

6.3

Faculty Empowerment Strategies

6.3.1. The institution has effective welfare measures and Performance

Appraisal System for teaching and non-teaching staff

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Sample for Casual leave

**ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S
COLLEGE OF PHARMACY, Pune - 411 001**

रजेचा अर्ज / Leave Application form
किरकोळ रजा/Casual Leave / अर्जित रजा/Earn leave / वैद्यकीय रजा/Medical Leave

अर्जदाराचे नाव मिसेस मशरुफाव चौधरी हुदा लोखियापुत्र

विभाग लोखिया नेमणुकिचा दिनांक ०२/०६/२०२२ कायम स्वरुपी /तात्पुरत्या स्वरुपी

रजेचा कालावधी दिनांक २०/०६/२०२२ पासून दिनांक २०/०६/२०२२ पर्यंत एकूण दिवस १

रजेचा प्रकार किरकोळ रजा बदली सुट्टी दिनांक —

रजेचे कारण दाखल

रजेवर असताना असलेला पत्ता व फोन क्रमांक ८६२५८०११६

दिनांक २१/०६/२०२२ अर्जदाची सही [Signature]

Note : Teacher should submit the details of arrangement of teaching load in the table below. (If space is insufficient use the back side of this form.)

Date	Period	Class	Alternate Teachers Name	Signature

Her / His duties will be performed by Mr/ Mrs _____

Signature of Employee looking after the duty in the leave period _____

(Recommended / Not Recommended) SIGNATURE OF HOD

(FOR OFFICE USE ONLY)

Sr. No.	Particulars	Casual leave	Earn Leave	Medical Leave
1	Leave entitlement / to credit	08		
2	Leave availed so far	06		
3	Leave in balance on date	02		
4	Leave applied for	01		

Date 21/06/2022 SIGNATURE OF CLERK [Signature]

REMARKS BY THE SANCTIONING AUTHORITY

(Leave Sanctioned / Not Sanctioned)

Date 23/06/2022 Signature of Principal / Hon. Secret [Signature]

Signature of the Head of the Institute
Principal
AISSMS College of Pharmacy
Pune-1

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Sample for Medical Leave

To
The Principal
AISSMS College of Pharmacy, Pune

Subject: Request to grant Medical leave

Respected Ma'am,

I Dr. Reshma Manjkar Asst Prof, Dept of Pharmacology, was suffering from sinusitis and URTI from 5th to 7th Jan 2022. In this regard I humbly request you to grant me medical leave for 3days. I am hereby attaching my medical certificate. Thanking you,
Your cordially,
Reshma

Sanction Medical leave
31/01/2022

Dr. Satish Pandit
Ayurvedic Physician
D.S.A.C (B) F.I.I.M. D.P.P.M.
Reg. No. 1-7457


Dr. Mrs. Manjiri S. Pandit
B.A.M. & S.
Reg. No. 1-7910-A

CLINIC
Pregnant Plot No. 68/75/9, Mukund Nagar, Pune - 411 037.
☎ (020) 2426 1021 • Mobile - 98900 77537

R
Date: 9.1.22.
Time:

This is to state that Mrs. Reshma N. Manjkar was suffering from Sinusitis and U.R.T.I & was under my treat. from the 5th to 7th Jan '22. She is fit to join her duties from the 10th of Jan '22.

Dr. Mrs. Manjiri S. Pandit
B.A.M.A.S. (PUNE)
Reg. No. 1-7910-A
Pregnant, Plot No. 68/75/9,
Mukund Nagar, Pune- 411 037


Signature of the Head of the Institute
Principal
AISSMS College of Pharmacy
Pune-1

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Sample format for Duty leave

01/06/2022

To
The Principal
AISSMS College of Pharmacy

Sub: sanction of duty leave on 02/06/2022

Respected Madam


I undersigned Dr. Santosh Gandhi have been appointed as Ext. Examiner for M.Pharm (Sem III) Practical Exam at Allana College of Pharmacy, Pune. You are requested to kindly permit and sanction duty leave on 02/06/2022

Thanking you.

Yours truly
Santosh Gandhi
(Dr. S.V. Gandhi)


Sanctioned leave
[Signature]
02/06/2022

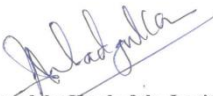
M. C. E. Society's
ALLANA COLLEGE OF PHARMACY
2390-B, K. B. Hidayatullah Road, Azam Campus, Pune - 411001
Telefax : 020 - 25442074, E-mail : prin-acpharm@azamcampus.org



DUTY CERTIFICATE

This is to certify that, Mr. / Ms. / Dr. Santosh Gandhi
has attended as External / Internal examiner for the examination held on 2/6/2022 and
He / She has carried out the work as shown below.

Sr. No.	Subject	Date	Class	No. of candidates examined	Practical / Dissertation / Viva-voce	Name of Co-examiner
	Quality Assurance Practical - II	2/6/22	M.Pharm Sem III	15	Practical	Dr. Anwar Shaikh
This Certificate is issued for the purpose of duty leave.						
Date: <u>2/6/2022</u>						 Dr. Nisha S. Shinde Principal M. C. E. Society's Allana College of Pharmacy


Signature of the Head of the Institute
Principal
AISSMS College of Pharmacy
Pune-1

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Sample format for Compensatory off

ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S
COLLEGE OF PHARMACY, Pune - 411 001

रजेचा अर्ज / Leave Application form
 किरकोळ रजा/Casual Leave / अर्जित रजा/Earn leave / वैद्यकीय रजा/Medical Leave

अर्जदाराचे नाव D. V. DESHMUKH हुदा Jr. Clerk.

विभाग AISSMS, COP, PUNE - 01. नेमणुकीचा दिनांक 01.07.2020 कायम स्वरुपी /तारुसुत्या स्वरुपात

रजेचा कालावधी दिनांक 21.02.2022 पासून दिनांक — पर्यंत एकूण दिवस 01 Day

रजेचा प्रकार C. OFF बदली सुट्टी दिनांक बुधवार 23 फेब्रु 11.12.2021

रजेचे कारण personal work. F.Y. B. Pharm Ad. A.Y. 2021-22

रजेवर असताना असलेला पत्ता व फोन क्रमांक 7507329083

दिनांक 22.02.2022 अर्जदाची सही Jr. Clerk

Note : Teacher should submit the details of arrangement of teaching load in the table below. (If space is insufficient use the back side of this form.)

