

ANNUAL CONFIDENTIAL REPORT

NAME:

DESIGNATION:

REPORT FOR THE YEAR:

Progressive Education Society's
MODERN COLLEGE OF PHARMACY
Sector No. 21, Yamunanagar, Nigdi, Pune-411044

Confidential Assessment and Self appraisal Reports of Teaching Staff

Academic Year:

PART A: - General Information & Academic background

1. Name (in block letters): -
2. Father's/ Mother's Name: -
3. Date & place of birth: -
4. Sex: -Female
5. Marital Status: -
6. Nationality: -
7. Category to which belongs: - Open/SC/ST/OBC/Physically challenged
8. Address for the correspondence: -
9. Permanent Address: -
10. Contact Numbers: - (O) (R) (M)
11. E mail id:
12. Department: -
13. Current Designation: -
14. Current Pay band & Grade pay: - _____
15. Date of last promotion: - ____--_____
16. Position to which to be promoted: - ____--_____
17. Pay band expected & Grade pay: - ____--_____
18. Date of eligibility for promotion: - ____--_____
19. Leave taken in the period: -

E.L.

S.L:

Other leave :

20. Academic Qualification: -

Examination	Name of Board/ University	Year of passing	% of marks obtained	Division/Class/ Grade	Specialization

21. Appointments held prior to joining to this institution: -

Designation	Name of the Employer	Date of joining	Date of leaving	Pay band with Grade pay	Reason for leaving

22. Posts held after appointment to this institution: -

Designation	Department	From	To	Pay band with Grade pay

23. Total teaching experience (in years): -

At Undergraduate level (at previous institution): -

At Undergraduate level (at present institution): -

Total: - _

At Postgraduate level (at previous institution): - __ years

At Postgraduate level (at present institution): -

Total: -

24. Research experience excluding years spent for M.phil / Ph.D.:-

25. Field of specialization under the subject/discipline if any: - _____



II . Performance of Attendance of students

Sr. no	Class / course	Subject Taught	Sum of the student present	Lectures Actually Engaged	Student On roll	Average Attendance (4) *100 (5) *(6)	Average of col. (7)	Performance And Multiplying factors	Max weight (10)	Weight Achieved (9) *(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
								Excellent 1.0 (100-81)	15	
								Good – 0.7 (80-61)		
								Average- 0.5 (60-41)		
								Poor-0.2 (40-00)		

III. Performance of results: - (Theory Subject)

Sr. no	Class / course	Subject Taught	Average result of same subject for last 3 years in institute	% of Students Securing Marks Above 3 Years Average	Average Of Column (5)	Performance And Multiplying factors	Max weight	Weight Achieved (7) *(8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1						Excellent -1.0 (100-81)	20	
2								
3						Good -0.7 (80-61)		
4						Average-0.5 (60-41)		
5						Poor-0.2 (40-00)		

3. Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.

4. Use of participatory & innovative teaching - learning methodologies; updating of subject Content, course improvement, etc.

