

VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

Annual Performance Based Appraisal System (PBAS) TEACHING STAFF for Academic Year _____

Session/ Year _____

(To be completed and submitted at the end of each academic year)

PART A : GENERAL INFORMATION

1.	Name (in Block Letters) :			
2.	Father's Name/Mother's Name :			
3.	Husband's Name			
4.	Address of Husband			
5.	Date of Birth			
6.	Department:			
7.	Current Designation and Grade Pay:			
8.	Address for correspondence (with Pin code)			
9.	Permanent address (with Pincode) Telephone No: Email:			
10.	Date of Joining of Institute			
11.	Whether acquired any degrees or fresh academic qualifications during the year with prior permission from Management.			
12.	Academic Staff College Orientation/ Refresher Course attended during the year			
	Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

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PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Max Score: Assistant Professor 100, Associate Professor 95 and Professor 90)

1) a) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

i) Contact hours (Maximum 8 Marks for Assistant Professor and 6 marks for Associate professor & Professor)

Sr. No	Course/ Paper	Level	Mode of Teaching	No. of Lectures/ Practicals per week allotted	No. of Lectures/ Practicals conducted	% of Lectures/ practicals taken as per documented record	Average % of Target achieved
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

- Lecture (L), Seminar (S), Tutorial (T), Practical (P)

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		API Score
(i)	Classes Taken (Max. 8 Marks for Assistant Professor & 6 Marks for Associate Professor and Professor for 100% performance & proportionate score up to 80% performance, below which no score may be given)	

ii) Parameters to be verified from student's feedback (Maximum 8 Marks for Assistant Professor and 6 marks for Associate professor & Professor) :-

Sr. No.	Average Score obtained in Feedback	Out of 10	Average	Marks Score
1	ODD Semester			
2	EVEN Semester			

iii) **Result (MU Theory Examination) (Max 28 marks for Assistant Professor and 26 Marks for Associate Professor & Professor) :**

Sr. No.	Class/ Course	Subject taught	Result of Subject (%)	Weightage achieved (out of 28)	Average Weightage Achieved
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Target : Max. **28 marks for Assistant Professor and 26 Marks for Associate Professor & Professor** for 100 % performance and proportionate score up to

- i) 85% performance for Final Year and T.Y.B. Pharm.
- ii) 80% performance for F.Y.B. Pharm. & S.Y.B. Pharm.
- iii) 80% performance for F. Y. M. Pharm.

Below which no score may be given

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iv)

Teaching Load in excess of AICTE norm feedback (Max. 8 Marks for Assistant Professor and 06 Marks for Associate Professor & Professor)
2 marks for each extra lecture.

Teaching Load		Average Teaching Load	Excess Load = Average load-__Hrs.	Weightage achieved = 2 x excess load
ODD Semester	EVEN Semester			

v) Reading / Instructional material consulted and additional knowledge resources provided to students (Max 18 marks for Assistant Professor and 16 marks for Associate Professor & Professor) :

Sr. No	Course / Paper	Consulted	Prescribed	Additional Resource provided	Weightage Achieved
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students (Max 18 marks for Assistant Professor and 16 marks for Associate Professor & Professor)				Avg.API Score	

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Parameters to be verified :-

1. Notes (chapter wise available = (Max.10 Marks for Assistant Professor and 08 marks for Associate Professor & Professor)
2. Additional class test per semester (CIAAN Booklet = Max 4 marks)
3. MSBTE paper solved per semester (Assignment Book) = Max 4 marks

b) Examination Duties Assigned and Performed (Max Marks 20 for Assistant Professor, 20 for Associate Professor & 10 for Professor):

Sr. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
Total Score for Assistant Professor/ Associate Professor / Professor (Max : 20 / 20/ 10)				

Parameters to be verified :-

1. Worked as Examination Co-ordinator/ Examination In-charge/ CAP Co-ordinator= **3 marks**
2. No. of invigilation performed = (No. of duties x 0.3) MU Examination = **(max. 2 Marks)**
3. No. of Answer books assessed / moderated in CAP= (No. of Answer books x 0.2) **(max 15 marks for Assistant Professor, 15 marks for Associate Professor & 5 marks for Professor)**
 - **Wherever duties are carried out by two teams during same examination marks will be equally divided.**

c) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc. (Max 10 Marks for Assistant Professor, 15 for Associate Professor & 20 for Professor)

