



# SRI INDU INSTITUTE OF PHARMACY

Sponsored by New Loyola Model Educational Society, Vanasthalipuram, Hyderabad.

(Approved by PCI – New Delhi, Affiliated to JNTUH- Hyderabad.)

Sheriguda, Ibrahimpatnam, R.R. Dist –501 510, Hyderabad, Telangana State.

Phone : 9391537555 Website : [www.siip.ac.in](http://www.siip.ac.in) Email ID : [siipoffice@siip.ac.in](mailto:siipoffice@siip.ac.in)


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## 6.3.5. Performance Appraisal of Teaching Staff:

SIIP has a well-defined performance appraisal system for Faculty Members. Faculty intending for promotion or increment / special increment required to submit their annual performance appraisal in prescribed format.

The performance appraisal document includes the

1. Details of Professional Experience with related documents
2. Academic Contribution details including Result Analysis, Lab Record Assessment, Course File Completion, Updating & Record Maintenance, attaining Feedback from Stake Holders etc. Additional academic achievements like Fellowships, PG Diplomas, PhD awarded or PhD's guided.
3. Administrative Contributions details including Administrative responsibilities at the Institution and Department Level, Involvement in Students Counseling/Mentoring/Motivation, Guest Lectures, Organization of any National / International Conference/Seminar/Workshops, Organization of any Institute Curricular/Co-curricular & Extra Curricular Activities, Accreditation Works, Late Coming Markings (if any)
4. Professional Achievements right from the beginning of their professional carrier and their relative progress between the present position and proposed position during the year under review. The achievements include details of Research Publications, Paper Presentations, Guest Lectures, Professional Awards, Book publications, contribution of Chapters to text books, involvement in Research Projects,
5. Best Practices implemented in Teaching Learning Methodology, Initiatives / innovative measures in teaching and learning.
6. Future plans in terms of goals and their strategy for their achievements and contribution.

  
**PRINCIPAL**  
SRI INDU INSTITUTE OF PHARMACY  
Sheriguda (V), Ibrahimpatnam (M),  
R.R. Dist. Hyderabad-501 510.



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The performance of all the teaching staff are reviewed by the HODs, Academic Director, Principal and Management Representatives. Faculties were assessed based on their performance, examination results of the students and feedback from respective stake holders. At the ends of each academic year students appraise every faculty member on various descriptions like Teaching methods, Clarity in Expression, Completion of Syllabus in time, Involvement in Practical Training, Interaction with Students etc. . Feedback from students were thoroughly analyzed by the concerned team and communicated to the respective faculty to update/ improve / adapt as per the feedback. HOD's appraises the staff based on their work done vis-à-vis Research Publications, Paper Presentations in Conference/ Seminars/Workshops etc., besides overall performance of the students (Theory & Practical).

The Performance Based Appraisal submitted by the respective Faculty Member is verified, checked and appraised accordingly by the HODs, IQAC and the Principal.

## **Appraisal of Non-Teaching Staff:**

Salary appraisal for non-teaching staff is done based on their work involvement, performance and contribution besides the feedback given by the HODs / Administrative Officers and through timely confidential reports obtained by the principal.

  
**PRINCIPAL**  
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## APPRAISAL FORMAT FOR FACULTY

### FORM A

Name: Ms. G. Veena

Department: Pharmacology

Date of the joining: 01-07-2013

Examination	Name of the exam	College	University	Year of passing	Percentage of Marks obtained	Division/class/Grade
UG	B.Pharm	SPSP Tirupati	JNTUH	2005	76.7%	First
PG	M.Pharm	SPMVV Tirupati	SPMVV Tirupati	2008	72%	First
Ph.D	Pursuing	—	Krishna University	2014 Registered	—	—
Any other						

Total experience ..... 11 ..... yrs.

Any other Information.....