5. Examination duties (invigilation; Question paper Setting, evaluation/ assessment of Answer scripts) as per allotment

S. No.	Examination duties details

6. Course File & Material/Lab Manual Completion:

S. No.	Class & Course

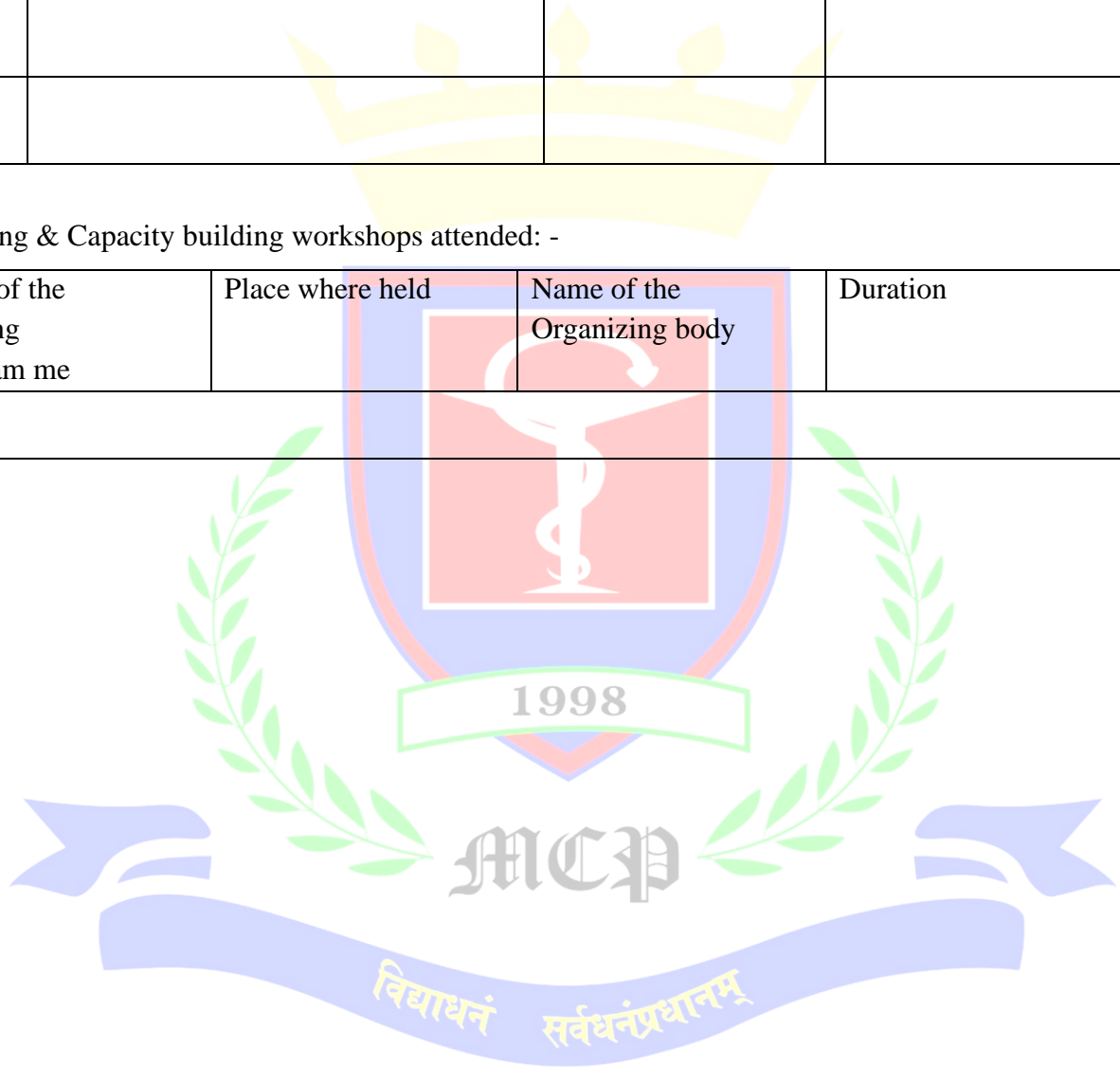
8. Academic development (self as well as institute):

a Academic Staff College Orientation / Refresher courses attended: -

Name of the Course	Name of the Academic Staff College	Duration	Sponsoring agency if any

b Training & Capacity building workshops attended: -

Name of the Training programme	Place where held	Name of the Organizing body	Duration
Nil			



CATEGORY I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

1. Extension work carried out:

- a. Co-curricular and extracurricular Activities
- b. NSS activities
- c. Cultural activities
- d. Subject related events

