

6.3.5 Institutions performance Appraisal System for teaching and non Teaching staff

Performance Appraisal of Teaching Staff: LIPH has a transparent performance appraisal system for Faculty Members. The performance of each faculty member is assessed annually after completion of one year of service. The Salient features of the performance appraisal system as follow:

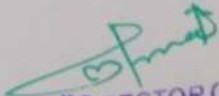
1. The performance of each employee is assessed according to Annual self-Assessment.
2. The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities. The institute accords appropriate weightage for these contributions in their overall assessment.
3. The faculty members are informed well in advance of their due performance.

The Performa filled by the faculty members is checked and verify by HODs, followed by Principal and Management Representatives and screening-cum-selection committee.

Appraisal of Non-Teaching Staff:

All non-teaching staff is also analyzed annually based on various parameters like departmental activities, capacity to do hard work character, discipline ,reliability, involvement, performance, co-operation with superior, students and colleagues, and contribution besides the feedback given by the HODs / Administrative Officers and through timely confidential reports obtained by the principai.

On satisfactory performance all the employees are granted promotions and financial upgradation.


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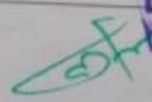
**EMPLOYEE PERFORMANCE REVIEW REPORT 2022-2023
LAUREATE INSTITUTE**

NAME:
DEPT:
JOB TITLE:

EVAL DATE:
NAME OF HOD:

Date of Joining..... Last Increment: _____

Responsibilities/Criterion	Nature of Job/Rating
In Laboratory, office/Mess/On security/ Library	1..... 2..... 3..... 4..... 5..... 6.....
Neatleness in working	1 2 3 4 5
Accuracy & Timeliness: Is assigned work completed on time, with accuracy, without consistent supervision?	1 2 3 4 5
Planning & independence: Does employee effectively plan his/her laboratory and other workload to Established priorities?	1 2 3 4 5
Adaptability: Can employee adjust to changes / handle pressure?	1 2 3 4 5
Creativity & initiative: Does employee use creativity and take initiative in finding new ways to complete the assigned Lab work and Outside work?	1 2 3 4 5
Communication Skills: Does employee effectively express himself/herself verbally(e.g. telephone), in person, and in writing?	1 2 3 4 5
Attitude toward the work & organistion: Does employee effectively express himself verbally (e.g. telephone), in person, and in writing?	1 2 3 4 5
Relationships will co-workers: Does employee work cooperatively with co-works, maintain good relationships, exert a positive influence in the lab/office?	1 2 3 4 5
Attendance: Does employee report to work regularly and on-time, follow office procedures regarding absences, insure that responsibilities are covered?	1 2 3 4 5
Dependability & follow through: Can employee to be counted on to complete assigned responsibilities, to follow through on tasks, and to ask for clarity where it is needed(rather than allow a task to remain undone)?	1 2 3 4 5
Judgement and problem solving: Does employee show good judgment and the ability to act independently (and appropriately) when faced in the lab or in the office?	1 2 3 4 5
How much Increment may be granted	1 2 3 4 5
Which kind of strength may be considered for annual increment	
.....	
.....	
.....	
.....	
Final Remark:.....	
Signature: HOD	
Signature: Principal	
Signature: Managing Director	


**DIRECTOR CUM PRINCIPAL
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Faculty Performance Appraisal (Session 2022-2023)

SELF ASSESSMENT REPORT

1. Name _____ Designation _____ DOJ.....
2. Academic Qualifications (Mention if any additional qualification has been acquired during the year under review)-----

3. Name of the Course taught during the year.
 Sub;.....T/ P.....Sem.
 Sub;.....T/ P.....Sem.
 Sub;.....T/ P.....Sem.
 Sub;.....T/ P.....Sem.
 Sub;.....T/ P.....Sem.
4. Maximum no. of periods per course available in the available in the semester as per Time- Table (Lectures & Practical) Total classes taken out of Prescribed
 Sub.....Sub.....Sub.....Sub.....Sub.....
5. Teaching load mentioned in time table (Lectures & Practical)

No. Of the Total Lectures (Including Tutorials) delivered	Shortfall	Practical periods taken	Shortfall

6. Reasons for shortfall, if any, in Lectures and practical taken.

7. Specific problem of students if any, or taken initiative to solve.(Specify the Sem. And Name of Students)

8. Any Research Proposal Proposed or submitted till date...if not give reason

9. Any project completed other than routine teaching.

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10. Any innovation if introduced related teaching.

