



**Dr. Rafiq Zakaria Campus**

Maulana Azad Educational Trust's

**Y. B. CHAVAN COLLEGE OF PHARMACY**

(B. Pharm, M. Pharm & Research Centre)

ISO 9001-2008 CERTIFIED | NIRF – 2021 ALL INDIA RANK 53<sup>rd</sup>

NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

## **6.3.5 Performance Appraisal format of Teaching and Non-teaching staff**



## 7. Performance of Results: (Theory Subjects)

Sr. No.	Class / Course	Subjects taught	Average result of same subject for last 3 years in institute	% of students securing marks above 3 years average	Average of Col. (5)	Performance and Multiplying factors	Max. Score	Score Achieved (7) * (8) (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.						Excellent – 1.0 (100-81)  Good – 0.7 (80 - 61)  Average – 0.5 (60 - 41)  Poor – 0.2 (40 - 00)	10	
2.								
3.								
4.								
5.								

## 8. Performance in Examination/ Administrative/ Mentoring/ Co-curricular/ Extra-curricular/ Research Guidance/ Publications/ Consultancy/ Research project (Modified including points as mentioned in Government Resolution No. Misc-2018/C.R.56/18/UNI-1 8 March 2019)

Sr. No.	Parameters and its details	Max Score	Score achieved	Remark of Principal
4a	<b>Examination duties:</b> Examination and evaluation duties assigned by the college / university or attending the examination paper Evaluation. (Invigilation/ CS/ sessional paper evaluation and in time submission of answer books/ University practical examination/ University paper evaluation work) (Score 2 for each)	05		
4b	<b>Administrative work:</b> Involvement in the University/College students related activities: (Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Coordinator/, Warden, <b>Admission/ Committee member/ In-charges/</b> Staff selection committee/ syllabus setting committee/ Member on universities bodies) (Score 2 for each)	05		
4c	<b>Mentoring to students:</b> (Mentor mentee activity involvement and its documentation)	05		
4d	<b>Co-curricular and extracurricular activities:</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, NCC, NSS and <b>Community Services.</b> (Organizing online/at site guest lecturers/ seminar/ conference/ workshops/ training session/ NSS/ social activity/ industrial visit/ study tour/ Cultural activity/ sport activity) (Score 5 for each)	10		
4e	<b>Participation in online/offline summer school/ winter school/ course work/ certificate courses/ QIP staff development program of more than one week duration:</b> (Score 2 for each)	05		
4f	<b>Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper Conference Proceedings</b> (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once) (Please specify online or in person) i. International (Abroad or Within Country) ii. National iii. State University (Score 2 for each online and 5for in person physical participation)	05		
4g	<b>Research guidance:</b> Evidence of actively involved in guiding Ph.D. students. P.G dissertation (M. Pharm)	05		

	Project Work (B. Pharm)  (Score 2 for each)			
4h	<b>Publication of Research paper in peer reviewed UGC listed Journals/Scopus/Web of Science</b> i. International ii. National  (Score 2 for each)	<b>05</b>		
4i	<b>Consultancy work/ Research Project from funding agencies:</b> Includes Conducting minor or major research project sponsored by national or international agencies. Research Projects Completed/Ongoing i) More than 10 lakhs ii) Less than 10 lakhs (Score 5 for more than 10 lakhs and 3 for less than 10 lakhs)	<b>05</b>		
4j	<b>Publication of other than research work:</b> a. Book/ Chapters/ Translation works in Indian and Foreign Languages by qualified faculties Chapter or Research paper b. Policy Document (Submitted to an International body/organization Like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government) c. Awards/Fellowship  (Score 3 for each)	<b>05</b>		
4k	<b>Patent application/ approval:</b> i. International ii. National  (Score 3 if applied 5 of granted for each)	<b>05</b>		
4l	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b> a. Development of Innovative pedagogy (example: E-content development as an innovative pedagogy) b. Design of new curricula and courses c. MOOCs Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit) d. E – Content Development of e - Content in 4 quadrants (4 credit course) for a complete course/e – book e. Editor of e - content for complete course/ paper /e-book  (Score 2 for each)	<b>05</b>		
4m	<b>Student feedback score</b>	<b>10</b>		
<b>Total Score Achieved (Sr. No. 1, 2, 3, 4a-4m)</b>		<b>100</b>		