2. Departmental and college administrative work done:

- b. Portfolio handled and innovation included in this work

3. Professional development activities

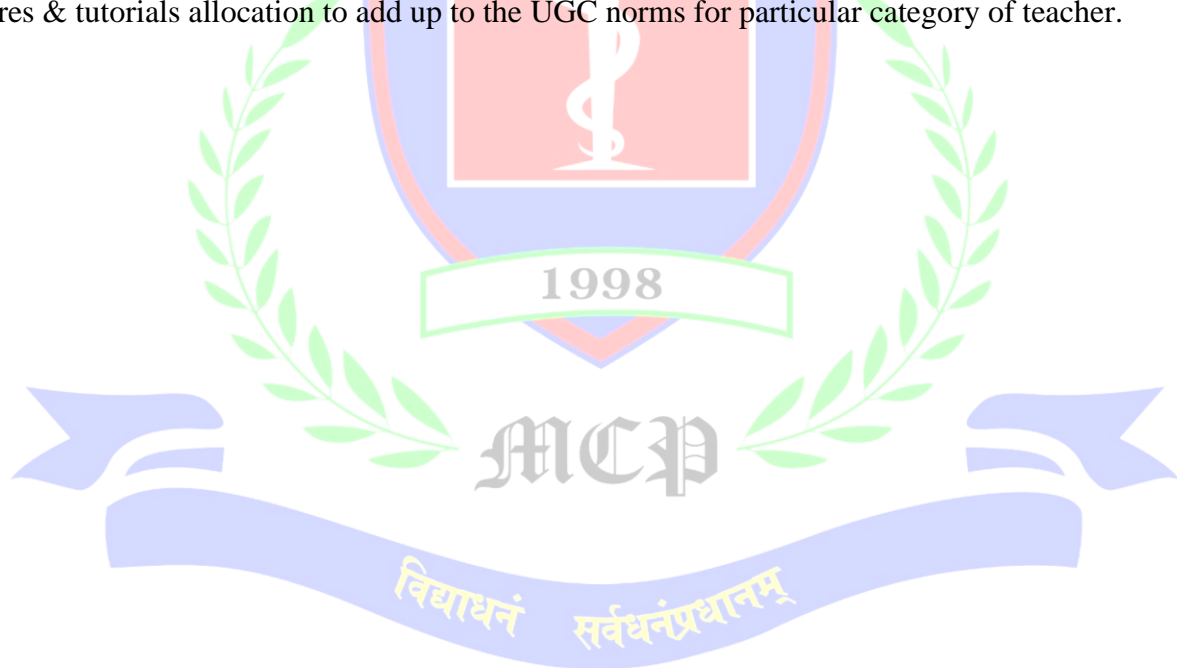
- a. Professional Development activities (such as short-term courses, membership of Association, Dissemination and general articles, member of selection committee, evaluation committee, chairman/co-chairmen of scientific session of co-curricular /NSS (not covered in Category III below)
- b. Designed and applied for research project (Duration/sponsor and other detail

CATEGORY I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

Sr. No	Nature of Activity	Maximum Score		
		API Score allotted	Self – Appraisal Score	Verified API Score
1.	Lectures, seminars, tutorials, practical's, contact hours undertaken taken as percentage of lectures allocated tables (I +II +III)	50		
2.	Lectures or other teaching duties in exce of UGC norms	10		

3.	Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment /value addition /content beyond syllabus	20		
4.	Use of participatory & innovative teaching learning methodologies; course improvement etc.	20		
5.	Examination duties (invigilation; Question paper Setting, evaluation/ assessment of Answer scripts) as per allotment.	25		
6	Course File & Material/Lab Manual Completion:	20		
7	Academic development (self as well as institute)	20		
Total of (I)		165		

*Lectures & tutorials allocation to add up to the UGC norms for particular category of teacher.



CATEGORY II: - CO-CURRICULAR, EXTENSION AND PROFESSIONAL

DEVELOPMENT ACTIVITIES: -

Sr. No	Nature of activity	Maximum Score		
		API Score allotted	Self-Appraisal Score	Verified API Score
1.	Student related co-curricular, extension and field-based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2.	Contribution to Corporate life and management of the department and institution through participation in Academic and administrative committees and Responsibilities	10		
3.	Professional Development activities (such as Short term courses, membership of Association, dissemination and general articles, member of selection committee, evaluation committee, chairman/co-chairmen of scientific session of co-curricular /NSS not covered in Category III below)	10		
4	Designed and applied fir research project (Duration/ sponsor and other details)	10		
Total of (II)		50		

