

Shreeyash Pratishthan's
Shreeyash Institute of Pharmaceutical Education and Research

Approved by AICTE, New Delhi, Government of Maharashtra, DTE Mumbai
(DTE Code - 2572) and Affiliated to Dr. Babasaheb Ambedkar Technological University,
Lonere, & Maharashtra State Board of Technical Education
(MSBTE), (MSBTE Code- 1838) Mumbai

Faculty Performance Appraisal Form (2022-23)

Name		
Designation		
Date of Joining		
Department	B. Pharm / D Pharm (SYIPER) / D. Pharm (SYIP)	
Total Teaching Experience	Experience @ Shreeyash	Total Approved Experience
Qualification up-gradation (Include courses/training/distance learning programs of 15 days and above)		
Any other information which is significant and should be known to management		

Principal Remark:

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A) Teaching learning assessment (Weightage: 5X10=50 + 50 Marks for Students feedback)

Sr. No	Activity performed	Self (05)	HoD (05)	Principal (05)
01	Regularity in taking class/practical's			
02	Notes/preparedness for lectures and practical			
03	Organizing and participation in Seminars/ workshops, special lectures, FDP's,			
04	E- Content preparation and uploading to ERP/University portal			
05	Industry visit / MoU / Guest lectures organized			
06	Academic diary/records			
	Portfolio related work (20)			
01				
02				
03				
Total out of 100				

B) Performance and General Attributes (Weightage – 50)

Sr. No	Attribute	Self	HoD	Principal
01	Knowledge upgradation in your subject	NA		
02	Initiative and adaptability (willingness to take responsibilities in the new area of work)	NA		
03	Leaves/workload adjustments	NA		
04	Interpersonal relations and team work	NA		
05	Trustworthiness	NA		
06	Attitude towards work (Positive / Negative / Manipulator)	NA		
07	Quality of output (Not done / Done as it is been asked to do / Done with sense of understanding)	NA		
08	Ability to inspire and motivate	NA		

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09	Number of admissions directed to the institute			
	Total Admissions: -----	Institute level: -----	CAP: -----	Marketing Yes/No
10	General conduct	NA		
Total out of 100				

C) Result Analysis (Consider theory subjects only for a given assessment (2021-2022) year)

Evaluation	Max. Marks	Subject 1	Subject 2	Subject 3	Subject 4
More than 90-100% -	50 Marks				
80% - 90 % -	45 Marks				
70% - 80 % -	40 Marks				
60 % - 70 % - 30	30 Marks				
Less than 60% - 20	20 Marks				

D) Research Contribution (50 Marks)

Research articles (Mention publisher, IF, & Indexing)	Research Projects	Research Students guided (Group=1)	Book/chapters Published	Any other contribution in research
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
3/3=100% (10 for each category)				

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(E) Teacher-guardian activity (Total students.....)

Sr. No	Avg. Attendance	Marks Obtained
01	Above 90 % (10 M)	
02	Above 80 % (07 M)	
03	Above 75 % (05 M)	
Sr. No	Participation in Extracurricular studies	
01	More than 05 (10 M)	
02	2 to 4 (07)	
03	01 & less (05)	
Sr. No	Avg. Result	
01	Above 90 % (10 M)	
02	Above 80 % (07 M)	
03	Above 75 % (05 M)	
Sr. No	Fees recovered and communication to parents	
01	Above 90 % (10 M)	
02	Above 80 % (07 M)	
03	Above 75 % (05 M)	
Sr. No.	Interaction (Meeting conducted)	
01	10 & above (10 M)	
02	7 – 9 (07 M)	
03	6 & Less than (05 M)	
	Total Marks out of 50	

1. Self = $A+B+C+D+E / \text{Total Marks} \times 100$

2. Head of Department =

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Performance Appraisal for Non-Teaching Staff

A. Y. 20 -20

1. Name of Non-Teaching staff:

2. Post:

3. Qualification:

4. Date of Joining:

Sr. No.	Professional & Personal Activity	Weightage (100 Marks) 10 Marks per Activity	Self	Principal
1	Ability to organize and carry out work	10		
2	Ability to learn and perform new duties	10		
3	Maintenance of Files/Records	10		
4	Completion of work on schedule	10		
5	Attendance	10		
6	Discipline	10		
7	Staff/student relations	10		
8	Co-operation with your colleagues.	10		
9	Mutual adjustment with colleagues	10		
10	Co-operation with colleagues	10		

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:

Date:

Name and Signature
of the non-teaching staff

Principal