



Kisan Vidya Prasarak Sanstha's

INSTITUTE OF PHARMACEUTICAL EDUCATION

BORADI, Tal. - Shirpur, Dist. Dhule (M. S.)

(☎:-02563- 284202, 284203, 9822286957)

PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

Institute has performance appraisal system for teaching and non-teaching staff. The performance of teaching and non-teaching staff is assessed on yearly basis.

For Teaching staff-

From academic year 2017-18 the institute has started the performance based appraisal system for teaching staff. Teaching staff performance appraisal is based on determination the performance index of every faculty. The assessment of performance index involves various parameters like Teaching-learning (that includes students feedback about teachers, academic performance of students in subject taught by teacher, modes of teaching used by teacher), Participation in co-curricular/extension activities (field visits, organization of guest lecture/seminar, additional academic responsibilities etc.), Research contribution (publications/projects and seminar/workshop/conference/FDP attended by teacher), contribution of teacher as GFM and contribution to the development of department and Institution. The principal of institute appeals the entire teaching faculty to fill the performance appraisal form and attach the supporting documents with reference to various activities carried out in academic year. The assessment is carried out by principal and performance appraisal report is submitted to the management.

For Non-Teaching staff-

From academic year 2017-18 the institute has started the performance based appraisal system for non-teaching staff. Non-Teaching staff performance appraisal is based on determination the performance index of every non-teaching employee. The assessment of Performance index involves various parameters like attitude towards job profile, attendance and punctuality, Job knowledge and performance, Dependability, contribution to institutional responsibilities other



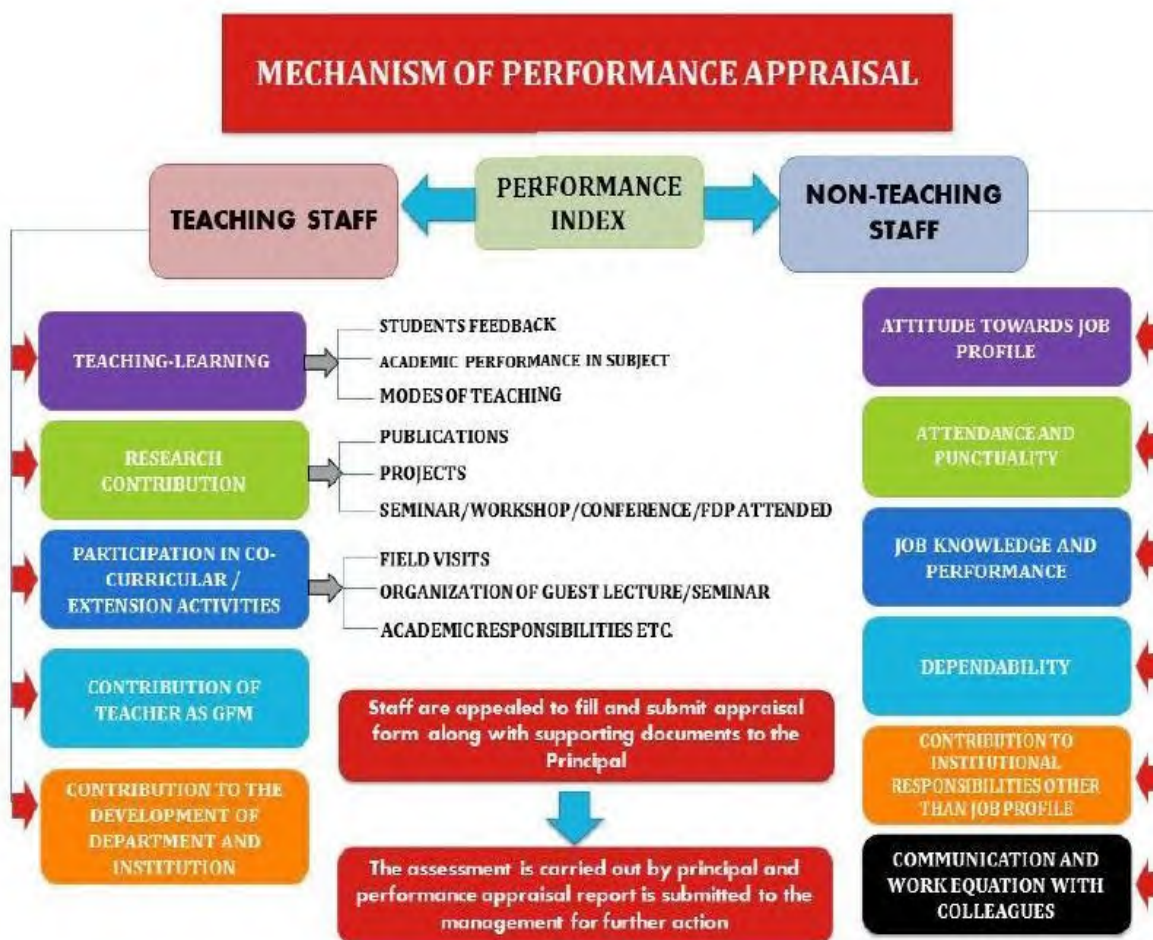
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than job profile, communication and work equation with colleagues. These parameters are observed on routine basis and performance appraisal report is submitted to the management.





