

The Shirpur Education Society and R C Patel Educational Trust



Teachers Performance Appraisal Form

(The format to be used by all institutes for performance appraisal of the teacher)

Performance Appraisal Form

(AMENDMENT-II)

Name of the Teacher:

Name of the Institute:

H. R. Patel Institute of Pharmaceutical Education and Research, Shirpur

Department:

Designation:

Assessment Year:

Category 1: TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES
(MAXIMUM POINTS: 180)

1.1) TEACHING LEARNING ACTIVITIES

SN	SEMESTER	I	II
1	Total Theory load		
2	Total Practical load		
3	Total Tutorial Load		
4	PhD Student Guidance Load		
5	PG Student Guidance Load		
6	UG Student Guidance Load		
7	Administrative Load (HOD/Vice Principal)		
Total Load		0	0



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**1.1A) PERFORMANCE IN ENGAGING LECTURES / PRACTICALS/ TUTORIALS /ADMINISTRATIVE LOAD/
RESEARCH SUPERVISION/PROJECT GUIDANCE (MAXIMUM SCORE: 50 POINTS)**

SN (1)	Class /Course (2)	Subject Taught (3)	No. of Hours Targeted (4)	Hrs. Actually Engaged (5)	% Target Achieved (6)	Avg. of Col. (6) (7)	Performance & Multiplying Factor (8)	Max. Weight (9)	API Score Claimed 8*9 (10)	Verified API Score (11)
1					0			50	0	


1.1B) PERFORMANCE IN ATTENDANCE OF STUDENTS (MAXIMUM SCORE: 20 POINTS)

SN (1)	Class /Course (2)	Subject Taught (3)	Sum of Students Present (4)	Lectures Actually Engaged (5)	Students on Roll (6)	Avg. Attendance= $\frac{(4)*100}{(5)*(6)}$ (7)	Avg. of Col. (7) (8)	Performance & Multiplying Factor (9)	Max. Weight (9)	API Score Claimed 8*9 (10)	Verified API Score (11)
1									20	0	

1.1C) PERFORMANCE IN RESULTS: (THEORY SUBJECT) (MAXIMUM SCORE: 20 POINTS)

SN (1)	Class /Course (2)	Subject Taught (3)	% Result of the Same Subject in the University (4)	% Result of the Same Subject in the Institute (5)	Column (5/4)*100 (6)	Avg. of Col. (6) (7)	Performance & Multiplying Factor (9)	Max. Weight (9)	API Score Claimed 8*9 (10)	Verified API Score (11)
1										
2										
3							0	20	0	
4										




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1.2) LECTURES AND ACADEMIC DUTIES IN EXCESS OF UGC NORMS (MAXIMUM SCORE: 10POINTS)

SN (1)	Type of Activity (2)	No. of Students Benefited (3)	No. of Hours Engaged for the Activity (4)	API Score Claimed (Sum of Col. (4) /30)*2 (5)	Verified API Score (11)
1	Remedial Coaching			0	
2	Career Counseling				
3	Competitive Exam Preparation				
4	General Counseling				
5	Soft Skill Development of the Student				
6	Extra Teaching Load				
7	Additional Post Graduate Teaching				
8	Add on Courses				
9	Any other Approved by Principal				

Note:- Records to be maintained

1.3) PREPARATION OF STUDY MATERIAL AND RESOURCES (MAXIMUM SCORE: 20 POINTS)

SN	Study Material/ Resources	API Score Claimed	Verified API Score
1	Updated Lecture Notes		
2	Lab Manuals		
3	List of E Resource		
4	Question Paper Solution		
5	Any other Approved by Principal		
TOTAL		0	0

1.4) INNOVATIVE TEACHING LEARNING METHODS (MAXIMUM SCORE: 20 POINTS)

SN	Study Material/ Resources	API Score Claimed	Verified API Score
1	Teacher Diary		




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2	To Prepare and use ICT based Teaching Material		
3	Seminar / GD / Case Study (Points=5 for each case)		
4	Any other Approved by Principal		
TOTAL		0	0

1.5) STUDENTS FEEDBACK (MAXIMUM SCORE: 15 POINTS)

SN	Class	No. of students involved in feedback	Feedback frequency per course	Methodology	API Score Claimed	API Score Verified
1						
2						
3						
4						
TOTAL					0	0

1.6) EXAMINATION RELATED WORK (MAXIMUM SCORE: 25 POINTS):

SN	Type of Examination Work	API Score Claimed	Verified API Score
1	Conduction of Test, Tutorials, Term work and their Evaluation and Maintaining Proper Records		
2	Examination Work Assigned by University		
3	Examination Work Assigned by Institute		
TOTAL		0	0

