



Key Indicator 6.3: Faculty Empowerment Strategies

METRIC NO. 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

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LOKMANYA TILAK JANKALYAN SHIKSHAN SANSTHA'S
PRIYADARSHINI J. L. COLLEGE OF PHARMACY

Circular

Date: - 08.07.2014

Subject – Committee for verification of records pertaining to performance Appraisal of Asstt. Professor.

Ref: - Standing Order LTJSS/ED/HR/2013-14/7073 dt. 12.12.2013

The 02 member committee has been constituted for verification of records pertaining to performance Appraisal of Assistant Professors. The members of committee are as follows:

1. Dr. A. J. Asnani - Member
2. Mrs. K. P. Upadhye - Member

They should verify the per Appraisal of Asstt. Professor as per guidelines of above standing order and submit report on or before 15th July 2014 to the undersigned.


(Dr. D. R. Chaple)

Asnani
08/07/14

K.P. Upadhye
08/07/14



Office of the Executive Director
Lokmanya Tilak Jankalyan Shikshan Sanstha,
Lokmanya Tilak Bhavan, Laxminagar, Nagpur
Tel: 0712-2230665, 2235777, Direct-2245121, Fax 2221430

Ref - LTJSS/ED/HR/2013-14/7075

Date: 12.12.2013

Standing Order:

Subject: Guidelines for verification of records pertaining to Performance Appraisal of Assistant Professors.

Ref:

Every year performance appraisal reports of teachers are submitted by the colleges. They are scrutinized in Central Office. Comments are communicated to the institutes for further disposal. However, this year it has been observed that proper care has not been taken by some colleges to verify the record before submitting to Central Office.

Observations:

- Before name of the teacher Mr. /Mrs./Ms. is not written.
- No mechanism is established to verify entire data.
- Data filled by the faculty is not verified by mechanism.
- There is no signature of verifying officer on the items verified.
- Calculations are not correct and no body checked them.
- Sometimes there appears eyewash done by the faculty purposefully.
- Comparison with 3 years data is not properly filled.
- Whatever data is submitted by HoD is simply forwarded to Central office.
- In item No 9, sub item is not verified and signed by the officer who has verified.
- In item No 10 i.e. functional performance all tick marks are shown in first 2 columns as if there is no scope for improvement. This indicates very poor assessment on the part of reporting officer. Moreover it is not convincing also in most cases.
- Remarks of reporting column at the end does not tally with final grade achieved by the candidate.

Committees:

- Principal should constitute separate committees for each department.
- There should be 2 persons in each committee.
- Members of the committees should be very senior persons.
- Members should be from other department.
- Committees should be rotated every year.
- List of committee should be attached with the bunch of performance approvals while submitting to Central Office.

Guidelines for verification of records pertaining to PADS

1/3





Lokmanya Tilak Jankalyan Shikshan Sanstha
Performance Appraisal for Head of the Department

Name of the Head of the Department : _____
Department : _____
Designation : _____
Date of Joining on the present post : _____
Length of Services in LTJSS : _____ Years Duration 1st July _____ to 30th June _____

1. Engaging Theory Lectures (As a teacher):

SN	Class & Course	Subject taught	Univ. Target	Lecturer Engaged	% Target Achieved	Average of Col (6)	Multiplying factors	Max. wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							100 to 95 % 1.0	20	
02							80 to 94.99 % 0.5		
03							below 80 % 0.0		

02. Attendance in Theory Classes (As a teacher):

SN	Class & Course	Subject taught	Sum of Present Students	Lecturer Engaged	Students on Roll	Average (4)x100 Col.(5) x (6)	Average of Col (7)	Multiplying factors	Max. wt.	Weight Achieved (9) x (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01								100 to 95 % 1.0 80 to 94.99 % 0.5 below 80 % 0.0	20	

3. Result Analysis of Theory subject (As a teacher):

SN	Class & Course	Subject taught	No. of students appeared	No. of students passed	% ge passing	Average of Col (6)	Multiplying factors	Max. wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							100 to 95 % 1.0 80 to 94.99 % 0.5 below 80 % 0.0	20	