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Hon. Tusharji V. Randhe
Social Worker
President

Shri. Nishantrao V. Randhe
B.A., B.ed
Secretary

Dr. Prakash H. Patil
M. Pharm Ph. D.
Principal

Out ward No. KVPIPE/

Date: 02/08/2017

Notice

This is to bring to your notice that from next year onwards the increments in the salary that are given every year will not be automatic, but they will be performance based. The Performance Index of every faculty will be determined and assessed in various categories like Teaching-Learning (University results, Lectures, Conductions of Practical's, Examination duties, innovative teaching methods, direct feedback of students), Participations in co-curricular activities (Field visits, Co-coordinating student associations, additional academic responsibilities, consultancy works), Research and academic contributions, and contribution to the department and Institution.

All Faculties should take serious note of this

PRINCIPAL
Institute Of Pharmaceutical
Education Boradi (425 428)



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PERFORMANCE APPRAISAL SYSTEM FOR TEACHING STAFF

KISAN VIDYA PRASARAK SANSTHA'S
INSTITUTE OF PHARMACEUTICAL EDUCATION BORADI.
TEACHERS PERFORMANCE APPRAISAL FORM
ACADEMIC YEAR 2021-22

PERFORMANCE APPRAISAL FORM

NAME OF THE TEACHER: MAHAJAN SACHINKUMAR MADHUKAR

DESIGNATION: ASSOCIATE PROFESSOR

NAME OF INSTITUTE: INSTITUTE OF PHARMACEUTICAL EDUCATION BORADI.

ASSESSMENT YEAR: 2021-22

CATEGORY 1: TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES

1.1) TEACHING LEARNING ACTIVITIES.

1.1.A) PERFORMANCE IN ENGAGING LECTURES (MAXIMUM SCORE: 25 POINTS)

SN (1)	Class / Course (2)	Subject Taught (3)	No of Lectures Targeted (4)	Lectures Actually Engaged (5)	Percentage Target Achieved (6)	Average of Col. (6) (7)	Performance & Multiplying Factors (8)	Max Weigh t (9)	API Score Claimed (8)*(9) (10)	Verified API Score (11)
1	T.Y. B. Pharm	Pharmacog nosy-II	35		100	100	Excellent – 1.0 (100-91)%	25	25	24 ✓
2	T.Y. B. Pharm	Herbal Drug Technolog y	35		100		Good – 0.7 (90-81)%			
							Unsatisfactory -0 (Zero) (Less than 80 %)			



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1.1B) PERFORMANCE IN ATTENDANCE OF STUDENTS (MAXIMUM SCORE: 15 POINTS).

S N	Class / Course	Subject Taught	Sum of Students Present	Lectures Actually Engaged	Students on Roll	Average Attendance= (4)*100 (5)*(6)	Average of Col. (7)	Performance & Multiplying Factors	Max Weight	API Score Claimed (9)*(10)	Verified API Score
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1	T.Y. B. Pharm	Pharmacog- nosy-IV		35	123		62	Excellent – 1.0 (100-75)% Good – 0.7 (74-61)% Poor – 0.2 (60-40)% Less than 40% -0 (Zero)	15	10	10
2	T.Y. B. Pharm	Herbal Drug Technolog y		35	123						

