



Staff Self-Appraisal Form (A.Y. 2023-24)

Date:

Staff Name:-	
Department:-	
Designation:-	
Assessment Year:-	

1] Teaching Process (10 Class Conducted + 10 Teaching Quality) (Max 20)

S. N	Name of the subject	Subject code	Branch	Class	Semester / Year	Total Work Load per week	No. of Lectures/ Practical/ Project Hrs. Scheduled	No. of Lectures/ Practical/ Project Hrs. Conducted
Total (10 for Class Conducted+10 Teaching Quality)=								

Evaluation Mechanism:

$$\text{Score} = \text{Total No. of Class Conducted} / \text{Total no. of Scheduled Class} \times 10$$

2] Student Feedback (25)

S. N.	Activity	Maximum Points	End User	Evaluator	Update frequency	Report :
1	Student Feedback	25				
Average Feedback =						

Evaluation Mechanism:

$$\text{Total Score} = \text{Average Feedback} \times 25 / 100 =$$



3] Departmental Level Activities (10)

S. N.	Departmental Level Activities 1) Coordinator-02 2)Member-01 OR as mentioned in bracket	Maximum Points (A)	Performance /work completed on the scale of 1		Marks = A x C
			HOD Evaluator(B)	Principal Evaluator(C)	
1	Admission (FC/SC/ARC : In charge / Efforts Taken to improve Admissions)				
2	Alumni Coordinator (Department / Batch)				
3	Placement Contribution				
4	Student Mentoring / Counselling				
5	Consultancy				
6	CSR Activity / MOU				
7	Grants / Funds Received				
8	Conduction of Guest Lecture /Seminar/ Workshop/FDP/Training				
9	MOOCS/ NPTEL/Spoken Tutorial Coordinator				
10	Results (Academic Result Analysis)				
11	Academic In charge				
12	Class Teacher				
13	Maintenance In charge				
14	Cleanliness In charge				
15	College Magazine (In charge/ Member)				
16	Website In charge				
17	News bulletin (In charge / Member)				
18	Departmental Library In charge				
19	Earn & Learn Scheme Coordinator				
20	ERP (MIS) In charge				
21	Feedback Coordinator (Student, Parent, Alumni & Event)				
22	Exam (Coordinator / Duty)				
23	Industrial Visit				
24	Local Chapter (Professional Bodies) Coordinator				
25	NBA/ NAAC Coordinator (3 Marks) Criteria Coordinator (2 Marks)				
26	Lab In charge				
27	Scholarship In charge				
28	Student Association / Chapter Coordinator				
29	Time Table In charge (3 Marks)				
30	Training & Placement In charge (3 Marks)				



31	Medicinal Garden IN charge				
32	Animal House In charge				
33	PG Coordinator				
34	Research & Development Coordinator				
35	Tinkerers' Laboratory				
36	NSS (National Service Scheme)				
37	Any Other (Mention)				
Total =					

4] Institute Level Activities (10)

S. N.	College / Institute Level Activities 1) Coordinator-03 2) Member-02 OR as mentioned in bracket	Maximum Points (A)	Performance / fraction of work completed on the scale of 1		Marks = A x C
			HOD Evaluator (B)	Principal Evaluator (C)	
1	AQAC (Academic Quality Assurance Committee) / IQAC (Internal Quality Assurance Cell) (5Marks)				
2	HOD/ Dean (5Marks)				
3	Entrepreneurship Development In Charge / PRISM//IIC (5Marks)				
4	Examination In charge (5Marks)				
5	Internship / Training In charge (5Marks)				
6	NBA / NAAC Coordinator (5Marks)				
7	Training & Placement Officer (TPO) (5Marks)				
8	NSS-Program Officer (National Service Scheme) (5Marks)				
9	Cultural Coordinator (5Marks)				
10	Sport In charge (5Marks)				
11	FDP /Seminar /Workshop In charge/Training				
12	Gymkhana/Publicity/Gathering /Student Club Activity				
13	Hardware / Instrument Lab In charge				
14	Hostel / Rector / Warden				
15	IPR Activity				
16	Language Lab In charge / Communication Skill				
17	Skill Development In charge				
18	ERP (MIS/WCS) INCHARGE				
19	UNIVERSITY/ MSBTE /AICTE/ DTE /NIRF Coordinator				
20	Website In charge / News Bulletin				
21	Canteen In charge				