CATEGORY-1


TOTAL API SCORE CLAIMED

0

TOTAL API SCORE VERIFIED

0




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**CATEGORY 2: CO-CURRICULAR EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES
(MAXIMUM SCORE: 70)**

2.1) STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES (MAXIMUM SCORE: 30 POINTS)


SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	NSS/NCC Chief Program Officer	10		
2	Other Program Officer	8		
3	Student Welfare Officer	5		
4	NET/SET Workshop Conduct(1 Week)	5		
5	Cultural Activities (Departmental/Institutional)	5		
6	Lectures on Special Topics	5		
7	Quiz / Debate/ Elocution (Points=5 for each case)	5		
8	Study Tour (Indore Tour)	5		
9	Avishkar (Student Guidance)	5		
10	Essay Competition	5		
11	Exhibition	5		
12	Science Day Celebrations	5		
13	Subject Association	5		
14	Sports Activities	5		
15	Counseling	5		
16	Anti Ragging Committee	5		
17	Sexual Anti Harassment Committee	5		
18	Any other Activity Approved by Principal	5		
19	Any other Activity Approved by Principal	5		
20	Parents Meet	5		
21	Any other Activity Approved by Principal	5		
TOTAL			0	0

2.2) CONTRIBUTION TO CORPORATE LIFE AND COMMUNITY WORK (MAXIMUM SCORE: 25 POINTS)

2.2A) COMMUNITY WORK (MAXIMUM SCORE: 5 POINTS)

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1				
TOTAL of 2.2A			0	0




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2.2B) ADMINISTRATIVE AND ACADEMIC (MAXIMUM SCORE: 20 POINTS)

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	Head /Dean/Rector	5		
2	Vice Principal	10		
3	Admission Committees	5		
4	Discipline Committee	5		
5	Statutory Committees of the University	5		
6	Placement Activity	5		
7	Academic Committee* (Class Teacher, Local Guardian, Time Table, Examination Competitive Exam Committee such as NET/SET/GATE etc) (Points=5 for each case).	5		
8	NAAC Committee	5		
9	Internal Quality Assurance Cell(IQAC)	5		
10	Appreciation and Notice Board Updation	5		
11	NBA Committee	5		
TOTAL of 2.2B				
TOTAL of 2.2(2.2A & 2.2B)			0	0

2.3) PROFESSIONAL DEVELOPMENT ACTIVITIES (MAXIMUM SCORE: 15 POINTS)

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	Participation in Seminar / Symposia / Conference (Active Participation: 2 Points, Attended: 1 Points)			
2	Convener/Organizing Secretary/ Chairman/ Member of professional Body(Points=5 for each case)			
3	Talks Delivered in Program Outside			
4	General Article Publication/ Editor of the conference proceeding /Reviewer of journal (Points=5 for each case)			
TOTAL			0	0




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CATEGORY-2**TOTAL API SCORE CLAIMED****0****TOTAL API SCORE VERIFIED****0****CATEGORY-1 + CATEGORY-2****TOTAL API SCORE CLAIMED****0****TOTAL API SCORE VERIFIED****0****CATEGORY 3: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION**
**** (Refer Manual for the Marks)****3.1) PUBLISHED PAPER IN JOURNAL (JOURNAL+CONFERENCE PROCEEDINGS =MAXIMUM 30 POINTS)**

SN	Title with Page No.	Journal	ISSN/ISBN No.	Peer Reviewed	Impact Factor	No. of Co-Authors	Whether you are the main author?	API Score Claimed	Verified API Score
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTAL								0	0




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3.2) ARTICLES/ CHAPTERS PUBLISHED IN BOOKS AND CONFERENCE PROCEEDINGS (MAXIMUM 25 POINTS)**3.2.1A) PUBLISHED BOOKS**

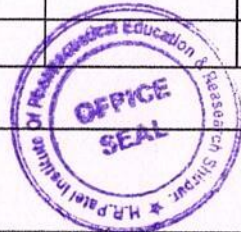
SN	Title of book	Name of Publisher	National / International or Other	ISSN/ ISBN No.	No. of Co-Authors	Whether you are the main author	API Score Claimed	Verified API Score
1								
2								
3								
TOTAL of 3.2.1.A							0	0

3.2.1B) ARTICLES/CHAPTERS PUBLISHED IN BOOKS

SN	Title of book	Name of Publisher	National / International or Other	ISSN/ ISBN No.	No. of Chapters	API Score Claimed	Verified API Score
1							
2							
TOTAL of 3.2.1.B						0	0
TOTAL of 3.2.1						0	0