1.1C) PERFORMANCE IN RESULTS: (THEORY SUBJECT) (MAXIMUM SCORE: 10 POINTS)

SN	Class / Course	Subject Taught	% Result of the Same Subject in the University	% Result of the Same Subject in the Institute	Column (5/4)*100	Average of Col. (6)	Performance & Multiplying Factors	Max Weight	API Score Claimed (7)*(8)	Verified API Score
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	T.Y. B. Pharm	Pharmacog- nosy-IV	100	100	100	100	Excellent – 1.0 (100 and above) % Good – 0.7 (80-99) % Poor – 0.2 (79-40) % Less than 40%-0 (Zero)	10	10	10
	T.Y. B. Pharm	Herbal Drug Technolog y	100	100	100					



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

SN	Type of Activity	No. of Students Benefited	No. of Hours Engaged for the Activity	API Score Allotted	API Score Claimed (Sum of Col. 4/30)*2	Verified API Score
(1)	(2)	(3)	(4)		(5)	(6)
1	Remedial Coaching			05		
2	Career Counseling			05		
3	Competitive Exam Preparation	05	05	05	03	02
4	General Counseling			05		
5	Soft Skill Development of the Student			05	01	01
6	Extra Teaching Load			05		
7	Additional Post Graduate Teaching			05		
8	Any other Approved by Principal			05		

Note: Records to be maintained.

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

SN	Study Material/ Resources	API Score Allotted	API Score Claimed	Verified API Score
1	Updated Lecturer Notes	05	05	05
2	Question Bank & Solution	10	05	05
3	PPT Presentation	05	05	05
4	Lab Mannuals	10	05	05
5	Any other Approved by Principal	05	--	



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

SN	Study Material/ Resources	API Score Allotted	API Score Claimed	Verified Score	API
1	Portfolio Related work(teacher Diary)	10	10	09 ✓	
2	Prepare and use ICT based Teaching Material Use of videos used as teaching method	10	10	09 ✓	
3	Seminar for UG/PG	05	05	04 ✓	
4	Any other Approved by Principal	05			

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

SN	Type of Examination Duties	API Score Allotted	API Score Claimed	Verified API Score	API
1	Conducted unit Test, Conducted Sessional Practical Examination,	05	05	05 ✓	
2	University Work	10	10	09 ✓	
3	Assesment of Internal Sessional Theory exam, Internal Senior Supervisor, Internal Squad for University Examination	10	10	09 ✓	
4	Any other Approved by Principal	05	05	04 ✓	
5.					



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CATEGORY 2: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES (Maximum Score: 50)

2.1) STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES (MAXIMUM SCORE: 20 POINTS)

SN	Name of activity	API Score Allotted	API Score Claimed	Verified API Score
1	Cultural Activities (Departmental/Institutional)	05		—
2	Lectures on Special Topics	05		—
3	Quiz / Debate/ Elocution (Points=5 for each case)	05		—
4	Study Tour	05		—
5	Avishkar	05		—
6	Essay Competition	05		—
7	Sports Activities	05		—
8				—

2.2) CONTRIBUTION TO CORPORATE LIFE AND COMMUNITY WORK (MAXIMUM SCORE: 15 POINTS)

2.2A) COMMUNITY WORK (SOCIAL WORK)

SN	Name of activity	API Score Allotted	API Score Claimed	Verified API Score
1				—
2.				—



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2.2B) ADMINISTRATIVE AND ACADEMIC

SN	Name of activity	API Score Allotted	API Score Claimed	Verified API Score
1	Head /Dean/Rector	05	05	05 ✓
2	Vice Principal	05		
3	Admission Committees	05	05	05 ✓
4	Discipline Committee	05		
5	Statutory Committees of the University. Paper Setter by NMU university	05	05	05 ✓
6	Any other Committee Appointed by Principal	05		
7	NAAC/NBA Committee	05	05	05 ✓
8	Academic Committee* (Local Guardian,) (Points=5 for each case).	05		

2.3) PROFESSIONAL DEVELOPMENT ACTIVITIES(15)

