



# HI- TECH COLLEGE OF PHARMACY CHANDRAPUR

## TEACHER PERFORMANCE APPRIASAL FORM

(The Format to be used by all Institutes for Performance Appraisal of the

### PART A

#### (GENERAL INFORMATION)

1	Full Name (in Block Letters)	
2	Department	
3	Qualification	
4	Present Designation (With pay scale & grade pay)	
5	Date of last Promotion	
6	Address for Correspondence (With Pin code, Tel. / Mobile No. & E-mail)	
7	Permanent Address (With Pin code, Telephone No.)	
8	Whether acquired any degree or fresh academic qualification during the year	
9	Assessment Year	
10	API Score claimed	
11	Verified API Score	

**Sign**  
**Sub. Teacher**

**Sign**  
**HOD / Academic In**



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### PART B

#### ACADEMIC PERFORMANCE INDICATORS (API)

[Based on the AICTE Regulations 2010]

#### INSTRUCTIONS: FOR FILLING UP PART B OF THE PBAS PROFORMA

The proforma is to be filled as per these tables and self-assessment scores given at the end of each category. Maximum scores that can be given or carried forward are indicated in the Table.

N.B.: The self-assessment scores are subject to verification by the screening committee or the selection committee, as the case may be.

#### CATEGORY 1: TEACHING LEARNING AND EVALUATION RELATED ACTIVITIES

##### 1.1) TEACHING LEARNING ACTIVITIES

##### 1.1 A) PERFORMANCE IN ENGAGING LECTURES (MAXIMUM SCORE: 25 POINTS)

SN	Class/ Course	Subject Taught	No of Lectures Targeted	Lectures Actually Engaged	Percentage Target Achieved	Average Of Col. (6)	Performance & Multiplying Factors (8)	Max Weight (Out of 25) (9)	API Score Claimed (8) x (9) (10)	Verified API Score (11)
(1)	(2)	(3)	(4)	(5)	(6)	(7)				
							Excellent : 1.0 (100 - 90)%			
							Good : 0.7 (90 – 80 %)			
							Unsatisfactory 0 (Zero) (Less than 80%)			

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### 1.1B) PERFORMANCE IN ATTENDANCE OF STUDENTS (MAXIMUM SCORE: 15 POINTS)

SN	Class/ Course	Subject Taught	Sum of Students Present	Lectures Actually Engaged	Student s on Roll	Average Attendance= $\frac{(4)*100}{(5)*(6)}$	Average of Col. (7)	Performance & Multiplying Factors	Max Weight (Out of 15)	API Score Claimed (9)X(10)	Verifie d API Score (12)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
								Excellent- 1.0 (100-75)% Good-0.7 (80-99)% Poor-0.2 (79-40)% Less than 40%-0 (Zero)			

### 1.1C) PERFORMANCE IN RESULTS: (THEORY SUBJECT) (MAXIMUM SCORE: 10 POINTS)

SN	Class/ Course	Subject Taught	No. of Students appeared	No. of students passed	% Result of the Subject (5/4)X100	Average of Col. (6)	Performance & Multiplying Factors	Max Weight (Out of 10)	API Score Claimed (8) X (9)	Verified API Score (11)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
							Excellent- 1.0 (100-75)% Good-0.7 (80-99)% Poor-0.2 (79-40)% Less than 40%-0 (Zero)			

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### 1.2) LECTURES AND ACADEMIC DUTIES IN EXCESS OF UGC NORMS

(MAXIMUM SCORE: 10POINTS)

SN	Type of Activity	No. of Students Benefited	No. of Hours Engaged for The Activity	API Score Claimed (Sum of Col. 4/30)*2	Verified API Score
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					

**Note: Records to be maintained.**

### 1.3) PREPARATION OF STUDY MATERIAL AND RESOURCES (MAXIMUM SCORE: 20 POINTS)

SN	Study Material/ Recourses	API Score Claimed	Verified API Score
1			
2			

### 1.4) INNOVATIVE TEACHING LEARNING METHODS (MAXIMUM SCORE: 20 POINTS)

SN	Study Material/ Recourses	API Score Claimed	Verified API Score

### 1.5) EXAMINATION RELATED WORK (MAXIMUM SCORE: 25 POINTS):

SN	Type of Examination Duties	API Score Claimed	Verified API Score

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### CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT

**RELATED ACTIVITIES (Maximum Score: 50)**

#### 2.1 STUDENT RELATED CO-CURRICULAR, EXTENSION AND FIELD BASED ACTIVITIES

**(MAXIMUM SCORE: 20 POINTS)**

SN	Name Of activity	API Score Allotted	API Score Claimed	Verified API Score

#### 2.2 CONTRIBUTION TO CORPORATE LIFE AND COMMUNITY WORK

**(MAXIMUM SCORE: 15 POINTS)**

##### 2.2.1 COMMUNITY WORK

SN	Name of activity	API Score Allotted	API Score Claimed	Verified API Score

##### 2.2.2 ADMINISTRATIVE AND ACADEMIC

SN	Name Of activity	API Score Allotted	API Score Claimed	Verified API Score

#### 2.3 PROFESSIONAL DEVELOPMENT ACTIVITIES

SN	Name of activity	API Score Allotted	API Score Claimed	Verified API Score

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### CATEGORY 3 : RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTONS

#### 3.1) PUBLISHED PAPER IN JOURNAL

SN	Title with Page no.	Journal	ISSN/ISBN No.	Whether peer reviewed, Impact Factor, If any	No. of Co-Authors	Whether you are the main author	API Score Claimed	Verified API Score