- i.-----
- ii.
- iii.
- iv.

11. Papers published (give the title, Co- author if any, give details of the journals. Attach separate Sheet, if necessary.

- i.
- ii.
- iii.
- iv.

12. Any contribution in Laboratory/Course Development.

13. Contribution to Industrial Development in the form of consultancy/sponsored R.D/ Industrial ties up.

14. Contribution to NAAC assignment.

- i.
- ii.
- iii.
- iv

15. Contribution to Scientific/ technical education through publication of book chapter/textbooks and laboratory Manual.

16. Summer institute, refresher or orientation course attended, during the year, give details.

- i.
- ii.
- iii.

17. Membership or fellowship of professional/ academic bodies, societies etc. give details.

18. Thinking idea executed for the assessment of students or for Laboratory development.

19. Any step taken for resource/ funds generation. Give a brief description(Attach separate sheet, if needed)

20. Present salary Last Increment.....

[Signature]
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21. What is contribution towards green environment in campus.....

Assessment by HOD

Name.....Designation.....

Kindly provide your assessment on the five point scale in respect of the following parameters.

Outstanding Very Good Good Satisfactory Unsatisfactory
 5 4 3 2 1

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter. In case the rating is Unsatisfactory, Please give reasons thereof separately.


A. Keeping in view the information furnished by the faculty member, please provide your assessment on the following parameter:

I.	Teaching load and regularity in taking class	Yes/NO	
II.	Research guidance to students if any	Yes/NO	
III.	Any project completed other than the student projects	Yes/NO	
IV.	Innovation/ experiments introduced in the course	Yes/NO	
V.	Contribution in curriculum development	Yes/NO	
VI.	Intellectual capital (Book/ Articles/ Patents/ Talks)	Yes/NO	
VII.	Publication in refereed journals	Yes/NO	
VIII.	Organizing and participation in seminars/ workshops, special lectures, FDP's, Summer institutes	Yes/NO	
IX.	Contribution to the corporate life of the college/ university	Yes/NO	
X.	Membership or fellowship of professional/ Academic bodies	Yes/NO	

B. Performance and General Attributed(Weightage-50)

I.	Knowledge in the sphere of work	
II.	Quality of output	
III.	Communication skill(oral and written)	
IV.	Initiative and adaptability (Resourcefulness in handing normal and unforeseen problems and willingness to take responsibilities in the new area of work.	
V.	Aptitude to work.	
VI.	Ability to inspire and motivate	
VII.	Supervisory ability	
VIII.	Interpersonal relation and team work	
IX.	Integrity and Trustworthiness	
X.	General conduct	

Total score: A+B =


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(To be filled in by the PRINCIPAL/ MANAGING DIRECTION)

1. Are you satisfied that the HOD has made his/her reports with due care and after taking into account all the relevant information?
2. Do you agree with the Assessment of the faculty member given by the HOD?
3. Remarks about grading of the faculty member by the HOD.
4. Has the faculty member any special characteristics, and/ or any abilities which would justify his/her grading of increment in extraordinary. If so. Specify



Signature of Managing Director/ Principal

**DIRECTOR CUM PRINCIPAL
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Faculty Performance Appraisal (Session-2021-2022)

SELF ASSESSMENT REPORT

- Assistant
- Name Ms. RINU RANA Designation Professor DOJ 25/07/2013
 - Academic Qualifications (Mention if any additional qualification has been acquired during the year under review) M. Pharm (Pharmacognosy)
Ph.D. (Pursuing)
 - Name of the Course taught during the year.