Date	Period	Class	Alternate Teachers Name	Signature

Her / His duties will be performed by Mr/ Mrs _____

Signature of Employee looking after the duty in the leave period _____

(Recommended / Not Recommended) SIGNATURE OF HOD

(FOR OFFICE USE ONLY)

Sr. No.	Particulars	Casual leave	Earn Leave	Medical Leave
1	Leave entitlement / to credit	01		
2	Leave availed so far	01		
3	Leave in balance on date	01		
4	Leave applied for	01		

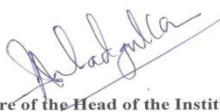
Date 22.02.2022 SIGNATURE OF CLERK Jr. Clerk

REMARKS BY THE SANCTIONING AUTHORITY

(Leave Sanctioned / Not Sanctioned)

Date 24/02/2022 Signature Of Principal / Hon. Secretary [Signature]

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 Signature of the Head of the Institute
 Principal
 AISSMS College of Pharmacy
 Pune-1

Sample for Credit society

३०५६७

बँक ऑफ बरोडा
Bank of Baroda
 किवानगर, पुणे, किवानगर ४११००९
 SHIVAJI NAGAR, PUNE, Shivaji Nagar - 411005
 RTGS / NEFT IFSC CODE: BARB05HP00

जारी की गई कार्ड से तीन माह के लिए वैध / VALID FOR THREE MONTHS FROM THE DATE OF ISSUE

A/c Payee CBS 06082021
 लेखा खाता / SAVINGS ACCOUNT D D M M Y Y Y Y

The Chairman, All India Shivaji Memorial Society
 या धारक को

Pay Rupees रूपये **Forty Eight Thousand One Hundred Seventy Six**
 Only अदा करें ₹ ****48,176.00**

आ. सं. 04510100017266
 A/c No.

Principal
 Baroda Radiance
 AISSMS College of Pharmacy
 Pune-1

TREASURER HONORARY SECRETARY
 The All India Shivaji Memorial Society
 Pune-411005

SB/2012/SE
 Payable at par at all branches in India

⑈001598⑈ 41102011: 017266⑈ 31



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 Pune-1

ऑल इंडिया श्री शिवाजी मेमोरियल सोसायटीच्या सेवकांची सहकारी प
 ५५-५६ शिवाजी नगर पुणे ०५
 मोबाईल नंबर: ९८८८८८८८८८८८ / बी.ए.के. / ९९०
 दिवस : बसुती घरी आहे
 जूनि ११०११ वेड इन ऑक्ट ११०११ पाठवलेली ऑनलाइन : एच अर्जले

C 6 AUG 2021

क्रमांक क. नाव	कर्ज शिल्लक	वर्गी	कर्ज हप्त्या	कर्ज व्याज	ता कर्ज	ता व्याज	एकुल
1 ३७३ भंडारी अशिकांत वनराव	0	0	१५००	0	0	0	१५००
2 ३७४ मोठे प्रताप सोहन	४६२८०	0	१५००	६९४४	३१८८	0	९३६३२
3 ३७५ कोळवे विजय गजदान	0	0	१५००	0	0	0	१५००
4 ३७६ शिंदे राजु दलगाय	१४६४४	२३००	१५००	३७७८	१२७५	३५००	८२५९
5 ३७७ येवडे बाबुराज काजीराज	१८७१२२	४५००	१५००	६९४४	१६८५	३५००	९३६९८
6 ३७८ नाडके सुधर शंभाजी	0	१००००	१५००	0	0	३५००	४०६०
7 ३७९ शर्मा सुभाषिनी शिवाजी	0	0	१५००	0	0	0	१५००
8 ३८० चिंत तुळी मणी	0	0	१५००	0	0	0	१५००
9 ३८१ भातकर संतोष मंगे	0	0	१५००	0	0	0	१५००
10 ३८२ राव मीतिका रामर	0	0	१५००	0	0	0	१५००
11 ३८३ वासिदेकर विठ्ठल सोनराज	0	0	१५००	0	0	0	१५००
एकुल	११५००	१९९९९	७२५५	१५००	३६२	४८७९	४८७९

Principal
 AISSMS College of Pharmacy
 Pune-1

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Sample for Insurance



CELEBRATING
10 YEARS OF CARE

Policy Certificate - Group Care 360[®] PA

AISSMS COLLEGE OF PHARMACY
ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY COLLAGE OF
PHARMCY
AISSMS 2ST FLOOR R B
MOTILAL KENNEDY ROAD
PUNE-411001
MAHARASHTRA
GSTN : 27AAATA1675P1ZD
STATE CODE : 27

Policy No	47835366
Name of Policyholder	AISSMS COLLEGE OF PHARMACY
Cover type	Individual
Policy Period - Start Date	00:00 hrs 11-Oct-2022
Policy Period - End Date	Midnight 10-Oct-2023

Premium Details

Premium	CGST	IGST	SGST	UGST	Total Premium	Premium Payment Mode
₹ 25.575	₹0	₹4603.5	₹0	₹0	₹30.178	ANNUAL PREMIUM

Details of Insured

S.No.	Particulars	Nos.
1	Primary Insured Members	55
2	Dependents	0
	Total	55

For details of each insured refer to "Annexure A"

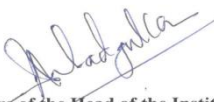
Details of Cover

S.No.	Particulars	Amount
1	Total Sum Insured	₹ 27,500,000

Intermediary Details

Name	Code	Contact Number
Bajaj Capital Insurance Broking Ltd	20238309	9991921356

for Claims & Assistance: Call 1800 -102-4488


Signature of the Head of the Institute
Principal
AISSMS College of Pharmacy
Pune-1

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Benefits

S. No.	Benefit	Coverage Details
1	Accidental Death	100% of Sum Insured
2	Permanent Total Disability	100% of Sum Insured
3	Permanent Partial Disability	As per PPD table
4	Total Temporary Disability	Lower of 1% of SI/5000/actual Salary for 104 weeks
5	Medical expenses (OPD flat)	INR 25000

Basic Detail of policy:

S.No.	Benefit	Coverage Details
1.	Industry Type	Other Industry Self Only
2.	Maximum Sum insured	Rs.500000
3.	Top 50 lives sum insured	Rs.25000000
4.	Rate Per Mille (Excluding Tax)	0.93
5.	Risk Class	I
6.	Sum Insured Base	Flat

Other Term and Conditions

1. Any One Accidental Limit: Restricted to INR 50 crore or Top 10 lives Sum Insured whichever is lower for each city on per event basis.