4. Marks scored by students in Theory subject (As a teacher):

SN	Class & Course	Subject taught	No. of students appeared	Total No. of Marks scored by students	Av. % col. (5)/(4)	Average of Col (6)	Multiplying factors	Max. wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 - 100 % 1.0	20	
02							90 - 94.99 % 0.8		
							80 - 89.99 % 0.6		
03							60 – 79.99 % 0.4 < 60 % 0.0		



5. Engaging Theory Lectures: (Department as a whole- Consider all teachers)

SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	Average weight Achieved out of (40)=sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			08			15			
02			09			16			
03			10			17			
04			11			18			
05			12			19			
06			13			20			
07			14			21			

6. Engaging Practical*/Tutorials: (Department as a whole- Consider all teachers)

SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	Average weight Achieved out of (20)=sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			08			15			
02			09			16			
03			10			17			
04			11			18			
05			12			19			
06			13			20			
07			14			21			

7. Attendance in Theory Classes: (Department as a whole- Consider all teachers)

SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	Average weight Achieved out of (50)=sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			08			15			
02			09			16			
03			10			17			
04			11			18			
05			12			19			
06			13			20			
07			14			21			

8. Attendance in Practical/Tutorial: (Department as a whole- Consider all teachers)

SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	Average weight Achieved out of (20)=sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			08			15			
02			09			16			
03			10			17			
04			11			18			
05			12			19			
06			13			20			
07			14			21			



9. Result Analysis of Theory subject: (Department as a whole- Consider all teachers)

SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	Average weight Achieved out of (50)=sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			08			15			
02			09			16			
03			10			17			
04			11			18			
05			12			19			
06			13			20			
07			14			21			

10. Marks scored by students in Theory subject: (Department as a whole- Consider all teachers)

SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	Average weight Achieved out of (50)=sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			08			15			
02			09			16			
03			10			17			
04			11			18			
05			12			19			
06			13			20			
07			14			21			

11. Comparison with 3 year –Average Results: (Department as a whole- Consider all teachers)

SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	Average weight Achieved out of (30)=sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			08			15			
02			09			16			
03			10			17			
04			11			18			
05			12			19			
06			13			20			
07			14			21			

12. Students' Feedback : (Department as a whole- Consider All teachers)

SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	Average weight Achieved out of (100)=sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			08			15			
02			09			16			
03			10			17			
04			11			18			
05			12			19			
06			13			20			
07			14			21			



13. Professional Endeavour of teachers: (Department as a whole- Consider all teachers)

SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	SN	Name of Teacher	Score Individual Teacher	Average weight Achieved out of (500)=sum(Col.3)/SN
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)	(4)
01			08			15			
02			09			16			
03			10			17			
04			11			18			
05			12			19			
06			13			20			
07			14			21			

