

Dr. D Y Patil Education Complex, Akurdi

Faculty Self -Appraisal Form

Dr. D. Y. Patil College of Pharmacy

(A.Y. 2023-24, Semester-II and A.Y. 2024-25, Semester-I)

1. Name of the institute and Department

2. Name of faculty

3. Designation

4. Date of Joining

Experience

- Teaching: DYPCOP
Other than DYPCOP
- Industry

5. Email / Mobile number

6. Year of performance appraisal

Section	Total Marks Assigned	Score claimed by faculty	Score verified by HoD/ Head of Institute	Score obtained after verification
A				
B				
Total				

Faculty Sign.:

Remark of HoD

Name and Sign. of HoD

Remark of Head of Institute:

Name and Sign. of Head of Institute

Sample Copy

PART A: Teaching Learning performance

1. Teaching load assessment:

Total Score claimed by Faculty:

Total Score by HOD:

Sr.	Activities	Max marks Allotted	Marks claimed	Marks Verified
1.	a) Teaching (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions tutorials, lab and other teaching related activities)	10		

2. Examination and evaluation duties assigned by university/institute:

Total Score claimed by Faculty:

Total Score by HOD:

Sr. No.	Activity	Max marks Allotted	Marks claimed	Marks Verified
(2.a)	Involvement in the student related activities: Examination and evaluation duties assigned by the college / university or attending the examination, Paper evaluation etc.	10		
(2. b)	Student related co-curricular, extension and field based activities such as student clubs, career counseling, Study visits, student Seminars and other events. Cultural, sports, journal club, NSS And community services etc.	20		

3. Teacher Guardian Performance: (Max marks 50 for Professor, Associate Professor and Max marks 65 for Senior Assistant Professor, Assistant Professor- Refer Guideline for same)

Total Score claimed by Faculty:

Total Score by HOD:

a) For FY and SY faculty:

- Attendance record of batch : 05 M
- Meeting conducted: 10 M
- Phone calls, letter communication and parent connect: 10 M (05 marks for professor & Asso. professor)
- Counseling : 10 M (05 marks for professor & Asso. professor)

Particular	Max marks Allotted	Rank 1 Previous year/semester examination average result of batch (> 80 %)	Rank 2 Previous year/semester examination average result of batch (60 to 79%)	Rank 3 Previous year/semester examination average result of batch (<59%)
All clear with first class	15 M 100 % (15M) 90% (10M) 80 % (5M)			
Percentage increase in overall results	05 M For 15 % increase (05M) and Proportionate			
Co-curricular activity	10 M	Minimum 2 activity	Minimum 1Activity	Minimum 1 activity

* Assessment will be measured outcome based:

1. Activity participated from reputed organization/Industry by student
2. Explanation for mapping of co-curricular activity performed with future plan of student.
3. Measure of output of Co-curricular activity by TG.(Evaluation)

b) For TY faculty:

- Attendance record of batch : 05 M
- Meeting conducted: 10 M
- Phone calls, letter communication and parent connect : 10 M
- Counseling : 10 M

Particular	Max marks Allotted	Rank 1 Previous year/semester examination average result of batch (> 80 %)	Rank 2 Previous year/semester examination average result of batch (60 to 79%)	Rank 3 Previous year/semester examination average result of batch (<59%)
Percentage of Ad-hon courses completed as per guidelines of central / institute T and P	100 % (10 M) 90% (07 M)			

department	80 % (05 M)			
Other courses completed/ efforts taken as per T.G observation	70 % (5M) 60% (03 M) 50 % (01 M)			
All clear with first class	100 % (15M) 90% (10M) 80 % (5M)			

c) **For Final year faculty**

- Attendance record of batch : 05 M
- Meeting conducted: 10 M
- Phone calls, letter communication and parent connect : 10 M
- Counseling : 10 M

Particular	Max marks Allotted	Rank 1 Previous year/semester examination average result of batch (> 80 %)	Rank 2 Previous year/semester examination average result of batch (60 to 79%)	Rank 3 Previous year/semester examination average result of batch (<59%)
Percentage of Add-on courses completed as per guidelines of central / institute T and P department	10 M	100 % (10M) 90% (07M) 80 % (05M)	80% (10M) 70 % (07M) 60 % (05M)	60% (10 M) 50% (07M) 40% (05M)
Batch wise evaluation by institute and department T and P coordinator	Evaluation report : based on essential qualities for placement (02 M) Action taken (03 M) Total: 05 M			
Percentage of students placed	15 M	100 % (15M) 90% (10M) 80 % (5M)	80% (15M) 70 % (10M) 60 % (5M)	60% (15M) 50% (10M) 40% (5M)