① Sub: <u>Pharmacognosy (Diploma)</u>	T/P	✓	1 st year Sem.
② Sub: <u>Pharmacognosy & Phytochemistry II</u>	T/P	✓	5 th Sem. (A+B)
③ Sub: <u>Pharmacognosy & Phytochemistry I</u>	T/P	✓	4 th Sem. (A+B)
Sub:	T/P		Sem.
Sub:	T/P		Sem.
 - Maximum no. of periods per course available in the available in the semester as per Time- Table (Lectures & Practical) Total classes taken out of Prescribed

Prescribed	Sub ① Theory	Sub ② Practical	Sub ③ Theory	Sub ④ Practicals	
	75	10	45	10	
Conducted	75	10	45	10	
 - Teaching load mentioned in time table (Lectures & Practical)

No. Of the Total Lectures (Including Tutorials) delivered	Shortfall	Practical periods taken	Shortfall
① 75	None	② 10	None
③ 45		③ 10	

6. Reasons for shortfall, if any, in Lectures and practical taken.

- NA -

7. Specific problem of students if any, or taken initiative to solve. (Specify the Sem. And Name of Students)

Being a class coordinator of 3rd year students, regularly resolve their issue regarding attendance, syllabus & hostel.

8. Any Research Proposal Proposed or submitted till date...if not give reason

Submitted one research proposal for ICMR on 21st Oct, 2021.

9. Any project completed other than routine teaching.

Completed projects with final year B. Pharm students (formulation & of herbal lipsticks, comparative evaluation of Kutajarishtha of different brands & comparative evaluation of physical parameters of marketed e

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10. Any innovation if introduced related teaching
- Motivated B.Pharm project students for poster presentation in conference
 - Conducted lectures using ICT tools.
 - Preparation of question papers based on modern pedagogy.
 -
11. Papers published (give the title, Co- author if any, give details of the journals. Attach separate Sheet, if necessary.)
- Natural Colouring Agents for fibers & their medicinal Values; A review
 - Journal of Natural fibres, Taylor & Francis (Impact factor - 5.32)
 - Preliminary phytochemical screening of leaves, stems & roots of wild Cann
 - Sativa, Research journal of P'cognary & Phytochemistry, Vol. 14 Issue 01
12. Any contribution in Laboratory/Course Development.

Preparation of Course files & Lab manuals.

13. Contribution to Industrial Development in the form of consultancy/sponsored R.D/ Industrial ties
- up.
None -

14. Contribution to NAAC assignment.

- Assembled results of final year students for last five years
- Created data for Mentors & mentees for last five years
- Prepared course & subject outcomes of Pharmacy subjects.
- Assembled Gazettes of final year students for last five years.

15. Contribution to Scientific/ technical education through publication of book chapter/textbooks and laboratory Manual.

None.

16. Summer institute, refresher or orientation course attended, during the year, give details.

- Attended An Mirma Institute of Pharmacy International Conference (Oral presentation)
- EBSCO training on EBSCO Medical & Health databases
- UGC sponsored short term course on Intellectual Property Rights (University Instid

17. Membership or fellowship of professional/ academic bodies, societies etc. give details. Pharmaco
- Association of Pharmaceutical Teachers of India.

18. Thinking idea executed for the assessment of students or for Laboratory development.

Assessment by conducting seminars, class test, quiz competition & viva voce & their active participation in curricular activities.

19. Any step taken for resource/ funds generation. Give a brief description (Attach separate sheet, if needed)

20. Present salary Rs. 34,564/- Last Increment Rs. 3,000/-

[Signature]
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21. What is contribution towards green environment in campus.....

Participated in plantation program during environment day

Assessment by HOD

Name: Prof CPS Verma Designation: Prof HOD

Kindly provide your assessment on the five point scale in respect of the following parameters.

Outstanding 5 Very Good 4 Good 3 Satisfactory 2 Unsatisfactory 1

Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter. In case the rating is Unsatisfactory, Please give reasons thereof separately.