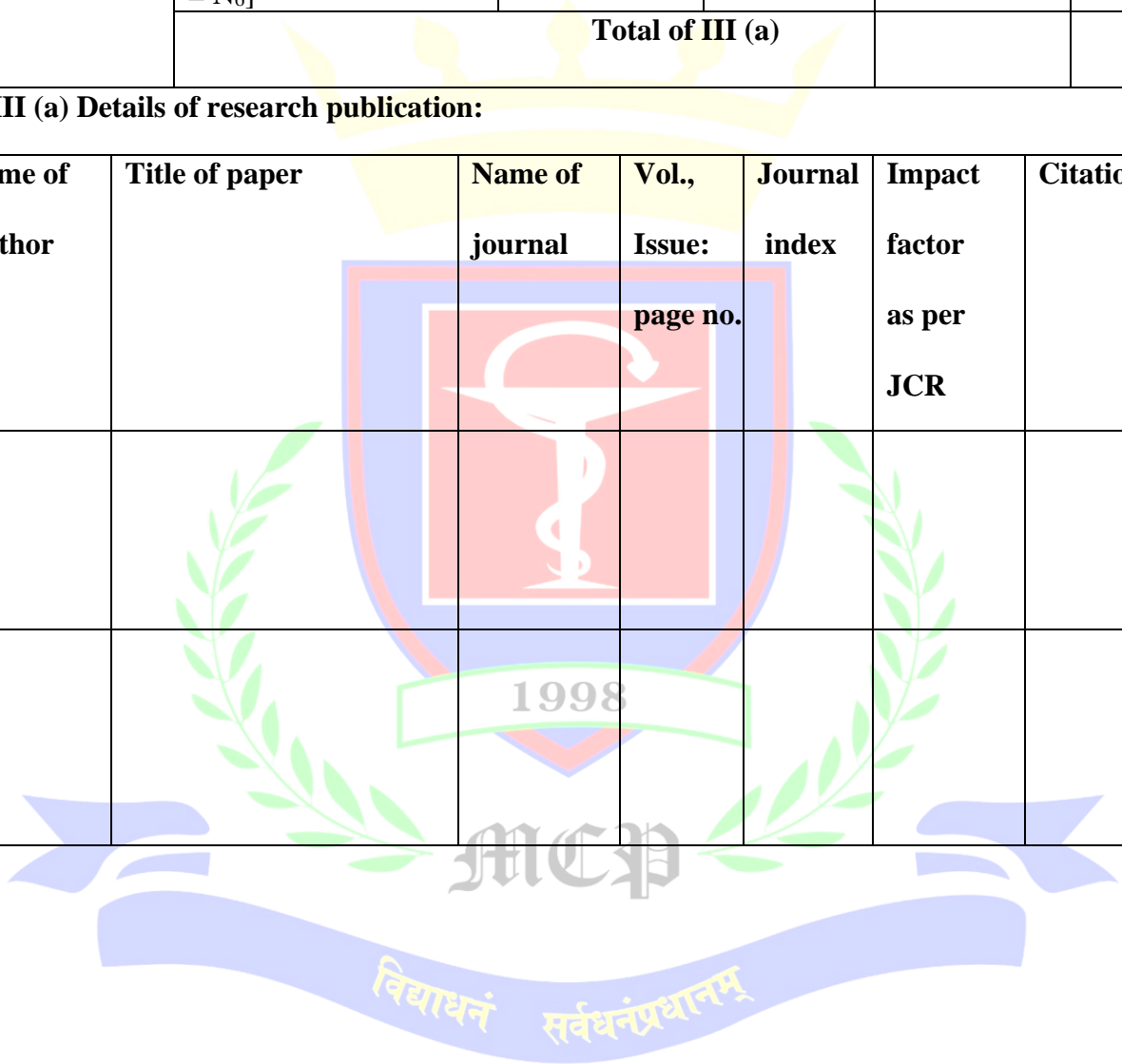
CATEGORY – III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sr. No.	APIs	No. of papers	Name of the Journal/ Name of the Book	Max. points for university and college Teacher position		
				API Score allotted	Self Appraisal score	Verified API score
III (a)	Research Publication- on(Journal)	Referred Journals [Total Publication=N]				
		No.of Papers in indexed Journals or impact factor Between 0.1-0.9 [out of N=N ₁]	10/ Publication	N ₁ X 10 =		
		No. of Papers with Impact between 1 and 2 [out of N= N ₂]	15/ Publication	N ₂ X 15 =		
		No. of Papers with Impact between 2 and 5 [out of N= N ₃]	20/ Publication	N ₃ X 20 =		
		No. of Papers with Impact between 5 and 10 [out of N= N ₄]	30/ Publication	N ₄ X 30 =		
	Other recognized and Reputable journals and Periodicals, having ISBN/ISSN numbers. [no. of papers = N ₅]		5/ Publication	N ₅ X 5 2*5 =10		

