

COLLEGE OF PHARMACY (B.Pharm.)

Approved by PCI, AICTE, Govt.of Maharashtra & DTE Affiliated to Savitribai Phule Pune University, Pune DTE Code:- 6382 University Code:- CPHPO13150



Certified by ISO 9001-2015, ISO: 14001-2015

Recognised as Green Educational Campus

Hon.Shri. Vilasrao V. Lande President

Hon.Shri. Sudhir V. Mungase Secretary

Hon.Shri. Ajit D. Gavhane Treasurer

Dr. Kishor S. Jain Principal

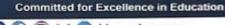
6.3.1

The institution has effective welfare measures and Performance Appraisal System teaching and non-teaching staff

राजमाता जिजाऊ शिक्षण प्रसारक मंडळाचे, कॉलेज ऑफ फार्मसी Gat No.101/102, Moshi-Alandi Road, Dudulgaon, Pune. Post-Alandi, Tal.: Haveli, Pune-412105, Maharashtra (India)

Phone: (020) 20280280, 7447763086, 9422322070 : www.rjspmpharmacy.com

Email: rjspmcop123@gmail.com













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2	Appraisal form of non-teaching

राजमाता जिजाऊ शिक्षण प्रसारक मंडळाचे, कॉलेज ऑफ फार्मसी Gat No.101/102, Moshi-Alandi Road, Dudulgaon, Pune. Post--Alandi, Tal.: Haveli, Pune-412105, Maharashtra (India) Phone: (020) 20280280, 7447763086, 9422322070

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1. Appraisal form of teaching

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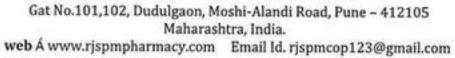


uratio	on of Appraisal:	From	to		
		PART -	I : SELF APPRA	SAL	
A.	General Info	rmation			
. Na	ime _				
. De	signation _				
. De	partment _				
. Da	te of Appointme	ent			
(i)	In the Institut	lon			
(ii)	In the presen	nt post			
В.	Job Perform	nance			
1.	Performance	of Engaging Practica	ı		
Sr. No.	Class	Subject	No. of Practica Assignment (as per syllabus	Assignment	% Attendance of students
2.	Student's Fee	edback			
Sr. No.	Class	Subjec	t	Student's Feedback av (on 10 point so	verage score cale)
#					
\exists					
c.	Participation	in University/ MSB	TE / DTE work :		
	1. Conduct	of Exams			
	2. Internal E	valuation			
		r			

(Use separate sheet if needed and provide information in the same format)









D. Participation in Institute activities

a. Academic / Lab development		
a Academic / Lab. development		
b. Co-curricular activities		
c. Students counseling / welfare		
d. Organising seminar/ conference, etc.		
e. Leaming Resource Development		
f. Organizing industrial visits/ study tour	8	
g. Enrichment of campus life		
h. Any other		
Delivering expert lecture I cond	ucting professional training/consult	ation/testing, etc.
Delivering expert lecture I cond 3. Participated in Seminar / Works		ation/testing, etc.
		ation/testing, etc. Date
Participated in Seminar / Works	hop Organized by	





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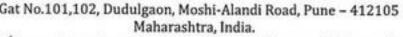
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	Innovative approach for conducting practicals/ maintenance of equipments etc.	
	Improving self-qualification	
	Any special achievement during the year	
	How would you assess your own performance during the past year against the target set for	you
9	Target set for next academic year	
	Signature:	
	Name	
	PART- II	
Rem	s of the Reporting Authority (HOD)	
	se state whether you agree with the —	
	ssessment of the repartee,	
	, the reason there for :	
2) V	according to you are the faults and	
re	onsibilities of the above said employee	
fo	nortfall, if any :	
3) C	tructive suggestions to improve the —	
p	rmance of the staff members :	
	- Wiau S	P