6. Course file and Remedial classes assessment (Max marks:30)

Total Score claimed by Faculty:

Total Score by HOD:

Sr. No.	Course File Content	Max marks Allotted	Score claimed by Faculty	Score verified by HOD
1.	6.a. Handwritten Notes of 03 (three) units*, PPT, Handouts	10		
2.	6.b. Other contents as Accreditation Board	10		
3.	6.c. CO-PO-TLO Mapping and Attainment	10		

***PPT/ monograph made for subject must adhere with plagiarism check report.**

Evaluation based (as per NBA): Attach certificate of course booklet (planning, TLOs, TLO-CO-PO mapping, assessment module and its attainment, curriculum gap identification and attainment, assignment mapping and evaluation, Mapping of university and internal question paper with CO and level as per blooms taxonomy etc.) (Plan of course delivery, Notes, question papers, answer scripts, assignments, reports of assignments/students learning responses, mini project/tasks reports, list of laboratory experiments, reports of laboratory experiments, etc.)

Total Score claimed by Faculty for Part A:

Total Score by HOD for Part A:

PART-B: Research & Publication

7. Faculty Contribution to Institute and Campus (Max marks 30 for Professor, Associate Professor and Max Marks 40 for Senior Assistant Professor and Assistant Professor - Refer Guideline for same)

Note: For Campus level activity, additional 20 M are allotted.

Total Score claimed by Faculty:

Total Score by HOD:

Sr No.	Particular	Short Term based onetime Activity (Max Marks: 10 M)		Semester/ Term based (3 to 6 months) (Max Marks: 10 M)		Academic Year Activity (more than 6 months to one year) (Max Marks: 10 M)	
		Score claimed by Faculty	Score verified by HOD	Score claimed by Faculty	Score verified by HOD	Score claimed by Faculty	Score verified by HOD
1.	7.a.College level						
2.	7.b. Campus Level						

8. Faculty contribution in research and publication, presentation

Total Score claimed by Faculty: a:

Total Score by HOD: a:

b:

b:

Total:

Total:

8.a. Publication (Max marks 60 - Refer Guideline for same)

Sr. No.	Description	Max marks Allotted	Score claimed by Faculty	Score verified by HOD	Sign. Of Faculty
1.	8.a.1 International/ national Journal (Review/Research paper): Scopus, Web of Science, Thomson Router, Clarivate Analytics etc	45 M			
2.	8.a.2 poster/oral presentation as an author or co-author(mentoring the students)	10 M			
3.	8.a.3 Citation in appraisal year	05 M			

8. b. E-Learning, Books Published and Research Activity (Refer Guidelines for Max Marks allotted as per faculty cadre)

B1: 15 M for Professor and Associate professor, 10 M for Senior Asst and Asst. Professor

B2: Max. 15 M

B3: Max. 50 M

B4: 15 M for Professor and Associate professor, 10 M for Senior Asst and Asst. Professor

B5: 10 M for Professor and Associate professor, 05 M for Senior Asst and NA for Asst. Professor

Sr. no	Academic/research Activities	Max marks Allotted	Score claimed by Faculty	Marks Verified
1	8.b.1 Books authored which are published by			
	International/ national publishers	15		
	Chapter Edited in book/ technical magazine	08		
	Editor of Book by International/ national Publisher	10		
	Translation works in Indian and Foreign Languages by qualified faculties/ articles published in news paper/ bulletin/ magazine			
	Chapter / Research paper/ article	08		
	Book	10		
2	8.b.2 Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula			
	1.Use of innovative pedagogy	05		
	2.Development of e-Content			
	Development of e-Content using available e learning platforms such as Moocs, Google class room, CollPol notes, You tube channel, Virtual lab experiments	10		
3	8.b.3 Research and Consultancy			
	Research guidance Ph.D. (if applicable) 10 M / degree awarded, 5M for thesis submitted	10		
	P.G. dissertation/ UG project	05		
	3.Research Projects Completed in appraisal year (Not Less than 50,000)			
	3.a Principal Investigator	08		
	3.b CO- Principal Investigator	05		
	4. Research Projects Ongoing (Not Less than 50,000)			
	4.a Principal Investigator	07		
	4.b CO- Principal Investigator	04		
	5. Research project Applied			
	a. In process/ under consideration	04		
	b. Applied but not sanctioned/ rejected	02		
	6.In-house Product Development/ Consultancy (Any Amount)			
	a.Principal Investigator	10		
	b.CO- Principal Investigator	08		
6. Editorial Board/Reviewer of Indexed Journals or paper/Solicited Articles/ Paper Published with Industry person	10			