Sr.No.	Short Description	API Score
Total Score for Professor/ Associate Professor / Assistant Professor (Max : 20 / 15 / 10)		

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Parameters to be verified : -

1. Lab Manual Development & revision Project = **2 marks for Assistant Professor, 4 Marks for Associate Professor & 5 Marks for Professor.**(If job is shared, the marks will be divided equally)
2. Developing Interactive Courses/ Participatory Learning Modules = **3 Marks for Assistant Professor, 4 Marks for Associate Professor & 5 marks for Professor.** (For e.g. Add on course, executive development program - If job is shared, the marks will be divided equally)
3. Developing and imparting Remedial / Bridge Courses and Counseling module = **3 Marks** (JCA activity will not be considered here. If mentor of students – marks will be given) for Assistant Professor, 4 Marks for Associate Professor & 5 marks for Professor.
4. Any Other Innovative Techniques Used = **2 for Assistant Professor, 3 Marks for Associate Professor & 5 marks for Professor.** (e.g. Flip classroom, use of IOT, Online quizzes, webinars, smart classrooms etc.).

Total Score of Category I (a + b + c) (Max 100 Marks for Assistant Professor, 95 Marks for Associate Professor & 90 Marks for Professor)	
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CATEGORY : II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

(Max Score : 45 Marks

Please mention your contribution to any of the following:

Sr No	Type of Activity	Average Hrs/Week	API Score
	(i a) Extension, Co-curricular & field based Activities (Max Marks 15)		
Total API = <input style="width: 50px; height: 20px;" type="text"/> (Max 15)			
	If activity is organized jointly then marks will be equally divided. Parameters to be verified – <ol style="list-style-type: none"> 1. No. of Industry expert lectures organized per semester = Max 3 marks 2. No. of Industrial visits organized per semester = Max 3 marks 3 Positions held / Leadership role played in organization linked with extension work society level and National service scheme (NSS), NCC, DLLE or any other = Max 3 marks 4. Students and staff related Socio – Cultural and Sports programmes campus participation = Max 3 marks 5. Industrial In-plant training = Max. 3 marks 6. Placement = Max. 3 marks 7. Community work such as Health Counselling, Health awareness camps = Max. 3 marks 8. Journal Club Activity, Class Coordinator, Lab Incharge, Magazine Cell = Max. 3 marks 9. Any Other: Feedback analysis, Google drive, Newsletter, Time Table, Academic Progress Report etc.= Max. 3 marks 		
Sr. No	(ii) Contribution to Corporate Life and Management of the Institution. (Responsibility handled at Institute level) (Max 15 Marks)	Yearly/ Semester wise responsibility	API Score
* Marks for Institute Level responsibilities will be given by Principal after verifying quantum & quality of work. (Satisfactory =40 % , Good = 60% , Very Good =80%, Excellent =100%)			

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Parameters to be verified :- **(For Assistant Professor, Associate Professor & Professor)**

1. Contribution to Corporate life in University through meetings/ LIC = **03 marks**
2. Articles in College Magazine = **02 marks**
3. Institutional Governance responsibility like IQAC Co-ordinator, HOD, Class Co-ordinator, Teacher In charge, Exam Co-ordinator = **04 marks**
4. Participation in admission Committee, Campus development = **03 marks**
5. Participation in Students welfare, counseling & discipline = **02 marks**
6. Organization of Conference at International / National/ Regional level = **3 marks**
7. Participation in Board of Studies, administration of institute for PCI, University of Mumbai, DTE, AICTE compliances = **4 marks**

Sr. No	(iii) Professional Development Activities (Max. 15 Marks)	Yearly/ Semester wise responsibility	API Score
	Total (Max : 15)		
	Parameters to be verified – 1. Membership in professional related committees at state and national level = 2 marks 2. Participation in subject associations, conference ,seminars without paper presentation, orientation meeting for syllabus = 02 marks 3. Participation in short term training courses less than one week duration in educational technology , curriculum development. Professional development , examination reforms, institutional governance = 3 marks 4. Membership participation in Bodies / committees on education and national development = 3 marks 5. Publication of articles in newspaper , magazine or other publication. (Not Covered in category 3 , 1 mark each = 3 marks 6. Delivering seminars on Career Opportunities in pharmacy at HSC & Graduate Level = 02 Marks		
	Total Score of Category II (i + ii + iii) (Max : 45)		

