



**Jagdamba Education Society's
SND COLLEGE OF PHARMACY, YEOLA**

Table No. 1: Promotion & Yearly Increment Policy

CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S.No	Name of Activity	Maximum Score	Calculation	Self Appraisal Score	Appraiser Score
(A)	ESSENTIAL				
1.	Lectures taken as percentage of lectures allocated (100% compliance = 10 points) Total number of lectures allocated: Number of lectures taken: Extra Lecture taken: (100% lecture taken =10 marks, 99-90%= 8 marks, 89-80%= 6 marks)	10			
2.	Seminars, tutorials practicals, contact hours undertaken as percentage of those actual allocated (100% compliance = 10 points) No. of seminars, tutorials, practicals allocated: No. of Hours of seminars, tutorials, practicals taken: (100% taken =10 marks, 99-90%= 8 marks, 89-80%= 6 marks)	10			
3.	College/University examination/Evaluation duties and additional examination work such as coordination, invigilation, flying squad duties as allotted (100% compliance = 10 points) (100% taken =10 marks, 99-90%= 8 marks, 89-80%= 6 marks)	10			
4.	University result of the Students (Max marks=20) (100% -95% =20 marks, 94-9-90%= 18 marks, 89-9-85%= 15 marks, 84-9-80%=12 marks, 79-9-75%= 10 marks)	20			
5.	Guest Lecture/ Key Note Lecture given (our side Institute) (Max marks=20) (National Each lecture taken=10 marks) (International Each lecture taken=20 marks)	20			
6.	Chairman/Judge/Chief Guest/Guest of Honor of Event) (Max marks=20) (National Each lecture taken=10 marks) (International Each lecture taken=20 marks)	20			
7.	Seminar/ Conference /workshop /Short term courses/Technical Quiz/ Technical completion) conducted in Institute (Max marks=30) For Events approved by agency/university Coordinator/Convent/ Chairman= 15 marks each Co-coordinator/co-Convenor/ co-chairman= 15 marks each For Event not approved by any agency/university Coordinator/Convent/ Chairman= 10 marks each Co-coordinator/co-Convenor/ co-chairman= 10 marks each	30			
	Total (%)	110			

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

S.No.	Name of Activity	Maximum Score	Calculation	Self Appraisal Score	Appraiser Score
(A) CO - CURRICULAR, EXTENSION ACTIVITIES					
1.	Contribution to Corporate life in university through meeting, popular lectures, subject related events, articles in magazine/ news paper (Each activity : 5 points)	05			
2.	Institutional Co-curricular activities for students such as field studies /educational tours, industry- implant training and placement activity. (Each activity : 5 points)	10			
3.	Numbers of Students and staff Related Socio-Cultural and Sports Programmes (intra/inter-departmental and inter-collegiate) Coordinator/ Convener/ Chairman = 10 marks each Co-coordinator/co-Convener/ co-chairman = 08 marks each	25			
4.	Number of Professional Ethics and campus Development Activities like institutional infrastructure projects, Co-curricular student educational programme like Environmental Education etc. and value based programme and programme in the TV/Radio Channels. (Each activity : 2 points)	05			
(B) PROFESSION - RELATED CONTRIBUTION					
1.	Departmental/Institutes responsibilities (Each activity 5points each)	10			
	1.				
	2.				
	3.				
	4.				
	5.				
2.	Membership in profession related committees at International, National and state level	10			
	a) At international level : (10 points each)	N=			
	b) At national level : (5 points each)	N=			
	c) At State Level : (3 points each)	N=			
3.	Participation in subject associations, conferences, seminar, workshop, Technical Quiz, Technical completion)	10			
	International				
	Without or with paper presentation . (Each activity : 10 points)				
	With paper presentation (Each activity:05point)				
	National				
	Without paper presentation . (Each activity : 05 points)				
	With paper presentation (Each activity:08 point)				
4.	Participation in short term training courses in educational technology curriculum development , professional development, Examination reforms , Institutional governance . (Each activity : 5 points)	05			
	Total	80			