Standard Terms and Conditions:

1. Premium for Addition & deletion to be charged on pro-rata.
2. Premium shall not be refunded for deletion if any claim is paid during the policy.
3. Any endorsements will be from the date of addition and not from the inception of the policy.
4. Existing groups may not split into multiple groups to obtain multiple benefit levels.
5. Excluding a class within a group or any kind of selection is not permitted.
6. Ineligible employees include: contractors; temporary, seasonal, substitute, uncompensated employees; volunteers, silent partners, shareholders or investors only; owners, officers or managing members who are not active, permanent, full-time employees.
7. Any non-disclosure of material fact such as previous policy details, incorrect premium, demography or claims details may lead to termination of the policy without any refund of premium.
8. Terrorism is covered in the policy except for that arising out of Nuclear; Biological and/or chemical means which is outside the scope of the policy.

Major Exclusions:

1. Pre-Existing Diseases
2. Suicide, attempt to Suicide or intentionally self- inflicted injury, sexually transmitted conditions, mental disorder, anxiety, stress or depression.
3. Being under influence of drugs, alcohol, or other intoxication or hallucinogens.
4. Participation in actual or attempted felony, riot, civil commotion, crime misdemeanor.
5. Committing any breach of law of land with criminal intent.
6. Death or disablement resulting from Pregnancy or childbirth.
7. Professional sports team in respect of specific benefit for inability to perform.
8. Participation in any kind of motor speed contest.

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Principal
AISSMS College of Pharmacy
Pune-1

9. While engaged in aviation, or whilst mounting or dismounting from or traveling in any aircraft other than as a fare paying passenger in a Scheduled Airline.
10. Underground mining & contractor specializing in tunnelling.
11. Naval, military or air force personnel.
12. Radioactivity, Nuclear risks, ionizing radiation.
13. Detailed Exclusion as per the Standard Policy Wordings of the Group Care 360 Policy.

Major Documentation Required to file a claim:- Immediate Written Intimation to the Insurer:

1. Claim Form Duly Signed.
2. Identity Proof.
3. Accident Proof - FIR, Panchnama, Final Police Report, State Electricity Board Report, Factory Inspection Report, Forensic Report etc.
4. Cause of Loss - Viscera Report, Post Mortem Report (if conducted), MLC report, Medical Report or Certificate.
5. Disability - Disability Certificate from Government Medical Board, Fitness Certificate, Medical Prescription.
6. Accidental Death – Death Certificate.
7. Medical Expenses - Hospital Discharge Summary, Bills, Receipts as original, Medical Practitioner Certificate, Medical or Clinical or Pathological or Diagnostics Records.

****These are just indicative documents; additional documents may be required as per the claim.**

Claims Servicing Team

Name of Service	Address	Phone	Fax	Email
Care Health Insurance Ltd	Vipul Tech Square, Tower C, 3rd Floor, Sector 43, Golf Course Road Gurgaon - 122009	1800-102-4488	1800-200-6677	Claims@careinsurance.com

For **Care Health Insurance Limited**
(Formerly known as Religare Health Insurance Company Limited)



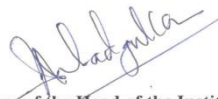
Authorized Signatory

Date of Issue : 27-Oct-2022

Place of Issue : Gurgaon, Haryana

Registered office address: Care Health Insurance Limited
(Formerly known as Religare Health Insurance Company Limited),
5th Floor, 19 Chawla House, Nehru Place, New Delhi - 110019
Service Branch : CHIL, Vipul Tech Square, Tower-C, 3Rd Floor, Golf Course Road, Gurgaon , Haryana - 122009 Branch Contact No. : 1800-102-4488
Correspondence Address: Care Health Insurance Limited
(Formerly known as Religare Health Insurance Company Limited)
Unit no 604 - 607, 6th Floor, Tower C, Unitech Cyber Park,
Sector 39, Gurgaon -122001, (HARYANA)
Call us : 1800-102-4488 Fax : 1800-200-6677
Website : www.careinsurance.com E-mail : customerfirst@careinsurance.com

Consolidated Stamp Duty paid vide E-Challan GRN no. 92250132 dated 07 July 2022. RCM Applicability- N/A
SAC: 997133 and Description of Service: Accident and Health Insurance Services State GSTIN No.: 06AADC6281N1ZW
IRDA Registration Number - 148
UIN : RH-HLGP20126V011920 CIN – U66000DL2007PLC161503

Signature of the Head of the Institute
Principal
AISSMS College of Pharmacy
Pune-1

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Sample for Service book, Increment

(1) Name-	Mrs. Sonali Sunil Kamble.	
(१) नाव-		
(2) Race-	Hindu. - Kunbi.	Cast verified from the.
(२) वंश-		Cast. ref.
(3) Residence-	S.No. 51/4K/1B. Hat No- 19.	
(३) राहण्याचे ठिकाण-	Shivashakti Sahakari Samstha Vadgan(Bk) PUNE 411041.	
Husband.		
(4) Father's Name and Residence-	Mr. Sunil Mahadeo Kamble.	
(४) वडिलांचे नाव व राहण्याचे ठिकाण-		
(5) Date of Birth by the Christain Era as nearly as can be ascertained-	23-8-1969. Twenty Third August.	
(५) जन्म-तारीख नक्की करून ती खिस्ती सनाप्रमाणे लिहिता येईल तेवढी अचूक लिहावी-	Ninteen Hundred sixty Nine.	
	Verified from school leaving cer.	
(6) Exact height by measurement-	5' = 2"	
(६) तंतोतंत उंची-		
(7) Personal marks for identification-	Mole on right hand wrist.	
(७) ओळखण्यासाठी अंगावरील खुणा-		
(8) Educational qualifications-	B.Sc.(I) Mumbai (uni) 1989	DMLT. II Mumbai (uni) 1991
(८) शैक्षणिक अर्हता-		
(9) Signature or (non-gazetted) Government servant-	S.S. Kamble	
(९) (अराजपत्रित) शासकीय कर्मचाऱ्याची सही-		
(10) Signature and designation of the Head of the Office or other Attesting Officer-	Principal	
(१०) कार्यालय-प्रमुखाची अथवा इतर कोणत्याही साक्षात्कन-अधिकार्याची सही व पदनाम-	AISSMS College of Pharmacy Pune-1.	
(11) Report of medical check up-		
(i) Certificate No. and date		
(ii) Issuing Authority and his designation		
(११) वैद्यकीय तपासणीचा अहवाल-		
(अ) प्रमाणपत्र क्रमांक व दिनांक		
(ब) प्रमाणपत्र देणारा अधिकारी व त्याचे पदनाम-		

N. B.- The entries in this page should be renewed or re-attested at least every five years and the signature in lines (9) and (10) should be dated. Finger prints need not be taken afresh every five years under this rule.