22	Grievance Cell/ ICC				
23	Academic				
24	Dairy Farm/Animal House				
25	College Farm/Medicinal Plant Garden				
26	Purchase				
27	Research & Development Coordinator				
28	Maintenance In charge				
29	Any other (Mention)				
Total =					

5] Annual Confidential Report (10)

No	Activity	Maximum Points	HOD Evaluator	Principal Evaluator
1	Annual Confidential Report			

6] Research & Publications / Patent (Max 20)

S. N.	Activity (Research Publications / Patent) Note: Enclose Copy of First page of the paper			Maximum Points	HOD Evaluator	Principal Evaluator
	Details	First / Corresponding	Joint authors			
1	Scopus/ WoS/UGC (IF/citescore = 1-2)					
	Scopus/ WoS/UGC (IF/citescore < 1)					
	Scopus/ WoS/UGC (IF/citescore = 0)					
	Other Journals (With valid ISSN)					
2	Books Nat. Pub./chapter					
	Books Int. Pub./chapter					
3	Scopus/IPC Conference					
5	General Conference					
6	Patent Published					
7	Patent Granted					
8	Awards/Recognition – University					
	Awards/Recognition – State					
	Awards/Recognition – Nat/Int					
Total =						

Any other Achievements :



7] Contribution to Society and others (05)

S. N.	Activity (Contribution to Society) (Maximum point to each activity is one) Note: Enclose Proof	Maximum Points (05) (A)	Performance /work completed on the scale of 1 (Participation/Organization/inv olvement)		Marks = A x C
			HOD Evaluator (B)	Principal Evaluator (C)	
1	Blood donation/Health/Medical Camp				
2	Yoga/Tree Plantation				
3	NSS/NCC/Literacy Camp				
4	Number of Endsem answer paper assessed =.....				
5	Two FDPs/ Workshop/ STTPs attended (minimum one week)				
6	Member/Reviewer of Referred Journals/Conference				
7	Any other point (Mention)				
Total =					

S. N	Activity	Maximum Points	HOD	Principal
1	Teaching Process (10 Class Conducted + 10 Teaching Quality)			
2	Student Feedback			
3	Departmental Level Activities			
4	Institute Level Activities			
5	Annual Confidential Report			
6	Research & Publications / Patent			
7	Contribution to Society			
Total				

Note: Enclose all Proof otherwise points claimed will not be considered.

Remark:.....
.....

Mr./Mrs/Dr. _____

Dr./Mr./Mrs. _____

Dr. C.J.Bhangale

Sign and Date of Faculty

H.O.D

Principal



LOKNETE DR. BALASAHEB VIKHE PATIL
(PADMA BHUSHAN AWARDEE)
PRAVARA RURAL EDUCATION SOCIETY'S

COLLEGE OF PHARMACY (FOR WOMEN)

NASHIK

Non Teaching Performance Appraisal Form 2023-24

Date : 01/06/2023

1. Name of employee:-----
2. Designation:-----
3. Date of Appointment:-----
4. Department:-----
5. Education Qualification:-----
6. Assessment Year:- 2023-24
7. Job Responsibilities (Brief Job Description)

8. Seminar or workshop attended or any other

Sign-

For Office Use Only:

9. Attitude toward work:-----
10. Technical Knowledge:-----
11. Work Done within given Time:-----
12. Behavior with Staff, students and parents:-----
13. Administrative work:-----

HOD

Principal

Approved by AICTE, Pharmacy Council of India, New Delhi and recognized by Govt. of Maharashtra
AISHE Code No. C-44115

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LOKNETE DR. BALASAHEB VIKHE PATIL
(PADMA BHUSHAN AWARDEE)
PRAVARA RURAL EDUCATION SOCIETY'S

COLLEGE OF PHARMACY (FOR WOMEN)

NASHIK

कार्यप्रदर्शन मूल्यांकन फॉर्म - २०२३-२०२४

1. कर्मचा-याचे नाव:-----
2. हुदा:-----
3. नियुक्तीची तारीख:-----
4. विभाग:-----
5. शैक्षणिक पात्रता:-----
6. मूल्यांकन वर्ष:- २०२३-२०२४
7. नोकरी संबंधित जबाबदारी (कामाचे स्वरूप)

----- सही -

फक्त कार्यालय वापरासाठी

8. काम करण्याची जबाबदारी:-----
9. तांत्रिक माहिती:-----
10. काम वेळेच्या आत केले जाते का?:-----
11. विद्यार्थी, इतर कर्मचारी आणि पालकांसोबत वर्तन:-----
12. कार्यालयीन काम:-----

विभाग प्रमुख

प्राचार्य