I \_\_\_\_\_ hereby certify that the above information in the performance appraisal form is filled by me and it is correct to my belief. I have also updated my document folder with soft copy of all the documents of the year 2018-19 and submitted to IQAC and same is updated in faculty profile on our college website.

**Date:**

**Signature of staff**

**Description of Grades:**

Brilliant/Extraordinary (91-100)  
Excellent (75-90)  
Very Good (61-74)  
Good (51-60)  
Average (41-50)  
Below average (<40)

**Remark/ Signature of Chairman/ Principal:**

**Important Note:**

1. All entries in the appraisal form shall be type written (times new roman/font size 12). This form contains four pages.
2. After self-evaluation and based on the documents, faculty should write their weightage archived in the appropriate column for the particular parameter.
3. Sr. No. 4f, 4g, 4i, 4j and 4k, has been relaxed for the faculty having less than 3 years of experience. For such faculty weight achieved out of 75 will be converted into 100 by the reviewing authority.
4. For any parameter the weight achieved shall not be more than maximum weight.
5. Faculty profile & document folder shall be updated & same shall be submitted to office for verification (soft copies).
6. List of supporting documents shall be listed in the table in chronological order as per the format.
7. Duly completed attendance book / teacher's diary should be submitted to academic in-charge after academic activities of each semester/year as applicable for verification of attendance details and lecture conducted.
8. Published paper will be considered for appraisal (Accepted or communicated paper will not be considered).
9. For consultancy work or research project, date of sanction letter will be considered.
10. Documents of mentoring of final years shall be submitted to IQAC.
11. Any modification in the format or other format shall not be accepted
12. Student's feedback report and score shall be communicated on your e-mail.
13. After submission of appraisal form, Principal will put his remark after verification of necessary details.

**Format for details of supporting documents (01/07/2020 to 30/12/2021)**

Sr. No. (As per appraisal form)	Activity details	Documents details	Submitted YES/ NO	Remarks
4a	<b>Examination duties</b>			
4b	<b>Administrative work</b>			
4c	<b>Mentoring to students</b>			
4d	<b>Co-curricular and extracurricular activities</b>			
4e	<b>Participation in online/onsite summer school/ winter school/ course work/ certificate courses/ QIP staff development program of more than one week duration:</b>			
4f	<b>Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper Conference Proceedings (Paper presented in Seminars/ Conferences and also published as full paper in Conference Proceedings will be counted only once) (Please specify online or onsite)</b>			
4g	<b>Research guidance</b>			

4h	<b>Publication of Research paper in peer reviewed UGC listed</b>			
4i	<b>Consultancy work/ Research Project from funding agencies</b>			
4j	<b>Publication of other than research work:</b>			
4k	<b>Patent application/ approval</b>			
4l	<b>Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula</b>			
4m	<b>Student feedback score</b>			
<b>Note: 1. If required size of row can be increased.  2. Only Scanned documents shall be submitted in the faculty profile and documents folder with Labeling as per guidelines given earlier.</b>				
<b>Date</b>	<b>Name of staff</b>	<b>Signature of staff</b>		



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**NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE**

Ref. No.: YBCCPA/ IQAC/ Performance Appraisal/ 2021-22


### Performance Appraisal for Office/ Store staff

1. Name of the staff : ZAKER YUSUF SHAH
2. Designation/ Position : office
3. Date of Joining : 25.11.2017
4. Name of Department : office
5. Duration of Appraisal :