टीप :- या पृष्ठावरील नोंदी निदान प्रत्येक पाच वर्षांनंतर पुन्हा नव्याने करण्यात याव्यात किंवा त्या पुन्हा साक्षात्कित करण्यात याव्यात आणि (९) व (१०) या ओळीतील सही खाली तारीख घालण्यात यावी. या नियमान्वये प्रत्येक पाच वर्षांनंतर बोटांचे ठसे नव्याने घेण्याची आवश्यकता नाही.

गट क्र. १


 Signature of the Head of the Institute
 Principal
 AISSMS College of Pharmacy
 Pune-1

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Name of appointment नियुक्ति परनाम	Whether substantive or officiating and whether permanent or temporary. नियुक्ति स्वरूप काल्पनिक या अस्थायी	If officiating state (f) substantive appointment and (g) nature of the original vacancy in which he officiates [see Article 371, C. S. R. and Rule 240 (2) of the Bombay C.S. Rules] नियुक्ति स्वभाव अथवा (f) स्थायी नियुक्ति अथवा (g) मूल रिक्त स्थान का स्वरूप	Pay in substantive appointment नियुक्ति-मधील वेतन	Additional pay for officiating अस्थायी नियुक्ति-वर्षात अतिरिक्त वेतन	other emoluments falling under the term "pay" or "salary" अन्य वेतन व सहायक वेतन	Date of appointment नियुक्तीची तारीख	Signature of (non-gazetted) Government servant (अवकाशित) शासकीय कर्मचार्याची सही
Lab. Tech.	Sub. Permanent		15,040/-			01/07/2018	SS/Amble
Lab. Tech.	Sub. Permanent		15,580/-			01/07/2019	SS/Amble
Lab. Tech.	Sub. Permanent		16,140/-			01/07/2020	

Signature and designation of the Head of the Office or other Attending Officer in Attestation of Column 1 to 8 संकेतस्थल प्रमुख यांच्या किंवा उपस्थित अधिकार्यांच्या स्वाक्षरीसह	Date of termination of appointment संकेतस्थल प्रमुख यांच्या किंवा उपस्थित अधिकार्यांच्या स्वाक्षरीसह	Reason of termination (such as promotion, transfer, dismissal etc.) संकेतस्थल प्रमुख यांच्या किंवा उपस्थित अधिकार्यांच्या स्वाक्षरीसह	Signature of the Head of the Office or other Attending Officer संकेतस्थल प्रमुख यांच्या किंवा उपस्थित अधिकार्यांच्या स्वाक्षरीसह	Nature and duration of leave taken संकेतस्थल प्रमुख यांच्या किंवा उपस्थित अधिकार्यांच्या स्वाक्षरीसह	Reference to any previous punishment or censure, or reward or praise of the Government servant संकेतस्थल प्रमुख यांच्या किंवा उपस्थित अधिकार्यांच्या स्वाक्षरीसह	Signature of the Head of the Office or other Attending Officer संकेतस्थल प्रमुख यांच्या किंवा उपस्थित अधिकार्यांच्या स्वाक्षरीसह
9 (i)	10 (iv)	11 (v)	12 (vii)	13 (ix)	14 (x)	15 (xi)
		Increment			As per the society letter no: 91/2018 dated 26.06.2018; Annual increment has been given to the staff w.e.f. 01/07/2018	
Principal AISSMS College of Pharmacy Pune-1			Principal AISSMS College of Pharmacy Pune-1			
		Increment			As per the society letter no: 91/2019 dated 09.07.2019; Annual increment has been given to the staff w.e.f. 01.07.2019.	
Principal AISSMS College of Pharmacy Pune-1			Principal AISSMS College of Pharmacy Pune-1			
		Increment			As per the society letter no: 1/NA/193 dt: 4th sept. 2020 annual increment has been given to the staff w.e.f. 01/07/2020.	
Principal AISSMS College of Pharmacy Pune-1			Principal AISSMS College of Pharmacy Pune-1			

Signature of the Head of the Institute
Principal
AISSMS College of Pharmacy
Pune-1

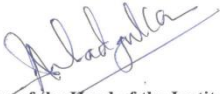
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Sample for Extracurricular activities

DIVA Award



Winner of DIVA award 2020-21


Signature of the Head of the Institute
Principal
AISSMS College of Pharmacy
Pune-1

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Summary of Teaching Staff Promotion

19-20

AISSMS COLLEGE OF PHARMACY, PUNE
DETAILS OF TEACHING STAFF PROMOTED TO REGULAR SCALE IN LAST FIVE
YEARS

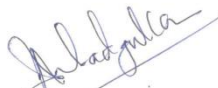
Sr no	Name of the staff	Date of new scale
1	Dr. T J Saldhana	20/06/2022
2	Mrs V N Wable	20/06/2022
3	Mr P P Sonwane	20/06/2022
4	Dr. S V Tembhumre	20/06/2022



Dr. Ashwini R. Madgulkar
Principal
AISSMS College of Pharmacy
Pune-1



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Principal
AISSMS College of Pharmacy
Pune-1

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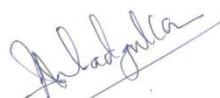
AISSMS COLLEGE OF PHARMACY, PUNE

DETAILS OF STAFF INCREMENT AFTER DOCTORAL DEGREE IN LAST FIVE YEARS

Sr no	Name of the staff	Date of Increment
1	Dr. R. N Mirajkar	01/05/2022
2	Dr. R.R Padalkar	01/05/2022