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CATEGORY: III (RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)

A) Published Papers in Journals

Sr. No.	Title with page nos.	Journal	ISSN/ISBN No. & Impact Factor	Refereed Journal as notified by UGC/ Other Journals as notified by UGC	No. of Co-authors	Whether you are the main author / guide / mentor	API Score
Total API Score of (A)							

B) (i) Books Published as single author or as editor:

Sr. No.	Title with page nos.	Book Title editor & publisher	ISSN/ISBN No.	Whether National/ International/ Local Publisher	Single author / No. of Co-authors	Whether you are the main author	API Score
Total API Score of (B (i))							

B) (ii) Articles/chapters published in books:

Sr. No.	Title with page nos.	Details of Conference Publication	Whether National/ International/ Local Publishers	API Score
Total API Score of (B (ii))				

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C) Research Projects

(i) Sponsored Projects:

Sr. No.	Title	Agency	Period With dates	Grant/Amount Mobilized (Rs. Lakh)	API Score
Total API Score of C (i)					

(ii) Consultancy Projects:

Sr. No.	Title	Agency	Period With dates	Grant/Amount Mobilized (Rs. Lakh)	API Score

(10 marks for project of 1lakh and proportionate marks for amount less than 1,00,000. E.g. 5 marks for 50,000)

(iii) Project Outcome/ Outputs:-

Sr. No.	Title of Patent/ Major Policy document	Date of Patent	Status filed/ licensed/ granted	International/ National/ Policy document of State Government/ Central Government/ International bodies	API Score

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D) Research Guidance

Sr. No.	Number Enrolled	Thesis Submitted * With dates	Degree awarded With dates	API Score
M. Pharm.				
Ph.D. or equivalent				
Total API Score of (D)				

*Thesis submitted at the end of previous academic year (in June 2017) to be considered

E (i) Fellowships/ Awards :

S.No.	Title of Award/ Fellowship	Granting Body	International/ National/ State/ Regional/ University level.	API Score

E (ii) Papers Presented in Conference, Seminars, Workshops, Symposia:

S. No	Title of Paper/ Art Presented	Title of Conference/ Seminar/ Exhibition	Organized By	Whether International/ National/ State/ Regional/ University level.	API Score

E(iii) Invited Lectures/Resource Person/Chairmanship at National or International Conference/ Seminar etc.

S. No	Title of Paper Lecture/Academic Session	Title of Conference/ Seminar, etc	Organized By	Whether International/ National/ State/ University level	API Score

Total of Category III (A+B+C+D+E)	
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Summary of API Scores.

	Criteria	Last Academic Year/ One Calendar Year	Total - API Score for Assessment Period	Annual Av.API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc.			
	Total of (I + II)			
III	Research and Academic Contribution			

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PART-C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. No	Details (Mention Year, Value etc. where relevant)

List of Enclosures: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

S. No		S. No	
1		6	
2		7	
3		8	
4		9	
5		10	

**Goals / objectives, if any assigned in :
current year/ duration**

**Important & special remarkable work :
done during the year (With references
of goals/ objectives)**

I certify that the information provided are correct as per records available with the State Government and/or documents enclosed with the duly filled PBAS proforma. .

Date:
Place:

Signature of the faculty with Designation

Note : GB / Management reserve the right to modify the Appraisal form as and when required.