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Factors	A+	A		A-	B+	В	B-	С
I Knowledge and preparation of subject			\top					
Communication skill			\top					
Ability to create interest among students								
Punctuality								
Work planning and Control					- 1			Ø 45
Class room control and discipline								
7. Influence over students, parents and colleague	es.							
 Administrative ability including judgement, initiative & Drive 								
9. Interestin students assignments								
10.Fidelity in carrying out superior authority's instructions								
1] A+: Outstanding 2] A: Very good 31A-: Nearino Very good	5] 8 :	Positive Good Averag			Below a	verag	e	
		A+	A	Α-	B+	E	В	В-
ick whichever is applicable A+: Outstanding A: Very Good A-: Nearing Very Good	5)	B: Go B-: Av C: Be	od erage		B+	E	3	В-
A+: Outstanding A: Very Good A-: Nearing Very Good B+: Positively Good	5)	B: Go B-: Av C: Be	od erage		B+	E	3	B-
eneral Assessment lick whichever is applicable A+: Outstanding A: Very Good A-: Nearing Very Good B+: Positively Good Fitness to continue in the present post Fitness for promotion	5;	B : Go B-: Av C : Be	od erage		B+	E	3	B-
A+: Outstanding A: Very Good A-: Nearing Very Good B+: Positively Good Fitness to continue in the present post Fitness for promotion	5 6 7 7 Yes / No	B : Go B-: Av C : Be	od erage		B+	E	3	B-
A+: Outstanding A: Very Good A-: Nearing Very Good B+: Positively Good Fitness to continue in the present post Fitness for promotion	5 6 7 7 Yes / No	B : Go B-: Av C : Be	od erage		B+	E	3	B-
A+: Outstanding A: Very Good A-: Nearing Very Good B+: Positively Good Fitness to continue in the present post	Yes / No FIT/ Not F	B: Go B-: Av C: Be	od erage low Av	erage	B+			B-





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PART-III Remarks of the Reviewing Officer (Principal)

Length of Service under Reviewing Officer	
Do you agree with the Reporting Officer or do you wish to modify or add to his assessment	
Date:	Signature Name of Principal:



PRINCIPAL ajmata Jijau Shikshan Prasarak Mandai s COLLEGE OF PHARMACY Dudulgaon, Pune-412 105.



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2. Appraisal form of non-teaching