Dr. Ashwini R. Madgulkar
Principal
AISSMS College of Pharmacy
Pune-1




Signature of the Head of the Institute
Principal
AISSMS College of Pharmacy
Pune-1

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Summary of Non teaching Staff Promotion

AISSMS COLLEGE OF PHARMACY, PUNE

DETAILS OF NON TEACHING STAFF PROMOTED IN LAST FIVE YEARS

Sr no	Name of the Non teaching staff	Earlier Designation	New Designation	Date of new scale
1.	Ajny R Kolambe	Laboratory Assistant	Laboratory Technician	01/07/2022
2.	Gopal YChingale	Laboratory Assistant	Laboratory Technician	01/07/2022
3.	Vilas B Kelzarkar	Senior Clerk	Head Clerk	01/07/2022
4.	Deepanjali V Deshmukh	Junior Clerk	Senior Clerk	01/07/2022
5.	Prashant M More	Junior Clerk	Senior Clerk	01/07/2022
6.	Mahesh MChopane	Accountant	Account Officer	01/07/2022
7.	Sonali S Kamble	Laboratory Technician	Laboratory Technician	01/07/2022
8.	Sandeep R Patil	Laboratory Assistant	Laboratory Assistant	01/07/2022
9.	Ravindra SManohar	Laboratory Assistant	Laboratory Assistant	01/07/2022
10.	Sachin V Kasbe	Laboratory Assistant	Laboratory Assistant	01/07/2022
11.	Raju Y Chingale	Laboratory Assistant	Laboratory Assistant	01/07/2022
12.	Vijay RKolambe	Laboratory Assistant	Laboratory Assistant	01/07/2022
13.	Arvind D Chandgude	Driver	Driver	01/07/2022
14.	Pandurang SYelwande	Gardener	Gardener	01/07/2022
15.	Sudhir S Salunkhe	Watchman	Watchman	01/07/2022

Dr. Ashwini R. Madgulkar
Principal
AISSMS College of Pharmacy
Pune-1



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Signature of the Head of the Institute
Principal
AISSMS College of Pharmacy
Pune-1

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Sample format for Teaching Performance Appraisal System

All India Shri Shivaji Memorial Society's

College of Pharmacy

PBAS Proforma

(Year) Semester

Internal Quality Assurance Cell (IQAC)

PART A : GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters): -
2. Father's Name / Mother's Name: -
3. Department: -Pharmaceutical Chemistry
4. Current Designation & Grade Pay: -
5. Date of last Promotion: -
6. Address for correspondence (with Pin code): Permanent Address (with Pin code): Telephone No:
-
Email: -
7. Whether acquired any degree or academic qualification during the year-
8. Academic college Orientation / refresher Course attended during year -

Name of the Course/	Place	Duration	Sponsoring Agency
Summer School			

PART B : ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS proforma before filling out this section)

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practicals, Contact Hours (max score : 30)

Sr. No.	Course / Paper	Level	Mode of Teaching*	Hours per week allotted	No of weeks/Instructional days	No of classes conducted	% of classes taken as per documented record	Score
							Average	

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

		API Score		
		Faculty	HOD	Principal
(a)	Classes Taken (for 100% performance & proportionate score) up to 80% performance, below which no score may be given (Max Score =30)			
(b)	Teaching Load in excess of AICTE norm (max score : 5)			
Total		30		

(ii) Reading /Instructional material consulted and additional knowledge resources provided to students (max. score :20)

Sr. No.	Course / Paper	Details	Additional Resource provided	API Score		
				Faculty	HOD	Principal
		API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max. score :20)				

(iii) a) Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc. (Max : 10)

Sr. No.	Short Description	API Score		
		Faculty	HOD	Principal
1	Use of ICT, PowerPoint presentations			
2.	Innovative teaching learning method			
3	Seminars			
Total Score (Max : 10)				

b) E learning, based on NPTEL, MOOCS, Swayam, Video lectures (Max : 10)

c) Students Feedback (Max score: 10)

Sr. No.	Subject	Class	Score	API Score		
			End Sem	Faculty	HOD	Principal
Average score (Max : 10)						

d) Result Analysis (Max score: 20)

Sr. No	Year & Sem (I/II)	Subject	Class	% Result	API Score		
					Faculty	HOD	Principal
Average score (Max : 20)							

(iv) Examination Duties Assigned and Performed (Max 10)

Sr. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score		
				Faculty	HOD	Principal
01	University Examination		100			
02	College Examination		100			
Total Score (Max :10)						

(v) Project (Max score: 10)

SN	Project	API Score		
		Faculty	HOD	Principal
1	Industrial collaboration/ Sponsorship (Max marks 5)			
2	Project apart from curriculum (Max marks 5)			
3	External funding (Max marks 5)			
4	Award (Max 5 marks)			
5	Project outcome in terms of Students participation in event / Students publication. (Max 5 marks)			
Total Score (Max :10)				

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT

RELATED ACTIVITIES

Please mention your contribution to any of the following: (Max : 50)

Sr. No.	Type of Activity	Average Hrs/week	API Score		
			Faculty	HOD	Principal
(i)	Extension, Co-curricular & field based Activities (Max : 10)				
	Total (Max score:10)				
(ii)	Contribution to Corporate Life and Management of the Institution (Max : 20)	Yearly / Semester wise responsibilities			
	Total (Max score:20)				
(iii)	Professional Development Activities (Max : 10)				
(iv)	Other Relevant Information (Max : 10)				
	Total Score (i + ii + iii+iv) (Max : 30)				
(v)	Official Conduct (Max : 20)				
	1. Self-motivation				
	2. Punctuality				
	3. Target based work				
	4. Effectiveness				
	5. Obedience				
	Total				
	Total Score (i + ii + iii+iv+v) (Max : 50)				

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A) Published Papers in Journals-

B) (i) Articles / Chapters published in Books:

ii) Full Papers in Conference Proceedings :

iii) Books Published as single author or as editor:

III C) Ongoing and Completed Research Projects and Consultancies

(C) (i & ii) Ongoing Projects / Consultancies :

(c) (iii & iv) Completed Projects / Consultancies:

(D) Research Guidance:

(E) (i) Training Courses, Teaching-Learning-Evaluation Technology Programmes, Faculty Development Programmes

a) Attended:

b) Organized:

c) QIP Grants (Received):

d) QIP Grants (Applied):

e) Industrial/Professional exposure (Max score: 10) :

(E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

(E) (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc.