### SUMMARY OF WORK FOR 01<sup>st</sup> July-2020 to 31<sup>st</sup> Dec-2021 (TO BE FILLED BY STAFF)

Sr. No.	Parameters and details	Write YES/ NO by concern staff	Verification & Remark of Principal/ In-charge	Remark of Principal
1.	Monitor and carry out maintenance of office/ store equipments/ printers/ Xerox machines/ computer.	YES		
2.	Office/ store registers and files are maintained properly.	YES		
3.	Requisition book is maintained.	YES		
4.	Attended course(s) for skill development/ knowledge gain.	No		
5.	Meticulously followed instruction & orders of the authority.	YES		
6.	Seek advice whenever required for the understanding/ knowledge/ skill development from faculty/ HOD.	YES		
7.	Information regarding leaves is given to authority and necessary adjustments are made in advance.	YES		
8.	Regular cleanliness is supervised/ maintained.	YES		
9.	Regularly supervise/ maintained waste management of office.	YES		
10.	Lights/ fans/ computers are put off when not required to save electricity.	YES		
Sr. No.	Parameters and details	Max Weight	Score given by Principal/ In-charge	Remark of Principal
1.	<b>Attitude towards co-workers:</b> Co-operative with colleagues, receptive to needs of colleagues, motivates colleagues.	10	08	
2.	<b>Attitude towards students:</b> Co-operative to the needs of the student, availability for the students in office/ store.	10	08	
3.	<b>Attitude towards authority/ staff:</b> Co-operative and meticulously follow the instruction of Principal/ In-charge/ staff members.	10	08	
4.	<b>Attendance/ Job performance:</b> Reporting to college in time and in emergency leaving with prior permission of Principal/ In-charge. When unplanned leave is taken, inform your In-charge or Administrator.	05	05	
5.	<b>Initiatives:</b> Self-driven initiatives to improve work culture. Offer suggestions to the authorities for improvements in work practices. Lend assistance to your co-workers voluntarily.	10	08	



6.	<b>Participation in activities:</b> Participation in the activities of college other than regular activities (social/ sport/ cultural/ examination/ admission/ seminars/ conferences/ examination)	10	08	
7.	<b>Social and environment awareness:</b> Put off lights and fans when not required, participation in plantations activity/environment consciousness.	05	05	
8.	<b>Skill development:</b> Attended skill development workshop/ course/ training session in or outside college.	20	00	
9.	<b>Office/ Store work:</b> Preparation of practical work in advance, document updation & its reporting to HOD, reporting the authority about maintenance work, in-time submission of reports and documents required.	20	14	
<b>Total Score</b>		<b>100</b>		
I Mr. / <del>Ms.</del> <u>ZAKER YUSUF SHAH</u> hereby certify that the above information in the performance appraisal form is filled by me and it is correct to my belief.				
Date: 22/01/2022			 Signature of staff	
Remark of Principal/ In-charge:				
Date:			Signature of Principal/ In-charge	
<b>Description of Grades:</b>		<b>Remark/Signature of Chairman/ Principal:</b>		
Brilliant/ Extraordinary (91-100)				
Excellent (75-90)				
Very Good (61-74)				
Good (51-60)				
Average (41-50)				
Below average (<40)				

### Important Note:

- All entries in the appraisal form shall be hand written. This form contains two pages.
- Any modification in the format or other format shall not be accepted.
- Staff should complete the appraisal form and submit it as per details given below for further verification & appraisal.
  - Office staff: Principal
  - Laboratory staff: HOD
  - Library staff: Library In-charge
  - Computer laboratory staff: ICT In-charge
  - Store staff: Store In-charge
- HOD/ In-charges will write their weight/ score based on observations made during the period about concern staff.
- Duly completed appraisal form should be submitted by HOD/ In-charges to the Principal for his remark.
- After submission of appraisal form, Principal will put his remark after verification of necessary details.