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Non-teaching Staff



	नाचा काल	वधीः	ч	सून	पर्यंत
		भागः १ –	- स्वयंमुल्यांक	न निर्धारण	
			SELF APP		
			mation (सर्व	साधारण माहिती)	
1.	Name (न		:		
2.		(धारण् केलेले पद)	:		
3.		ent (विभाग) :			
4.		Appointment in the			
		n (संस्थेत नेमणुकीचा दिनांक)			
5.	Date of a	ppointment to the present पदावरील नेमणुकीचा दिनांक)	post		
6		computer literate?			
0.	(आपण सं	गणक साक्षर आहात का?)		Yes (होय) / N	Is (ताही)
	If yes, ple	ease provide information		163 (614)71	10 (-1161)
		ा माहिती द्यावी) :			
		/ करत आहात?)			
7.	What is y	our educational qualificati क्षणिक पात्रता काय आहे?)	on?		
	10114171 31	mivida diatti dala dibara			
0	The second secon	The state of the s	o oducation	al qualification / 3 wf	कि गावना नारनामामार्ज
8.	Efforts m	ade in last year to increas	e education	nal qualification (शैक्षरि	गेक पात्रता वाढवण्यासार्ठ
8.	Efforts m	The state of the s	e education	nal qualification (दौक्षरि	गेक पात्रता वाढवण्यासार्ठ
8. 9.	Efforts m गेल्या वर्षो If any oth	ade in last year to increas	in last year	should be given infor	
	Efforts m गेल्या वर्षा If any oth काही इतर Sr.	ade in last year to increas त केलेले प्रयत्न) or course / training taken कोर्स / प्रशिक्षण घेतले असल्य Course / Seminar Na	in last year गस माहिती द्य ime	should be given infor ावी) Organizer	
	Efforts m गेल्या वर्षा If any oth काही इतर	ade in last year to increas त केलेले प्रयत्न) or course / training taken कोर्स / प्रशिक्षण घेतले असल्य	in last year गस माहिती द्य ime	should be given infor ावी)	mation (गेल्या वर्षात
	Efforts m गेल्या वर्षा If any oth काही इतर Sr.	ade in last year to increas त केलेले प्रयत्न) or course / training taken कोर्स / प्रशिक्षण घेतले असल्य Course / Seminar Na	in last year गस माहिती द्य ime	should be given infor ावी) Organizer	mation (गेल्या वर्षात Duration
	Efforts m गेल्या वर्षा If any oth काही इतर Sr.	ade in last year to increas त केलेले प्रयत्न) or course / training taken कोर्स / प्रशिक्षण घेतले असल्य Course / Seminar Na	in last year गस माहिती द्य ime	should be given infor ावी) Organizer	mation (गेल्या वर्षात Duration
	Efforts m गेल्या वर्षा If any oth काही इतर Sr.	ade in last year to increas त केलेले प्रयत्न) or course / training taken कोर्स / प्रशिक्षण घेतले असल्य Course / Seminar Na	in last year गस माहिती द्य ime	should be given infor ावी) Organizer	mation (गेल्या वर्षात Duration
9.	Efforts m गेल्या वर्षा If any oth काही इतर Sr. No.	ade in last year to increas त केलेले प्रयत्न) er course / training taken कोर्स / प्रशिक्षण घेतले असल्य Course / Seminar Na (कोर्स / सेमिनारचे नाव	in last year गस माहिती द्य ime ग)	should be given infor ावी) Organizer (आयोजक)	mation (गेल्या वर्षात Duration (कालावधी)
9.	Efforts m गेल्या वर्षा If any oth काही इतर Sr. No.	ade in last year to increas त केलेले प्रयत्न) or course / training taken कोर्स / प्रशिक्षण घेतले असल्य Course / Seminar Na	in last year गस माहिती द्य ime ग)	should be given infor ावी) Organizer (आयोजक)	mation (गेल्या वर्षात Duration (कालावधी)
9.	Efforts m गेल्या वर्षा If any oth काही इतर Sr. No.	ade in last year to increas त केलेले प्रयत्न) er course / training taken कोर्स / प्रशिक्षण घेतले असल्य Course / Seminar Na (कोर्स / सेमिनारचे नाव	in last year गस माहिती द्य ime ग)	should be given infor ावी) Organizer (आयोजक)	mation (गेल्या वर्षात Duration (कालावधी)
9.	Efforts m गेल्या वर्षा If any oth काही इतर Sr. No.	ade in last year to increas त केलेले प्रयत्न) er course / training taken कोर्स / प्रशिक्षण घेतले असल्य Course / Seminar Na (कोर्स / सेमिनारचे नाव	in last year गस माहिती द्य ime ग)	should be given infor ावी) Organizer (आयोजक)	mation (गेल्या वर्षात Duration (कालावधी)
9.	Efforts m गेल्या वर्षा If any oth काही इतर Sr. No.	ade in last year to increas त केलेले प्रयत्न) er course / training taken कोर्स / प्रशिक्षण घेतले असल्य Course / Seminar Na (कोर्स / सेमिनारचे नाव	in last year गस माहिती द्य ime ग)	should be given infor ावी) Organizer (आयोजक)	mation (गेल्या वर्षात Duration (कालावधी)
9.	Efforts m गेल्या वर्षा If any oth काही इतर Sr. No.	ade in last year to increas त केलेले प्रयत्न) or course / training taken कोर्स / प्रशिक्षण घेतले असल्य Course / Seminar Na (कोर्स / सेमिनारचे नाव vork / contribution during t	in last year ास माहिती द्य ime f) he year (वष	should be given infor ावी) Organizer (आयोजक) भिरातील उल्लेखनीय क	mation (गेल्या वर्षात Duration (कालावधी) Iम / योगदान)
9.	Efforts m गेल्या वर्षा If any oth काही इतर Sr. No.	ade in last year to increas त केलेले प्रयत्न) er course / training taken कोर्स / प्रशिक्षण घेतले असल्य Course / Seminar Na (कोर्स / सेमिनारचे नाव	in last year ास माहिती द्य ime f) he year (वष	should be given infor ावी) Organizer (आयोजक) भिरातील उल्लेखनीय क	mation (गेल्या वर्षात Duration (कालावधी) Iम / योगदान)



Signature, name and designation of the employee (कर्मचाऱ्याची सही, नाव व पद)





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Pa	art: 2 -	Feed	back o	of the	Repor	rting	Officer	
	भाग	: 7-1	तिवेदन	अधिव	गऱ्याचा	अभि	पाय	