3.2.2A) PAPERS IN CONFERENCE PROCEEDINGS

SN	Title with Page no.	National / International or Other	Details of Conference Publication	Full Paper or Abstract	ISSN/ ISBN No.	No. of Co-Authors	Whether you are main author?	API Score Claimed	Verified API Score
1									
2									
TOTAL of 3.2.2.A								0	0



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3.2.2B) AVISHKAR/ANY OTHER

SN	Title of Paper/Poster/Model	Avishkar	Prize Won	No. of Co-Authors	Whether you are main author?	API Score Claimed	Verified API Score
1							
2							
TOTAL of 3.2.2.B						0	0
TOTAL of 3.2.2 (This total will be added in 3.1 as a research publication)						0	0

3.3) ONGOING AND COMPLETED RESEARCH PROJECTS AND CONSULTANCIES (MAXIMUM 20 POINTS)

SN	Title	Agency	Period	Type of Project	Grant/ Amount Mobilized (Rs. Lakh)	Are You Principal Investigator?	No. of Co-Invest.	API Score Claimed	Verified API Score
1									
2									
3									
TOTAL								0	0

3.4) RESEARCH GUIDANCE /QUALIFICATION (MAXIMUM 20 POINTS)**3.4A) RESEARCH GUIDANCE (MAXIMUM 10 POINTS)**

SN	Research Guidance	Number Enrolled	Thesis Submitted	Degree Awarded	API Score Claimed	Verified API Score
1	M. Phil /ME/ M Pharm					
2	MCA/M.ed/MSC					
3	Ph.D. or Equivalent					
TOTAL of 3.4A					0	0



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3.4B) RESEARCH QUALIFICATION (MAXIMUM 10POINTS)

SN	Qualification	Submitted	Awarded	API Score Claimed	API Score Claimed
1	Ph.D.		YES		
2	ME/M.Phil/M pharm				
TOTAL of 3.4B				0	0
TOTAL of 3.4				0	0


3.5) PATENT/IPR (MAXIMUM 15 POINTS)

SN	Title	REG. NO.	Submitted	Granted	API Score Claimed	Verified API Score
1						
2						
TOTAL					0	0

3.6) TECHNICAL WORKSHOPS / SOFT SKILL DEVELOPMENT WORKSHOPS PARTICIPATION (MAXIMUM 15 POINTS)

SN	Programme	Duration (Mention in Days)	Organized By	API Score Claimed	Verified API Score
1					
2					
TOTAL				0	0

CATEGORY-3**TOTAL API SCORE CLAIMED****0****TOTAL API SCORE VERIFIED****0**


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IV. SUMMARY OF API SCORES

Category	Criteria	API for Assessment Year	API Score Claimed	Verified API Score	Diff. in %
I	Teaching , Learning and Evaluation Related Activities		0	0	#####
II	Co-curricular, Extension, Professional Development etc		0	0	#####
	Total I+II		0	0	#####
III	Research and Academic Contribution		0	0	#####
IV	Others*				

Mention Year of Experience In this Institute

Grade on the Basis of API Score Claimed

API Category I+II+III

Grade

Grade on the Basis of API Score Verified

API Category I+II+III

Grade



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UNDERTAKING

I undertake that the information provided is correct as per
records submitted by me to College/ Institute and /or documents enclosed along with the duly filled API Proforma.

Date

Signature of the Teacher with Designation

****Note:** The special API Score of maximum of 5 each may be awarded by principal for the following activities for reward category only. This score shall be added to the score total secured in category I +II.


- 1) Extra ordinary contribution beyond institution (Please mention activities for which special weight is given)
- 2) Overall impression of the teacher (Like attitude, Integrity, Self discipline, Loyalty Towards Institute etc).

API GRADES TABLE AND ASSESSMENT SUMMARY

Grade shall be given according to API score as shown below.

API Category I+II+III	Grade	
≥300	O	Outstanding
275-299	A+	Excellent
250-274	A	Very Good
225-249	B+	Positively Good
200-224	B	Good
180-199	C+	Satisfactory
160-179	C	Improvement Required
<160	Not Acceptable	Not Acceptable




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REMARK OF THE ASSESSMENT OFFICER:

Assessment Grade:

D (Not Acceptable)

Place

Date

**Assessment officer Sign and Designation
(Chairman IQAC / HOD)**

REMARK OF REVALUATION OFFICER:

- 1) I agree with the above assessment.
- 2) I want to change above allotted grade due to following reasons:

YES/NO

Revised Grade:

Place

Date

**Revaluation officer Sign and Designation
(Principal)**



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