



Teachers Performance Appraisal Form

Performance Appraisal Form

Name of the Teacher:	
Name of the Institute:	PRAVARA RURAL COLLEGE OF PHARMACY, LONI
Department:	
Designation:	
Assessment Year:	2015-16

ERP ID

Category 1: TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES
(MAXIMUM POINTS: 100)

1.1) TEACHING LEARNING ACTIVITIES

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

1.1A) PERFORMANCE IN ENGAGING LECTURES / PRACTICALS/ TUTORIALS /ADMINISTRATIVE LOAD/
RESEARCH SUPERVISION/PROJECT GUIDANCE (MAXIMUM SCORE: 10 POINTS)

SN (1)	Class /Course (2)	Subject Taught (3)	No. of Hours Targeted (4)	Hrs. Actually Engaged (5)	% Target Achieved (6)	% Syllabus coverage	Avg. of Col. (6) (7)	Performance & Multiplying Factor (8)	Max. Weight (9)	API Score Claimed (10)	Verified API Score (11)
1	BE	Theory +PR+ Tutorial SEM-I	48	42	87.50	60	88.19	B	10	8.2	
2	BE	Theory +PR+ Tutorial SEM-II	36	32	88.89	90					

A>90; 90>B>80; C<80

I.1B) PERFORMANCE IN ATTENDANCE OF STUDENTS (MAXIMUM SCORE: 10 POINTS)

SN (1)	Class /Course (2)	Subject Taught (3)	Sum of Students Strength in all lectures (4)	Targeted No. of Lectures (5)	Students on Roll (6)	Theoretical Strength (7)	Avg. Attendance= $\frac{(4)*100}{(5)*(6)}$ (8)	Avg. of Col. (8) (9)	Performance (10)	Max. Weight (11)	API Score Claimed Col.9/10 (12)	Verified API Score (13)	Remark
1	BE	Sub-1	2000	48	83	3984	50.20	50.20	B	10	5.0		A>75
2	ME	Sub-2		36	14	504							75>B>50
3	BE	Sub-3		36	21	756							C<50
4	ME	Sub-4		36	14	504							
5						0							
6						0							

I.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 (8)	Max. Weight (9)	API Score Claimed 8*9 (10)	Verified API Score (11)
1	BE	Sub-1	50	60	120.00	120.00	A	20	20.00	
2	ME	Sub-2								
3	BE	Sub-3								
4	ME	Sub-4								
5										
6										

If Result is more than 120% of University result in respective subject; then A grade in this column

1.2) Additional LECTURES AND ACADEMIC DUTIES (MAXIMUM SCORE: 10POINTS)

SN (1)	Type of Activity (No. of Hrs) (2)	No. of Students Benefited (3)	No. of Hours Engaged for the Activity (4)	API Score Claimed (Sum of Col. (4) /12) (5) Max 10	Verified API Score (11)
1	Remedial Coaching (10)		15	9.17	
2	Career Counseling (12)		12		
3	Competitive Exam Preparation (08)		8		
4	General Counseling (10)		10		
5	Soft Skill Development of the Student (20)		5		
6	Extra Teaching Load (10)		10		
7	Additional Post Graduate Teaching (20)		20		
8	Add on Courses (10)		10		
9	Any other Approved by Principal (20)		20		

Note:- Records to be maintained

I.3) PREPARATION OF STUDY MATERIAL AND RESOURCES (MAXIMUM SCORE: 10 POINTS)

SN	Study Material/ Resources	API Score Claimed	Verified API Score
1	Updated Lecture Notes	2	0
2	Lab Manuals	2	
3	List of E Resource	2	0
4	Question Paper Solution	2	0
5	Any other Approved by Principal (MCQ)	2	
TOTAL		10	0

I.4) INNOVATIVE TEACHING LEARNING METHODS (MAXIMUM SCORE: 10 POINTS) (Min 03 activity)

SN	Study Material/ Resources	API Score Claimed	Verified API Score
1	Teacher Diary (Max 3 points)	2	
2	To Prepare and use ICT based Teaching Material (Max 3 points)	3	
3	Seminar / GD/ Case Study/Group study (Max 3 points)	2	
4	Any other Approved by Principal/HOD(Max 3 points)	3	
TOTAL		10	0