### Subjects/Labs Taught in First/ second semester of the year under review

S.No	Subject/Lab	Year/Sem	Student pass %	Exam branch signature
1.	Pharmacology - II	Pharm.D 1st year	99%	Eof.
2.	Pharmacology - II lab	Pharm.D 1st year	100%	Eof.
3.	Pharmacology - II (Sec-A)	B.Pharm 1st year	85%	Eof.
4.	Pharmacology - II (Lab Sec-A)	B.Pharm 1st year	100%	Eof.
5.				





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## PART – I – ACADEMIC CONTRIBUTION (70M)

SNO	Attribute				Self-assessment	Points by HOD	Remarks
1	Result analysis	Refer Table 1			40.25		
2	Labs work correction	3 80-89.99%	4 90-94.99%	5 95-100%	5	4	Must be Regular
3	Course file completion & updation	3 ( good )	4 ( V good )	5 ( Excellent )	4	5	
4	Feedback of student	Refer Table 2			4	4	Expenditure & better compliance
5	Organizing External lecture or industrial visit	3	4	5	5	4	
Total Marks (70 Marks)					58.25	5	

Table 1 : Result Analysis (45M)

SNO	Parameter	Sub 1	Sub 2	Sub 3	Sub 4	Average marks	Remarks
1.	Syllabus coverage according to lesson plan (10M)	10	10	10	10	10	
2.	Tutorial classes according to curriculum (10M)	10		10		10	
3.	Remedial classes for slow learners (10M)	7		7		7	Try to increase number
4.	Remedial classes for fast learners (05M)	4		3		3.5	
5.	Pass percentage – (10M) Refer Table 1(a)	10	10	9	10	9.75	
Total marks (45M)		40.25					







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S.No	Research Parameter	No	Marks
1	Guiding students and getting prizes	01	03
2	Books publishing	01	10
3	Membership in professional bodies (yearly)	01	02
4	Membership in professional bodies(annually)	01	01
5	Papers published in journals(INT/NAT)	01	5/2.5
6	Papers published in Conferences(INT/NAT)	01	3/2
7	Sponsored R&D refer table 3(a)	01	10
8	Sponsored Consultancy Refer table 3(b)	01	05
9	FDP 1week/2week	01	03/06
10	Workshop (1 day/ 3days)	01	½
11	Parents	01	10

TABLE 3(a)	
R&D Amount	Marks
>20Lakhs	10
10-20 Lakhs	8
5-20 Lakhs	6
<5Lakhs	2

Table 3(b)	
Consultancy Amount	Marks
>2Lakhs	5
1-2Lakhs	4
<1Lakh	2





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## PART – II

### RESEARCH PUBLICATIONS & ACADEMIC ACHIEVEMENTS

(REFER TABLE 3) (90M)

Sno	Attribute	Max score	Pts scored	Remarks
1	For guiding students in projects and getting prize in external competitions(I/II) as per 3.1	06	03	Improve participation
2	Authoring a book during the appraisal AY as per 3.2	10	—	
3	Professional body memberships (IEEE,ISTE,IEI and dept. professional bodies recognized) lifetime as per 3.3	06	04	Expecting more
4	Professional body memberships (IEEE,ISTE,IEI and dept. professional bodies recognized) Annually as per 3.4	04	04	
5	Publishing technical paper in international journal (give details) recognized as per 3.5	20	20	
6	Publishing technical paper in national / international conference (give details) as per 3.6	06	06	Recd review journals & expecting more projects.
7	Sponsored R&D (give details) as per 3.7	10	—	
8	Sponsored consultancy (give details) as per 3.8	05	—	
9	Attending any FDP as per 3.9	06	06	
10	Attending workshop/FIP(give details)as per 3.10	02	02	
11	Patents (give details) as per 3.11	10	—	Can try with your capacity
12	Experience in SIIP (REFER TABLE 4)	05	04	
	Total Marks (90 Marks)		49	