IV. SUMMARY OF API SCORES FOR ASSESSMENT PERIOD (AY)

SN	Criteria	Max Score	Total - API Score		
			Faculty	HOD	Principal
I	Teaching, Learning and Evaluation related activities	125			
II	Co-curricular, Extension, Professional development	50			
III	Research and Academic Contribution	No Upper Limit			
Total score					

LIST OF ENCLOSURES:

I certify that the information provided is correct as per records available with the university and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with

Designation, Place & Date

Signature of HOD

Signature of Principal

Instructions for Filling up Category –I, II & III of the PBAS Proforma

NOTE: Claim of points to be made only in one place for each activity.

Category I: Teaching, Learning and Evaluation Related Activities

Maximum Scores Allocated: 125

	Nature of Activity	Max. Score														
(i)	Lectures, seminars, tutorials, practical , contact classes should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes.	30														
(a)	Score will be 30 if teacher has taken 100 % assigned classes to particular subject as specified by University. If a teacher has taken classes less than the allotted hours but above 80% limit of total, then 2 points will be deducted from 30 for each less hour of classes. Maximum score of 30 if there is 100% performance															
(b)	If a teacher has taken classes exceeding AICTE norms, then One point to be assigned for each extra hour of classes.	5														
(ii)	Imparting of knowledge/instruction as per curriculum with the prescribed material (Text book/Manual etc.), syllabus enrichment by providing additional resources to students. (2 points each , max up to 10)	10														
	<table border="1"> <thead> <tr> <th>Item</th> <th>Detail</th> <th>Max Score</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Course file</td> <td>Quality of notes</td> <td>2</td> </tr> <tr> <td>Reference books</td> <td>2</td> </tr> <tr> <td>Research papers</td> <td>2</td> </tr> <tr> <td>Question bank</td> <td>2</td> </tr> <tr> <td>Model answers</td> <td>2</td> </tr> </tbody> </table>	Item	Detail	Max Score	Course file	Quality of notes	2	Reference books	2	Research papers	2	Question bank	2	Model answers	2	20
Item	Detail	Max Score														
Course file	Quality of notes	2														
	Reference books	2														
	Research papers	2														
	Question bank	2														
	Model answers	2														
	Expert lecture of related subject (5 Points) (One coordinator per division/subject)	5														
	Industrial Visit (5 Point) (Coordinators of visit 5 points, others faculties accompanied during visit will get 2 points each)	5														
(iii)a	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.															
	Participatory & Innovative T/L Process with material for problem based learning, case studies, Group discussions etc. a) Interactive Courses : 5 points/each b) Participatory Learning modules : 5 points/each c) Case Studies : 5 points/each	5														
	Use of ICT in T/L process with computer-aided methods like power-point/Multimedia/ Simulation/Software etc., (Use of anyone of these in addition to Chalk & Board : 5 points per course taught)	5														
	Developing and imparting Remedial/Bridge Courses (each activity : 5 points/ set of material/course)	5														
	Developing and imparting soft skills/communications skills/personality development course/ modules (each activity 5 points)	5														
(iii)b	E learning , based on NPTEL/ MOOCS/ Swayam / other similar online recognized tools Teaching learning , Video lectures, assignment based on E learning (5 points for each activity)	10														
(iii)c	Students Feedback (Max score: 10) Score will be linearly proportional to feedback. Average score of mid-term and end-term feedback will be considered per semester.	10														
(iii)d	Result Analysis (Max score: 20) No score should be assigned if a subject result is below 50%. Score will be proportional to % of results, as score = [(result in %) * 2]/10 If faculty is handling more than one subject, then average score of the subjects will be considered.	20														

(iv)	Examination Related Work			10	
	SN	Indicators	Type of duty		Max. Score
	1	University Examination work as per duties allotted	Senior Supervisor		10
			Junior Supervisor		
			Evaluation of answer sheets		
			Coordination		
2	College Examination	Any other	5		
		Coordinator			
		Question paper setting			
		Evaluation of answer sheets			
Any other					
(v)	Project (Max score: 10)			10	
	Industrial collaboration/ Sponsorship (Max marks 5)		5		
	Project apart from curriculum (Max marks 5)		5		
	External funding (Max marks 5)		5		
	Award (Max 5 marks)		5		
	Project outcome in terms of Students participation in event / Students publication. (Max 5 marks)		5		
Special case For HMCT No of students guided 1 mark per 2 students (max marks 4) Evaluation of project by external examiner 6 marks (average of students guided to a percentage score of 6)					

Category II: Co-Curricular, Extension and Professional Development Related Activities.
Maximum Scores Allocated: 50