CATEGORY III: RESEARCH AND RELATED CONTRIBUTIONS

S. No.	Research Publication	N=	Maximum Score	Calculation	Self Appraisal Score	Appraiser Score
1	Number of research papers published in International Journals. (15 points each) (NX15) Should not publish from India Additional 15 marks for the publication in journals of Impact more than 1 as per Corpus/SCI Index (First author will get full marks, other than first will get 50% of marks)	N=	15			
2	Number of research papers published in national journals. (10 points each) (NX10) SCOPUS/SCI Index/UGC CARE Journals: 10 each Non SCOPUS/SCI Index/UGC CARE Journals: 05 each (First author will get full marks, other than first will get 50% of marks)	N=	15			
3	Number of papers/ abstract published in Seminar/Conferences proceedings. (3 points each)	N=	05			
4	Number of book, monograph, review/ published (5 points each)	N=	05			
5	Sponsored Projects/ Consultancy Projects (10 points each) carried out/ongoing		10			
6	Award National & International (10 Each)		10			
		Total	60			
			110			
			80			
			60			
			250			

For Assistant Professor

1-3 Year Experience: Category I & Category II will be applicable

4-8 Year Experience: Category I & Category II will be applicable and 10% of Category III will be applicable



Dr. Mrs. Priyanka B. Jadhav



Jagdamba Education Society's
SND COLLEGE OF PHARMACY, YEOLA

Table No. 1: Promotion & Yearly Increment Policy

(Appraisal form - 2021-22)

CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S.No.	Name of Activity	Maximum Score	Calculation	Self Appraisal Score	Appraiser Score
(A)	ESSENTIAL				
1.	Lectures taken as percentage of lectures allocated (100% compliance = 10 points) Total number of lectures allocated: Number of lectures taken: Extra Lecture taken: (100% lecture taken = 10 marks, 99-90% = 8 marks, 89-80% = 6 marks)	10	100% = 10	10	
2.	Seminars, tutorials practicals, contact hours undertaken as percentage of those actual allocated (100% compliance = 10 points) No. of seminars, tutorials, practicals allocated: No. of seminars, tutorials, practicals taken: (100% taken = 10 marks, 99-90% = 8 marks, 89-80% = 6 marks)	10	100% = 10	10	
3.	College University examination duties and additional examination work such as coordination, invigilation, flying squad duties as allotted (100% compliance = 10 points) (100% taken = 10 marks, 99-90% = 8 marks, 89-80% = 6 marks)	10	100% = 10	10	
4.	University result of the Students (Max marks = 20) (100% = 95% = 20 marks, 94.9-90% = 18 marks, 89.9-85% = 15 marks, 84.9-80% = 12 marks, 79.9-75% = 10 marks)	20	97% = 10	20	
5.	Guest Lecture/ Key Note Lecture given (out side Institute) (Max marks = 20) (National Each lecture taken = 10 marks) (International Each lecture taken = 20 marks)	20	—	—	
6.	Chairman/Judge/Chief Guest/Guest of Honor of Event) (Max marks = 20) (National Each lecture taken = 10 marks) (International Each lecture taken = 20 marks)	20	—	—	
7.	Seminar/ Conference /workshop/Short term courses/Technical Quiz/ Technical completion) conducted in Institute (Max marks = 30) For Events approved by agency/university Coordinator/Convener/ Chairman = 15 marks each Co-coordinator/co-Convener/ co-chairman = 15 marks each For Event not approved by any agency/university Coordinator/Convener/ Chairman = 10 marks each Co-coordinator/co-Convener/ co-chairman = 10 marks each	30	1 x 30 = 30	30	
	Total (%)	110	80	80	

