



SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

(Sponsored by the Exhibition Society), Tamaka, Secunderabad

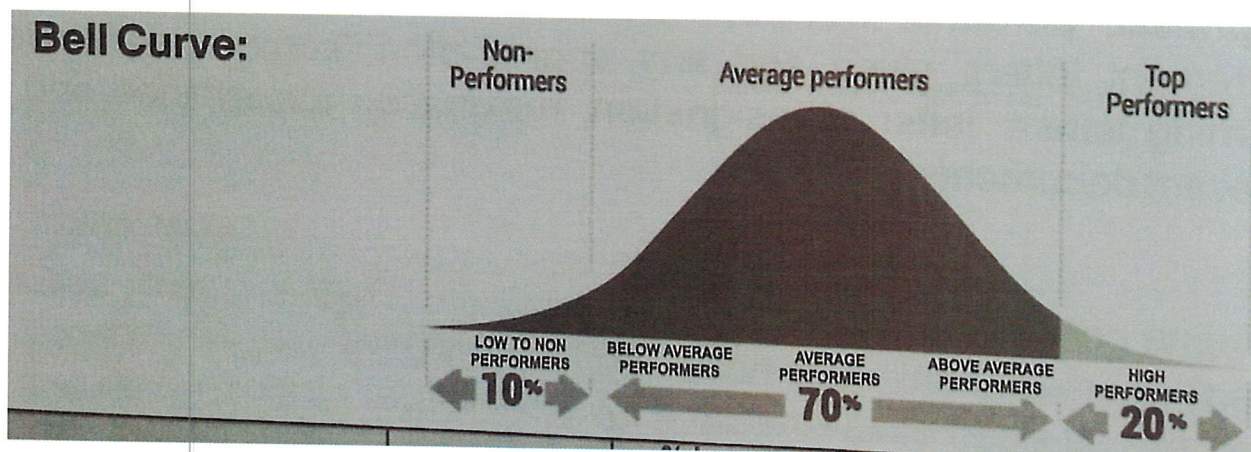
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(APPENDIX-I)

Based on ratings provided in the performance appraisal the bell curve is used to identify “Top Performers”, “Average performers”, “Low performers”. The performance is gauged on specific set of goals and competencies and targets which are communicated to the employee at the beginning of the academic year. The Builder must be applied to each cadre separately during performance review (for example: head of the departments performance goals/ targets/ expectations would be different from that of junior lecturer and must be gauged separately within their respective cadres). It helps to:

- Reward top performing employees to boost their confidence and motivate them to achieve institution goals.
- encourage average/ above performers to work hard and get into the square of highest performers.
- identify low performers to get them right and get them back on track of better performance



Increments are dependent on the financial performance of the Institution and are not guaranteed.

NOTE: Alternatively the GB may decide to apply standard rate of increment for all eligible employees in the case as a Bell curve distribution of performance cannot be implemented.



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Secunderabad-500 017.



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SELF ASSESSMENT REPORT

FOR PERIODTO.....(To be filled by Faculty)

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

DoJDate of appointment to Present Post.....

1. Academic qualifications (mention if any additional qualification has been acquired during the year under review)

2 name of the courses taught during the year.

3. Maximum number of periods per course available in the semester as per time table (lectures and practical).

4. Teaching load mentioned in the time table (lectures and practical).

5. Number of total shortfall in practical's/ lectures delivered/ taken.

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

7. Any specific problem of any student solved, or taken initiative to solve.

8. Research guidance (Give brief description of each project and name the students and Co supervisor if any. Attach separate sheets if needed)

9. Any project completed other than student's projects.

10. Any new experiment added in the practical course or any innovation introduced in college.

11. Papers and books published (give the title, co-author, if any and details of the journals).

12. Any contribution in laboratory/ course development, not mentioned above.

13. Contribution to industrial development in the form of consultancy/ sponsored R.D.

14. Contribution to corporate life of the school/ university(a) curriculum development (b) cultural/ extracurricular activities (c) sports /community and extension services.(d)

administrative assignments (e) any other.

15. Contribution to scientific/ technical/ soft skill education through publication of textbooks and laboratory manual, special lectures and Organization of seminars, symposium, summer

or winter school etc.

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



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17. Membership or Fellowship of professional/ academic bodies, societies etc. give details.
18. Additional contributions which are not covered above and which are relevant for assessment of teacher activities.
19. Any step taken for resource /revenue generation /cost reduction. Give a brief description attach separate sheet if needed.
20. Academic results of the students: overall pass%.....% students over 90% marks.....% students over 80% marks.....
21. Results from feedback from students- survey, verbal, written, complaints etc.

Signature of Faculty:

Name in Block letters:

Designation:

Place & Date:

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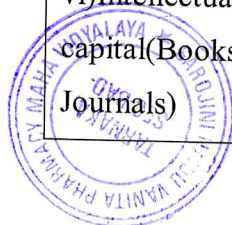
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PERFORMANCE APPRAISAL FOR FACULTY

(To be filled by Reviewer)

For the period fromto.....

| | | |
|---|----------------------|---------------|
| Name of the Faculty: | | |
| Designation: | | |
| Date of Joining: | | |
| Date of appointment to present post: | | |
| Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter. Incase the rating is unsatisfactory, please give reasons thereof separately. Outstanding – 5, Very Good – 4, Good -3, Satisfactory -2, Unsatisfactory – 1. | | |
| Assessment of Goals | Weightage:50% | |
| Particulars | Goal/Actual | Rating |
| i)Teaching load and regularity in taking class | Goal: Actual: | |
| ii)Academic Results Pass %, % over 90, % over 80%. | Goal: Actual: | |
| iii)Results from feedback survey from students | Goal: Actual: | |
| iv)Innovations/experiments introduced in the course or projects completed other than students | Goal: Actual: | |
| v)Contribution in curriculum development | Goal: Actual: | |
| vi)Intellectual capital(Books/Articles/Patents/Talks/Publications in Journals) | Goal: Actual: | |