	Conference proceedings As full papers, etc. (Abstracts not to be included) [No. of papers = N ₆]		10/ Publication	N ₆ X 10=	
Total of III (a)					

III (a) Details of research publication:

Sr . No	Name of Author	Title of paper	Name of journal	Vol., Issue: page no.	Journal index	Impact factor as per JCR	Citation



III(a) Research Publication-on (Books): -

III (b)	Research Publications (Books, chapters in Books, other Books, other Referred journal Articles)	Text or reference Books published by International publishers With an established peer Review system [a) No. of sole author Book(s) = M_1 b) No. of chapter(s) in an edited book(s) = M_2]	Details	50/ sole Author; 10/chapter In an edited book	$M_1 \times 50 =$ $M_2 \times 10 =$
		Subjects books by National level publisher/ State and central Govt. Publications with ISBN/ ISSN numbers [a) No. of sole author Book(s) = M_3 b) No. of chapter(s) in an edited book(s) = M_4]		25/ sole Author; 5/chapter In an edited book	$M_3 \times 25 = 25 * 1 = 25$ $M_4 \times 5 =$
		Subject books by other Local publishers with ISBN/ ISSN numbers [a) No. of sole author Book(s) = M_5 b) No. of chapter(s) in an edited book(s) = M_6]		15/ sole Author; 3/chapter In an edited book	$M_5 \times 15 =$ $M_6 \times 3 =$
		Chapters contributed to Edited knowledge based Volumes published by International publishers [No. of chapters = M_7]		10/chapter	$M_7 \times 10 =$
		Chapters in knowledge Based volumes by Indian/national level Publishers with ISBN/ ISSN numbers of National & international Directories [No. of chapters = M_8]		5/chapter	$M_8 \times 5 =$
Total of III (b)					

III (b) Details of Research Publications (books, chapters in Books, other than Referred journal Articles:

III (c)	RESEARCH PROJECT		Title of project
III(c) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs [No. of Project(s)= P ₁]	20/ Project P ₁ X 20 =
		b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs [No. of Project(s)= P ₂]	15/ Project P ₂ X 15 =
		b) Minor Projects amount mobilized with grants above Rs.50,000 up to 5 lakhs [No. of Project(s)= P ₃]	10/ Project P ₃ X 10 =
III(c) (ii)	Consultancy Projects Carried out/ ongoing	Amount mobilized With minimum of Rs.10 lakhs [No. of 10 Lakh(s) = R]	10 per Every Rs. 10 Lakhs and Rs. 2 lakhs respectively R X 10 =
III(c) (iii)	Completed Projects: Quality Evaluation	Completed project Report (Accepted by funding Agency) [a] No. of completed & Accepted Major	20/ major Project and 10/ minor Project Q ₁ X 20 = Q ₂ X 10 =

		Project(s) = Q ₁ a) No. of completed & Accepted Minor Project(s) = Q ₂				
III(c) (iv)	Projects Outcome/ Outputs	Patent/ technology Transfer/ Product/ process [a) No. of national Level output = O ₁ b) No. of international Level output = O ₂]		30/ national Level; 50/ International level (output or Patent)	O ₁ X 30 = O ₂ X 50 =	
III(d) (v)	Industrial Collaborative (MOU)	MOU with Industry/Academic [a) No. of national Level = M ₁ b) No. of international Level = M ₂]		10/ national Level; 20/ International level	M ₁ X 10 = M ₂ X 20 =	
Total of III (c)						

