

6.3.1 Institutions Performance Appraisal System for teaching and non-teaching staff

Performance appraisal of the faculty is accessed through the Academic Performance Indicator forms (API) filled by every faculty at the end of year and evaluated by IQAC.

The forms are designed to reveal the performance in all arena i.e., Teaching, research and institutional. The college addresses all the issues related to appraisal system of the staff and regularly evaluates it.

Self-appraisal for teaching staff is done on the basis of the following points:

1. Academic Performance which includes the subjects taught by faculty and average result of the subjects for last academic year, extra and remedial classes taken.
2. Workshops, seminars and conferences attended by Staff for improving skills and update of recent technology
3. Major contribution for the benefit of student/ staff / College.
4. Student Counselling and Mentor activities.
5. Awards/ Rewards obtained by the faculty.
6. Contribution in Institutional and departmental activity.
7. Contribution towards extracurricular and co-curricular activities.
8. Execution of examination duties and paper assessment.
9. Research contribution of staff in terms of research projects, publications, and guidance provided to students for involvement in research.
10. Books Published
11. Guest Lectures as an expert.
12. Efforts made towards admissions. 13. Contribution towards placement activity.
13. Activities related to the institute administrative work.

Finally for nonteaching staff appraisal is done by focusing on Job knowledge for carrying out experiments in the laboratory, students feedback, attendance and punctuality, Maintenance of Lab, glassware's and chemicals, labelling, SOP maintenance, procedure and instructions, Record Maintenance, Execution of the assigned task on time, Maintaining equipment's in Lab with working condition, ensuring availability of equipment during the schedule Lab class and finally HOD's feedback, based on this appraisal will be assessed.

The summary of self-appraisal report is submitted to management by Principal. The governing body carefully reviews the performance of the faculty and gives approval for necessary promotions and increments. This empowers the principal to take the appropriate action for improvement of performance of faculty. Counselling is done for faculties if required.


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TEACHER APPRAISAL FORM

TEACHER APPRAISER	SUBJECT/GRADE			DATE				
	Appraisal	Acceptable Or Competent	Needs Improvement	Unacceptable	Appraisal	Acceptable Or Competent	Needs Improvement	Unacceptable
Personal Qualities: 1. Self-control and Pulse 2. Sense of Honor 3. Motivation for Work 4. Appearance					11. Discipline 12. Recognition of Individual Needs 13. Effective Use of Teaching Aids 14. Stimulates Good Study A.K Work Habit			
5. Precision					15. Knowledge of Subject Matter To Report Work Student			
6. English Usage					16. Professional Responsibility			
7. Positive Model					17. Relationships With Parents 18. Relationship With Staff			
8. Teaching					19. Extra Curricular Activities (Sports & Hobby)			
9. Language of Presentation					20. Professional Growth			
10. Language of Presentation								

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Lesson	A. Introduction Of Lesson	B. Skill in Questioning	C. Skill in Giving Approp. Assign	D. Evidence Of Positive Reinforcement	E. Lesson Revisited	F. Lesson Revisited	G. Appraise	H. Recording
								22. Cooperation With Administration 23. Professional Growth
								*Na - Not Applicable Note: Either "Needs Improvement" Or "Unacceptable" With Specific Comments and Suggestions for Improvement.

1. NEEDS STUDIES FOR IMPROVEMENT
2. TEACHER'S COMMENTS
3. STRENGTHS
4. NEEDS IMPROVEMENT UNACCEPTABLE

TEACHER'S SIGNATURE

DATE

APPRAISER'S SIGNATURE

DATE

THE TEACHER'S SIGNATURE INDICATES ONLY THAT HE HAS SEEN THIS APPRAISAL AND DOES NOT NECESSARILY INDICATE THE AGREEMENT WITH THE INSTANT FACULTY EVALUATION



Signature
 PRINCIPAL
 Ideal Institute of Pharmacy
 Wada, Patghar
 Wada, Patghar - 422 001
 Dist. - Solapur Maharashtra 422 001

Signature
Principal
 Ideal Institute of Pharmacy
 Wada, Patghar



Service Book

(१) पूर्ण नाव :-
(1) Name :- Dokesh Kumar Vyas

(२) धर्म, जात (प्रवर्गासह) :-
(2) Race :- Hindu, Brahmin

(३) (अ) सध्याचा पत्ता :-
(ब) घोषित केलेले स्वग्राम व पत्ता :-
(3) Residence :-
Declared Village & Address :- Bhilwara, (Rajasthan)

(४) वडिलांचे नाव व राहण्याचे ठिकाण :-
(4) Father's Name and Residence :- Railash Chandra Vyas

(५) जन्मदिनांक नक्की करून तो ख्रिस्ती सनाप्रमाणे लिहिता येईल तेवढा अचूक लिहावा :-
(5) Date of Birth by the Christain Era as nearly as can be ascertained :- 29/11/1982

(६) तंतोतंत उंची :-
(6) Exact height by measurement :- 5'4"

(७) ओळखण्यासाठी अंगावरील खुणा :-
(7) Personal marks for identification :- Scar on Right thigh