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CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
III (A)	Research Papers published in:	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
		Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author If main author, 70% of total score, if co- author, divide equally 30% of total score.
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants	Major Projects with grants	15 per Project

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		above Rs. 5 lakhs up to Rs. 30 lakhs	above Rs. 3 lakhs up to Rs. 5 lakhs	
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively

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THE GAZETTE OF INDIA : EXTRAORDINARY

[PART III—SEC. 4]

				respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	RESEARCH GUIDANCE			
III(D)(i)	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 Per Award
III(E) (ii)	Papers presented in conferences			Presenting Author – 5, Co-author -3
	Invited lectures / papers	International	International	7 per lecture / 5 per paper presented
		National level	National level	5 per lecture / 3 per paper presented
	Reviewer/Edito r of journal Referee for Ph.D./ M.Pharm.for outside University	State/University level	State/University level	3 per lecture / 2 per paper presented Min. 3, Max. 5 Min. 3, Max. 5
III(F)	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period Development of e-learning delivery process/material			10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by

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20 points: (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

(To be Filled by Reporting Officer (HOD/ Principal)

- 1.
2. Name :
3. Period of Report :
4. Post/ Post held :
5. Industry & Application : Outstanding Very Good Good Average Below Average
6. Capacity to get work : Outstanding Very Good Good Average Below Average
Done by subordinates.
6. Relations with Collegues: Co-operative Courteous Helpful Indifferent Unfriendly
& Public
7. General Intelligence : Outstanding Very good Good Average Below Average
8. Administrative ability : Outstanding Very good Good Average Below Average
Including judgement
Initiative, convincing
Ability & drive
9. Technical/ Professional
Ability (Where relevant)
10. Attitude towards backward Class Helpful Sympathetic Unsympathetic Natural
11. Special Attitude :
12. Integrity & Character :
13. Whether powers delegated are fully utilized ? : Yes Partly No
14. Fitness for Promotion Unfit Fit in normal course (according to seniority)
15. Areas of training required (Mention required area):

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16. State of Health : Not Good Good Very Good
17. Fitness for field work : Yes No Not relevant
18. Willingness to work on Computer : Yes No Not seen Not relevant
19. General Assessment:

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OTHER PERFORMANCE: (To be Filled by Reporting Officer (HOD/ Principal)

S.No.	Performance Indicator to be assessed	Evaluation by Principal			
		Excellent	Good	Average	Poor
1.	Class Room Planning & Control a) Planning of lesson throughout the academic year b) Effective Communication of subject matter and clarity of speech c) Management of lecture and class control d) Involvement of student in learning process. e) Use of media such as charts, models, transparencies, OHP, VCR, TV				
2	For Teachers Concerned with Laboratory Work: a) Planned laboratory instructions including management of practicals b) Uniform coverage of term work and guidance for writing journals. c) Checking of journals and making continuous assessment of term work. d) Preparation and display of institutional material, chart, models etc. e) Planning and procurement of consumable required for practicals. OR For Teachers Not-Concerned with Laboratory Work: a) Arranging special lectures for eminent persons. b) Conducting special classes for low profile students. c) Attitude towards maintaining cleanliness and aesthetics d) Interaction with teachers teaching subjects either than the own discipline. e) Preparation and display of instructional material				
3	Students Guidance and Counseling: a) Guidance to students about books and literature. b) Guidance about higher education / career planning. c) Guidance about job opportunities / entrepreneurship. d) Guidance for preparing for interview/ personality development. e) Guidance for independent study technique				
4	Assignments/ Evaluation a) Giving assignments regularly and assessing promptly b) Maintaining quality and standard of questions/ evaluation c) Providing feed back to the students about shortcomings. d) Innovations in paper setting/ evaluation. e) Record keeping of students profile.				
5	Curriculum/ Learning Resources Development : a) Interest shown in curriculum development or preparation of syllabus. b) Preparing question banks. c) Motivating students for use of computers.				

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	d) Giving handouts/ upkeep of laboratory manuals/ writing books. e) Preparation of computer software as a teaching aid.				
S.No.	Performance Indicator to be assessed	Evaluation by Principal			
		Excellent	Good	Average	Poor
6.	Seminars/ Training : a) Use of library books, periodicals, journals etc. b) Attendance in seminars/ conferences/ work shops. c) Writing articles in state or national level periodicals. d) Delivering speech in other institutions. e) Membership of professional bodies, awards and honours				
7.	Co-curricular Activities : a) Consultancy and teaching in the appropriate of work area or Organizing continuing education programmes for revenue generation. b) Organizing cultural programmes/ sports/ extra-curricular activities etc. c) Organizing industrial visits/ study tours for students or taking interest in NCC/ NSS/ blood donation/ plantation. Medical camps. d) Contribution to maintaining student discipline in general. e) Ability to work as a resource person.				
8	Administrative Functions: a) Contribution to conduct of gymkhana activities. Procurement of equipment. b) Worked as examination/ gathering/ admission in-charge. c) Maintenance of buildings/ electrical installations/ water supply/ computers. Equipment etc. or worked as rector/ assistant rector/ warden. d) Worked as in-charge for housekeeping/ environmental hygiene/ cleanliness of class rooms/ premises/ gardens/ security. e) Interest taken in activities related to canteen, co-operative stores etc. or Willingness to take up higher or any responsibility.				
	Total number of Tick Marks				