14.0. Special functional Performance:

SN	Particular	No	Wt/ each	Max	W/A
(1)	(2)	(3)	(4)	(5)	(6)
14.01	Number of classes of teachers attended		01	40	
14.02	Number of Industrial Visit organized		10	20	
14.03	Meeting of department's Alumni Association held		10	10	
14.04	Number of meeting of parents held		10	10	
14.05	Published Departmental Bulletin at the end of the semester		10	10	
14.06	Number of meeting of teaching faculty held		10	40	
14.07	Number of meeting of non-teaching staff held		05	10	
14.08	Recorded minutes of all the departmental meetings		05	20	
14.09	Number of faculty registered for Ph.D in deptt		05	10	
14.10	Meeting with students/ Forum representative/ CRs		05	10	
14.11	Number of student guided for PG Project		10	20	
14.12	Number of Ph.D awarded to faculty		10	20	
14.13	Number of faculty worked as reviewers for National journals		05	10	
14.14	Number of faculty worked as reviewers for International journals		10	20	
14.15	Number of departmental faculty seminars held in a year		05	20	
14.16	Number of seminars organized at national level		20	20	
14.17	Number of conference organized at international level		50	50	
14.18	Number of proposals submitted for DST,CSIR & Other agencies		05	20	
14.19	Number of proposals submitted for R&D/ MODROB/ TAPTEC		05	20	
14.20	Number of sponsored projects received by the department		20	40	
14.21	Short term courses organized by the department		20	20	
14.22	Number of paper presented on UG Project in international conference		05	10	
14.23	Number of project participated in IIT		10	10	
14.24	Number of Awards received for guided project		10	20	
14.25	Number of papers presented by faculty in national conference		05	10	
14.26	Number of papers presented by faculty in international conference		10	30	
14.27	Number of paper published on Ph.D. work of faculty in national journals		05	20	
14.28	Number of paper published on Ph.D work of faculty in international Journals		10	30	
14.29	Number of special lecturers delivered by faculty in other local institute		10	10	
14.30	Number of special lecturers delivered by faculty in outside HQ		20	20	
				600	
Total Weight Achieved out of					



15.0. Functional Performance: (Evaluated by HoD)

SN	Performance Indicator to be assessed	No.	Weight per No.	Max	Weight Achieved
(1)	(2)	(3)	(4)	(5)	(6)
15.01	Personal membership of AI /international Professional Bodies		05	10	
15.02	Office bearer of AI/ international Professional body(individually)		10	10	
15.03	Personal Ph.D Awarded		10	10	
15.04	Number of papers published on own Ph.D in international Journals		05	10	
15.05	Published own text book through a publisher at national level		20	20	
15.06	Number of candidate personally guided for M.E.by research		10	30	
15.07	Number of sponsored projects in which personally worked		20	20	
15.08	Number of times worked as reviewer for National Journals		05	10	
15.09	Number of times worked as reviewer for International journals		20	20	
Total Weight Achieved out of 140					

16. Professional and Functional Endeavour of HOD: (To be evaluated by Head of the Institution)

Sr.no	Performance Indicator to be assessed	Evaluation by Report Officer			
		Excellent	Good	Average	Poor
(1)	(2)	(3)	(4)	(5)	
16.01	Monitored academic calendar as per schedule				
16.02	Collected lecture notes of teachers				
16.03	Took a review of syllabus completion regularly				
16.04	Took a review of team work completion regularly				
16.05	Checked quality of laboratory- journals				
16.06	Checked progress of continuous assessment				
16.07	Countersigned students' attendance registers weekly				
16.08	Checked subject wise file of teachers				
16.09	Countersigned record of internal marks regularly				
16.10	Introduced additional practical beyond syllabus during the year				
16.11	Took feedback from students				
16.12	Communicated feedback, ACRs to the concerned faculty				
16.13	Feedback analysis communicated to the teachers				
16.14	Held co-curricular activities/functions at departmental level				
16.15	Informed progress report of students to their parents				
16.16	Took keen interest in Academic Monitoring Activity				
16.17	Ensured data feeding in ERP				
16.18	Took keen interest in training placement activities				
16.19	Made enough efforts to utilize resources economically				
16.20	Took efforts for Involvement of industry in projects/ Visits				
16.21	Held Meeting of all III Cell				
16.22	Held Meeting of EDP Cell				
16.23	Held Meeting of CEP Cell				
16.24	Recorded minutes of meetings of III, EDP, CEP				
16.25	Submitted Annual Confidential reports as per schedule				
16.26	Submitted p/appraisals duly scrutinized and as per schedule				
16.27	Submitted result analysis to the principal within 7 days				
16.28	Established mechanism to check record of appraisals conference				
16.29	Shared substantial load of national/international conference				
16.30	Communicated adverse confidential reports to the staff				
16.31	Pointed out deficiencies of staff in writing from time to time				



