

## PERFORMANCE APPRAISAL

### Institutions Performance Appraisal System for teaching and Non-teaching staff:

The success of any Educational Institution depends on the quality of its staff-both Teaching and Nonteaching. Together they play a significant role and are the backbone of the Institution. Institutions cannot achieve their goals "Vision and mission" without them. To achieve the targets, the staff needs to be motivated towards their work. The Performance Appraisal (PA) is one of the performance management tools that are widely used to measure the productivity of staff in different contexts.

### Performance appraisal for teaching staff

The faculty appraisal is undertaken with following objectives:

- To assist teachers in their professional development and career planning.
- To assist teachers to reflect about their potential and to carry out their duties more effectively
- To provide judgment to support promotions
- To provide feedback to staff about their behavior, attitudes, skills or subject expertise
- To recognise the achievements of teachers and help them to identify ways of improving their knowledge, skills, attitudes and ultimately performance.
- To improve the quality of education for students


In short, it would be utilized as a tool to facilitate growth, development, efficiency and effectiveness of the teaching-learning process in the Institution.

Name, qualifications, experience, subjects taught, results, feedback of the students, pass percentage, mentoring, discipline, conferences/workshops attended, books published, research publications in conferences and journals, administrative responsibilities taken along with the remarks of HOD and the Principal will be considered for the appraisal of teaching staff.

### The process of appraisal comprises of two parts:

- A. Self-appraisal format to be filled by every faculty.
- B. Appraisal by HOD & Principal: This would also involve are view of the self-appraisal documents submitted by the faculty.



  
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### **Performance appraisal for non-teaching staff:**

The employee appraisal is undertaken with following objectives:

- To assist employees to reflect about their potential and to carry out their duties more effectively
- To provide feedback to staff about their behavior, attitudes, skills or subject-expertise
- To recognize the achievements of employees and help them to identify ways of improving their knowledge, skills, attitudes and ultimately performance.
- To assist employees in their professional development and career planning.


In short, it would be utilized as a tool to facilitate growth, development, efficiency and effectiveness of the administration and facility management process in the institution. Name, qualifications, experience, discipline and responsibilities taken along with the remarks of lab in charge and HOD will be considered for the appraisal of non-teaching staff.

### **The process of appraisal comprises of two parts:**

- A. Self-appraisal form at to be filled by every non-teaching faculty
- B. Appraisal by Lab In charge and & HOD

Appraisal form fill by the staff members for self-evaluation and HOD will interact with every employee and remarks will be posted and forwarded to the Principal for evaluation. Final evaluation will be carried out by the panel consist the Management representative, the Director and the Principal and appraisal will be made in terms of increment / promotion based on the final evaluation.



  
Principal, Shri Ram Pharmacy College  
Contact No. 088-688 437

**ADITYA PHARMACY COLLEGE**  
Aditya Nagar, ADB Road, Surampalem-533437, E. G. Dt., A.P

**ANNUAL FACULTY APPRAISAL FOR THE ACADEMIC YEAR----**

**1. General Information:**

- (a) Name in full : (In block letters)  
(b) Department :

**2. Academic Qualifications:**

Qualification	Year of passing	Institution
UG:		
PG :		
Ph.D.:		

- (a) Additional Qualifications/ Fellowships/Memberships/certificate courses :  
(b) Area of specialization, if any :  
(c) Date of Joining :  
(d) Present designation and date of Appointment to that designation (include Promotion letter if any) :

**3. Experience :**

- (a) Industrial experience if any :  
(b) Teaching experience total :

Name of the Organization	From(Date/Month/Year)	To(Date/Month/Year)	Experience in years
Aditya Pharmacy College			
Other Colleges			



  
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#### 4. Subjects taught:

S. No	Subject/Lab Name	Course file/ Lab manual prepared(Yes/No)	Uploaded in the LMS
1			
2			
3			
4			

#### 5. Subjects Average Pass Percentage:

S. No	Subject/Lab Name	Year-SEM-Branch-Sec	No. of students appeared (A)	Passed (B)	Pass Percentage (B/A*100)	Average %	Self Assessment Marks
1							
2							
3							
4							
>=90-20		>=80<90-15		>=70<80-10		>=60<70-5	
						<60-0	

#### 6. Proctoring Students Average pass percentage:

S. No	No. of students allotted for proctoring	Year-Sem-Branch-Sec	No. of students eligible for end exams(A)	No. of students passed (B)	Pass percentage (B/A)*100	Average %	Self Assessment Marks
1							
2							
>=90-20		>=80<90-15		>=70<80-10		>=60<70-5	
						<60-0	



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### 7. Student feedback:(Theory subjects only)

