaluation Form (100 Marks)".
2. A minimum of **five (05) lectures** of every faculty member shall be evaluated during the semester.
3. Evaluation may be conducted by:
  - Principal
  - Academic Monitoring Committee
  - IQAC Committee
  - Head of Department
  - Peer Evaluators nominated by the Principal
4. The average score of all five evaluations shall be considered for performance assessment.

#### 4. Evaluation Criteria

Faculty members shall be evaluated on:

- Subject Knowledge and Preparation
- Teaching Methodology
- Communication Skills
- Use of Teaching Aids
- Classroom Management and Assessment
- Professionalism and Ethics

Maximum Marks: **100**



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### 5. Performance Classification

Average Score	Grade	Performance Level
90 – 100	A+	Excellent
80 – 89	A	Very Good
70 – 79	B+	Good
60 – 69	B	Satisfactory
50 – 59	C	Needs Improvement
Below 50	D	Unsatisfactory

### 6. Corrective and Improvement Actions

#### A. Grade A+ (90–100)

- Appreciation Letter from Principal.
- Preference for academic leadership roles.
- Consideration for Best Teacher Award.

#### B. Grade A (80–89)

- Encouraged to mentor junior faculty members.
- Recognition during staff meetings.

#### C. Grade B+ (70–79)

- Performance considered satisfactory.
- Faculty advised to improve identified weak areas.

#### D. Grade B (60–69)

- Faculty shall receive written feedback.
- Re-evaluation within the next semester.

#### E. Grade C (50–59) – Needs Improvement

- Written advisory issued by Principal.
- Submission of an Improvement Action Plan within 15 days.
- Additional classroom observations to be conducted.
- Review after one month.



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### F. Grade D (Below 50) – Unsatisfactory

#### First Occurrence

- Formal warning letter.
- Mandatory mentoring by senior faculty.
- Re-evaluation of three lectures within one month.

#### Second Consecutive Occurrence

- Show Cause Notice.
- Teaching workload review.
- Restriction from handling advanced/specialized courses until improvement is demonstrated.

#### Third Consecutive Occurrence

- Matter placed before Management.
- Annual increment may be withheld as per institutional service rules.
- Adverse remarks may be recorded in Annual Performance Appraisal.
- Further administrative action as deemed appropriate by Management.

### 7. Documentation

- All evaluation reports shall be maintained by IQAC/Academic Section.
- Records shall be confidential and used for quality improvement and performance appraisal.
- Faculty members shall be informed of evaluation outcomes and improvement recommendations.

### 8. Appeals

Any faculty member may submit a written representation regarding the evaluation findings to the Principal within seven working days of receiving the evaluation report.

### 9. Review of Policy

This policy shall be reviewed annually by the IQAC and Academic Monitoring Committee and revised as required.



  
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's Group of Institutions,**  
**Faculty of Pharmacy, Kashti**  
Lecture Evaluation Form (100 Marks)

Name of Faculty: \_\_\_\_\_

Department: \_\_\_\_\_

Subject: \_\_\_\_\_

Date: \_\_\_\_\_

Class: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Sr. No.	Evaluation Parameter	Marks	Marks Obtained
<b>A</b>	<b>Preparation &amp; Subject Knowledge (25 Marks)</b>		
1	Preparation and organization of lecture	5	
2	Depth of subject knowledge	5	
3	Clarity of learning objectives	5	
4	Relevance of content to syllabus and pharmacy profession	5	
5	Updated information and recent advancements included	5	
	<b>Subtotal A</b>	<b>25</b>	
<b>B</b>	<b>Teaching Methodology (25 Marks)</b>		
6	Clarity of explanation of concepts	5	
7	Logical sequence and flow of lecture	5	
8	Use of examples, case studies, and practical applications	5	
9	Student engagement and interaction	5	
10	Encouragement of critical thinking and discussion	5	
	<b>Subtotal B</b>	<b>25</b>	
<b>C</b>	<b>Communication Skills (15 Marks)</b>		
11	Voice audibility and modulation	5	
12	Language proficiency and clarity	5	
13	Confidence and professional demeanor	5	
	<b>Subtotal C</b>	<b>15</b>	

<b>D</b>	<b>Use of Teaching Aids (15 Marks)</b>		
14	Effective use of PowerPoint/Smart Board	5	
15	Quality and readability of presentation slides	5	
16	Use of multimedia, models, demonstrations, or videos	5	
	<b>Subtotal D</b>	<b>15</b>	
<b>E</b>	<b>Classroom Management &amp; Assessment (10 Marks)</b>		
17	Time management during lecture	5	
18	Ability to answer student questions and assess understanding	5	
	<b>Subtotal E</b>	<b>10</b>	
<b>F</b>	<b>Professionalism (10 Marks)</b>		
19	Punctuality and preparedness	5	
20	Professional ethics, respect, and inclusiveness	5	
	<b>Subtotal F</b>	<b>10</b>	
	<b>TOTAL</b>	<b>100</b>	

**Grading Scale**

90–100: A+ (Excellent)

80–89: A (Very Good)

70–79: B+ (Good)

60–69: B (Satisfactory)

50–59: C (Needs Improvement)

Below 50: D (Unsatisfactory)

**Evaluator's Comments**

Strengths:

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Areas for Improvement:

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Signature of Evaluator: \_\_\_\_\_