16.32	Maintained harmony amongst departmental staff & Faculty				
16.33	Promptness in correspondence				
16.34	Took efforts for brand building				
16.35	Promptness in correspondence				
16.36	Following all deadlines scrupulously				
16.37	Maintained cleanliness in laboratories throughout the year				
16.38	Maintained cleanliness of class room under control				
16.39	Preparation before inspections by controlling authorities				
16.40	Display of laboratories during inspection of institute				
16.41	Presentation of department during inspection				
16.42	Generated revenue by the department				
16.43	Guided faculty in Selection/Execution/ Evaluation of project				
16.44	Participated personally in consultancy assignment				
16.45	Involvement in procurement of equipment				
16.46	Involvement in Repairs & Maintenance, Departmental Library				
16.47	Implements standing orders faithfully in true spirit				
16.48	Involvement in budget preparation				
Number of Tick marks in each column					
Multiplying Factors		5	3	1	0
Weight achieved under each category					
Total Weight Achieved out of 240					

Sum of Marks scored from item 1 to item 16 out of 1920	
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Final Assessment

SN	Particular of Assessment	Score
01	Weight Achieved in item 1 to 16 out of 1920	
02	Weight based on participation in activities handled by Dean Academics out of 20	
03	Weight based on participation in activities handled by Dean R&D out of 20	
04	Special weight by reviewing Officer based on participation in activities beyond department (Max20)	
Total performance out of 980		

Remarks of Reporting Officer :

Place
Date

Signature of Reporting Officer
(Seal)

 Remarks of Reviewing Officer:

Assessment

SN	Particular of Assessment	Score
01	Weight Achieved as above out of 1980	
02	Special weight for outstanding performance beyond department out of 20	



LOKMANYA TILAK JANKALYAN SHIKSHAN SANSTHA'S
PRIYADARSHINI J. L. COLLEGE OF PHARMACY

(Formerly known as J. L. Chaturvedi College of Pharmacy)
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E-mail: principal@pjcp.edu.in, ilccpngp@gmail.com • Website: www. pjcp.edu.in
Accredited with Grade B++ by NAAC
Institute Code: DTE 4265 & RTMNU 265



SN	Particular of Assessment	Score
03	Total weight achieved out of 2000	
04	Conversion to out of 100	
	Final score achieved out of 100	

Note: Reviewing Officer may or may not agree with the evaluation by Reporting Officer or may change evaluation in any parameter and make necessary corrections duly authenticated by scratching the previous entry and by writing afresh a new entry.

Grade to be awarded by Reviewing Officer:

100 - 91% -> A+ Outstanding	90 - 81% -> A Very Good	80 - 71% -> B+ Positively Good	70 -> 51 B Average	Below 50 -> C Poor
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Comments:

Final Grade Awarded:
Place
Date

Signature of Reviewing Officer
(Seal)



Lokmanya Tilak Jankalyan Shikshan Sanstha,

Performance Appraisal for Associate Professor/Professor

Name of Institute : Priyadarshini J. L. College of Pharmacy

Department : Pharmacy

Name of the Teacher :

Designation :

Date of Joining on the present post:

Length of Service in LTJSS: Years Duration 1st July..... to 30th June

1. Engaging Theory Lectures:

SN	Class & Course	Subjects taught	Univ. Target	Lectures Engaged	% Target Achieved	Average of Col. (6)	Multiplying factors	Max Wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 – 100 % 1.0	40	
02							90 - 94.99 % 0.8		
03							80 - 89.99 % 0.5		
							< 80 % 0.0		

2. Engaging Practical* / Tutorial Classes:

SN	Class & Course	Subjects taught	Target Turns	Turns Actually Engaged	Target % Achieved	Average of Col. (6)	Multiplying factors	Max. wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 – 100 % 1.0	20	
02							90 - 94.99 % 0.8		
03							80 - 89.99 % 0.5		
04							< 80 % 0.0		

* If teacher is not required to conduct practical classes, Reproduce weight achieved in Item No1.

