



NIRMALA COLLEGE OF PHARMACY MUVATTUPUZHA

Muvattupuzha P.O., Ernakulam Dist., Kerala – 686661

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FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION 6



GOVERNANCE, LEADERSHIP AND MANAGEMENT

**6.3.1 The institution has effective welfare measures and
Performance Appraisal System for teaching
and non-teaching staff**

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

INDEX

6.3.1 Staff appraisal system

Sl no	Document	
1	Declaration	<u><i>View</i></u>
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Declaration

The college is following an effective performance appraisal system in order to evaluate and document the performance of employees and his / her contribution towards the growth of institution.

The staff members submit a self-appraisal with relevant documents to Head of Department. The HOD will verify the documents and forward to the Principal. A confidential score is given by the Principal and Administrator for each employee based on overall performance towards the work assigned to them. Final score is considered for appraisal award.





NCP - A 0092

FACULTY PERFORMANCE APPRAISAL EVALUATION

(AY: _____)

ACADEMIC PERFORMANCE INDEX- INDICATOR (MAX SCORE 100)

S N o	Parameter	Max. Mark	Parameter Description	Score	Score Claimed By Teacher	Score by In charge appointe d
1	Feedback from students	10	(Score obtained / Maximum possible score) x 10 rounded off to the next higher integer	10		
2	Project Guidance & Reviewing projects, Research articles in reputed journals, organizations etc.	05	Ph D Guide/PG /UG Guide (Pharm D /M. Pharm / B. Pharm Research Project)	05		
			a) Ph D, PG /UG Co-Guide	2.5		
			b) Reviewing projects / Research articles in reputed journals, organizations etc.			
3	Resource Persons	05	In FDP/ Conference or any Invited Talks in other institutions	05		
			In Seminars/ Workshops /Training (with prior approval) in our institution	2.5		
5	Faculty Development Programmes attended QIP/SSTP/Seminar/workshop/ Conference /short term course. Sponsored programme	10	One week or above	10		
			3-6 days	05		
			1-2days	2.5		
6	Consultancy Project	10	Consultancy works (More than Rs 4,00,000)	10		
			Consultancy works (Between Rs 2,00,000 to 4,00,000)	07		
			Consultancy works (Between Rs 50,000 to 2,00,000)	05		
			Consultancy works (Between Rs 10,000 to 50,000) & Honorary consultancy work (Not Less Than 3 numbers)	2.5		
7	Contribution to Institutional activities(As per appreciation	05	In charge of various	05		




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	letter from college authorities)		committees, Class teacher /GPAT training etc.			
8	Organising FDP/Workshop /Conference/Seminars (National/International)excluding NILA series Convenor/Coconvenor/Coordinators/Committee members	15	One week above with fund	15		
			One week above without fund	10		
			Conference, Seminars etc.	05		
9	Funds/Grants received from Government, non-governmental bodies, individuals, philanthropers etc.)	20	(More than Rs 4,00,000)	20		
			Between Rs 2,00,000 to 4,00,000)	15		
			Between Rs 50,000 to 2,00,000)	10		
			Up to Rs 50,000	05		
			Seminar /conference grants from Govt agencies	05		
10	Journal Publications/Papers Published in national & international conference proceedings.	10	Journal Publication indexed in web of Science/Scopus with ISSN	10		
			Full Paper published in National/International ISSN registered conference proceedings.	2.5		
11	Leave Availed (CL)	05	Up to 05	05		
			06 to 08	03		
12	Professional Development & Related Activities	05	Membership in Professional Bodies, Board of Studies, Award from Government Agencies, Oral/Poster presentation in conferences, Publication in Magazine, Newspaper etc.	05		

No.	Post	Score required
1	Professor	80%
2	Associate Professor	70%
3	Assistant Professor	60%
4	Fresher's& less than 3-year experience	50%

*Those that attain an API score required as per concerned classification will be given incentives.


PRINCIPAL
 Nirmala College of Pharmacy
 Muvattupuzha, Ernakulam (Dist.)
 Kerala- 686 661


ADMINISTRATOR
 NIRMALA COLLEGE OF PHARMACY
 Muvattupuzha, Ernakulam (Dist.)
 Kerala - 686 661





NCP - A 0091

NONTEACHING FACULTY PERFORMANCE APPRAISAL EVALUATION (AY:.....)