I.5) STUDENTS FEEDBACK (MAXIMUM SCORE: 20 POINTS)

SN	Class	No. of students involved in feedback	Feedback frequency per course	% Feedback	Methodology	API Score Claimed	API Score Verified
1	BE	30	2	70	Online feedback	77.5	
2	BE	30		85	Online feedback	% Avarage Feedback	
3					Online feedback		
4					Online feedback		
TOTAL						15.5	0

I.6) EXAMINATION RELATED WORK (MAXIMUM SCORE: 10 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 (Max 4 points)	4	
2	Examination Work Assigned by University (Max 4 points)	4	
3	Examination Work Assigned by Institute (Max 4 points)	4	
TOTAL		10	0

CATEGORY-1**TOTAL API SCORE CLAIMED****87.85****TOTAL API SCORE VERIFIED****0**

**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: 15 POINTS) (Min 7 Activities)

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

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

2.2A) COMMUNITY WORK (MAXIMUM SCORE: 10 POINTS) (Details Required)

SN	Name of Activity	API Score Allotted	API Score Claimed	Verified API Score
1	Scientific temper/SECULARISM/other	10	10	0
TOTAL of 2.2A			10	0

2.2B) ADMINISTRATIVE AND ACADEMIC (MAXIMUM SCORE: 15 POINTS)

SN	Name of Activity (Min 30% Activities)	API Score Allotted	API Score Claimed	Verified API Score
1	Head /Dean/Rector	4		
2	Vice Principal	4		
3	Admission Committees (Mandatory)	4	4	
4	Discipline Committee	4	4	
5	Statutory Committees of the University	4		
6	Placement Activity	4		
7	Budget	4	4	
8	Lab Development	4	4	
9	Academic Committee* (Class Teacher , Time Table, Examination, Competitive Exam Committee etc)	4	4	
10	NAAC/NBA Committee	4		
11	Internal Quality Assurance Cell (IQAC)	4		
12	Any other Academic Committee Appointed by Principal	4	4	
13	Any other Administrative Committee Appointed by Principal	4	4	
TOTAL of 2.2B			15	0
TOTAL of 2.2(2.2A & 2.2B)			25	0

2.3) PROFESSIONAL DEVELOPMENT ACTIVITIES (MAXIMUM SCORE: 10 POINTS)

SN	Name of Activity		API Score Allotted	API Score Claimed	Verified API Score
1	Participation in Seminar / Symposia / Conference		3		
2	Convener/Organizing Secretary/ Chairman/ Member of professional Body		3		
3	Resource Person		3		
4	General Article Publication/ Editor of the conference proceeding /Reviewer of journal		3		
TOTAL				0	0

CATEGORY-2

TOTAL API SCORE CLAIMED	40
TOTAL API SCORE VERIFIED	0

CATEGORY 3: RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTION (Max Score 70)

3.1) PUBLISHED PAPER IN JOURNAL (JOURNAL+CONFERENCE PROCEEDINGS =MAXIMUM 15 POINTS)

SN	Title with Page No.	Journal	ISSN/ISBN No.	Peer Reviewed	Factor	Impact Factor	No. of Authors	Factor for Author	API Score Claimed	Verified API Score
1	Paper-1	IEEE	2229-6972	YES	1	3	2	0.75	11.25	
2	Paper-2	ASME		YES	0.8	2.5	2	0.75	9	
3	Paper-3	ASCE		YES	0.5	0	1	1	7.5	
TOTAL									15	0

Impact Factor <2=0.5, 2-3=0.8; 3 above=1

No. of Author: 1=1; 2=0.75; 3=0.5 is Multiplying Factor

3.2) Workshop/Seminar/Soft Skill courses Attended (MAXIMUM 15 POINTS)

SN	Title of Program	Duration	National / International or Other	outcome	API Score Allotted	API Score Claimed	Verified API Score
1					5		
2					5		
3					5		
4					5		
5					5		
TOTAL of 3.2.1						0	

