MAHATHI COLLEGE OF PHARMACY
(Approved by AICTE, PCI, New Delhi & Affiliated to JNTUA, Ananthapuramu)

Madanapalle Road Railway Station,
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MAHATHI COLLEGE
for Innovative Learning

6.3.1. PERFORMANCE APPRAISALS SYSTEM FOR TEACHING AND NON TEACHING

Faculty members of Institution at the moment have to execute a multiplicity of tasks pertaining to diverse roles. In addition to classroom instructions, faculty members need to innovate and conduct research for their self-renewal, keep update with changes in technology and expand proficiency for efficient implementation of curriculum. Another role relates to the shouldering of administrative responsibilities and co-operation with other faculty, Head of the Departments and Head of the Institution. An efficient performance appraisal system for faculty is vital for optimizing the contribution of individual faculty to institutional performance.

The assessment is based on:

- A well defined system for faculty appraisal for all the assessment years
- Its implementation and effectiveness

The institution has a well framed and a completely transparent appraisal process. This system helps in accessing the faculty's contribution to the department and to the institution on the whole. We strongly believe that apart from their contribution to the curriculum delivery to the students, their involvement in administrative and research activities are a vital part of their contribution. Appraisal happens at the end of one-year service since last appraisal or up gradation of qualification. The following procedure is adopted by the college to review the performance of each of its staff member. Faculty submits a self assessment report along with proofs, documents to the Principal office.

The goal of annual faculty performance review process is to provide a meaningful assessment of faculty productivity, promote the development of goals and expectations, support faculty development and mentorship and guide junior faculty in career advancement through formative discussions with senior faculty. This procedure will enable faculty to have set goals for the next year of service at the organization.

Appraisal of non-teaching staff

The appraisal of non-teaching staff members is done after screening of self appraisal from which includes job responsibility, courses and training programs attended, performance in technical works, administration related activities, co-curricular works and development activities. The necessary recommendation is given by the concerned Head of the department and the Principal.

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The performance appraisal system will follow the rules and evaluation system which define the evaluation areas to be:

1. **Teaching Learning related** activities (Classes taught, syllabus covered and pass percentage)

2. **Additional responsibilities** (administrative responsibilities, examination and evaluation duties and organizing programs)

3. **Research publications and academics** (Conference presentations, Publication in indexed journals, sponsored projects, consultancy, fellowship and awards)
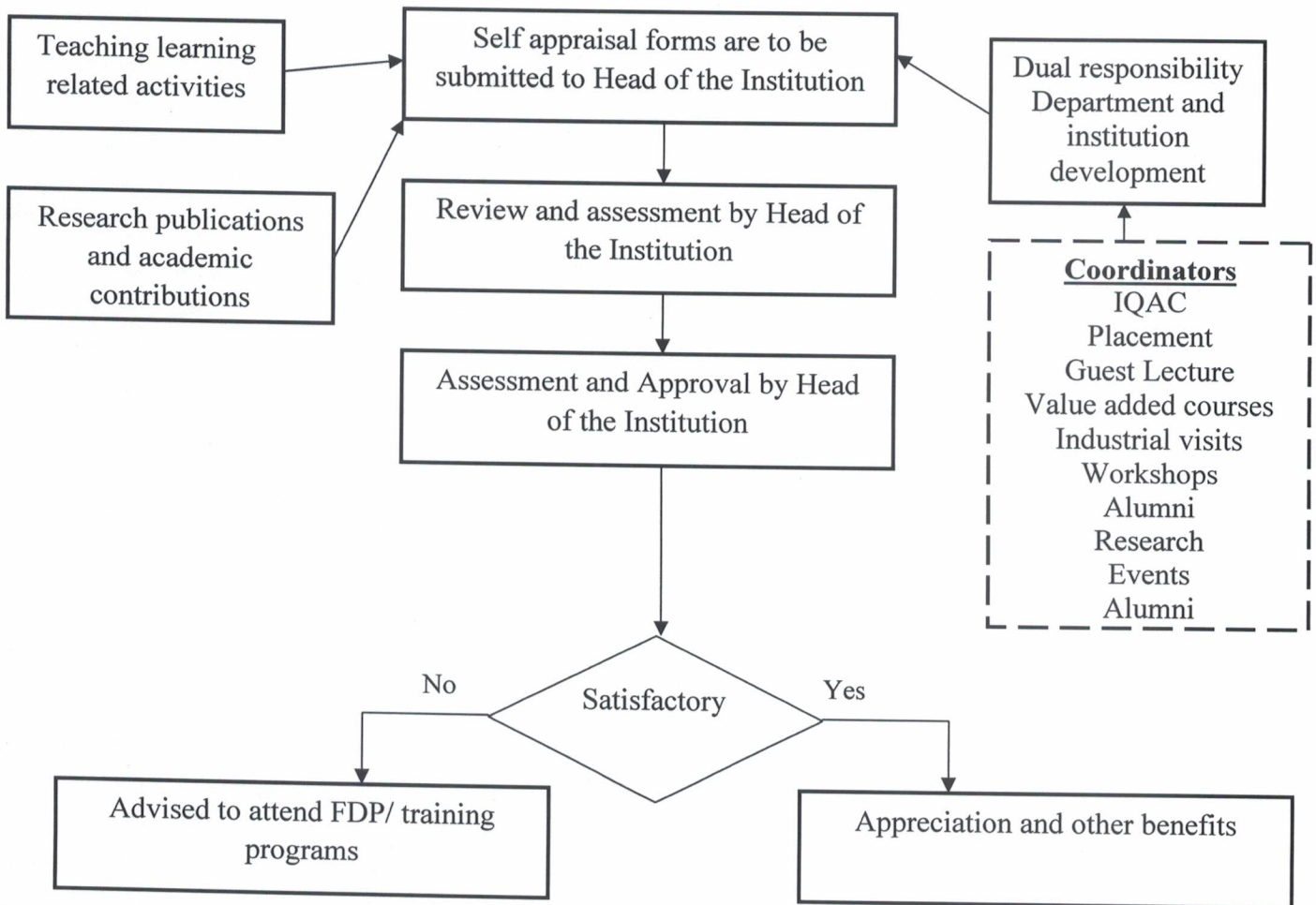
Faculty performance appraisal system at the Institute