S.No.	Nature of Activity	Max. Score								
(i)	Extension and Co-curricular , Extension and Professional Development Related Activities									
	<table border="1"> <tr> <td>Field studies(1 mark for 2 hours)/educational tours/Any extra industrial visit not considered in category I - 5 marks to be given, industrial/ in-plant training (of minimum 8 hours or 1 day) and placement activity (1 mark per activity)</td> <td>5</td> </tr> <tr> <td>Social / cultural/ sports program 5 points per activity to main coordinator 2 point per activity to sub-coordinators</td> <td>5</td> </tr> <tr> <td>Campus publications: Departmental level</td> <td>2</td> </tr> <tr> <td>Institutional level</td> <td>5</td> </tr> </table>	Field studies(1 mark for 2 hours)/educational tours/ Any extra industrial visit not considered in category I - 5 marks to be given, industrial/ in-plant training (of minimum 8 hours or 1 day) and placement activity (1 mark per activity)	5	Social / cultural/ sports program 5 points per activity to main coordinator 2 point per activity to sub-coordinators	5	Campus publications: Departmental level	2	Institutional level	5	10
Field studies(1 mark for 2 hours)/educational tours/ Any extra industrial visit not considered in category I - 5 marks to be given, industrial/ in-plant training (of minimum 8 hours or 1 day) and placement activity (1 mark per activity)	5									
Social / cultural/ sports program 5 points per activity to main coordinator 2 point per activity to sub-coordinators	5									
Campus publications: Departmental level	2									
Institutional level	5									
(ii)	Contribution to Corporate Life and Management of the Institution									
	<table border="1"> <tr> <td>Governance responsibilities at Institute level (IQAC, HOD, NBA,NAAC Institute coordinators, GFM, Institute level committee in charges, Class teacher)</td> <td>10</td> </tr> <tr> <td>Management responsibilities at Institute level (CDC, Institute level committee members)</td> <td>5</td> </tr> <tr> <td>Management responsibilities at Department level such as laboratory, students' activities, library, services, etc. (2 marks per portfolio not covered above)</td> <td>2</td> </tr> </table> <p>If faculty having more than one responsibilities then, score will be awarded per responsibility but max up to 20 score</p>	Governance responsibilities at Institute level (IQAC, HOD, NBA,NAAC Institute coordinators, GFM, Institute level committee in charges, Class teacher)	10	Management responsibilities at Institute level (CDC, Institute level committee members)	5	Management responsibilities at Department level such as laboratory, students' activities, library, services, etc. (2 marks per portfolio not covered above)	2	20		
Governance responsibilities at Institute level (IQAC, HOD, NBA,NAAC Institute coordinators, GFM, Institute level committee in charges, Class teacher)	10									
Management responsibilities at Institute level (CDC, Institute level committee members)	5									
Management responsibilities at Department level such as laboratory, students' activities, library, services, etc. (2 marks per portfolio not covered above)	2									
(iii)	Professional Development Related Activities									

	<table border="1"> <tr> <td>Students' technical event</td> <td>5</td> </tr> <tr> <td>Students' Chapter { 5 points per activity to main coordinator & 2 point per day to sub-coordinators Max score 10 }</td> <td>5</td> </tr> <tr> <td>Membership in professional bodies</td> <td></td> </tr> <tr> <td>International level</td> <td>5</td> </tr> <tr> <td>National level</td> <td>3</td> </tr> <tr> <td>State level</td> <td>2</td> </tr> <tr> <td>Participation in short term training courses in educational technology, curriculum development, examination reforms, institutional governance, etc</td> <td>2</td> </tr> <tr> <td>Membership/ participation in Committees on Education development</td> <td>5</td> </tr> <tr> <td>Publication of articles in newspapers, magazines; radio talks, etc</td> <td>2</td> </tr> </table>	Students' technical event	5	Students' Chapter { 5 points per activity to main coordinator & 2 point per day to sub-coordinators Max score 10 }	5	Membership in professional bodies		International level	5	National level	3	State level	2	Participation in short term training courses in educational technology, curriculum development, examination reforms, institutional governance, etc	2	Membership/ participation in Committees on Education development	5	Publication of articles in newspapers, magazines; radio talks, etc	2	10
Students' technical event	5																			
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Membership in professional bodies																				
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State level	2																			
Participation in short term training courses in educational technology, curriculum development, examination reforms, institutional governance, etc	2																			
Membership/ participation in Committees on Education development	5																			
Publication of articles in newspapers, magazines; radio talks, etc	2																			
(iv)	<p>OTHER RELEVANT INFORMATION</p> <table border="1"> <thead> <tr> <th>SN</th> <th>Particular</th> <th>Allotted score</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Awards received: International, National</td> <td>10 / award 7 / award</td> </tr> <tr> <td>2</td> <td>Official invitation as guest</td> <td>5 / invitation</td> </tr> <tr> <td>3</td> <td>Significant contribution</td> <td>5 / contribution</td> </tr> <tr> <td>4</td> <td>Any other credential*</td> <td>5 / credential</td> </tr> <tr> <td colspan="2" style="text-align: center;">Max score</td> <td>10</td> </tr> </tbody> </table> <p>*5 points each to be allotted for any extra efforts/activities not covered in all the above categories. The extra efforts/activities will be verified & approved by HOD/Principal</p>	SN	Particular	Allotted score	1	Awards received: International, National	10 / award 7 / award	2	Official invitation as guest	5 / invitation	3	Significant contribution	5 / contribution	4	Any other credential*	5 / credential	Max score		10	10
SN	Particular	Allotted score																		
1	Awards received: International, National	10 / award 7 / award																		
2	Official invitation as guest	5 / invitation																		
3	Significant contribution	5 / contribution																		
4	Any other credential*	5 / credential																		
Max score		10																		

Total Score (i + ii + iii+iv) (Max : 30)

(v)	<p>OFFICIAL CONDUCT</p> <table border="1"> <thead> <tr> <th>SN</th> <th>Subject</th> <th>Max score</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Self-motivation • List the activities or initiatives other than regular load/duties.</td> <td>4</td> </tr> <tr> <td>2</td> <td>Punctuality • Number of late marks – Office report. • Punctuality in lecture/practical – To be observed by HOD. • Timely completion and weekly checking of APR – To be observed by HOD. • Number of absentee without intimation and/or load adjustment – To be observed by HOD/GFM</td> <td>4</td> </tr> <tr> <td>3</td> <td>Target based work • List the tasks allotted to you. • Timely completion of allotted work – To be observed by HOD</td> <td>4</td> </tr> <tr> <td>4</td> <td>Effectiveness • Work done without errors& least follow-up – To be observed by HOD</td> <td>4</td> </tr> <tr> <td>5</td> <td>Obedience • To be observed by HOD and Principal</td> <td>4</td> </tr> <tr> <td colspan="2" style="text-align: center;">Max score</td> <td>20</td> </tr> </tbody> </table>	SN	Subject	Max score	1	Self-motivation • List the activities or initiatives other than regular load/duties.	4	2	Punctuality • Number of late marks – Office report. • Punctuality in lecture/practical – To be observed by HOD. • Timely completion and weekly checking of APR – To be observed by HOD. • Number of absentee without intimation and/or load adjustment – To be observed by HOD/GFM	4	3	Target based work • List the tasks allotted to you. • Timely completion of allotted work – To be observed by HOD	4	4	Effectiveness • Work done without errors& least follow-up – To be observed by HOD	4	5	Obedience • To be observed by HOD and Principal	4	Max score		20	20
SN	Subject	Max score																					
1	Self-motivation • List the activities or initiatives other than regular load/duties.	4																					
2	Punctuality • Number of late marks – Office report. • Punctuality in lecture/practical – To be observed by HOD. • Timely completion and weekly checking of APR – To be observed by HOD. • Number of absentee without intimation and/or load adjustment – To be observed by HOD/GFM	4																					
3	Target based work • List the tasks allotted to you. • Timely completion of allotted work – To be observed by HOD	4																					
4	Effectiveness • Work done without errors& least follow-up – To be observed by HOD	4																					
5	Obedience • To be observed by HOD and Principal	4																					
Max score		20																					