3. Attendance in Theory Classes:

SN	Class & Course	Subjects taught	Sum of Present Students	Lectures Engaged	Students on Roll	Col(4) x100 (5) x (6)	Av. of Col.(7)	Multiplying factors	Max.Wt	Weight Achieved (9)x(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01								95 – 100 % 1.0	50	
02								80 - 94.99 % 0.8		
03								60 - 79.99 % 0.5		
								< 60 % 0.0		

4. Attendance in Practical / Tutorial Classes:

SN	Class & Course	Subjects taught	Sum of students present	Turns Actually Engaged	Students on Roll	Col(4) x100 (5) x (6)	Av. Of Col.(7)	Multiplying factors	Max. Wt.	Weight Achieved (9)x(10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)



01											
02											
03											
04											
									95 – 100 % 1.0 80 - 94.99 % 0.8 75 - 79.99 % 0.5 <75 % 0.0	20	

5. Result Analysis of Theory subjects:

SN	Class & Course	Subjects taught	No. of students appeared	No of students passed	% ge passing	Average of Col. (6)	Multiplying factors	Max. Wt.	Weight Achieved (8)x(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 – 100 % 1.0 90 - 94.99 % 0.8 80 - 89.99 % 0.6 60 - 79.99 % 0.4 < 60 % 0.0	50	
02									
03									

6. Marks scored by students in Theory subjects:

SN	Class & Course	Subjects taught	No. of students appeared	Total No. of Marks scored by students	Av. % Col. (5)/(4)	Average of Col. (6)	Multiplying factors	Max. Wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 – 100 % 1.0 90 - 94.99 % 0.8 80 - 89.99 % 0.6 60 - 79.99 % 0.4 < 60 % 0.0	50	
02									
03									

7. Comparison with 3 years-Average Results:

(If 3 years average is above 90 %, and result is 90 % or above, multiplying factor shall be 1, otherwise as below)

SN	Class & Course	Subjects taught	Average of 3 yrs. %	Result %ge as per Table 5	Rise + Fall -	Algebraic Average of Col. (7)	Multiplying factors	Max.Wt	Weight Achieved (8)x(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							Improvement by 20 % or more 1.0 10 – 19.99 % 0.6 01 - 9.99 % 0.5 For fall - 0.5	30	
02									
03									

8. Students' Feedback: (As communicated by Dean (Academics, LTJSS))

SN	Class & Course	Subjects taught	% ge feed back	Average FB	Multiplying factors	Max.Wt.	Weight Achieved (10 x (11))
(1)	(2)	(3)	(4)	(5)	(06)	(07)	(08)
01					81 – 100 1 71 – 80 0.8 61 – 70 0.5 51 – 60 0.3 0.0 - 50 0	100	
02							
03							
04							



9. Professional Endeavour:

SN	Particulars	No	Wt/each	Max	W/A
9.01	Number of memberships of Professional Body i.e. IPA, APTI,ISTE,IPS,and similar		03	10	
9.02	Office Bearer of A.I. Professional Body / University		05	10	
9.03	Number of Text book written /Memberships of Editorial Board of Tech. Journal		20	20	
9.04	Number of students guided for PG		10	20	
9.05	Number of papers published in National journals		03	10	
9.06	Number of papers published in Inter-national journals		20	20	
9.07	Number of papers presented in National Conference		03	10	
9.08	Number of papers presented in Inter-national Conference		05	10	
9.09	Number of times worked as Reviewer for National/ International Journal		20	20	
9.10	Number of times worked as Reviewer for National /International Conference		20	20	
9.11	Number of sessions chaired/co-chaired at National Conference		05	10	
9.12	Number of sessions chaired/co-chaired at International Conference		10	20	
9.13	Number of activities in which actively involved-Consultancy/ Organizing Seminars /Examination/Committees / College Level Portfolio/ Career Fair etc.		10	20	
9.14	Number of activities in which actively involved- Functions / Cultural Programs/ Sports/ Blood Donation/Plantation/ NCC/ NSS/ Extra Curricular/Social		03	10	
9.15	Number of proposal submitted for R&D / MODROB/TAPTEC/SDP/DST/CSIR/ S&T/R.G. Cell or to Other funding agencies		10	20	
9.16	Number of Sponsored projects Received		20	20	
9.17	Number of Presentations under Journal Club/Study Group		05	10	
9.18	Number of Expert lectures delivered beyond syllabus-Outside institute		10	30	
9.19	Number of related STTP/ CEP / Seminar / Workshops attended.		10	20	
	Total		-	310	