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**NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE**

Ref. No.: YBCCPA/IQAC/ Performance Appraisal/ 2021-22

**Performance Appraisal for Library staff**

1. Name of the staff : Syed Ashraf Hussain
2. Designation/position : Librarian
3. Date of Joining : 30-01-2017
4. Name of Department : Library
5. Duration of Appraisal :

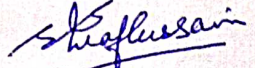
**SUMMARY OF WORK FOR 01<sup>st</sup> July-2020 to 31<sup>st</sup> Dec-2021 (TO BE FILLED BY STAFF)**

Sr. No.	Parameters and details	Write YES/ NO by concern staff	Verification & Remark of In-charge	Remark of Principal
1.	Library opening/ closing register maintained properly.	Yes	fent	
2.	Monitor & carry out maintenance of library equipments/ printers/ xerox machines/ computer.	Yes		
3.	Library register and files are maintained (Accession register/ usage register/ etc.)	Yes		
4.	Requisition book is maintained.	Yes		
5.	Attended courses for skill development and knowledge gain.	Yes		
6.	Information regarding leave is given to authority and necessary adjustment is made in advance.	Yes		
7.	Seek advice whenever required for the understanding/knowledge/skill development from faculty/ HOD	Yes		
8.	Meticulously followed the instruction and orders of the authority.	Yes		
9.	Regular cleanliness is supervised/ carry out in the area.	Yes		
10.	Supervise/ maintained waste management of library.	Yes		
11.	Lights/ fans/ computers are put off when not required to save electricity.	Yes		
Sr. No.	Parameters and details	Max Score	Score given by In-charge	Remark of Principal
1.	<b>Attitude towards co-workers:</b> Co-operative with colleagues, receptive to needs of colleagues, motivate colleagues.	10	8	
2.	<b>Attitude towards students:</b> Co-operative to the needs of the student, availability for the students in the library.	10	8	
3.	<b>Attitude towards authority/ staff:</b> Co-operative and meticulously follow the instruction of Principal/ In-charge/ staff members.	10	7	
4.	<b>Attendance/ Job performance:</b> Reporting to college in time and in emergency leaving with prior permission of Principal/ In-charge. When unplanned leave is taken, inform your In-charge or Administrator.	05	4	

5.	<b>Initiatives:</b> Self-driven initiatives to improve work culture. Offer suggestions to the authorities for improvements in work practices. Lend assistance to your co-workers voluntarily.	10	8
6.	<b>Participation in activities:</b> Participation in the activities of college other than regular activities (social/ sport/ cultural/ examination/ admission/ seminars/ conferences/ examination)	10	7
7.	<b>Social and environment awareness:</b> Put off lights and fans when not required, participation in plantations activity/ environment consciousness.	05	4
8.	<b>Skill development:</b> Attended skill development workshop/ course/ training session in or outside college.	20	18
9.	<b>Library Administration:</b> Displaying the relevant information in library, issue and returns of the books, document updation and its reporting to authority about details of work, accession register, internet surfing about official work/ latest books, in-time submission of reports/documents required by authority.	20	17
<b>Total Score</b>		<b>100</b>	<b>81</b>


I Mr. / Ms. Syed Ashraf Hussain hereby certify that the above information in the performance appraisal form is filled by me and it is correct to my belief.

Date: 18/01/2022

  
Signature of staff

Remark of Principal/ In-charge:

Date: 19-01-2022

  
Signature of Principal/ In-charge

Description of Grades:	Remark/Signature of Chairman/ Principal:
Brilliant/ Extraordinary (91-100)	
Excellent (75-90)	
Very Good (61-74)	
Good (51-60)	
Average (41-50)	
Below average (<40)	

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  - Library staff: Library In-charge
  - Computer laboratory staff: ICT In-charge
  - Store staff: Store In-charge
- HOD/ In-charges will write their weight/ score based on observations made during the period about concern staff.
- Duly completed appraisal form should be submitted by HOD/ In-charges to the Principal for his remark.
- After submission of appraisal form, Principal will put his remark after verification of necessary details.