Duty



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## PART –III

### ADMINISTRATIVE CONTRIBUTIONS (40M)

SN O	Attribute	Max score	Pts scored	Pts by HOD	Remarks								
1	Administrative responsibilities at the institution level	04	04	5									
2	Administrative responsibilities at the department level	06	06	5									
3	Involvement in counseling/Mentoring/Students motivation/Attendance (give details)	05	05	5									
4	Guest lectures outside (give details)	03	02	2									
5	Organizing any International conference <table><tr><td>Convener</td><td>Co-Convener</td><td>Committee head</td><td>Committee member</td></tr><tr><td>5</td><td>3</td><td>2</td><td>1</td></tr></table>	Convener	Co-Convener	Committee head	Committee member	5	3	2	1	05	03	3	
Convener	Co-Convener	Committee head	Committee member										
5	3	2	1										
6	Organizing any National conference/FDP <table><tr><td>Convener</td><td>Committee head</td><td>Committee member</td></tr><tr><td>5</td><td>2</td><td>1</td></tr></table>	Convener	Committee head	Committee member	5	2	1	05	02	3			
Convener	Committee head	Committee member											
5	2	1											
7	Organizing any college level Activities (ex; Aquila,sports day,college day etc,..) <table><tr><td>Committee head</td><td>Committee member</td></tr><tr><td>4</td><td>2</td></tr></table>	Committee head	Committee member	4	2	04	02	3					
Committee head	Committee member												
4	2												
8	NBA/NAAC/Autonomous Etc., <table><tr><td>Coordinator</td><td>Criteria incharge</td><td>Committee member</td></tr><tr><td>5</td><td>3</td><td>1</td></tr></table>	Coordinator	Criteria incharge	Committee member	5	3	1	05	03	4			
Coordinator	Criteria incharge	Committee member											
5	3	1											
9	Late markings <table><tr><td>No late marks</td><td>3 times late</td><td>5 times late</td></tr><tr><td>3</td><td>2</td><td>1</td></tr></table>	No late marks	3 times late	5 times late	3	2	1	03	03	2			
No late marks	3 times late	5 times late											
3	2	1											
	Total marks (40M)		30	32									

Grand total : I+II+III (Max.marks :200M) = 137.25

  
Signature of the faculty







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## FORM B

(To be filled by the head of the department/principal)

ANNUAL APPRAISAL REPORT FOR THE ACADAMIC YEAR 2019-20

Name of the faculty Mrs. G. VEENA

Designation Associate Professor  
Dept. of Pharmacology

Form A total : 137.25

Attitude and Interpersonal Skills (give ratings on a five point scale with '5' being the best and '1' is the poor ) (Excellent - 5, Good -4, Satisfactory-3, Poor-2, very Poor-1

S.no	Parameter	Marks obtained
1	Professional look	5
2	Punctuality to the class work and full time engagement of class	5
3	Toughness of the subject handled	5
4	Co-operation for sudden engagement of class	5
5	Proper leave communication and proper alternative arrangement during level period	4
6	Quality and quantity of delivery content	5
7	Participation in department work (NBA/NAAC/others)	5
8	Prompt response to assigned work	5
9	Participation in general administrative work of Dept./Institute	5
10	Relationship with students and co-faculty	4

Comments/Suggestions by the Head of the Department

Suggesting her to  
complete Thesis & submit for Ph.D

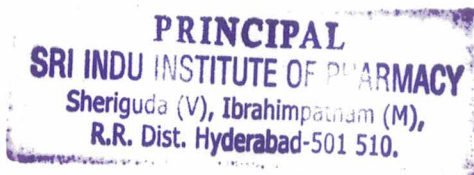
Signature of the HOD/Coordinator

(Dr. A. Veena)  
Academic Director

Remarks of principal

Suggesting her to involve in more Research  
activities & conduct more student Certification  
programmes.

Signature of the principal







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## APPRAISAL FORMAT FOR FACULTY

### FORM A

Name: ..... G. Suresh Kumar .....