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| | | |
|---|------------------|--|
| vii) Organizing and participation in seminars/workshops, special lectures, FDP's, Summer institutes | Goal: Actual: | |
| viii) Contribution to the corporate life of the school/University | Goal: Actual: | |
| ix) Members or Fellowship of Professional/Academic bodies | Goal: Actual: | |
| x) Resource/Revenue Generation/Cost Reduction | Goal: Actual: | |
| Total(A): | | |



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PERFORMANCE APPRAISAL FOR FACULTY

(To be filled by Reviewer)

For the period fromto.....

| | |
|---|----------------------|
| Name of the Faculty: | |
| Designation: | |
| Date of Joining: | |
| Date of appointment to present post: | |
| Please indicate your evaluation on each parameter by putting in the appropriate number in the column opposite the parameter. Incase the rating is unsatisfactory, please give reasons thereof separately. Outstanding – 5, Very Good – 4, Good -3, Satisfactory -2, Unsatisfactory – 1. | |
| Assessment of Goals | Weightage:50% |
| Particulars | Rating |
| i) Knowledge in sphere of work/Technical Know-how | |
| ii) Communication skills | |
| iii) Initiative and adaptability (Resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work) | |
| iv) Ability to inspire and motivate | |
| v) Supervisory ability | |
| vi) Interpersonal relations and teamwork | |
| vii) Integrity and Trustworthiness | |



T. Sai Hosh
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| | |
|--|--|
| viii)Others | |
| ix)Gross Misconduct(Negative Marking of -10) | |
| Total (B) | |

Overall Assessment: Total (A) + Total (B) =

Outstanding – 91 to 100 , Very Good – 71 to 90, Good – 51 to 70, Satisfactory – 40 to 50, Unsatisfactory – upto 40)

Signature of Faculty
Reviewer:

Name in Block letters:
letters:

Designation:

Date & Place:

Signature of

Name in Block

Designation:

Date & Place:



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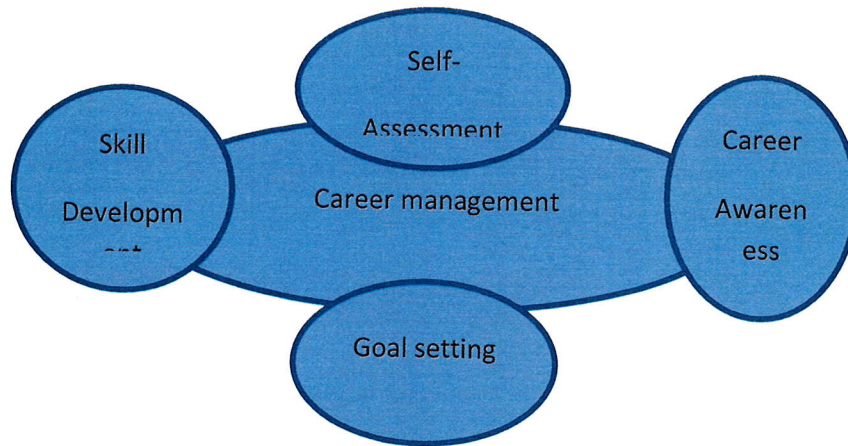
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PERSONAL DEVELOPMENT PLAN



For the Period fromto.....

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

DoJDate of appointment to Present Post.....



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| Training /Learning and development Needs | Priority | How will this be met? Short course, Mentor-Mentee program, e-learning, other | Target Date | Cost/Source of funding/Hours required per Day/Week etc | Evaluation – What have you learnt? | Evaluation –How much difference has this made to your job? |
|--|----------|--|-------------|--|------------------------------------|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Signature of Faculty
Reviewer:

Name in Block letters:
letters:

Designation:

Date & Place:

Signature of

Name in Block

Designation:

Date & Place:



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2/17/24, 2:50 PM

Administrative & Library Staff - Self Appraisal Form

Administrative & Library Staff - Self Appraisal Form

18.02.2022

info@snvpharmacycollege.com Switch account



* Indicates required question

Email *

Your email

1. Employee Name *

Your answer

2. Designation *

Your answer

3. Qualifications *

Your answer

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2/17/24, 2:50 PM

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4. Date of Joining *

Date

dd-mm-yyyy

5. Positions held in SNVPMV, prior to present Designation *

Your answer

6. Details of work experience prior to Joining SNVPMV *

Your answer

7. Nature of work *

Your answer

8. Please list your key strengths & what are your accomplishments? *

Your answer

9. Typically, how much time is taken for file disposal. Describe with examples. *

Your answer

10. How swiftly student grievances are redressed. Describe with examples, if any. *

Your answer



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11. Comment on your relationship with the students. Comment on the rapport, with any examples *

Your answer

12. Comment on your relationship with the faculty. Cite issues, if any. *

Your answer

13. Additional knowledge you like to acquire to perform better? *

Your answer

14. Would you like to shift to any other type of work where you think you can perform better? *

Your answer

15. New suggestions that will improve the overall efficiency of your work? *

Your answer

16. What are the recurring issues / problems / mistakes that happen in your department? Suggest methods to eliminate them. *

Your answer



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2/17/24, 2:50 PM

Administrative & Library Staff - Self Appraisal Form

17. Employee Goals and Objectives for the next academic year *

Your answer

A copy of your responses will be emailed to the address you provided.

Submit

Page 1 of 1

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