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Ref. No.: YBCCPA/ IQAC/ Performance Appraisal/ 2021-22

### Performance Appraisal for Office/ Store staff

1. Name of the staff : Shaikh Ikramuddin Tajuddin Shaikh.
2. Designation/ Position : Storekeeper / Asst. Librarian.
3. Date of Joining : 01/01/2016.
4. Name of Department : Store
5. Duration of Appraisal :

### SUMMARY OF WORK FOR 01<sup>st</sup> July-2020 to 31<sup>st</sup> Dec-2021 (TO BE FILLED BY STAFF)

Sr. No.	Parameters and details	Write YES/ NO by concern staff	Verification & Remark of Principal/ In-charge	Remark of Principal
1.	Monitor and carry out maintenance of office/ store equipments/ printers/ Xerox machines/ computer.	YES.	✓	
2.	Office/ store registers and files are maintained properly.	YES.	✓	
3.	Requisition book is maintained.	YES	✓	
4.	Attended course(s) for skill development/ knowledge gain.	YES.	✓	
5.	Meticulously followed instruction & orders of the authority.	YES.	✓	
6.	Seek advice whenever required for the understanding/ knowledge/ skill development from faculty/ HOD.	YES.	✓	
7.	Information regarding leaves is given to authority and necessary adjustments are made in advance.	YES.	✓	
8.	Regular cleanliness is supervised/ maintained.	YES.	✓	
9.	Regularly supervise/ maintained waste management of office./ store	YES.	✓	
10.	Lights/ fans/ computers are put off when not required to save electricity.	YES.	✓	
Sr. No.	Parameters and details	Max Weight	Score given by Principal/ In-charge	Remark of Principal
1.	<b>Attitude towards co-workers:</b> Co-operative with colleagues, receptive to needs of colleagues, motivates colleagues.	10	09	
2.	<b>Attitude towards students:</b> Co-operative to the needs of the student, availability for the students in office/ store.	10	09	
3.	<b>Attitude towards authority/ staff:</b> Co-operative and meticulously follow the instruction of Principal/ In-charge/ staff members.	10	09	
4.	<b>Attendance/ Job performance:</b> Reporting to college in time and in emergency leaving with prior permission of Principal/ In-charge. When unplanned leave is taken, inform your In-charge or Administrator.	05	05	
5.	<b>Initiatives:</b> Self-driven initiatives to improve work culture. Offer suggestions to the authorities for improvements in work practices. Lend assistance to your co-workers voluntarily.	10	10	

6.	<b>Participation in activities:</b> Participation in the activities of college other than regular activities (social/ sport/ cultural/ examination/ admission/ seminars/ conferences/ examination)	10	05
7.	<b>Social and environment awareness:</b> Put off lights and fans when not required, participation in plantations activity/environment consciousness.	05	05
8.	<b>Skill development:</b> Attended skill development workshop/ course/ training session in or outside college.	20	10
9.	<b>Office/ Store work:</b> Preparation of practical work in advance, document updation & its reporting to HOD, reporting the authority about maintenance work, in-time submission of reports and documents required.	20	15
<b>Total Score</b>		<b>100</b>	<b>77</b>
I Mr. / Ms. <u>Shaikh Ikramuddin Tajuddin</u> hereby certify that the above information in the performance appraisal form is filled by me and it is correct to my belief.			
Date: <u>20/01/22</u>		<u>Shaiq</u> Signature of staff	
Remark of Principal/ In-charge: <u>Excellent</u>		<u>Prashant</u> Signature of Principal/ In-charge	
Date: <u>20/1/2022</u>			
<b>Description of Grades:</b>	<b>Remark/Signature of Chairman/ Principal:</b>		
Brilliant/ Extraordinary (91-100)			
Excellent (75-90)			
Very Good (61-74)			
Good (51-60)			
Average (41-50)			
Below average (<40)			

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- After submission of appraisal form, Principal will put his remark after verification of necessary details.