



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'



23/06/2026

POLICY FOR PRACTICAL EVALUATION AND CORRECTIVE ACTION

1. Purpose

The purpose of this policy is to ensure quality practical teaching-learning processes, enhance the effectiveness of laboratory instruction, and maintain academic excellence through a structured and systematic evaluation of practical sessions conducted by teaching staff.

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 Laboratory observation using the approved "Practical Evaluation Form (100 Marks)".
2. A minimum of **five (05) Practicals** 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:

- Preparation & Planning
- Subject Knowledge & Demonstration
- Teaching & Guidance Skills
- Laboratory Safety & Compliance
- Student Assessment & Viva Voce
- Professionalism & Time Management

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.



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Practical Evaluation Form (100 Marks)

Faculty Name: _____

Subject: _____

Practical Title: _____

Class & Batch: _____

Date: _____

Evaluator: _____

Sr. No.	Evaluation Parameter	Maximum Marks	Marks Obtained
A	Preparation & Planning (15 Marks)		
1	Practical planned as per syllabus and lesson plan	5	
2	Availability and readiness of chemicals, instruments, and materials	5	
3	Laboratory setup and organization before commencement	5	
	Subtotal A	15	
B	Subject Knowledge & Demonstration (20 Marks)		
4	Subject knowledge related to practical	5	
5	Clarity of practical objectives and principles	5	
6	Effective demonstration of procedure/experiment	5	
7	Correlation of practical with theory and industrial application	5	
	Subtotal B	20	
C	Teaching & Guidance Skills (15 Marks)		
8	Clear explanation of procedure and observations	5	
9	Individual attention to students during practical	5	
10	Ability to address student queries effectively	5	
	Subtotal C	15	
D	Laboratory Safety & Compliance (10 Marks)		
11	Enforcement of laboratory safety practices	5	
12	Proper handling of chemicals/equipment and housekeeping	5	
	Subtotal D	10	



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E	Student Assessment & Viva Voce (30 Marks)		
13	Continuous monitoring of student performance during practical	10	
14	Assessment of observations, calculations and results	10	
15	Evaluation of practical journal/record book	5	
16	Conduct of Viva Voce and questioning technique	5	
	Subtotal E	30	
F	Professionalism & Time Management (10 Marks)		
17	Punctuality and preparedness	5	
18	Completion of practical within scheduled time and discipline management	5	
	Subtotal F	10	
	TOTAL	100	

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:

Areas for Improvement:

Signature of Evaluator: _____