Department: Natural products

Date of the joining: 16-8-2018

Examination	Name of the exam	College	University	Year of passing	Percentage of Marks obtained	Division/class/Grade
UG	B.pharmacy	NIPONS	JNTUH	2012	69.6%	1st
PG	M.pharmacy	NIPER	NIPER	2014	7.06 CGPA	1st
Ph.D	pursuing	-	Mewar Univer.	2014 Registered	-	-
Any other						

Total experience ..... 7 ..... yrs.

Any other Information.....

### Subjects/Labs Taught in First/ second semester of the year under review

S.No	Subject/Lab	Year/Sem	Student pass %	Exam branch signature
1	Medicinal chemistry I	B.pharm 2nd yr	95%	Esf.
2	Medicinal chemistry-I lab	B.pharm 2nd yr	100%	Esf.
3	Pharmaceutical organic chem	B.pharm 2nd yr	97%	Esf.
4	Pharmaceutical organic chemistry Lab	B.pharm. 2nd yr	100%	Esf.





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## PART – I – ACADEMIC CONTRIBUTION (70M)

SNO	Attribute				Self-assessment	Points by HOD	Remarks
1	Result analysis	Refer Table 1			45.5		
2	Labs work correction	3 80-89.99%	4 90-94.99%	5 95-100%	5	4	
3	Course file completion & updation	3 ( good )	4 ( V good )	5 ( Excellent )	5	5	
4	Feedback of student	Refer Table 2			5	4	
5	Organizing External lecture or industrial visit	3	4	5	4	5	
Total Marks (70 Marks)					64.5		

Table 1 : Result Analysis (45M)

SNO	Parameter	Sub 1	Sub 2	Sub 3	Sub 4	Average marks	Remarks
1.	Syllabus coverage according to lesson plan (10M)	10	10	10	10	10	
2.	Tutorial classes according to curriculum (10M)	10		10		10	
3.	Remedial classes for slow learners (10M)	8		8		8	
4.	Remedial classes for fast learners (05M)	4		4		4	
5.	Pass percentage – (10M) Refer Table 1(a)	10	10	10	9	9.75	
Total marks (45M)							41.75





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S.No	Research Parameter	No	Marks
1	Guiding students and getting prizes	01	03
2	Books publishing	01	10
3	Membership in professional bodies (yearly)	01	02
4	Membership in professional bodies(annually)	01	01
5	Papers published in journals(INT/NAT)	01	5/2.5
6	Papers published in Conferences(INT/NAT)	01	3/2
7	Sponsored R&D refer table 3(a)	01	10
8	Sponsored Consultancy Refer table 3(b)	01	05
9	FDP 1week/2week	01	03/06
10	Workshop (1 day/ 3days)	01	½
11	Parents	01	10

TABLE 3(a)	
R&D Amount	Marks
>20Lakhs	10
10-20 Lakhs	8
5-20 Lakhs	6
<5Lakhs	2

Table 3(b)	
Consultancy Amount	Marks
>2Lakhs	5
1-2Lakhs	4
<1Lakh	2







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## PART – II

### RESEARCH PUBLICATIONS & ACADEMIC ACHIEVEMENTS (REFER TABLE 3) (90M)

Sno	Attribute	Max score	Pts scored	Remarks
1	For guiding students in projects and getting prize in external competitions(I/II) as per 3.1	06	04	ok
2	Authoring a book during the appraisal AY as per 3.2	10	—	
3	Professional body memberships (IEEE,ISTE,IEI and dept. professional bodies recognized) lifetime as per 3.3	06	2	
4	Professional body memberships (IEEE,ISTE,IEI and dept. professional bodies recognized) Annually as per 3.4	04	2	ok
5	Publishing technical paper in international journal (give details) recognized as per 3.5	20	14	
6	Publishing technical paper in national / international conference (give details) as per 3.6	06	03	ok
7	Sponsored R&D (give details) as per 3.7	10	—	can be improved
8	Sponsored consultancy (give details) as per 3.8	05	—	
9	Attending any FDP as per 3.9	06	02	
10	Attending workshop/FIP(give details)as per 3.10	02	01	
11	Patents (give details) as per 3.11	10	—	Try to apply
12	Experience in SIIP (REFER TABLE 4)	05	03	
	Total Marks (90 Marks)		31	