3.2.2A) PAPERS IN CONFERENCE PROCEEDINGS Max 10 Points

SN	Title with Page no.	National / International or Other	Details of Conference Publication	Full Paper or Abstract	ISBN No.	No. of Co-Authors	Whether you are main author?	API Score Claimed	Verified API Score
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1	Paper1	YES		YES			0	YES	5	
2	Paper-2	YES		YES			2	No	1	
3									0	
4									0	
5									0	
TOTAL of 3.2.2.A									6	0

3.2.2B) Project/Poster/Any other Competition/Prize/Award/Special contribution (Max 10 Points)										
SN	Title of Poster/Model/Activity/other	Attended	Prize Won	No. of Persons	Whether main Author /Investigator/ Coordinator	API Score Claimed	Verified API Score			
1	Guidelines	Yes	yes	1	Yes	10				
2	Guidelines	YES	NO	2	YES	7				
3	Guidelines	YES	No	2	No	5				
4	Guidelines	YES	No	2	No	3				
TOTAL of 3.2.2.B							10	0		
TOTAL of 3.2.2							16	0		

3.3) ONGOING AND COMPLETED RESEARCH PROJECTS AND CONSULTANCIES (MAXIMUM 15 POINTS)										
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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	Major Project-15 points	AICTE	2 YRS							0	
2	Minor Project-10 points	BCUD									
3	Consultancy-15 points	DST									
4	Co-investigator-10										
5											
TOTAL								0	0		

3.4) RESEARCH GUIDANCE /QUALIFICATION (MAXIMUM 5 POINTS)

3.4A) RESEARCH GUIDANCE (MAXIMUM 5 POINTS) (Min 02 Projects shall be guided)

SN	Research Guidance	Number Enrolled		Thesis Submitted	Degree Awarded	API Score Claimed	Verified API Score
1	BE	10		10	2	2	0
2	ME	5		2	2	3	
3	Ph.D. or Equivalent	2		1	1	5	
TOTAL of 3.4A						5	0

CATEGORY-3

TOTAL API SCORE CLAIMED

36

TOTAL API SCORE VERIFIED

CATEGORY-4 Other (Max Score 60)

4.1		Industrial visit of students	Min 2 visits)										
Sr	Class	Name of Industry	Place	Date	No. of students	Max 10 points	Max 5 points per IV						
1						10							
2													
					Total	10							
4.2		Industrial Training (1 week)											
Sr	Name of Industry	Place	Date	No. of days	Max 20 points								
1				5	20								
					Total	20							
Library Usage			No. of students	No. of Reference Books issued	Max. Points	Points obtained	80% of the students strength shall issue Reference Books						
Applied Mechanics			60		10	5							
Process Control			60		10	5							
				Total	20	10							
					Add row if required								
4.3		Expert Lectures organized			Max. Points	Points obtained							
Title	Date	No. of participants											
					5	5							
					5								
					5								
					10	5							
			Total of IV			45							

IV. SUMMARY OF API SCORES

Category	Criteria	Score Out of	API Score Claimed	Verified API Score	Diff. in %
I	Teaching , Learning and Evaluation Related Activities	100	87.85	0	100
II	Co-curricular, Extension, Professional Development etc	50	40	0	100
III	Research and Academic Contribution	70	36	0	100
IV	Others*	60	45		
V	Goals	20			
VI	HOD	25			
IV	Peer	25			
IV	Principal	50			
	Total	400	208.85		

Mention Year of Experience In this Institute		20
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Grade on the Basis of API Score Claimed		
API Category I+II+III+IV	Out of 100	Grade
208.85	52.21	B

A>60; B50-60; C<50

Grade on the Basis of API Score Verified		
Grade	Recommondation	Remark
B		

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:**

- 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 GRADES	Grade	Remark
>60	A	Recommendaed for Annual increment
50 to 60	B	Hold Annual increment and need improvement in next six months
<50	C	No increment and six months time to improve else.

REMARK OF THE ASSESSMENT OFFICER:

Assessment Grade:

B

Place PREC Loni

Date

Signature of Principal**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:

Revised Grade:

Place

Date

Revaluation/ Appellate officer Sign