Total Score (i + ii + iii+iv+v) (Max : 50)

CATEGORY –III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API Scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S.N.	APIs	Engineering/Agriculture/ Sciences	Veterinary	Science/Sciences/Medical	Max. points
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III(A)	Research Papers (Published in Journals)	Refereed Journals** As listed by UGC	15 / Publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10 / Publication
III (B) (i) & (iii)	Articles / Chapters published in Books	Text or Reference Books Published by International Publishers with an established peer review system.	50/book; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/Book, and 5 / chapter in edited book
		Subject Books by Other local publishers with ISBN/ISSN numbers	15 /Book, and 3 / chapter in edited book
		Chapters contributed to edited knowledge based volumes published by International Publisher	10 / Chapter
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
III (B) (ii)	Conference proceedings	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication
III C	Research Projects		
III C (i)	Sponsored Projects carried out/ ongoing	a) Major Projects amount mobilized with grants above 30.0 lakhs	20 / each Project
		b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	15 / each Project
		c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	10 / each Project
		Submitted proposals for Research Grant (5 points per proposal)	5 Points Max
III C (ii)	Consultancy / Testing Projects carried out / ongoing	Amount mobilized with minimum of Rs.10,000	10 points per every Rs. 10,000

III C (iii)	Completed projects : Quality Evaluation	Completed Project Report (Acceptance from funding agency)	20 / each major project and 10 / each minor project not covered in anywhere else
III C (iv)	Projects Outcome/Outputs	Major policy documents of Govt / Patent/Technology transfer/ Product Process/ IPR	30/each national level , 50/each for international level
III D	Research Guidance		
III D (i)	M.E.	Degree Awarded only	3 Points for each candidate
III D (ii)	Ph.D	Degree Awarded only	10 Points for each candidate
		Thesis submitted	7 Points for each candidate
III E	TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS Attended		
III E(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Attended , Not less than two weeks duration	20 points each
		(b) Attended , One week duration	10 points each
		(c) Attended , others 1 per day	5 points max
		(d) Organized , 3 points per day to main coordinator 1 point per day to sub-coordinators	5 points max to main coordinator 3 point max to sub-coordinators
		(e) QIP Grant Received Grants above 30 lakhs = 20 / Grant Grants above 5 lakh upto 20 lakh = 15 / Grant Grants above 50000 upto 5 lakh = 10 / Grant Grants upto 50,000 = 8 /Grant	= 20 / Grant = 15 / Grant = 10 / Grant = 8 /Grant

		(f) Submitted proposals for workshops/seminar/conference 2 points per proposal (Only proposal submitted through Principal will be considers)	2 points max
		(e) Industrial / professional exposure, 2 points per day	10 points max
III E (ii)	Papers in Conference/ Seminars/ workshops etc. **	Participation and Presentation of research papers (oral/poster) in	
		a) International Conference	15 Points each
		b) National	10 Points each
		c) Regional/State level	5 Points each
		d) Local-University/College level	3 Points each
III E (iii)	Invited lectures or presentations for conferences/ symposia or talks in refresher courses	(a) International	10 Points each
		(b) National Level	5 Points each

Note:

1. **Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor above 5 by 25 points.

Indexing agencies like SCI / Scopus / Web of Science, PUBMED / ICI (Indian Citation Index) Indexed , can be considered in this case.

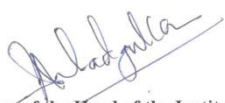
2. If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (A)) and not under presentation (III(E)(ii)).

3. The API Score for joint publication will be calculated as per the following manner: Of the total score for relevant category of publication by the concerned teacher, the first/ principal author and the corresponding author/ supervisor/ mentor of the teacher would share equally 60% of the total point and the remaining authors would shared equally 40 % of total points.

MINIMUM APIs required for colleges other than polytechnic						
		Assistant Professor AGP 6000	Assistant Professor AGP 7000	Assistant Professor AGP 8000	Associate Professor AGP 9000	Professor AGP 10,000
I	Teaching- learning Evaluation Relate Activities (Category I)	75/Year	75/Year	75/Year	75/Year	75/Year
II	Co-Curricular Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories I and II	100/Year	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	5/Year	10/Year	15/Year	20/Year	25/Year

MINIMUM APIs required for Polytechnic						
		Lecturer AGP 5000	Lecturer AGP 6000	Senior Lecturer AGP 7000	Selection Grade Lecturer AGP 8000	HOD AGP 8000
I	Teaching- learning Evaluation Relate Activities (Category I)	75/Year	75/Year	75/Year	75/Year	75/Year
II	Co-Curricular Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year

III	Minimum total average annual Score under Categories I and II	100/Year	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III)	5/Year	10/Year	15/Year	20/Year	25/Year


Signature of the Head of the Institute
Principal
AISSMS College of Pharmacy
Pune-1

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Sample format for Non Teaching Performance Appraisal System
ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S
College of Pharmacy
Kennedy Road, Near R.T.O., Pune-411 001

APPRAISAL REPORT FOR NON –TEACHING STAFF

For the year-

- 1) Name of employee:-
- 2) Designation and Dept:-
- 3) Date of Joining:-
- 4) a) Nature of work assigned:-
b) Self assessment:-

- 5) Leave enjoyed during the year:-
CL-
ML-
EL-
WPL-
Other leaves-
Late marks in a year-


Points of Evaluation (For Evaluation Authority)

- a) Punctuality:-
- b) No. of Memo issued:-
- c) Sincerity in following instructions:-
- d) -----

- e) Any of complaints received from students/staff:-
- f) Integrity & character:-
- g) General Performance assessment:-

- h) **Remarks from Principal:-**

Dr. Ashwini .R.Madgulkar


Signature of the Head of the Institute
Principal
AISSMS College of Pharmacy
Pune-1

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