PERFORMANCE INDEX INDICATOR (Max.Score:100)					
S.No	Parameter	Description	API Max. Score	Your score	Sign of In charge
1.	Duties assigned and performed Max. Score :10	Cleanliness & maintenance of the lab/work place.(As per assessment of housekeeping committee)	10		
2	Skill development programs. (Seminar, short term courses etc.) Max. Score: 30	a) Short term course/ Training with certificate from other institution.	30		
		b) Short term course/ Training with certificate in NCP	15		
3	Maintenance of documents Max. Score: 20	Time bound(As per assessment of Record keeping committee))	20		
4	Regularity& availability in work Max. Score: 20	Daily performances in lab/work place(As Per appreciation letter of college authorities)	20		
5	Leave availed Max. Score: 20	1-5	20		
		6-8	15		
		Total Marks	100		

REWARD SYSTEM FOR NON-TEACHING STAFF

1. For skill development programs (Workshop/Short Term Course/Training)
Registration fees to a maximum of Rs. 1500 or 50% of actual fees for registration whichever is lower.
2. Duty leaves up to 15 days in an year for upgrading their qualification.
3. Those who attain an API score required as per concerned classification will be given incentives.

No.	Post	Score required
1	Office staff, Librarian, Store in charge & Lab Technician	80 %
2	Lab Assistants	60%
3	Menial staff	50 %



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Nirmala College of Pharmacy, Muvattupuzha


FACULTY PERFORMANCE APPRAISAL EVALUATION (AY: 2022-23)

Academic Performance Index- Indicator (MAX SCORE 100)				
Sl. No.	Parameter	Description	API Score	Your Score
1	University Exam pass % common for all programs (Max 20)	Pass % \times 20 (If Pass % is 60 or above) [If pass% is 78, the score will be $78 \times 20 / 100 = 15.6$ rounded to 16)	20	20
2	Feedback on Faculties (Max 5)	(Actual score/4) \times 5; rounded of to the next higher integer	5	4
3	Project Guidance (Max 5)	Guiding M.Pharm/Pharm.D/B.Pharm research Project	5	5
4	Patents/Book Published (Max 5)	Provisional Patents / Textbooks Published with ISBN	5	5
5	Interaction with outside world (Max 5)	Resource person in FDP/Conference or any Invited talks	5	5
6	Attending FDP (Max 5)	>5 Days	5	2.5
		1-5 Days	2.5	
7	Ongoing funded or Consultancy projects/completed (Max 10)	Grants more than 5-20 Lakhs	10	7.5
		Grants 2-5 Lakhs	7.5	
		Grants above 15000 up to 2 Lakhs	5	
8	Faculties involvement in the teaching learning process (Max 10)	Faculties conducting additional experiments / Mini projects	5	10
		Extra	5	



		Classes/training/bridge/remedial classes		
9	Examination duties assigned and performed (Max 5)	University invigilation/question paper setting/evaluation/observer/coordinator	5	5
10	Planning and execution of co- curricular and related activities (Max 5)	Educational Tours/Industrial training/placements/NSS/sports/campus publications/Training programs for faculties and students etc	5	5
11	Contribution to management and institutional activities (Max 10)	Members of Governance & Advisory Boards/Inspections & Participated in various institutional committees	5	10
		Involvement in organization of Workshops, Conferences/Seminars	5	
12	Professional Development & Related activities (Max 5)	Membership in professional bodies/ participation in subject associations/ publications in magazines and newspaper.	5	5
13	Journal Publications/Papers published in conference (Max 10)	International Journal Publications (Indexed with ISSN)	10	10
		National Journal Publications (Indexed with ISSN)	5	
		Papers published in Conferences/Seminars	5	
Total marks			100	94


Name of the Teacher: DA. FELS SATU

Signature: 

Verified by H.O.D






Principal
PRINCIPAL
Nirmala College of Pharmacy
Muvattupuzha, Ernakulam (Dist)
Kerala-686 661



NIRMALA COLLEGE OF PHARMACY

MUVATTUPUZHA

NON- TEACHING FACULTY PERFORMANCE APPRAISAL EVALUATION FORM

Assessment Year: 2022-2023

Name: Dino xavier

PERFORMANCE INDEX INDICATOR (Max.Score:100)				
Sl.No	Parameter	Description	API Max. Score	Your score
1.	Duties assigned and performed Max. Score: 20	Daily performances in lab/work place (As per assessment of Lab incharge/ concerned authority)	20	20
2	Skill development programs. (Seminar, short term courses etc.) Max. Score: 30	a) Short term course/ Training with certificate from other institution.	30	15
		b) Short term course/ Training with certificate in NCP	15	
3	Maintenance of documents/registers Max. Score: 20	Time bound (As per assessment of Record keeping committee)	20	-
4	Feedback from Housekeeping committee Max. Score :10	Cleanliness & maintenance of the lab/work place. (As per assessment of housekeeping committee)	10	10
5	Leave availed Max. Score: 20	1-5	20	15
		6-8	15	
Total Marks			100	60

Dino xavier
Signature of Staff:

Verified by		
House keeping committee	Lab In-charge/ Concerned authority	HOD
<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>



[Signature]
Principal
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