1.	Do you agree with the opinion of the said employee?
	(सदर कर्मचारी यांच्या मताशी आपण सहमत आहात का?)
	If not, give the reasons (नसल्यास त्याची कारणे)
	ii not, give the reasons (नसल्यास त्याचा कारण)

2.	Feedback on the employee's general aptitude व चारित्र्य यासंबंधी अभिप्राय)	and c	harac	ter (क	मेचाऱ्या	ची सर्व	साधारण	। योग्यता
		A+	Α	A-	B+	В	B-	C
Inc	dustry love and work readiness (उद्योग प्रियता व							

	A+	A	A-	B+	B	B-	C
Industry love and work readiness (उद्योग प्रियता व कार्य तत्परता)							
Relations with colleagues and public (सहकारी व जनता यांच्याशी असलेले संबंध)							
General intelligence (सर्वसाधारण बुध्दीमत्ता)							
Integrity and character (सनोटी व नारिज़ा)							
Ability to work from subordinates (हाताखालील कर्मचाऱ्यांकडून काम करुन घेण्याची क्षमता)							
Ability to work on computer (संगणकावर काम करण्याची क्षमता)							
Punctuality (वक्तशीरपणा)							
Quality of work (कामाचा दर्जा)							
Ability to work independently (स्वतंत्रपणे काम करण्याची क्षमता)							
1] A+ : Outstanding 3] A- : Nearing Very Good 2] A : Very Good 4] B+ : Positively Good		B : Go		7] C	: Belo	w Ave	rage

- What should be done in order to improve the work of the employee (कर्मचाऱ्याच्या कामात सुधारणा होण्याच्या दृष्टीने काय करायला हवे)?
- Does the employee need any training? (कर्मचाऱ्यास काही प्रशिक्षणाची गरज आहे का?)
 Required area if any (असल्यास आवश्यक क्षेत्र)
- 5. How is the employee's physical ability? (कर्मचाऱ्याची शारिरीक क्षमता कशी आहे?)
- 6. Ability to work as a member of a group (एखाद्या गटातील एक सदस्य या नात्याने काम करण्याची क्षमता)
- 7. Eligibility for promotion (पदोत्रतीसाठी पात्रता)
 Inappropriate (अयोग्य)

 Appropriate according to seniority (जेष्ठतेनुसार योग्य)

 Suitable for quick promotion (त्वरीत बढतीसाठी योग्य)

8. General Assessment (🗸 to be done) (सर्वसाधारण मुल्यांकन) (🗸 करावी)

A+	A	A-	B+	В	B-	С
1] A+ : O 2] A : Ve	utstanding 3] ery Good 4] B	A- : Nearing \ + : Positively	l Very Good 5 Good 6] B] B : Good - : Average	7] C : Below	Average

 Regular annual increment should be given /should not be given. (नियमित वार्षिक वेतनवाढ देण्यात यावी / देण्यात येऊ नये.



Signature (सही)
Name of Head of Department (विभाग प्रमुखाचे नाव)



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Part 3. - Opinion of the Reviewing Officer भाग ३. - पुनर्विलोकन अधिकान्याचा अभिप्राय

₹.	(प्रतिवेदन अधिकाऱ्याच्या अभिप्रायाशी आपण सहमत आहात का?) ————————————————————————————————————
₹.	Review Officer's Feedback / Remarks if not agreed as above (वरील प्रमाणे सहमत नसल्यास पुनर्विलोकन अधिकाऱ्याचा अभिप्राय / शेरा)
	Signature (सही)
	Name of Principal/Institute Head (प्राचार्य/संस्था प्रमुखाचे नाव)