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## PART –III

### ADMINISTRATIVE CONTRIBUTIONS (40M)

SN O	Attribute	Max score	Pts scored	Pts by HOD	Remarks								
1	Administrative responsibilities at the institution level	04	04	4									
2	Administrative responsibilities at the department level	06	06	5									
3	Involvement in counseling/Mentoring/Students motivation/Attendance (give details)	05	05	5	Satisfactory								
4	Guest lectures outside (give details)	03	3	3	Try to do more seminars								
5	Organizing any International conference <table><tr><td>Convener</td><td>Co-Convener</td><td>Committee head</td><td>Committee member</td></tr><tr><td>5</td><td>3</td><td>2</td><td>1</td></tr></table>	Convener	Co-Convener	Committee head	Committee member	5	3	2	1	05	2	2	
Convener	Co-Convener	Committee head	Committee member										
5	3	2	1										
6	Organizing any National conference/FDP <table><tr><td>Convener</td><td>Committee head</td><td>Committee member</td></tr><tr><td>5</td><td>2</td><td>1</td></tr></table>	Convener	Committee head	Committee member	5	2	1	05	2	2			
Convener	Committee head	Committee member											
5	2	1											
7	Organizing any college level Activities (ex; Aquila,sports day,college day etc,.. <table><tr><td>Committee head</td><td>Committee member</td></tr><tr><td>4</td><td>2</td></tr></table>	Committee head	Committee member	4	2	04	3	3					
Committee head	Committee member												
4	2												
8	NBA/NAAC/Autonomous Etc.. <table><tr><td>Coordinator</td><td>Criteria incharge</td><td>Committee member</td></tr><tr><td>5</td><td>3</td><td>1</td></tr></table>	Coordinator	Criteria incharge	Committee member	5	3	1	05	4	3			
Coordinator	Criteria incharge	Committee member											
5	3	1											
9	Late markings <table><tr><td>No late marks</td><td>3 times late</td><td>5 times late</td></tr><tr><td>3</td><td>2</td><td>1</td></tr></table>	No late marks	3 times late	5 times late	3	2	1	03	03	2			
No late marks	3 times late	5 times late											
3	2	1											
	Total marks (40M)		32	29									

Grand total : I+II+III (Max.marks :200M) = 124.5



Signature of the faculty



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## FORM B

(To be filled by the head of the department/principal)

ANNUAL APPRAISAL REPORT FOR THE ACADAMIC YEAR 2019-20

Name of the faculty G. Suresh Kumar Designation Associate Professor

Form A total : 124.5

Attitude and Interpersonal Skills (give ratings on a five point scale with '5' being the best and '1' is the poor ) (Excellent - 5, Good -4, Satisfactory-3, Poor-2, very Poor-1

S.no	Parameter	Marks obtained
1	Professional look	4
2	Punctuality to the class work and full time engagement of class	5
3	Toughness of the subject handled	5
4	Co-operation for sudden engagement of class	3
5	Proper leave communication and proper alternative arrangement during level period	4
6	Quality and quantity of delivery content	5
7	Participation in department work (NBA/NAAC/others)	4
8	Prompt response to assigned work	5
9	Participation in general administrative work of Dept./Institute	4
10	Relationship with students and co-faculty	4

Comments/Suggestions by the Head of the Department

Expecting more Research publications  
\* suggesting to involve more in  
Remedial classes of  
Medicinal Chemistry.

Signature of the HOD/Coordinator

ACADEMIC DIRECTOR

Remarks of principal

Try to publish more research papers  
& Remedial classes.



Signature of the principal

SRI Indu Institute of Pharmacy  
SHERIGUDA, Ibrahimpatnam Rd  
R.R. Dist. 501 510