A. Keeping in view the information furnished by the faculty member, please provide your assessment on the following parameter:

I.	Teaching load and regularity in taking class	Yes/NO	05
II.	Research guidance to students if any	Yes/NO	04
III.	Any project completed other than the student projects	Yes/NO	04
IV.	Innovation/ experiments introduced in the course	Yes/NO	03
V.	Contribution in curriculum development	Yes/NO	03
VI.	Intellectual capital (Book/ Articles/ Patents/ Talks)	Yes/NO	04
VII.	Publication in refereed journals	Yes/NO	04
VIII.	Organizing and participation in seminars/ workshops, special lectures, FDP's, Summer institutes	Yes/NO	04
IX.	Contribution to the corporate life of the college/ university	Yes/NO	03
X.	Membership or fellowship of professional/ Academic bodies	Yes/NO	04

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B. Performance and General Attributed(Weightage-50)

I.	Knowledge in the sphere of work	05
II.	Quality of output	05
III.	Communication skill(oral and written)	05
IV.	Initiative and adaptability (Resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work.	04
V.	Aptitude to work.	05
VI.	Ability to inspire and motivate	04
VII.	Supervisory ability	05
VIII.	Interpersonal relation and team work	04
IX.	Integrity and Trustworthiness	05
X.	General conduct	05

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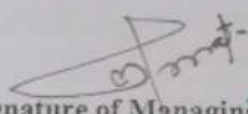
Total score: A+B = 38+47 = 85

Signature of the HOD:

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(To be filled in by the PRINCIPAL/ MANAGING DIRECTION)

1. Are you satisfied that the HOD has made his/her reports with due care and after taking into account all the relevant information?
Yes
2. Do you agree with the Assessment of the faculty member given by the HOD?
Yes
3. Remarks about grading of the faculty member by the HOD.
Yes
4. Has the faculty member any special characteristics, and/ or any abilities which would justify his/her grading of increment in extraordinary. If so. Specify


Signature of Managing Director/ Principal

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EMPLOYEE PERFORMANCE REVIEW REPORT LAUREATE INSTITUTE

Name Rohit Sharma

EVALDATE 28.11.2023

Department Computer Science

Name of HOD

Job Title Lab attendant

Prof. Jashvir Singh

Date of Joining 01-03-2022 Last Increment first inc Present Salary 5500

Responsibilities/Criterion	Nature of Job (Rating) (1-5)
In laboratory/Office/On Security <u>Lab. Attendant - ST - Computer Center</u>	1. <u>Maintaining Labs</u> - 3 2. <u>clerk in Examination</u> - 4 3. <u>Data Entry work</u> - 2 4. <u>Help in Practical</u> - 1 5. <u>Maintain discipline</u> - 3
Neatness in working	<u>Good</u> - 3
Accuracy & timeliness: Are work products completed on time, with accuracy, without consistent supervision?	<u>Good</u> - 3
Planning & Independence: Does employee effectively plan his laboratory and other workload to establish priorities?	<u>Good</u> - 3
Adaptability can employee adjusts to change/handle pressure?	<u>Yes, he can and was good</u> - 3
Creativity & initiative: Does employee use creativity and take initiative in finding new ways to complete the assigned lab work & outside work?	<u>Yes</u> - 3
Communication Skill: Does employee efficiently himself/he self verbally (for eg. Telephone) in person & in writing?	<u>Good</u> - 3
Attitude toward work and organization: Does employee positive attitude about the job, understand	<u>Good</u> - 3
Relationship co-worker: does employee work corporately with co-worker maintain good relationship exert a positive	<u>Good</u> - 4
Attendance: does employee report to work regularly and on time follow office procedure regarding absence, insure that responsibilities and covered	<u>Yes</u> - 4
Depend ability & follow thought: Can employee be counted on the complete assigned responsibilities to follow through on task and to ask for clarity where it is needed (rather than allow a task the remain undone)	<u>Need improvement</u> - 2
Judgment & Problem Solving : Does employee so good judgment & the ability to act independently when faced with a problem or in office work	<u>Need improvement</u> - 2
How much increment may be granted : (%)	
Total Score	<u>46/80 ; 57.5%</u>

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HOD Statement: Which kind of strength may be considered for annual increment

He is Sincere and Fructual, He follow the instruction and maintain the good professional aptitude with students.

He maintain the computer lab well in manner and is learn technical work day-by-day.

Principal Final Remarks: very slow - Need to get train

Signature : HOD *[Signature]*

Signature of Director cum Principal *[Signature]*

Signature of Managing Director *[Signature]*

[Signature]
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