



Panchakshri Shivacharya Trust's

Est :- 1973

CHANNABASWESHWAR PHARMACY COLLEGE (DEGREE)

Kava Road, Basweshwar Chowk, Latur-413512 (Maharashtra)

DTE Code :- 2253, University Code :- 947, MSBTE Code :- 2041

Phone No:- (02382) 240192, Fax:- (02382) 243855, Email:- channabasweshwar@gmail.com, Website:- www.channabasweshwar.org

Approved by:- Govt. Of Maharashtra, PCI, New Delhi, Affiliated to :- S.R.T.M.University, Nanded , MSBTE, Mumbai.

4.0. PROCEDURE

4.1 Appointment

• *API Review committee was constituted to assess teacher's performance as follows:*

Member No.	Designation of API review committee member	Representation
1	A Member secretary	Principal
2	A Senior teaching faculty Member	Asso. Professor & Head of department (HOD)
3	Two External / Internal Members	Principal or HOD level from our / other organization

• Each reviewer has a vital role to play in ensuring that the evaluation process is conducted accurately and objectively and to assist in realization of the objectives of this programme.

4.2 Roles and responsibilities

4.2.1 The Head of institute and API review committee are responsible for ensuring that the Faculty Performance Appraisal policy and procedure is fully implemented.

4.2.2 The departmental head is responsible for appraising faculty, and for providing constructive feedback and access to resources to faculty in order that they can develop their teaching skills and abilities.

4.2.3 The faculty member is responsible for meeting the expectations to support effective learning by students and a positive learning environment by accessing the appropriate resources to develop and enhance their teaching skills and abilities.



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4.3. General Procedure

The purpose of the performance appraisal is to provide an assessment of performance that allows recognition of a faculty member's strengths and achievements, and to identify potential areas for professional development.

Appraisal activities shall encourage faculty to continue professional development initiatives and to identify potential areas for professional development based on discussions and feedback.

4.3.1. Annual Appraisal system

Performance appraisals for full-time faculty will be conducted a minimum of once per academic year by the API review committee.

4.3.2. Various Evaluation criteria (Elements) included in the faculty performance appraisal process but are not limited to: Student Feedback Questionnaires (SFQs), review of professional development completed in past academic year by faculty self-appraisal form which includes,

- **Category I-** Teaching, Learning and Evaluation Related Activities,
- **Category II-** Co-Curricular, Extension and Professional Development Related Activities
- **Category- III** Research and (Related) Academic Contributions

4.3.3. A signed copy of the Faculty Performance Appraisal Summary document (as per standard format) will be provided for the faculty member and a copy will be retained in the faculty member's file in office according to the Common Records Schedule and then destroyed.

4.3.4. **Student Feedback Questionnaires (SFQs)** will be collected using the college approved survey tool and the student feedback will be provided to the faculty. SFQs will be retained in the faculty member's file in office according to the Common Records Schedule and then destroyed.



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All faculty will be appraised on a scale of 1-5 (whole numbers only) based on student feedback questionnaires.

4.3.5. Numerical ratings should be supported by reviewing officer's comments for faculty appraisal recommendation.

05 REFERENCES: Policy of S R T M University

5.0 ANNEXURES:

Table 1: Faculty appraisal Performa- Sample copy

Proforma for faculty appraisal

Name of Faculty : _____

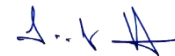
Designation : _____

Department: _____

* Faculty appraisal recommendation:

Sr. No.	Evaluation Criteria	Particulars	Total API Score calculated	Verified API Score (for the use API Review committee only)
1	Category-I	Teaching, Learning and Evaluation Related Activities		
2	Category-II	Co-Curricular, Extension and Professional Development Related Activities		
3	Category-III	Research and (Related) Academic Contributions		
4	Self-Appraisal total API Score declared by applicant			
5	Student feedback			
Remarks	Whether recommended for grant of annual increment if not justified/substantiate the reason for the same			

Name & Sign of API Review Committee member:

Principal
Channabasweshwar Pharmacy
College (Degree), Latur

