

ST. JAMES' COLLEGE OF PHARMACEUTICAL SCIENCES, CHALAKUDY

ANNUAL SELF-APPRAISAL FACULTY PERFORMANCE FORM

ACADEMIC YEAR - 20 - 20

Name of the Faculty member:		Department:					
Designation:		Date of Birth and Age:					
College ID No:		Date of Joining					
S. No.	Details	Performance Level			State X/Y/Z	Scores	
		X	Y	Z		Max	Actual
1.	Total No. of Years of College service	Upto 5	6 to 10	11 or more		10	
2.	Credits for Additional Educational Qualification prescribed (any Related PG Degree/Ph.D/PDF	Upto 2	2-4	5 or more		5	
3.	No. of Courses taught in all programs during the year. Jointly/Singly during the year	2 to 3	4 to 5	6 or more		20	
4.	Teaching / Laboratory Contact Hours per week during the year	Upto 8	9 to 12	13 or more		15	
5.	Project guidance for M.Pharm/Pharm.D/Pharm.D(PB) students during the year	Upto 8	9 to 12	13 or more		10	
6.	No. of hours per week, on average, for Departmental Administrative work, if any.	Upto 2	3 to 4	5 or more		5	
7.	No. of Ph.D Scholars under guidance during the year, both Full Time and Part Time	Upto 4	5 to 6	7 or more		15	
8.	No. of MoU /Technology Transfer initiated by you during the year	1	2	3 or more		10	
9.	Student Study Tours / Village Linkage Program / Departmental Co-curricular/ Extension tasks with significant role during the year	3-5	6-8	9 or More		10	
10.	No. of Competitions/ Celebrations/ other Programs organized with significant role during the year	1 or 2	3	4 or more		10	
11.	No. of Local/State/National/International Awards received during the year	Upto 2	3-4	5 or more		10	
12.	No. of papers presented in National/ International Seminars/ Workshops/ Conferences in the year	1-3	4 to 6	7 or more		15	
13.	No. of International/National Seminars/ Workshops/ Conferences participated during the year	2-3	4-6	7 or more		10	
14.	No. of Invited Lectures/Talks delivered during the year in Colleges/Universities/Industry/Government bodies	1-4	5-8	9 or more		5	
15.	Cumulative Impact factor of Publications during the year. No. of National/International Publications during the year in reputed Journals	1-3	3 to 5	Above 5		35	
16.	International/National Seminars/ Workshops/ Meets/ Conference Assisted during the year	1-3 days	3-7 days	8 days or more		5	
17.	No. of Research Projects under execution during the year	1	2	3 or more		5	
18.	No. of funded Research Projects under execution during the year	1	2	3 or more		15	
19.	No. of Patents held / Registered during the year	1 or 2	3 or 4	5 or more		5	
20.	No. of Memberships in Boards of Studies/ Training Teams/ Other Committees of Universities/ Institutions during the year	1 or 2	3 or 4	5 or more		10	
21.	No. of Seminar Sessions Chaired / Inaugural/ Keynote/ Presidential, Valedictory Addresses delivered	Upto 3	4 to 6	7 or more		10	
22.	Publications of Books/ Book Chapters (Online/Offline) during the year	4	5-7	8 or more		10	
23.	No. of students supervised/ counseled	Upto 5	6-10	11 or more		5	
		Actual Score				250	

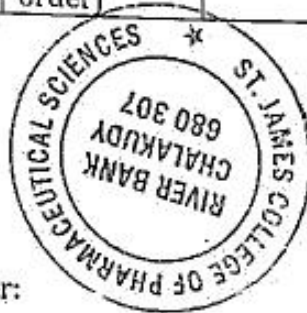
Principal

St. James College of Pharmaceutical Sciences
St. James Medical Academy, GH
River Bank, Chalakudy - 686

Additional Responsibility Incentive (Actual Score as above in the last column shall be enhanced by incentive score as worked out below)

No. of Addl. Responsibilities:	5	4	3	2	1
Incentive Score (% of Maximum Score)	25 %	18 %	12 %	7%	3%