S. No	Year-Sem-Branch-Sec	Subject Name	No. of students	Percentage	Average %	Self Assessment Marks
1						
2						
3						
4						
<div> <div>&gt;=90-20</div> <div>&gt;=80&lt;90-15</div> <div>&gt;=70&lt;80-10</div> <div>&gt;=60&lt;70-5</div> <div>&lt;60-0</div> </div>						

### 8. Research Publications and Academic Contributions:

S. No	Type of Research Papers	No. of Papers	Maximum Self Assessment Marks	Obtained Self Assessment Marks(MaximumMar
1	Scopus/S Clindexed papers/Chapters/Book		20	
2	National/International Journals(Non Paid)		15	
3	Reputed conference Papers		10	
4	Journal/Conference Papers		5	
5	No Journal/Conference Papers		0	

#### a) Scopus/ Clindexed papers:

S. No	Journal details and title with Page No's	ISSN/ISB NNo./ SCOPUS No.	Whether peer reviewed impact Factor, if any	Specify Author1/Author2/Author3
1				
2				



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**b) National/International Journals (Non Paid):**

S. No	Journal details and title with Page No's	ISSN/ISBN No./ SCOPUS No.	Whether peer reviewed impact Factor ,if any	Specify Author1 /Author 2/
1				
2				

**c) Conference(s)attended:**

S. No	Title with Page No's	International /National Conference	Details of Conference (Title, Date, Organizer)	Specify Author1/Author2/ Author3
1				
2				

**d) Journal /Conference Papers:**

S. No	Title with Page No's	International /National Journals Conference	Details of Journal/Conference	Specify Author1/Author2/ Author3
1				
2				

**e) Chapters / Books:**

S. No	Title with Page No's	Publisher	ISSN/ISBN No.	Specify Author1/Author2/ Author3
1				
2				



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**9. Work shops, Teaching-Learning-Evaluation Technology Programs, and Faculty Development Programs: STTP(Short term training programs)attended**

S. No	Program	Duration	Date & Place	Organized by
1				
2				
3				
4				

**10. Faculty Development Program (s) organized:**

S. No	Title of the program	Dates	Role
1			
2			

**11. NPTEL Courses completed:**

S. No	Title of the Course	Dates	No. of weeks	Grade	FDP (Yes/No)
1					
2					

**12. Staff Appraisal –Points Earned:**

Subjects Average Pass%	Proctoring Students Average pass%	Students feedback%	Research Publications and Academic Contributions	Totaloutof80



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**13. Additional responsibilities in the Department/College:**

S.No	Responsibility	Assigned by	Duration
1			
2			


**Specify any others**

(Conferences conducted/Expert Lectures/Editorial board member/Rewards/Awards /Recognitions/External bodies)

Date:

Signature of Faculty



  
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**LAB TECHNICIAN ANNUAL APPRAISAL FOR THE ACADEMIC YEAR**

Department: \_\_\_\_\_ Academic Year: \_\_\_\_\_ Date: \_\_\_\_\_

1. Name: \_\_\_\_\_ 2. Designation: \_\_\_\_\_  
3. Date of Birth & Age : \_\_\_\_\_ 4. Date of Joining : \_\_\_\_\_  
5. Academic Qualifications: \_\_\_\_\_ 6. Workload (week): 1st Sem / 2nd Sem  
7. Labs dealt : \_\_\_\_\_  
8. Acquired any additional qualification during this year : \_\_\_\_\_  
9. Training Courses attended : Academic/Industry

Signature of the Lab Technician

**Remarks of the Lab In-charge/HOD**

Score: Excellent-3; Good-2; Satisfactory-1

S. No	Skills	Lab In charge	HOD
1	Way of Expression-language		
2	Punctuality		
3	Co-operation/support to students		
4	Co-operation/support to Lab In charge		
5	Departmental Activity		
6	Lab Equipment Maintenance		
7	Equipment repair capabilities		
8	Skills improved through training		
9	Record/Register maintenance		
10	Overall Performance		

Remarks:

Lab In-charge



Signature of the HOD

Principal  
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**Remarks of the Principal on Faculty Appraisal**

	Faculty Claim	Principal Remarks
Number of Courses taught by the Faculty		
Course File Prepared for all courses		
Uploaded the course content in LMS		
Average Pass Percentage of Subjects		
Proctoring Students Pass Percentage		
Average of Students Feedback		
Research Publications		
Scopus/SCI Indexed Papers		
National/International Journals		
Conferences Attended		
Books/Chapters		
FDPs/STTPs attended		
FDPs Organized		
NPTEL Courses Completed		
<b>Total Points Earned</b>		

Signature of the Principal



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