

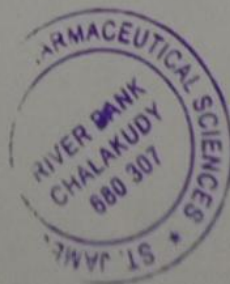
**ST. JAMES' COLLEGE OF PHARMACEUTICAL SCIENCES**  
**CHALAKUDY, KERALA**

**Report of Annual Staff-Appraisal Report (ASAR)**

The annual staff- appraisal report (ASAR) of all teaching staffs was collected on annual basis using structured questionnaire for the academic year of 2022-2023. Based on the performance and feedback of staff-appraisal form, the principal takes personal interest in guiding the teachers in order to promote effective teaching-learning and research activities in the college.

**Feedback Analysis Report**

- The analysis of the staff appraisal form reflects that staffs were found to have adequate academic qualification for teaching process.
- All staffs were actively involved in the college administrative works.
- All staffs were effectively participated and organized the curricular, co-curricular and extension activities in the college.
- All staffs were efficiently participated the National/International seminars, conferences and workshops.
- All staffs were successfully conducted mentor-mentee programme for students in the college.
- Few staffs received the national and international awards.
- Submission of project proposal by staffs to be approved.
- Publication of research/review article by staffs in reputed index journal to be improved.



*F. K.*  
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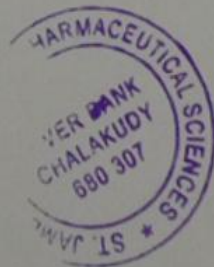
ST. JAMES' COLLEGE OF PHARMACEUTICAL SCIENCES  
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**Report of Non-Teaching Staff Appraisal Report (SAR)**

The annual non-teaching staff performance appraisal was collected for the academic year of 2022-2023. The non-teaching staff performance appraisal was evaluated based on determination of the performance index of every non-teaching employee. The assessment of performance index involves various parameters like ability to organize and carry out work, willingness to take up additional works in time of emergency, ability to learn new duties, accountability, maintenance of file/records, completion of work on time, approachable, discipline and punctuality, communication and grooming. The above-mentioned parameters were observed on annual non-teaching staff performance appraisal form and report is submitted to the Principal/Management.

**Feedback Form Analysis Report**

- It was observed that non-teaching staffs were able to carry out work the academic works and administrative works within the time.
- Non-teaching staffs maintained the files/records properly
- Non-teaching staffs were discipline ad punctual



  
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## ANNUAL SELF-APPRAISAL FACULTY PERFORMANCE FORM

ACADEMIC YEAR - 20<sup>22</sup> 20<sup>23</sup>

Name of the Faculty member: <u>Dr. H. SATHISH KUTTA</u>		Department: <u>PHARMACOLOGY</u>					
Designation: <u>PROFESSOR</u>		Date of Birth and Age: <u>22.09.1983 39</u>					
College ID No:		Date of Joining: <u>02.01.2023</u>					
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	X	10	✓
2.	Credits for Additional Educational Qualification prescribed (any Related PG Degree/Ph.D/PDF	Upto 2	2-4	5 or more	Z	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	X	20	18
4.	Teaching / Laboratory Contact Hours per week during the year	Upto 8	9 to 12	13 or more	Z	15	15
5.	Project guidance for M.Pharm/Pharm.D/Pharm.D(PB) students during the year	Upto 8	9 to 12	13 or more	X	10	0
6.	No. of hours per week, on average, for Departmental Administrative work, if any.	Upto 2	3 to 4	5 or more	Z	5	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	X	15	0
8.	No. of MoU /Technology Transfer initiated by you during the year	1	2	3 or more	X	10	0
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	X	10	5
10.	No. of Competitions/ Celebrations/ other Programs organized with significant role during the year	1 or 2	3	4 or more	X	10	5
11.	No. of Local/State/National/International Awards received during the year	Upto 2	3-4	5 or more	X	10	0
12.	No. of papers presented in National/ International Seminars/ Workshops/ Conferences in the year	1-3	4 to 6	7 or more	X	15	0
13.	No. of International/National Seminars/ Workshops/ Conferences participated during the year	2-3	4-6	7 or more	X	10	5
14.	No. of Invited Lectures/Talks delivered during the year in Colleges/Universities/Industry/Government bodies	1-4	5-8	9 or more	X	5	0
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	X	35	0
16.	International/National Seminars/ Workshops/ Meets/ Conference Assisted during the year	1-3 days	3-7 days	8 days or more	X	5	2
17.	No. of Research Projects under execution during the year	1	2	3 or more	X	5	0
18.	No. of funded Research Projects under execution during the year	1	2	3 or more	X	15	0
19.	No. of Patents held / Registered during the year	1 or 2	3 or 4	5 or more	X	5	0
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	X	10	0
21.	No. of Seminar Sessions Chaired / Inaugural/ Keynote/ Presidential, Valedictory Addresses delivered	Upto 3	4 to 6	7 or more	X	10	5
22.	Publication of Books/ Book Chapters (Online/offline) during the year	4	5-7	8 or more	X	10	1
23.	No. of students mentored/counseled	Upto 5	6-10	11 or more	Z	5	5
<b>Actual Score</b>						<b>250</b>	<b>167</b>

**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: <u>3</u>	5	4	3	2	1
Incentive Score (% of Maximum Score) <u>12.1</u>	25%	18%	12%	7%	3%

No. of Addl. Responsibility	<u>3</u>	Incentive Score (as per above order)	(a) <u>30</u>	Actual Score	(b) <u>67</u>	TOTAL SCORE (a+b)
% Incentive	<u>12</u>			<u>20.8</u>	<u>20.8</u>	<u>56.8</u>
						<u>97</u>

Signature of Faculty member:  
Date: 23.6.23

Signature of Principal  
Date:

Signature of Department HOD:  
Date:



[Signature]  
Dr. K. KRISHNAKUMAR Bsc., M.Pharm., Ph.D  
Principal  
St. James College of Pharmaceutical Sciences  
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River Bank, Chalakudy-680307

(This form is to collect feedback from 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: MRS. SHAGI VARGHESE

DESIGNATION: OFFICE ASST.

DEPARTMENT/SECTION: OFFICE

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.

Date: 16/06/2023

Signature of Staff



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