

Indore Institute of Pharmacy

Additional Data Index

Metric No. 6.3.5: Institutions Performance Appraisal System for teaching and non-teaching staff

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**Indore Institute of  
Pharmacy**

Approved by: MOPH (M.P.) (Approved by: AICTE (New Delhi) & PCI (New Delhi)  
Regd. No. (M.P.) 122/2011

## Institution Performance Appraisal System

IIP continuously works towards improving its educational service delivery and creating a holistic balanced Work-Life management style within the campus, for our stakeholders, majorly the students, faculty and staff,

It firmly believes that there are primarily two factors that need to be addressed on the path to excellence which are:

- i) Deployment of motivated faculty and maintaining academic and professional tenor
- ii) Providing a state-of-the-art infrastructure, equipped well with latest instruments and equipment, Rich Library, IT Support for students and faculty for effective knowledge transfer (teaching-learning) and promoting research as well as holistic development environment for the students and its employees.

In this pursuit, IIP has evolved various academic-administrative systems including effective human resource management processes. Keeping this in view, the Performance Appraisal system is formulated to address the performance of teaching and nonteaching staff members.

### Employee Performance Appraisal

Annual appraisal of performance with respect to yardsticks in totality, coupled with advisory support enables the employee to focus on continuous improvement of his accomplishments and thus develop high-level of satisfaction. Appraisal form duly appraised by next senior officer or reporting officer that will be submitted to HR department for review by Management by date as specified by HR department from time to time. Appraisal form for faculty and other staff are attached.

Typical set of performance management elements for faculty are as below:

- A faculty provides a specific Unit Completion Report of the classes taken up, attendance of students and feedback of the students (Impressions)
- Submits results of periodic assignments/quizzes/tests and examinations
- Possibly, collect unit-wise or mid-sem feedback from the students
- Faculty to provide an integrated quarterly report to his HOD (accomplishments v/s targets, developmental projects/tasks; or a self-appraisal report as per the pro-forma)
- One-to-One interaction or appraisal meeting by the HOD,
- Appointment of a mentor or a special facilitator with necessary technical or other facilitation
- Evolve a strategy in consultation with the faculty to support and motivate recommend or sponsor for specialized training or for acquiring additional qualifications like M. Tech or PhD on suitable facilitation basis
- After 4 to 6 such quarterly reviews - some recognition in suggested (advanced increments, fast-track promotion, training abroad etc) in deserving cases



  
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Register: Madhya Pradesh

HR consolidates the performance of the faculty on an annual basis and classify them into exemplary/ outstanding/well-above average etc. and also identifies low-performing faculty (under the guidance of the Principals). A duly constituted committee of specialists would advice the kind of motivation to be given to the well-performing faculty; after approval by the competent authority.



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## Staff Appraisal Form

(Technical and Non-Teaching staff) Year 2022-23

Name of the Institute: IIP Name of the Department: Pharmacology /Pharmaco-gnecy

Name: Pratishtha More

Designation: Lab Technician Date of Joining: 06/01/10

Date of Birth: 17/10/84 (DD/MM/YYYY) Age: 38 Yrs

Place of present residence: Kamal Building Near Jain Kirana Store, Gopal Square, Rajendra Nagar,

**Educational Qualification (from Matriculation onwards):**

Sr. No.	Exam. Passed	Name of Degree/ Subject/ Specialization	University/ Board	Name of the Institute	Year of Passing	Pass %	Rank/ Division	Regular/ Course/ Part Time/ Distant Learning
1.	X	M.P. Board H.S. Exam.	M.P. Board	Unique H-School	2000	50%	2nd.	Regular
2.	XII	M.P. Board Higher. Sec. Exam	Board of Sec. Edu.	Private	2002	48%	2nd.	Private
3.	Diploma	D. Pharm	R.G.P.V	IIP	2009	57%	2nd.	Regular
4.	Graduation	BSc	DAVV	Govt. P.G. College	2012	60%	2nd.	Private
5.	Post Graduation	MBA	DAVV	Vikrant college	2018	60%	2nd.	Regular
6.	M. Phil							
7.	Ph.D.							
8.	Any Other Degree/ Diploma/ Certificate course	Data Entry operator (course)	ITI Manipal	<del>ITI</del> Manipal ITI	2006	-	-	Regular

*If required attach additional sheet*

**Skill Upgradation:**

1. Certifications:
2. Training(s) attended:



  
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## IIST/ IIMR/ IIP

To be filled by HOD/Reporting Authority :