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Faculty Self Appraisal Form
(Maximum API Score: 100, Minimum Required API: 60 required)

PART A

A. General Information:

Name:			
Designation:			
Department:			
Qualification:			
Area of Specialization:			
Date of Appointment:	In Institution:		
	In Present Post:		
Experience (In Years)	At Previous Institution	At Present Institution	Total

PART B
ACADEMIC PERFORMANCE INDICATORS (APIs)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (65)

B. Additional Teaching Work Load (5):

(*Other than Regular Teaching Work load*: Per Week -->Theory: One period (1Point), Lab: Two periods (1Point))

S. No.	Class & Course	Total number of lectures Allocated	Self-appraisal Score	Verified API Score
1				
2				
3				
4				
5				
Total				

C. Course File & Material/Lab Manual Completion (20):

(*For each Theory Course file (4), Theory Material (10), Lab Course file (2), Lab Manual (4)*)

S. No.	Class & Course	Self- appraisal Score	Verified API Score
1			
2			
3			
4			
5			
Total		17	

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D. Student Feedback (20):

(*Feedback Scales:1-10, Points: Scale x 2)*)

S. No.	Class & Course	Self- appraisal Score	Verified API Score
1			
2			
3			
4			
5			
Average			

E. Results (20):

(If the pass % is above 90, its 20 Points, else if the average of pass percentage is 'y' for last three years in a subject is taken as reference and performance will be evaluated. IF x is current pass %, then x<y ->0 pts ;x=y -10pts; x>=(y+5%)->15 pts, otherwise ->20pts)

S. No.	Class & Course	Last 3 years average pass %	Pass Percentage	Self- appraisal Score	Verified API Score
1					
2					
3					
4					
5					
Average					

Score for Category I

S. No.	Maximum API Score	API Score obtained	Remarks
B	5		
C	20		
D	20		
E	20		

CATEGORY II: PROFESSION – RELATED CONTRIBUTION (20)

F: Additional Responsibilities (5):

(*Need to submit the detailed report on your additional work*)

S. No.	Nature of Role	Self- appraisal Score	Verified API Score
1			
2			
3			
Total			

G: Memberships (5):

(For each professional membership (1 Points))

S. No.	Organization	Self- appraisal Score	Verified API Score
1			
2			
3			
4			
Total			

H: Workshops/FDPs/Conferences Attended as a Participant or Resource person (10)/Year:

(*For each day 1 Point for participant and 2 points for resource person*)

S. No.	Workshop/FDP/Conference Name	No. of days	Self- appraisal Score	Verified API Score
1				
2				
3				
4				
5				
6				
7				
8				
	Total			

Score for Category II

S. No.	Maximum API Score	API Score obtained	Remarks
F	5		
G	5		
H	10		

CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS (15)

I: Publications/Reviewer (10)

(International Journal/Book (5), National Journal (4), International Conference (3), National Conference (2), Article in anymagazines (2),Reviewer (2))

S. No.	Title	Type	Self- appraisal Score	Verified API Score
1				
2				
3				
4				
5				
6				
7				
8				
		Total		

J: Funded Projects (Ongoing/Completed) (5)

(For each Project (5))

S. No.	Title	Sanctioned Organization	Self- appraisal Score	Verified API Score
1				
2				
3				
4				
	Total			

Score for Category III

S. No.	Maximum API Score	API Score obtained	Remarks
I	10		
J	5		

Summary of API Scores

Category	Criteria	Last Academic Year API Score	Total API Score for the Assessment period
I	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES		
II	PROFESSION – RELATED CONTRIBUTION		
III	RESEARCH AND RELATED CONTRIBUTIONS		
	Total		

List of Enclosures:

1.   2.

3.   4.

5.   6.

Recommendations:

Signature of the Faculty
with designation and date   **Signature of HOD**   **Signature of the**
                                                                                Principal with date

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