

**FACULTY APPRAISAL DOCUMENT (A.Y.) 2023-24**

Name	
Designation	
Department	
Academic Year	

A. Teaching Process (Max Credit Point 25)

S. No.	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned
1					
2					
3					
4					
5					
6					
7					
Total					

B. Students' feedback (Max Credit Point 25)

S. No.	Semester	Course Code/ Name	Average Student feedback on a scale of 25
1			
2			
3			
4			
5			
6			
7			

C. Departmental Activities (Max credit Points 20)

S. No.	Semester	Activity	Points earned	Enclosure No.	Remarks
1					
2					
3					



4					

Consultancy & project =5 Accreditation work=4, Conference/webinar/FDP / MOOCS organized = 3, Journal Publications/book publications=3, Lab in charge=3, Conference/webinar/FDP / MOOCS attended = 2

D. Institute Activities (Max Credit Points 10)

Sr.No	Semester	Activity	Points earned	Enclosure No.	Remarks
1					
2					
3					
4					

Exam Incharge/Cultural in charge /Class in charge/Alumini in charge/Timetable incharge/Placement in charge etc. =3, Contribution to Training and placement of students = 3, Mentoring of students= 2 Co-coordinator appointed by Principal= 2, Contribution to Society (Max Credit Points 10)

E. Contribution to society

S. No.	Semester	Activity	Points earned	Enclosure No	Remarks
1					
2					
3					
4					

Induction Program = 2.5, Unnat Bharat Abhiyan= 2.5, Yoga Classes= 2.5, Blood Donation/any other social activities= 2.5

E.ACR (Annual Confidential Report) maintained at institute level (Max Credit 10)

(To be filled by Principal)

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

Summary

A. Teaching Process (MaxPoints25)	
B. Students' feedback (MaxPoints25)	

ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF PHARMACY

(Approved by AICTE, PCI, D.T.E., Affiliated to University of Mumbai & Certified by ISO 9001:2008)



C. Departmental Activities (MaxPoints20)	
D. Institute Activities (MaxPoints10)	
E. Contribution to Society (Max Points 10)	
F. ACR (Max Points 10)	
Total (Max Points 100)	
Total on 10 Point scale	

Signature of Principal

Date:

Signature of faculty Member

Date:

Signature of HOD

Date:



**Confidential Assessment Self – Assessment regarding ability and character
of Non-Teaching staff**

1.	Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (First) (Middle) (Surname) </div>						
2.	Period of report	:	1 st April 20__ 31 st March 20__				
3.	Post or posts held during the period of report	:					
4.	Department	:					
5.	Leave taken during the period E.L/C.L/Other Leave	:	E.L	C.L	Other Leave	Leave	Vacation

Performance Assessment

Sr. No.	Item	V. Good	Good	Fair	Average	Below Average
		A	B	C	D	E
I. Technical						
1.	Initiative					
2.	Neatness					
3.	Accuracy					
4.	Punctuality in work					
5.	Methodical and Systematic working					
6.	Promptness in attendance					
7.	Regularity in attendance					
8.	Relations with superiors					
9.	Relations with Colleagues					
10.	Relations with members of public					

11.	Dependability					
12.	Capacity to get work done					
Sr. No.	Item	V. Good	Good	Fair	Average	Below Average
		A	B	C	D	E
II. General Impression						
1.	General Impression and grasp					
2.	Leadership qualities					
3.	Level of knowledge (related to the department)					
4.	Tech. Ability (wherever relevant)					
5.	Spl. Complementary aptitude qualities.					
III. Recommendation						
a.	Administrative ability including judgment, initiative, promptness and drive					
b.	Fitness to continue in the present post					
c.	Fitness for promotion					
d.	Any other item not covered but which you would like to record. please specify the subject					

Date: _____

Place: Mumbai

Signature _____

(Principal)

Remarks of ~~Principal~~ _____