SN	Name of activity	API Score Allotted	API Score Claimed	Verified API Score
	Participation in Seminar / Workshop / Symposia / Conference (Active Participation: 2 Points, Attended: 1 Points)		15	12 ✓
1	National workshop on Enhancement of advanced perspective of stereochemistry and spectroscopy PGa and Research center Department of chemistry SPDM college shirpur			
2	AICTE Sponsored one week STTP on Educational Programme for Pharmacy teachers on Orientation of recentlt administered students organized by Rajashree shahu college of pharmacy buldhana			
3	Government of India Ministry of Commerce and Industry national Intellectual Property awareness mission 17 th Feb 2022			
4				



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CATEGORY 3: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION

**** (Refer Manual for the Marks)**

3.1) PUBLISHED PAPER IN JOURNAL (15 MARKS FOR MAIN AUTHOR, 10 MARKS FOR CO-AUTHOR)

SN	Title with Page no.	Journal	ISSN/IS BN No.	Whether peer reviewed, Impact Factor , if any	No. of Co- Authors	Whether you are the main author	API Score Claimed	Verified API Score
1	Formulation Development and Evaluation of Polyherbal Suspension of Some Medicinal Plants. Sachin M. Mahajan, Dheeraj T. Baviskar.	Int J Cur Res Rev Vol 13 • Issue 12 • June 2021:99- 106		Yes. (SCOPUS) 0.6	01	yes	15	15
2	Preliminary Phytochemical Investigation And Antimicrobial Activity Of Herbal Ointment.	World Journal of Pharmace utical Research		Yes	06	No	10	10

3.2 ARTICLES/ CHAPTERS PUBLISHED IN BOOKS AND CONFERENCE PROCEEDINGS

3.2.1) ARTICLES/ CHAPTERS PUBLISHED IN BOOKS (10MARKS)

SN	Title of book	Publisher	ISSN/ISBN No.	No. of Co- Authors	Whether you are the main author/Single author	API Score Claimed	Verified API Score



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3.2.2) FULL PAPERS IN CONFERENCE PROCEEDINGS (15 MARKS)

SN	Title with Page no.	Details of Conference Publication	ISSN/ISBN No.	No. of Co-Authors	Whether you are the main author	API Score Claimed	Verified API Score
1							

3.3) ONGOING AND COMPLETED RESEARCH PROJECTS AND CONSULTANCIES(10 MARKS)

SN	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score Claimed	Verified API Score

3.4) RESEARCH GUIDANCE (MAXIMUM 10POINTS)/QUALIFICATION

SN	Research Guidance/Qualification	Number Enrolled	Project Submitted	Degree Awarded	API Score Claimed	Verified AP Score
1	Review on Neuroblastoma	6	Completed	Yes	10	08✓
2						

3.5) PATENT/IPR (25 MARKS)

Title	REG. NO.	Submitted	Granted	API Score Claimed	Verified AP Score



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3.6) HIGHER STUDY (15 MARKS)

Title	Submitted	Awarded	API Score Claimed	Verified API Score
Ph.D (Awarded 15 Marks)		15	15	15 ✓

➤ NAAC accreditation Process :

Incharge of Creteria no. 3

Organised Two day Workshop on Handling of HPLC dated 21 Dec 2021

➤ OTHER RESPONSIBILITIES BY KBC NMU

- Worked as external examiner for NMU Jalgaon
- Worked as external senior supervisor for NMU Theory examination
- Worked as internal senior supervisor for NMU Theory examination.
- Worked as paper setter and moderator for NMU Theory examination.
- Other responsibilities given by Principal at institute level

Sr. No	Name of activity/responsibilities
1.	Facilitation Center Officer Admission Process B.Pharm and Direct second year conducted by Government of Maharashtra, DTE, Mumbai.
2.	North Maharashtra university Annual Report Submission
3.	AISHE Data Submission
4.	Internal Sessional in charge



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IV. SUMMARY OF API SCORES

	Criteria	API for Assessment Year	Total-API Score for Assessment Period (If applicable)	Annual Average API Score for Assessment Period (If applicable)
I	Teaching , Learning and Evaluation Related Activities	2021-22	116	
II	Co-curricular, Extension, Professional Development etc.	2021-22	32	
	Total I+II			
III	Research and Academic Contribution	2021-22	47	

*Attach separate page if required

UNDERTAKING

I_ Mahajan S.M.

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).