10. Functional Performance: Evaluation by HoD

SN	Performance Indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
(1)	(2)	(3)	(4)	(5)	(6)
10.01	Quality of Assignments given to the students				
10.02	Documentation as per NBA				
10.03	Innovations in Paper Setting / Evaluation				
10.04	Assessment of Assignment/Unit Test/ Sessionals / Tutorial				
10.05	Discussion in classroom on Sessionals/Unit Test/ Assignment				
10.06	Record keeping of Assignments, Sessional marks				
10.07	Maintaining overall Students' discipline				
10.08	Involvement in Techno-Social Activities				
10.09	Organizing Industrial visits / Departmental activity				
10.10	Participation in Departmental Seminars				



SN	Performance Indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
(1)	(2)	(3)	(4)	(5)	(6)
10.11	Counseling to Faculty & Students				
10.12	Adding new experiments to lab				
10.13	Arranging lectures of outside faculty from Industry/ NIT/IIT				
10.14	Conducting special classes for low profile students				
10.15	Contribution to the process of improving academic performance				
10.16	Innovations in Curriculum design and Case Study development				
10.17	Relation with Colleagues				
10.18	Association with local R & D Community				
10.19	Proficiency in English				
10.20	Punctuality / Sincerity				
(a) Total number of Tick Marks					
(b) Weight allowed for each tick mark		04	02	01	0
(c) = (a) x (b) Weight achieved for each category					
Total Weight Achieved out of 80					

Final Assessment

SN	Particulars of Assessment	Score
01	Weight Achieved in Item 1 to 10 out of 750	
02	Special weight for active interest in various departmental activities out of 10	
04	Special weight for participation in R&D activities out of 30	
Total performance out of 790		

Remarks of Reporting Officer:

Signature of Reporting Officer
 (Seal)

Place
 Date

Remarks of Reviewing Officer:

Assessment

SN	Particulars of Assessment	Score
01	Weight Achieved as above out of 790	
02	Special weight for outstanding performance beyond department out of 20	
03	Total weight achieved out of 810	
04	Conversion to out of 100	



LOKMANYA TILAK JANKALYAN SHIKSHAN SANSTHA'S
PRIYADARSHINI J. L. COLLEGE OF PHARMACY

(Formerly known as J. L. Chaturvedi College of Pharmacy)
Electronics Zone Building, MIDC, Hingna Road, Nagpur-440016 (M.S.) India
Tel. No.: +91-7104 – 299510
E-mail: principal@pjcp.edu.in, ilccpngp@gmail.com • Website: www. pjcp.edu.in
Accredited with Grade B++ by NAAC
Institute Code: DTE 4265 & RTMNU 265



Final score achieved out of 100

Note: Reviewing Officer may or may not agree with the evaluation by Reporting Officer or may change evaluation in any parameter and make necessary corrections duly authenticated by scratching the previous entry and by writing afresh a new entry.