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

S.No.	Name of Activity	Maximum Score	Calculation	Self Appraisal Score	Appraiser Score
(A) CO - CURRICULAR, EXTENSION ACTIVITIES					
1.	Contribution to Corporate life in university through meeting, popular lectures, subject related events, articles in magazine/ news paper (Each activity : 5points)	N= 01 05	$1 \times 5 = 05$	05	
2.	Institutional Co-curricular activities for students such as field studies /educational tours, industry- implant training and placement activity. (Each activity : 5 points)	N= 01 10	$1 \times 5 = 05$	05	
3.	Numbers of Students and staff Related Socio-Cultural and Sports Programmes (intra/inter-departmental and inter-collegiate) Coordinator/Convener/ Chairman= 10 marks each Co-coordinator/co-Convener/ co-chairman= 08 marks each	N=01 25	$1 \times 10 = 10$	10	
4.	Number of Professional Ethics and campus Development Activities like institutional infrastructure projects, Co-curricular student educational programme like Environmental Education etc. and value based programme, and programme in the TV/Radio Channels. (Each activity : 2 points)	N= 05	$1 \times 5 = 05$	05	
(B) PROFESSION - RELATED CONTRIBUTION					
1.	Departmental Institutes responsibilities (Each activity 5points each) 1. ... 2. ... 3. ... 4. ... 5. ...	10	$3 \times 5 = 15$	10	
2.	Membership in profession related committees at International, National and state level a) At international level : (10 points each) b) At national level : (5 points each) c) At State Level : (3 points each)	N= N= N= 10	-	-	
3.	Participation in subject associations, conferences, seminar, workshop, Technical Quiz, Technical completion) International Without or with paper presentation . (Each activity : 10 points) With paper presentation (Each activity:05point) National Without paper presentation . (Each activity : 05 points)✓ With paper presentation (Each activity:08 point)	N=02 10	$2 \times 5 = 10$	10	
4.	Participation in short term training courses in educational technology curriculum development , professional development, Examination reforms , Institutional governance . (Each activity : 5 points)	N= 01 05	$1 \times 5 = 05$	05	
	Total	80	50	45	

NAT/CL

CATEGORY III: RESEARCH AND RELATED CONTRIBUTIONS

S. No.	Research Publication	Maximum Score	Calculation	Self Appraisal Score	Appraiser Score
1	Number of research papers published in international journals. (15 points each) (NX15) Should not publish from India Additional 15 marks for the publication in journals of Impact more than 1 as per Corpus/SCI Index (First author will get full marks, other than first will get 50% of marks)	15	$15 \times 2 = 30$	15	
2	Number of research papers published in national journals. (10 points each) (NX10) SCOPUS/SCI Index/UGC CARE Journals: 10 each ✓ Non SCOPUS/SCI Index/UGC CARE Journals: 05 each (First author will get full marks, other than first will get 50% of marks)	15	$10 \times 1 = 10$	10	
3	Number of papers/ abstract published in Seminar/Conferences proceedings. (3 points each)	05	—	—	
4	Number of book, monograph, review/ published (5 points each)	05	$1 \times 5 = 5$	05	
5	Sponsored Projects/ Consultancy Projects (10 points each) carried out/ongoing	10	10	10	
6	Award National & International (10 Each)	10	$2 \times 10 = 20$	10	
	Total	60	70	50	
	Category I	110	80	80	
	Category II	80	50	45	
	Category III	60	70	50	
	Grand Total	250	200	175	

For Assistant Professor

1-3 year Experience: Category I & Category II will be applicable

4-8 Year Experience: Category I & Category II will be applicable and 10% of Category III will be applicable

P. B. Jadhav
(Dr. Mrs. P. B. Jadhav)

Jagdamba Education Society's
SND COLLEGE OF PHARMACY

Babhulgaon, Tal- Yeola, Dist-Nasik

Performance Appraisal of Non -Teaching

Year: - 2020-2021

1. Name: -
2. Designation: -
3. Qualification: -
4. Department: -
5. Date of Joining: -

Signature of Staff

Date: -

Jagdamba Education Society's
SND COLLEGE OF PHARMACY
Babhulgaon, Tal- Yeola, Dist-Nasik

Name				
Qualification				
Department				
Appraisal score	Excellent	Good	Satisfactory	Poor
	4	3	2	1
Professional Competence				
Knowledge of rule, regulation and procedure				
Ability to organize work and carry it out				
Ability and willingness to up addition load in time exigencies				
Ability to learn new duties				
Capacity to supervise				
Response to instruction and guidance of supervisor				
Response to feedback of supervisor				
Quality of work				
Ability to maintain files/ record				
Accuracy and speed of work				
Neatness and tidiness of work				
Completion of work on schedule				
Execution of work with team spirit				
Personal characteristics				
Regularity				
Punctuality				