(i) **Are you satisfied with self -assessment filled by Faculty member**

(ii) **If not, give reasons**

Grading : A+Outstanding A+Very good B+ positively good B Good B- Average C-Below Average

Place:

Date:

Signature, Name & Designation of the Reporting Officer (HOD/ Principal)

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N.B.

Reporting Officer: For Faculty Members – HOD
For HODs – Principal

Reviewing Officer: Principal

Remarks of Reviewing Officer (Principal):

1. **Length of Service under Reviewing Officer** :

2. **Do you agree with the Reporting Officer?**
(If not state specifically the remarks with which you do not agree or do you wish to modify or add to his assessment?)

3. **Grading** A+Outstanding A+Very B+ positively B Good B- Average C-Below Average
(Write in hand writing) good good

Place:

Date:

Signature, Name & Designation of the Reviewing Officer (Principal)

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APPENDIX - III TABLE - II (A)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent	Assistant Professor / equivalent	Assistant Professor (Stage 3) to Associate Professor/equivalent	Associate Professor (Stage 4) to Professor	Professor (Stage 5) to Professor
		cadres: (Stage 1 to Stage 2)	cadres: (Stage 2 to Stage 3)	cadres (Stage 4)	Professor /equivalent cadres (Stage 5)	Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee

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V	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening Committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20 % - Interview performance	50% - Research Contribution. 50%- Performance evaluation and other credential by referral procedure
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*** Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

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CONFIDENTIAL

FORM FOR ASSESMENT OF WORK ON NON-TEACHING STAFF

Period of Assessment: _____

I. Basic Information: -

- i. Name of the organization: _____
- ii. Name of the Staff: _____
- iii. Date of Birth: _____
- iv. Academic Qualification:

Details	Name of the Institute / College	Name of Board / University	Month of Year of passing	Marks obtained	Remarks
SSC					
HSC					
Degree					
Any other					

II. Details of previous employment: -

Name of Organization: _____
Period from: _____ to _____
Post held: _____
Total emoluments: _____
(Please attach separate sheet if necessary)

III. Date of initial employment & post in which appointed in VES COP.

Date: _____ Post: _____

IV. Post held & Section/Dept. during the period of Report:

V. Details of long leave (Absence over 1 month) taken during period of Report:

VI. Brief details of work done during the period of Report: -

(Signature of staff member)

VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

(Details against items I to VI will be filled up by the staff member.)

VII. Performance Assessment

Sr. No.	Item	V. Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
1.	Technical ability					
	a) Industry					
	b) Application					
	c) Initiative					
	d) Neatness					
	e) Accuracy					
	f) Punctuality in work					
	g) Methodical & systematic working					
	h) Promptness in disposal					
	i) Regularity in attendance					
	j) Relations with Superiors					
	k) Relation with Colleagues					
	l) Re-election with members of Public					
	m) Dependability					
	n) Capacity to work done					
	o) Knowledge of rules & regulation					
	p) Willingness to accept extra work when needed					
	q) General conduct & amenability to discipline					
	r) Maintenance of Records/Files					

VIII. Strengths & Weakness:

IX. General Assessment:

a) Any special work/contribution to the Institution:

b) Overall grading of the person based on the assessment made above:

(Name & Designation of the Reporting Officer)

Recommendations of the Reviewing Officer: -

a) Fitness to continue in the present post:

b) Fitness for promotion or giving another incentive:

c) Do you agree with overall grading given by the Reporting Officer?

(If the Reviewing Officer does not agree with the grading given by the Reporting Officer, he/she can modify the grading)

(Signature of the Reviewing Officer)

(Name & Designation of the Reviewing Officer)