No. of Addl. Responsibility	---	Incentive Score (as per above order)	(a)	Actual Score	(b)	TOTAL SCORE (a+b)
% Incentive	---					



Signature of Faculty member:
Date:

Dr.K. KRISHNAKUMAR Bsc., M.Pharm., Ph.D

Principal
St. James College of Pharmaceutical Sciences
St. James Medical Academy, GH Road,
River Bank, Chalakudy - 680 307

Signature of Principal
Date:

Signature of Department HOD:
Date:

STUDENTS' FEEDBACK ON TEACHING STAFF PERFORMANCE

This form is to collect feedback from the students in order to help the staff members to improve their performance as a teacher.
(Please put a tick mark against the appropriate column)

Name of the Teacher:

Subject Taught:

Batch / Year:

Attributes	RATING				
	5	4	3	2	1
Teacher prepares and organizes the class well					
Teacher knows the subject well					
Teacher is flexible in accommodating for individual student needs					
Teacher allows the student to ask questions and encourage active participation in the class					
Teacher uses various teaching methods and appropriate AV aids					
Teacher delivers lectures at the level of students understanding with examples					
Teacher prepares the students for both theory and practical examinations					
Teacher treats students impartially					
Teacher listens and understands students problems					
Teacher is approachable for corrections and guidance					
Teacher encourages and appreciates students creativity					
Teacher encourages and motivates the students for new learning					
Teacher is punctual					
Completes the allotted portions on time					
Teacher's communication skills					
TOTAL					

Rating: 1 - Average; 2 - Above Average; 3 - Good; 4 - Very Good; 5 - Excellent.



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Please comment on the instructional strengths of the staff, particularly for questions above which you rated as very good or excellent?

What suggestions for instructional improvement can you make to the teacher, particularly for the questions above which you rated average, or above average?

Additional Comments:

Date:

Signature of Student




Dr. K. KRISHNAKUMAR Bsc., M.Pharm., Ph.D.

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River Bank, Chalakudy - 680 307

St. James' Medical Academy
(St. James' College of Pharmaceutical Sciences & St. James' College of Nursing)
River Bank, Chalakudy-680307

ACTION TAKEN ON STUDENTS' FEEDBACK OF TEACHING STAFF
PERFORMANCE

Name of the staff :

Designation :

Subjects Taught:

Batch / Year:

No of students from whom feed back have been received:

Major positive points mentioned by the students	
Major negative points mentioned by the students	
What actions have been taken / proposed to be taken?	

Date:



Signature of Principal

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River Bank, Chalakudy - 680307

St. James' Medical Academy
St. James' College of Pharmaceutical Sciences & St. James' College of Nursing
 River Bank, Chalakudy - 680307

(The form is to be filled by the teaching staff in order to help the non-teaching staff to improve their performance. Please put a tick mark against the appropriate column)

NON-TEACHING STAFF PERFORMANCE APPRAISAL

NAME:

DESIGNATION:

DEPARTMENT/SECTION:

Sl.NO	Attributes	RATING				
		5	4	3	2	1
1.	Ability to organize and carry out work					
2.	Ability and willingness to take up additional work in times of emergency					
3.	Ability to learn new duties					
4.	Accountability					
5.	Maintenance of files / records					
6.	Completion of work on time					
7.	Approachable					
8.	Discipline and Punctuality					
9.	Communication					
10.	Grooming					
	TOTAL					

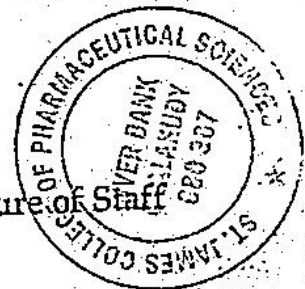
*Rating: 1 - Average; 2 - Above Average; 3 - Good; 4 - Very Good; 5 - Excellent.

[Signature]
 Dr.K. KRISHNAKUMAR Bsc., M.Pharm., Ph.D

Date:

Principal
 St. James College of Pharmaceutical Sciences
 St. James Medical Academy, GH Road
 River Bank, Chalakudy - 680 307

Signature of Staff



Additional Comment