#### 3.2 ARTICLES/ CHAPTERS PUBLISHED IN BOOKS AND CONFERENCE PROCEEDINGS

##### 3.2.1) ARTICLES/ CHAPTERS PUBLISHED IN BOOKS

SN	Title of book	Publisher	ISSN/ISBN No.	Whether peer reviewed, Impact Factor, If any	No. of Co-Authors	Whether you are the main author	API Score Claimed	Verified API Score

##### 3.2.2) FULL PAPERS IN CONFERENCE PROCEEDINGS

SN	Title with Page no.	Details of Confidence Publication	ISSN/ISBN No.	No. of Co-Authors	Whether you are the main author	API Score Claimed	Verified API Score

#### 3.3) ONGOING AND COMPLETED RESEARCH PROJECTS AND CONSULTANCIES

SN	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score Claimed	Verified API Score

#### 3.4) RESEARCH GUIDANCE (MAXIMUM 10POINTS)/QUALIFICATION

SN	Research Guidance/ Qualification	Number Enrolled	Thesis Submitted	Degree Awarded	API Score Claimed	Verified API Score

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### 3.5) PATENT/IPR

Title	REG. NO.	Submitted	Granted	API Score Claimed	Verified API Score

**3.6) Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes, etc.**

SN	Programme Name	Organised by	Date From..to	Total Days	Place	Level (State / National / Intl)	API Score Claimed	Verified API Score

### 3.7.1 Papers in Conferences/ Seminars/ workshops etc

SN	Title	Authors	No. of Co-Authors	Whether you are the main author	Conference / Seminar / workshop Level (In house / State / National / Intl)	Details of Programme	API Score Claimed	Verified API Score

### 3.8.1 Invited lectures/ presentations in conferences/ symposia

SN	Invited by	Designation	Date	Place	Level (State / National / Intl)	API Score Claimed	Verified API Score

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**CATEGORY 4: QUESTIONNAIRE**

This questionnaire is prepared on the basis of HTCOP Policies. (Tick ✓ at appropriate)

Q. N.	Question	Points claimed by teacher						Points claimed by HOD						Points claimed by Principal					
		5	4	3	2	1	0	5	4	3	2	1	0	5	4	3	2	1	0
1	Have you taken leaves as per norms																		
2	Rate yourself for time punctuality																		
3	Rate yourself for your respect in department																		
4	Rate yourself for your respect in students																		
5	Rate yourself for your respect in Non-teaching staff members																		
6	From the HOD, how often have you received appraisal and/or feedback about your work as a teacher in this Institute?																		
7	From the Principal, how often have you received appraisal and/or feedback about your work as a teacher in this Institute?																		
8	Rate your relationship with students																		
9	Rate your relationship with department																		
10	Rate your relationship with non – teaching staff members																		
11	Rate your relationship with HOD																		
12	Rate your relationship with Principal																		
13	Rate your relationship with Management																		

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Q. N.	Question	Points claimed by teacher						Points claimed by HOD						Points claimed by Principal					
		5	4	3	2	1	0	5	4	3	2	1	0	5	4	3	2	1	0
14	Rate for your involvement in group for positive discussions																		
15	Rate for your involvement in group for negative discussions																		
16	Rate yourself for your teaching passion																		
17	Rate yourself for students satisfaction																		
18	Rate yourself for theoretical knowledge																		
19	Rate yourself for practical knowledge																		
20	All in all, rate your Job - satisfaction																		
**	Extra ordinary contribution beyond institution																		
	Overall impression of the teacher (Like attitude, Integrity, Self-discipline, Loyalty Towards Institute etc.).																		
	Total																		
	Total (Out of 100)																		

**\*\*Note:** The special API Score of maximum of 5 each may be awarded by HOD and / or Principal for the activities for reward category only. This score shall be added to the score total secured in **category I +II.**

Write in brief:

1. Your extra ordinary contribution beyond institutional work for HTCOP \*\*

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**SUMMARY OF API SCORES**

SN	Criteria	Total- API Score claimed by Teacher	Total – Verified API Score by committee (HOD / Principal)	Total – Verified API Score by Management
I	Teaching, Learning and Evolution Related Activities.			
II	Co-curricular, Extension, Professional Development etc.			
	Total I + II			
III	Research and Academic Contribution			
IV	Questionnaire			

**\*\*Note:** The special API Score of maximum of 5 each may be awarded by HOD and / or Principal for the activities for reward category only. This score shall be added to the score total secured in **category I +II.**

**UNDERTAKING**

I \_\_\_\_\_ undertake that the information provided is correct as per records submitted by me to College / Institute and / or documents enclosed along with the duly filled API Proforma.

Date

Signature of the Teacher with Designation

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**API Grades Table and Assessment Summary**

API Category I+II	API Category III	API Category IV	Grade
161-175	>50	95 - 100	O (Outstanding)
141-160	41- 50	90 - 95	A+ (Excellent)
121-140	31 – 40	80 - 90	A (Very Good)
111-120	21-30	75 - 80	B+ (Positively Good)
101-110	16 – 20	70 - 75	B (Good)
76-100	11-15	50 - 70	C+ (Satisfactory)
51-75	5 – 10	25 - 50	C (Satisfactory)
<50	Or <5	< 25	Not Satisfactory

**Remark by HOD and / or Principal**

S. N.	Category	Assessment Grade	Overall Grade
1	I		
2	II		
3	III		
4	IV		

Place:

Date:

Assessment officer Sign and Designation  
(Principal / HOD / Chairman IQAC)

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Sub. Teacher

Sign  
HOD / Academic In charge



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**REMARK BY MANAGEMENT / BOARD OF GOVERNERS**

1) I / We agree with the above assessment. Yes / No

2) I / We want to change above allotted grade due to following reasons:

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Revised Grade:

Date:

Place:

**(Executive Chairman / Chairman / Secretary)**

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**Sub. Teacher**

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