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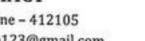


	ation of Appraisal: From		to	1020
याव	म्नाचा कालावधीः	पार्	रून	पर्यंत
	भागः	: 1 – SELF APP १ – स्वयंमुल्यांकृन	न निर्धारण	
50		nformation (सर्वस	राधारण माहिती)	
1.		:		
2.		:		
3.				
4.	Date of Appointment in the			
5.	Institution (संस्थेत नेमणुकीचा दिनां			
Э.	Date of appointment to the pres (सध्याच्या पदावरील नेमणुकीचा दिनां			
6	Are you computer literate?	Φ):		
U.	(आपण संगणक साक्षर आहात का?)	:	Vac (लोग)	No Cuelly
	If yes, please provide information		Yes (होय) /	No (1161)
	(असल्यास माहिती द्यावी)			
	If not, what have you are doing प्रयत्न केले / करत आहात?)	for computer ed	lucation? (नसल्यार	स संगणक शिक्षणासाठी काय
7.	What is your educational qualifi (आपली रीक्षणिक पात्रता काय आहे?	cation?		
8.			al qualification (शैक्ष	क्षणिक पात्रता वाढवण्यासाठी
9.	Notable work / contribution duri	ng the year (বর্षঃ	भरातील उल्लेखनीय	काम / योगदान)
10.	New year's resolutions / work go	pals (नोवन वर्षासा	ठी केलेले संकलप / र	कामाची उदिद्रष्टे। :



Signature, name and designation of the employee (कर्मचाऱ्याची सही, नाव व पद)







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	Do you agree with the opinion of the said emp	loyee?	?							
	(सदर कर्मचारी यांच्या मताशी आपण सहमत आहात क	ग?) -								
	If not, give the reasons (नसल्यास त्याची कारणे)	_								
	Feedback on the employee's general aptitude व चारित्र्य यासंबंधी अभिप्राय)	and cl	narac	ter (क	र्मचाऱ्या	ची सर्व	साधारण	ा योग्यता		
		A+	Α	A-	B+	В	B-	С		
In क	dustry love and work readiness (उद्योग प्रियता व ार्य तत्परता)									
	elations with colleagues and public (सहकारी व नता यांच्याशी असलेले संबंध)									
	eneral intelligence (सर्वसाधारण बुध्दीमत्ता)									
	tegrity and character (सचोटी व चारित्र्य)									
	pility to work from subordinates (हाताखालील र्मचाऱ्यांकडुन काम करून घेण्याची क्षमता)									
	pility to work on computer (संगणकातर काम रण्याची क्षमता)							-		
Pι	unctuality (वबतशीरपणा)									
Q	uality of work (कामाचा दर्जा)									
	pility to work independently (स्वतंत्रपणे काग रण्याची क्षमता)									
	1] A+ : Outstanding 3] A- : Nearing Very Good 2] A : Very Good 4] B+ : Positively Good	6] B-	3 : Go Aver	age	0.00		w Ave			
	What should be done in order to improve the w सुधारणा होण्याच्या दृष्टीने काय करायला हवे)?	ork of	the e	mploy	ee (क	र्मचाऱ्या	च्या का	मात		
	Does the employee need any training? (कर्मचान Required area if any (असल्यास आवश्यक क्षेत्र)	पास क	ही प्रवि	शक्षणाच	ी गरज	आहे व	চা?)			
	Eligibility for promotion (पदोन्नतीसाठी पात्रता) Inappropriate (अयोग्य) Appropriate according to seniority (जेष्ठतेनुसार योग्य)									
	Suitable for quick promotion (त्वरीत बढतीसाठी योग्य)									
	General Assessment (✓ to be done) (सर्वसाधारण मुल्यांकन) (✓ करावी)									
	A+ A A-	B+	1 1000	В		B-		С		
	1] A+ : Outstanding 3] A- : Nearing Very G									



Cianatura (Traft)	
Signature (सही)	
Name of Hood of Department (B) III TITLES THE	
Name of Head of Department (विभाग प्रमुखाचे नाव)	



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Part 3. - Opinion of the Reviewing Officer भाग ३. - पुनर्विलोकन अधिकान्याचा अभिप्राय

 Review Officer's Feedback / Remarks if not agreed as above (वरील प्रमाणे सहमत नर पुनर्विलोकन अधिकाऱ्याचा अभिप्राय / शेरा) 	ासल्यास
	- 3
	3
Signature (सही)	
Signature (सहा) Name of Principal/Institute Head (प्राचार्य/संस्था प्रमखाचे नाव)	

PH 6382 *

PRINCIPAL
Rajmata Jijau 6hikshan Prasarak Mandal's
COLLEGE OF PHARMACY
Dudulgaon, Pune-412 105.