III(c) Details of Research Project: -



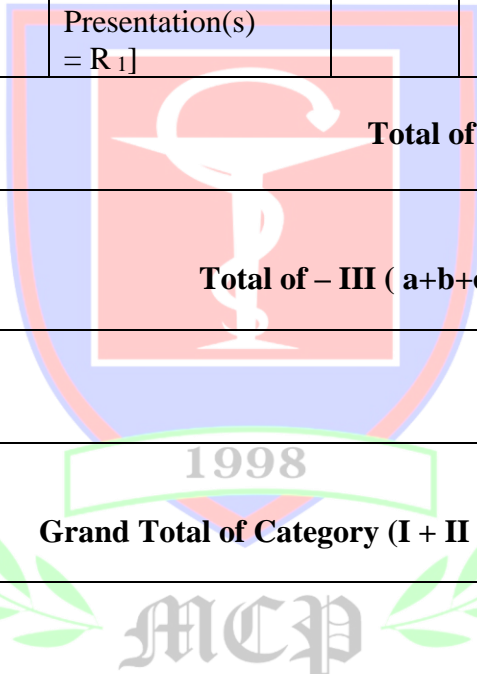
III(d) RESEARCH GUIDANCE						
III(d)	M. Pharm	Degree awarded		3/candidate	D ₁ X 3 =	
(i)		[no. of candidates = D ₁]			2 X3	
III (d)	Ph.D	Degree awarded= D ₂		10/candidate	D ₂ X 10 =	
(ii)		Thesis submitted [a no. of candidates = D ₃		7/candidate	D ₃ X 7 =	
Total of III(d)						

III (d) Details of Research Guidance :-



III(e) TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS						
III (e) (i)	Refresher courses, Methodology Workshops, training, Teaching-learning-Evaluation Technology Programmes, soft Skills development Programmes, Faculty Development Programmes(Max: 30 points)	a) Not less than two week duration [No. of Programme(s)= T ₁]		20 each	T ₁ X 20 =	
		b) One week duration [No. of Programme(s)= T ₂]		10 each	T ₂ X 2X 10 =	
III (e) (ii)	Papers or attended Conferences / Seminars / workshop etc. (that are not Included in III (A))	Participation or presentation of Research papers (Oral/poster) in				
		a. international level [No. of papers = C ₁]		10 each	C ₁ X 10 =	
		b. National level [No. of papers = C ₂]		7.5 each	C ₂ X 7.5 = 4 x 7.5	
		c. Regional / State level [No. of papers = C ₃]		5 each	C ₃ X 5 =	
		d. Local-University/ college level [No. of papers = C ₄]		3 each	C ₄ X 3 =	
III (e) (iii)	Invited lectures or Presentations for Conferences/ symposia	a. International [No. of lecture(s) And/or Presentation(= L ₁)]		10 each	L ₁ X 10 =	
		b. National [No. of lecture(s) And/or Presentation(= L ₂)]		5 each	L ₂ X 5 =	
III (e) (iv) (a)	Reviewing of Research article for various peer reviewed journal	a. International [No. of Review (s) And/or Presentation(s)]		5 each	R ₁ X 1X 5 =	

		= R ₁]				
		b. National [No. of Review (s) And/or Presentation(s) = R ₂]		3 each	R ₂ X 2X 3 = 6	
(b)	Reviewing of Review article for various peer reviewed journal	a. International [No. of Review (s) And/or Presentation(s) = R ₁]		3 each	R ₁ X 1X 3 =	
		a. International [No. of Review (s) And/or Presentation(s) = R ₁]		2 each	R ₂ X 2 =	
		Total of III (e)				
		Total of – III (a+b+c+d+e)				

 <p>1998 Grand Total of Category (I + II + III)</p>

III (e) Details of Training Courses and FDP/ Conference/Seminar/Workshop/ Review Paper

Signature of HOD

Signature of the teacher

Date:

PART C

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Principal or Head of the Department with a view to make improvement in the work, by the person concerned.)

1. (a) Assessment by the Principal/ Head of the Department of the work done under each head of activity:

Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part “B” and shall be made in the following manner.



Teaching [Category I of Part 'B']		Co-curricular, extension and Professional development activities [Category II of Part 'B']		Research [Category III of Part 'B']	
Grade	Verified API Score	Grade	Verified API Score	Grade	Verified API Score
Outstanding	165-and above	Outstanding	40-50	Outstanding	200 and above
Very good	150-165	Very good	34-39	Very good	150-199
Positively good	125-150	Positively good	28-33	Positively good	100-149
Good	91-124	Good	22-27	Good	50-99
Average	46-90	Average	15-21	Average	25-49
Below average	0-45	Below average	0-14	Below average	0-24

(b) Grading:

	Outstanding (A+)	Very good (A)	Positively Good (B+)	Good (B)	Average (B-)	Below average (C)
Teaching						
Extension						
Research						

(c) Justification of assessment of work as outstanding / below average:

3. Comments of the Principal on (1) (b) and (c):

4. Remarks and suggestions:

**Signature
(Principal)**