Grade to be awarded by Reviewing Officer:

100 – 91% → A+ Outstanding	90-81 % → A Very Good	80-71 % → B + Positively Good	70 → 51 B Average	Below 50 → C Poor
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Comments:

Final Grade Awarded:

Place

Date

Signature of Reviewing Officer
(Seal)



Lokmanya Tilak Jankalyan Shikshan Sanstha,

Performance Appraisal Report for Lecturers/Assistant Professors

Name of Institute : Priyadarshini J. L. College of Pharmacy
 Department :
 Name of the Teacher :(Surname First)
 Designation :
 Date of Joining on the present post :
 Length of Service in LTJSS : Years Duration 1st July to 30th June

1. Engaging Theory Lectures:

SN	Class & Course	Subjects taught	Univ. Target	Lectures Engaged	% Target Achieved	Average of Col. (6)	Multiplying factors	Max Wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 – 100 % 1.0	40	
02							90 - 94.99 % 0.8		
03							80 - 89.99 % 0.5		
							< 80 % 0.0		

2. Engaging Practical* / Tutorial Classes:

SN	Class & Course	Subjects taught	Target Turns	Turns Actually Engaged	Target % Achieved	Average of Col. (6)	Multiplying factors	Max. wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 – 100 % 1.0	20	
02							90 - 94.99 % 0.8		
03							80 - 89.99 % 0.5		
04							< 80 % 0.0		

* If teacher is not required to conduct practical classes, Reproduce the weight achieved in Item No1.

3. Attendance in Theory Classes:

SN	Class & Course	Subjects taught	Sum of Present Students	Lectures Engaged	Students on Roll	$\frac{\text{Col(4)}}{\text{Col. (5)}} \times 100$ Col. (5) x (6)	Av. of Col.(7)	Multiplying factors	Max.Wt	Weight Achieved (9) x (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01								95 – 100 % 1.0 80 - 94.99 % 0.8 60 - 79.99 % 0.5 < 60 % 0.0	50	
02										
03										
04										

4. Attendance in Practical / Tutorial Classes:

SN	Class & Course	Subjects taught	Sum of students present	Turns Actually Engaged	Students on Roll	$\frac{\text{Col(4)}}{\text{Col. (5)}} \times 100$ Col. (5) x (6)	Av. of Col.(7)	Multiplying factors	Max. Wt.	Weight Achieved (9) x (10)
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01								95 – 100 % 1.0 80 - 94.99 % 0.8 75 - 79.99 % 0.5 <75 % 0.0	20	
02										
03										
04										

5. Result Analysis of Theory subjects:

SN	Class & Course	Subjects taught	No. of students appeared	No of students passed	% ge passing	Average of Col. (6)	Multiplying factors	Max. Wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 – 100 % 1.0 90 - 94.99 % 0.8 80 - 89.99 % 0.6 60 - 79.99 % 0.4 < 60 % 0.0	50	
02									
03									

6. Marks scored by students in Theory subjects:

SN	Class & Course	Subjects taught	No. of students appeared	Total No. of Marks scored by students	Av. % Col. (5)/(4)	Average of Col. (6)	Multiplying factors	Max. Wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							95 – 100 % 1.0 90 - 94.99 % 0.8 80 - 89.99 % 0.6 60 - 79.99 % 0.4 < 60 % 0.0	50	
02									
03									

7. Comparison with 3 years-Average Results:

(If 3 years average is above 90 %, and result is 90 % or above, multiplying factor shall be 1, otherwise as below)

SN	Class & Course	Subjects taught	Average of 3 yrs. %	Result %ge as per Table 5	Rise + Fall -	Algebraic Average of Col. (6)	Multiplying factors for Improvement by	Max.Wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01							20 % or more 1.0 10 - 19.99 % 0.6 01 - 9.99 % 0.5 For fall - 0.5	30	
02									
03									

8. Students' Feedback: (As communicated by Dean (Academics, LTJSS))

SN	Class & Course	Subjects taught	% ge feed back	Average FB	Multiplying factors	Max.Wt.	Weight Achieved (10 x (11))
(1)	(2)	(3)	(4)	(5)	(06)	(07)	(08)
01					81 – 100 1 71 – 80 0.8 61 – 70 0.5 51 – 60 0.3 0.0 - 50 0	100	
02							
03							
04							