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API GRADES TABLE AND ASSESSMENT SUMMARY

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

API Category I +II	API Category III	Grade
161-175	>60	O (outstanding)
161-175	41-60	A+ (Excellent)
151-160	>40	A (Very Good)
151-160	21-40	B+ (Positively Good)
126-150	>20	B (Good)
126-150	11-20	C+ (Satisfactory)
100-125	≥10	C (Satisfactory)
<100	Or <10	Not Satisfactory



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REMARK OF THE ASSESSMENT OFFICER:

Assessment Grade:

B+

Place:

Date:


Assessment officer Sign and Designation
(Chairman IQAC / HOD)

REMARK OF REVALUATION OFFICER:

1) I agree with the above assessment. Yes / No

2) I want to change above allotted grade due to following reasons:

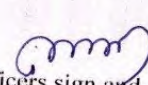
Assessment of API which is applicable.
to be the records & performance.

Revised Grade:

B+

Place:

Date:


Revaluation Officers sign and designation
(Principal)
Principal
Institute of Pharmaceutical
Education Boradi-425 428



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PERFORMANCE APPRAISAL SYSTEM FOR NON-TEACHING STAFF



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Performance appraisal for Non-Teaching Staff

Personal Information

(To be filled by Employee concerned)

Name Father's Name Surname: Mr. Nilesh Ananda Gujar.

• Date of Birth as recorded in S.S.C. certificate / School Leaving Certificate: 12/06/1995.

• Place of Birth : Chopada.
Village/Town/Taluka/District/State)

• Home Town : At. Post, Wadi Bk. Tal. Shirpur, Dist. Dhule.
(with residential Address)

• Permanent Address
(Local): At. Post Wadi Bk. Tal Shirpur
Dist, Dhule.

• Date of joining College Services &
Designation at the time of first appointment: 10/05/2019.

• Intermediary positions held between
Initial appointment & present if any,
form

Position:

Period

I.
II.
III.

• Mother Tongue: Marathi.

• Language Known: English, Hindi, Marathi.

• Qualification and Degree / Diploma: D Pharmacy.

• College: R.C. Patel Institute of pharmaceutical Edu. B Shirpur.

• Year: 2016 / 2017.



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Confidential assessment report regarding ability and character

Name: Mr. Nilesh Damanda. Gujar

Period of Report: - 1st June 21 to 31st May 22

Post Held during the period of report:-

Department/office/Section:- Lab Technician.

Performance Assessment

S.N	Item	Very Good A	Good B	Fair C	Average D	Below Average E
A	Technical Adequacy					
1	Application	✓				
2	Initiative		✓			
3	Technical Ability	✓				
4	Level of Knowledge	✓				
5	(Related to the Section/Department) Methodical and systematical working		✓			
6	Promptness in disposal			✓		
7	Dependability			✓		
8	Capacity to get work done	✓				
B	General Impression	✓				
1	Neatness	✓				
2	Leadership Qualities	✓				
3	Accuracy	✓				
4	Punctuality in work		✓			
5	General impression and grasp	✓				
6	Regularity in Attendance		✓			
7	Relation with Superiors					
8	Relation with colleagues	✓				
9	Relation with members of public		✓			



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S.N	Item	Very Good A	Good B	Fair C	Average D	Below Average E
C	Recommendation					
1	Administrative ability including judgment, initiative, promptness and drive	✓				
2	Fitness to continue in the present post	✓				
3	Fitness to promotion		✓			
4	Any other item not covered but which you would like to record. Please specify the aspect.		✓			
5	Recommendation , Observation of the Reporting	✓				

Note: Fill the fields A, B, C for technical staff and B, C for other

Date:- 31/05/2022

Place: - Boradi

(signature:)

Name and Designation of
of Reporting officer/ HOD

Please mark '✓' in appropriate columns to arrive at final assessment.



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Observation of Reviewing Office in the Report.

(To be filled in by the Reviewing Officer)

Regular and sincere in his work

1. Length of service under the Reviewing Officer during the period under report. :
2. Do you agree with Reporting officer or do you wish to modify or add to his/her/assessment.? :
3. Observation of remark to the employees and Clarification from the reporting officer sought, if any. :
4. Communication of remark to the employees and clarification from the reporting sought, if any :

Date:- *31/5/2022*

Place:- *Boradi*

(Signature

)

Name and designation
of reviewing officer/Principle

[Signature]
Principal
Institute of Pharmaceutical
Education Boradi-425 428