	8.b.4 Patents, Copyrights etc			
4	1. Patents			
	International/ National	10		
	2. Copyrights	05		
	3. Awards/Fellowship(Additional 10 M will be given)			
5	8.b.5 Invited as Resource Person for conference, seminar, workshop.			
	International	10		
	National/ Industry	08		
	State/ University	06		
	Institute level	04		

9. Faculty value added courses (Refer Guidelines for Max Marks allotted as per faculty cadre)

Total Score claimed by Faculty:

Total Score by HOD:

Sr. No.	Description	Max marks Allotted	Score claimed by Faculty	Score verified by HOD
1	9.a. STTP/ QIP/TTTI/Refresher Courses/ Skill Development Programs/ Faculty Development Programs/Seminar/workshop/symposia, etc organized	10		
2	9.b STTP/ QIP/TTTI/Refresher Courses/ Skill Development Programs/ Faculty Development Programs, etc attended (one week or more)	10		
3	9.c Conferences/ Workshops/Symposium/Seminar attended	10		
4	9.d NPTEL or Equivalent Certification or Technical Graded Certification or ATAL FDP or Mooc's Courses	10		
5	9.e Improvement/Enhanced Academic Qualification (e.g. GATE Qualified, Ph.D registration/ Completion in the appraisal year)	05		
6	9.f Professional activity with Industry/ Recognized Institution / University (Ex: APTI/IPA/LIC/RR committee etc.)	10		

Total Score claimed by Faculty for Part B:

Total Score by HOD for Part B:

ANNUAL PERFORMANCE APPRAISAL - NON TEACHING STAFF			
PART - I PERSONAL PARTICULARS (To be filled by the Employees)			
Name:		Designation:	Category: Regular / Adhoc
College Name:		Department/ Office:	
Period of Report: From.....To.....			
Date of Birth:		Date of Joining: Date of joining in current institute:	
Qualification:		Add-on qualification acquired (if any)	
Training Programme,workshops,certification course etc. Attended during the period of report (If Any): 1.Institution Name 2. Subject:..... 3. Duration : From.....To.....			
PART - II			
Brief Description of Duties Performed: 1. 2. 3. 4. 5. 6. 7.			
Brief writeup on work done by you in about 100 words along with special achievements(within the given space):			
Date:		Signature of Employee	
PART - III (To be filled by the Reporting Officer)			
1. Does the Reporting Officer agree with details at Part I and II (?)		Yes	No
2. Has the Reportee Officer been reprimanded for indifferent work during the period of report ?		Yes	No
3. Assessment of work output (Grade be assigned on scale of 1-10 in whole number).			

(A) Work Output (Weightage 40%)			
i) Prompting in disposal of work			
ii) Quality of Output			
iii) Exeptional Work/ Additional Responsibility			
TOTAL OF A ((i+ii+iii)		40% Weightage of A	
(B) Personal Attributes (Weightage 30%)			
i) Attitude towards Work (Dedication, Motivation and Willingness)			
ii) Sense of Responsibility			
iii) Maintainance of Discipline			
iv) Punctuality in Attendance			
v) Intelligence			
vi) Industriousness & Keeness to learn			
vii) Capacity to work in team			
viii) Capacity to work in time			
ix) Interpersonal relations with Superior, Colleague and Stakeholders			
x) Communication Skills (Oral & Written)			
TOTAL OF B ((i+ii+iii+iv+v+vi+vii+viii+ix+x)		30% Weightage of B	
(C) Functional Competency (Weightage 30%)			
i) Knowledge of Rules/ Procedures in the Area of Function			
ii) Planning & Co-ordination Ability- Documentation & Office keeping			
iii) Ability to motivate and develop subordinate			
iv) Initiative			
v) Work consistency			
TOTAL OF C ((i+ii+iii+iv+v)		30% Weightage of C	

Write Pen Picture in about 50-70 words. Include any recommendations for upskilling.

Total Score(40%A+30% B+ 30% C):		Name & Signature of Reporting Officer			
I have been shown the Appraisal Form and discussed by the Reporting Officer.					
Date	Signature Of Employee				
Date	Signature of Countersigning Authority				
SCALE	Grade: 1-2 Unsatisfactory	Grade:3-4 Average	Grade: 5-6 Good	Grade: 7-8 Very Good	Grade: 9-10 Excellent