



NAAC ACCREDITED (B++ GRADE)  
SHRI CHHATRAPATI SAMBHAJI SHIKSHAN SANSTHA'S

## SITABAI THITE COLLEGE OF PHARMACY

Approved by, PCI, DTE,

Affiliated to Savitribai Phule Pune University (ID No. PU/PN/Pharma/174/2001)



**Dr. Rajendra N. Thite**  
MA (Sociology, Indology),  
MBA, Ph.D.  
**President**


**Dhananjay N. Thite**  
B.E. (Computer)  
**Secretary**

**Dwarkadas Baheti**  
M.Pharm, Ph.D.  
**Principal**

**Late Bapusaheb Thite**  
Ex. State Home Minister (Mah.)  
Ex. Member of Parliament (Baramati)  
**Founder President**

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff



  
**Principal**  
**PRINCIPAL**  
Sitabai Thite College of Pharmacy  
Shirur (Ghodnadi), Dist. Pune



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### **6.3.5 Effective Welfare Measures & Performance Appraisal system for Teaching & Non-teaching Staff**

The institution demonstrates a commitment to nurturing a thriving work environment through a comprehensive set of practices that support its teaching and non-teaching staff. The Teaching and Non-Teaching staffs are backbone of the quality Education of an Institute and their wellbeing is important for effective functioning of Institute. The Institute motivates Teaching and Non-Teaching Staff for their professional development.

The welfare measures taken by the Institute for teaching and Non-teaching faculties includes, Provident Fund Scheme of Employees Provident Fund are given to all eligible staff, Medical Leave, Casual leave, Maternity leave, Duty leave, Study leave, Earn leave to all eligible staff, Revision of pay, pay band and AGP as per provision of pay commission, Gratuity scheme at college level /sanstha level to eligible staff. Group Insurance Scheme with accidental policy offered to all staff, Loan facilities from Janata Sahakari Bank, Financial support for attending faculty development program, Seminars, Workshops, conferences, Training and orientation program, Pupils of staff admitted in sister institute of college are offered concession in fees, Promotion, Study leaves for higher education.

A cornerstone of the institution's approach is its performance appraisal system. This structured mechanism serves as a means to evaluate and recognize the contributions of both teaching and non-teaching staff. Performance appraisal of the staff is accessed through API filled by every staff at the end of year and the performance is evaluated by Principal /HOD committee. After evaluation of performance appraisal form, suggestions are given to staff accordingly. The performance indicators for teaching staff are teaching, research and outstanding activities. For non-teaching staff are Technical adequacy, punctuality, hard work, sincerity, administrative ability and lean work. The appraisal process is characterized by objectivity, fairness, and transparency, ensuring that assessments are conducted with due diligence and without bias.

Importantly, the institution fosters a culture of open communication and feedback, which enables staff members to voice their aspirations, concerns, and ideas for improvement. This

two-way dialogue ensures that the institution remains attuned to the evolving needs and aspirations of its workforce.

In conclusion, the institution's approach to supporting its teaching and non-teaching staff is marked by a holistic framework that encompasses performance appraisal, welfare measures, and avenues for career development and progression. This comprehensive set of practices not only recognizes the contributions of staff members but also provides them with the tools and opportunities needed to excel in their roles. By prioritizing the well-being and professional growth of its workforce, the institution lays the foundation for a vibrant and motivated team that is poised to contribute significantly to its success and advancement.



  
Principal  
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	<b>Shri Chhatrapati Sambhaji Shikshan Sanstha's</b> <b>Sitabai Thite College Of Pharmacy, Shirur</b> <b>(Pune)</b>
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**PART 'A'**

**YEAR OF PERFORMANCE APPRAISAL:** \_\_\_\_\_

**SECTION – A: GENERAL**

1.	Name	:	
2.	Designation	:	
3.	Name of the Department / Centre	:	
4.	Communication Address	:	
5.	Email Telephone / Mobile number	:	
6.	YEAR OF PERFORMANCE APPRAISAL	:	

**SECTION - B: CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES**

Sr. No.	Nature of Activity	Maximum Score		
	ESSENTIAL	API Score allotted	Self-appraisal Score	Verified API Score
1.	Lectures, Seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated*	50		
2.	Lectures or other teaching duties in excess of UGC norms	10		
3.	Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students.	20		
4.	Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement, etc.	20		
5.	Examination duties (invigilation; Question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25		
<b>Total of (I)</b>		<b>125</b>		

\* Lectures & tutorials allocation to add upto the norms for particular category of teacher.

**CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES**

Sr. No.	Nature of Activity	Maximum Score		
	CO-CURRICULAR AND EXTENSION ACTIVITIES	API Score allotted	Self-appraisal Score	Verified API Score
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling)	20		
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
Total of (II)		50		

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Sr. No.	APIs	Pharmaceutical Sciences	Max. points for		
			API Score allotted	Self appraisal Score	Verified API Score
III(a)	Research Publication (Journals)	Refereed Journals [Total Publications = N]	15 / publication	N X 15 =	
		No. of Papers in indexed journals [out of N = N <sub>1</sub> ]	5 / publication	N <sub>1</sub> X 5 =	
		No. of Papers with impact factor between 1 and 2 [out of N = N <sub>2</sub> ]	10 / publication	N <sub>2</sub> X 10 =	
		No. of Papers with impact factor between 2 and 5 [out of N = N <sub>3</sub> ]	15 / publication	N <sub>3</sub> X 15 =	
		No. of Papers with impact factor between 5 and 10 [out of N = N <sub>4</sub> ]	25 / publication	N <sub>4</sub> X 25 =	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.[No. of papers = N <sub>5</sub> ]	10 / Publication	N <sub>5</sub> X 10 =	
		Conference proceedings as full papers, etc. [No. of papers = N <sub>6</sub> ]	10/ publication	N <sub>6</sub> X 10 =	
III(b)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system [ a) No. of sole author book(s) = M <sub>1</sub> b) No. of chapter(s) in an edited book(s) = M <sub>2</sub> ]	50 /sole author; 10/chapter in an edited book	M <sub>1</sub> X 50 = M <sub>2</sub> X 10 =	

		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers [ a) No. of sole author book(s) = $M_3$ b) No. of chapter(s) in an edited book(s) = $M_4$ ]	25 /sole author; 5/chapter in an edited book	$M_3 \times 25 =$ $M_4 \times 5 =$	
		Subject Books by Other local publishers with ISBN/ISSN numbers [ a) No. of sole author book(s) = $M_5$ b) No. of chapter(s) in an edited book(s) = $M_6$ ]	15 /sole author; 3/chapter in an edited book	$M_5 \times 15 =$ $M_6 \times 3 =$	
		Chapters contributed to edited knowledge based volumes published by International Publishers [ No. of chapter(s) = $M_7$ ]	10 /Chapter	$M_7 \times 10 =$	
		Chapters in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers & with numbers of national & international directories [ No. of chapter(s) = $M_8$ ]	5 / Chapter	$M_8 \times 5 =$	
<b>Total of III (b)</b>					
<b>III(c)</b>	<b>RESEARCH PROJECT</b>				
III (c) (i)	Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30 lakhs [ No. of Project(s) = $P_1$ ]			
		(b) Major Projects amount mobilized with grants above 5 lakhs up to 30 lakhs [ No. of Project(s) = $P_2$ ]			
		(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs) [ No. of Project(s) = $P_3$ ]			
III(c) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10 lakhs [ No. of 10 Lakh(s)= $R$ ]			
III (c) (iii)	Completed projects : Quality Evaluation	Completed project Report (Accepted by funding agency) [ a) No. of completed & accepted Major project(s) = $Q_1$ b) No. of completed & accepted Minor project(s) = $Q_2$ ]			
III (c) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/ Product/Process [ a) No. of national level output = $O_1$ b) No. of international level output = $O_2$ ]			
		<b>Total of III (c)</b>			