(८) (अ) नियुक्तीच्या वेळची शैक्षणिक अर्हता :-
(ब) नियुक्तीनंतर प्राप्त केलेली शैक्षणिक अर्हता :-
(8) (A) Educational qualifications at the time of an appointment :-
(B) Educational qualifications post appointment :- Asst. Professor

(९) शासकीय कर्मचाऱ्याची दिनांकित सही :-
(9) Signature of (non-gazetted) Government servant :- Dokesh

(१०) क्रमांक १ ते ९ मधील नोंदी तपासल्याबद्दल कार्यालय-प्रमुखाची अथवा इतर कोणत्याही साक्षांकन अधिकाऱ्याची पदनामासहित सही व तारीख :-
(10) Signature and designation of the Head of the Office or other Attesting Officer :-

(११) वैद्यकीय तपासणीचा अहवाल :-
(एक) प्रमाणपत्र क्रमांक व दिनांक :-
(दोन) प्रमाणपत्र देणारा प्राधिकारी व त्याचे पदनाम :-
(11) Report of medical Test :-
(i) Certificate No. and date
(ii) Issuing Authority and his designation

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टीप :- या पृष्ठावरील नोंदी निदान प्रत्येक पाच वर्षांनंतर पुन्हा नव्याने करण्यात याव्यात किंवा त्या पुन्हा साक्षांकित करण्यात याव्यात आणि (९) व (१०) या ओळींतील सहीखाली तारीख घालण्यात यावी. या नियमानुसार प्रत्येक ५ वर्षांनंतर बोटांचे नवीने ठसे घेण्याची गरज नाही.

N.B. :- The entries in this page should be renewed or re-attested at least every five years and the signature in lines (9) and (10) should be dated. Finger prints need not be taken afresh every 5 years under this rule.

जो अराजपत्रित शासकीय कर्मचारी इंग्रजी, हिंदी व मराठीत आपली सही करण्याइतपत साक्षर नसेल अशा कर्मचाऱ्यांच्या अंगठ्यात व बोटाचे ठसे घ्यावेत.

Left hand 'thumb and finger impressions of (non-gazetted) Government servant'.



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28/11/85


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Left hand impressions

2022/08/28

टीप :- निवृत्तिवेतनाबाबत होणारा त्रास टाळण्यासाठी पुढील परिस्थितीसंबंधात सेवा-पुस्तकात पुढील प्रश्नांची स्पष्ट उत्तरे दिलेली असतील, याची विशेष काळजी घ्यावी.

परिस्थिती	प्रश्न
(१) कायम कनिष्ठ कर्मचाऱ्याची वरिष्ठ श्रेणीत जेव्हा स्थानापन्न म्हणून काम करण्यासाठी नियुक्ती करण्यात आली असेल. सेवेचा प्रारंभ जेव्हा पुढीलप्रमाणे होत असेल :-	रिक्त पदाचे स्वरूप कोणते? हे पूर्ण रिक्त पद आहे की दुसरा एखादा अधिकारी त्याच पदावरील नेमणुकीचा तोच कालावधी निवृत्तिवेतनासाठी हिशेबात घेत आहे?
(२) "स्थानापन्न" ...	वरीलप्रमाणे
(३) "परिवीक्षाधीन" (Probation) ...	ही विशेषरीत्या नेमून दिलेली परिवीक्षाधीन नेमणूक आहे की, केवळ (२) खालील प्रकरण आहे?
(४) तात्पुरता नेमणुकीत स्थानापन्न ...	तात्पुरती नेमणूक नंतर कायम करण्यात आली काय?
(५) निलंबित केल्यानंतर पुन्हा सेवेत घेऊन ...	निलंबनाचा कालावधी रजा व निवृत्तिवेतन यासाठी हिशेबात घेण्याचे आदेश देण्यात आले आहेत काय?


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नियुक्ती पदनाम व वेतनश्रेणी Name of appointment & Payment	नियुक्ती कायम आहे की स्थानापन्न तसेच ती स्थायी आहे की अस्थायी की अस्थायी Whether substantive of officiating and whether permanent or temporary	नियुक्ती स्थानापन्न असेल तर (१) कायम नियुक्ती आणि- (२) ज्या पदावर कर्मचाऱ्याला स्थानापन्न नियुक्ती देण्यात आली त्या मूळ रिक्त पदाचे स्वरूप नमूद करावे. If officiating state (i) substantive appointment and (ii) nature of the original vacancy in which he officiates (see Article 371, C. S. Rs. and Rule 240 (2) of the Bombay C. S. Rules)	कायम नियुक्ती- मधील वेतन Pay in substantive appointment		स्थानापन्न नियुक्ती- बद्दल जादा वेतन Additional pay for officiating		'वेतन' या संज्ञेत समाविष्ट होणारी इतर वित्तलब्धी Other emoluments falling under the term 'pay'		नियुक्ती दिनांक Date of appointment	शासकीय कर्मचाऱ्याची सही Signature of (non- gazetted) Government servant
			४(४)	५(५)	६(६)	७(७)	८(८)			
१(१)	२(२)	३(३)	₹ Rs.	₹ Rs.	₹ Rs.	₹ Rs.	₹ Rs.	₹ Rs.	७(७)	८(८)
Asst. Professor	Permanent	-	₹ 40K						27/07/16	<i>Lokesh</i>

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