9. Professional Endeavour:

SN	Particulars	No	Wt/ each	Max	W/A
9.01	Number of memberships of Professional Bodies such as IPA, APTI,ISTE,IPS,etc.		10	20	
9.02	Number of subjects of which hard copy of Notes are submitted to HoD		20	40	
9.03	No. of text books written/Membership of editorial Board of Tech. Journal		20	20	
9.04	Number of students guided for PG (for PG Teacher only)		20	40	
9.05	Number of papers published in National journals		05	10	
9.06	Number of papers published in Inter-national journals		20	20	
9.07	Number of papers presented in National/Inter-national Conference		10	20	
9.08	Number of activities in which actively involved out of Consultancy/ Organizing Seminars /Examination/ Committees at Institute Level/ College Level Portfolio/ Career Fair etc.		05	20	
9.09	Number of activities in which actively involved out of Cultural Programs / Sports/ Blood Donation/Plantation Camps/ NCC/ NSS/ Extra Curricular etc.		05	20	
9.10	Number of proposal submitted for R&D / MODROB/TAPTEC/ DST/ CSIR/ S&T/R.G. Cell etc		05	10	
9.11	Number of Sponsored projects Received		10	10	
9.12	Number of Presentations held under Journal Club/Study Group		10	10	
9.13	Number of Expert lectures delivered beyond syllabus-Inside institute		10	20	
9.14	Number of Expert lectures delivered beyond syllabus-Outside institute		20	20	
9.15	Number STTP/ CEP / Seminar / Workshops attended		05	10	
9.16	Prizes/Awards won for projects guided at UG/PG Level		10	20	
	Total		-	310	

10. Functional Performance: (To be evaluated by Reporting Officer only. Mark ✓ in appropriate column)

SN	Performance Indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
(1)	(2)	(3)	(4)	(5)	(6)
10.01	Quality of Sessionals / Assignments given to the students				
10.02	Timely Assessment of Assignment/Unit Test/ Sessionals etc.				
10.03	Timely display of notices about less attendance of students				
10.04	Documentation as per NBA				
10.05	Innovations in Paper Setting / Evaluation				
10.06	Record keeping of Assignments, Sessional marks				
10.07	Maintaining overall Students' discipline				
10.08	Organizing Industrial visits				
10.09	Organizing Departmental Activities				
10.10	Participation in Departmental Seminars				
10.11	Preparing / Updating question banks				
10.12	Adding new experiments to lab				



SN	Performance Indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
(1)	(2)	(3)	(4)	(5)	(6)
10.13	Arranging lectures of outside faculty from Industry/ NIT/IIT				
10.14	Regular checking of journals / Drawing sheets / Conducting special classes for low profile students				
10.15	Punctuality / Sincerity				
10.16	Behaviour with parents/guardians of students				
Marks allotted to each grade		05	03	01	0
Total Weight Achieved out of 80					



Final Assessment

SN	Particulars of Assessment	Score
01	Weight Achieved in Item 1 to 10 out of 750	
02	Special weight on nature of subject taught & results out of 20	
03	Special weight based participation in procurement process of equipment out of 10	
04	Special weight for participation in R&D activities out of 10	
Total performance out of 790		

Remarks of Reporting Officer:

Signature of Reporting Officer
(Seal)

Place

Date

Remarks of Reviewing Officer:

Assessment

SN	Particulars of Assessment	Score
01	Weight Achieved as above out of 790	
02	Special weight for outstanding performance beyond department out of 20	
03	Total weight achieved out of 810	
04	Conversion to out of 100	
Final score achieved out of 100		

Note: Reviewing Officer may or may not agree with the evaluation by Reporting Officer or may change evaluation in any parameter and make necessary corrections duly authenticated by scratching the previous entry and by writing afresh a new entry.

Grade to be awarded by Reviewing Officer:

100 – 91% → A+ Outstanding	90-81 % → A Very Good	80-71 % → B + Positively Good	70 → 51 B Average	Below 50 → C Poor
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Comments:



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Accredited with Grade B++ by NAAC

Institute Code: DTE 4265 & RTMNU 265



Final Grade Awarded:

Place

Date

Signature of Reviewing Officer
(Seal)