III(d)	RESEARCH GUIDANCE					
III (d) (i)	M.Pharm.	Degree awarded  [ No. of Candidates = D <sub>1</sub> ]	Degree awarded  [ No. of Candidates = D <sub>1</sub> ]	3/candidate	D <sub>1</sub> X 3 =	
III (d) (ii)	Ph.D	Degree awarded  Thesis submitted  [ a) No. of Candidates = D <sub>2</sub>  b) No. of Candidates = D <sub>3</sub> ]	Degree awarded  Thesis submitted  [ a) No. of Candidates = D <sub>2</sub>  b) No. of Candidates = D <sub>3</sub> ]	10/candidate  7/ candidate	D <sub>2</sub> X10 = D <sub>3</sub> X 7 =	
	Total of III(d)					
III(e)	TRAINING COURSES AND CONFERENCE /SEMINAR/WORKSHOP PAPERS					
III (e) (i)	Refresher courses, workshops, Training, Teaching-Learning- Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration  [ No. of Programme(s)=T <sub>1</sub> ]		20 each	T <sub>1</sub> X 20 =	
		(b) One week duration  [No. of Programme(s)=T <sub>2</sub> ]		10 each	T <sub>2</sub> X 10 =	
III (e) (ii)	Papers in Conferences/ Seminars/workshops etc.(that are not included in III(A) )	Participation and Presentation of research papers (oral/poster) in				
		a. International conference [ No. of Papers=C <sub>1</sub> ]				
		a. National [ No. of Papers=C <sub>2</sub> ]				
		a. Regional /State level[ No. of Papers=C <sub>3</sub> ]				
		b. Local– University/ College level [ No. of Papers=C <sub>4</sub> ]				
III(e) (iv)	Invited lectures or presentations for conferences/ symposia	a. International [ No. of Lecture(s) and/or Presentation(s) =L <sub>1</sub> ]				
		b. National [ No. of Lecture(s) and/or Presentation(s) =L <sub>2</sub> ]				
Total of III(e)						

<b>Total of - III (a+b+c+d+e)</b>					
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<b>Grand Total of Category ( I + II + III )</b>					
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Signature of the teacher

Signature of Principal

Date:

### **PART 'B'**

(Adverse remarks as well as remarks of appreciation of any outstanding work shall be brought to the notice of the person concerned by the Head of the Institute with a view to make improvement in the work, by the person concerned.)

**1. (a) Assessment by the Head of the Institute for the work done under each head of activity :**

*Assessment of Teaching, Extension and Research activities should be based on Verified API Score under respective category as mentioned in Part "A" and shall be made in the following manner.*

<b>Teaching [Category I of Part 'A']</b>		<b>Extension [Category II of Part 'A']</b>	
<b>Grade</b>	<b>Verified API Score</b>	<b>Grade</b>	<b>Verified API Score</b>
<b>Outstanding</b>	<b>115 - 125</b>	<b>Outstanding</b>	<b>40 - 50</b>
<b>Very Good</b>	<b>105 - 114</b>	<b>Very Good</b>	<b>34 - 39</b>
<b>Positively Good</b>	<b>95 - 104</b>	<b>Positively Good</b>	<b>28 - 33</b>
<b>Good</b>	<b>85 - 94</b>	<b>Good</b>	<b>22 - 27</b>
<b>Average</b>	<b>75 - 84</b>	<b>Average</b>	<b>15 - 21</b>
<b>Below Average</b>	<b>0 - 74</b>	<b>Below Average</b>	<b>0 - 14</b>

	<b>Outstanding (A+)</b>	<b>Very Good (A)</b>	<b>Positively Good (B+)</b>	<b>Good (B)</b>	<b>Average (B-)</b>	<b>Below Average (c)</b>
Teaching						
Extension						
Research						
Administration						

**(b) Grading:** \_\_\_\_\_ [General Assessment on the basis of the assessment made in Clause 2(a) above] (A+) Outstanding, (A) Very Good, (B+) Positively Good, (B) Good, (B-) Average, (C) Below Average

**(c) Justification of assessment of work as outstanding/below average:**

**2. Comments of the Head of the Institute on (1) (b) (and) (c) :**

**3. Remarks and suggestions:**

Signature  
(Head of the Department)