Points	Excellent	V.Good	Good	Average
	9-10	7-8	6	Less than 6
Subject knowledge (as per task assigned)				
Ability to engage, motivate, supervise, and effectively work with colleagues				
Carry through the assigned tasks in a responsible manner				
Punctual on workplace				
Take leave only with prior permission of HOD?				
Is He/she suggesting to the responsible authorities for improvement in work practices?				
Does He/she respond to any instruction, guidance, correction and discipline by superiors				
Does he/she complete all works always on time and focus on the work				

Any Other Remarks of HOD \_\_\_\_\_

Recommendation of the Principal: \_\_\_\_\_

*Recommended for increment*

(Signature of the HOD/Principal)

*3/7/23*

Approval of the Advisor to Sparsh & SEWS Group: \_\_\_\_\_

*Agreed*

*Arun Bhatnagar*  
(Signature of Advisor to Sparsh & SEWS Group)



*[Signature]*  
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# IIP/ IIMR/ IIP

## SELF APPRAISAL FORM (FACULTY)

(Fill in Block Letters, Information to be filled for the year of appraisal)

Academic Year 2022-23

Date: 28/6/2023

Name of the Institute: Indore Institute of Pharmacy

### PART A: GENERAL INFORMATION

1. Name: Dr Gurmeet S. Chhabra

Name of the Department: Pharmaceutical Chemistry

Designation: Professor Date of Joining: 16-9-2019

E-mail: gurmeet.chhabra@indoreinstitute.com

2. Place of present residence: A-1, 203, Shubham residency,  
Indore (M.P.)

3. Whether acquired any degrees or academic qualifications during the period:

Sr. No.	Exam	Name of Degree/ Subject/ Specialization	University / Board	Name of the Institute	Passing Status	Pass %	Rank/ Division	Regular/ Course/ Part Time


4. Total Teaching Experience in Years:

17 years

5. Total Industries experience if any:

06 months



  
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**PART B: ACADEMIC PERFORMANCE INDICATOR**

**CATEGORY I: Teaching, Learning & Evaluation related Activities**

**(i) Theory (T) and Practical's(P) (Give details semester wise for year 2022-23)**

[10 Marks]

Sl. No.	Subject Name (T/P)	Subject Code	Year / Semester	No. of classes conducted as per attendance register	Average Attendance of Students as per attendance register	Verify by HoD	Score (10)
(i)	POCTI	BP-401	4 <sup>th</sup>	45	70	✓	10
(ii)	MGA T	101-M60	I	60	90	✓	10
(iii)	PIC	BP-1047	1 <sup>st</sup>	45	70		10
(iv)	MGA psche	MGA-103P	1 <sup>st</sup>	10	90	✓	10
(v)	MGA	205 P	2 <sup>nd</sup>	12	95	✓	10
(vi)	MGA	203	2 <sup>nd</sup>	60	90	✓	10
(vii)	POCTI	BP-401T	4 <sup>th</sup>	60	75		
(viii)	MGA-203	MGA-203					
(ix)							
(x)							
Average Score							

<p>Theory and Practical's classes taken should be based on verifiable records.</p> <p><b>For Theory Subjects</b></p> <p>If a teacher has taken more than 40 (T) classes, score will be 10 marks          35 and less than 40 (T) classes, score will be 8 marks          30 and less than 35 (T) classes, score will be 6 marks          20 and less than 30 (T) classes, score will be 4 marks          Less than 20 (T) classes, score will be 2 marks</p> <p><b>For Practical's Subjects</b></p> <p>If a teacher has taken more than or equal to 20 (P) classes, score will be 10 marks          Between 14 and less than 20 (P) classes, score will be 8 marks          Between 10 and less than 14 (P) classes, score will be 6 marks          Between 4 and less than 10 (P) class, score will be 4 marks          Less than 4 (P) classes, score will be 2 marks</p>	<p><b>Max Score: 10</b></p>
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**(ii) Result Analysis (Give details Subject Wise for year 2022-23)**

[20 Marks]

Name of Subject & Code	Sem	Passed Percentage	No of Students Appeared	No. of Students				Verify by HoD	Score (20)
				A+ / A	B+ / B	Other	F		
PIC BP-1047	1 <sup>st</sup>	100	114	78	26	10	-		



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POC-11	4 <sup>th</sup> Sec	100	96	67	29	-	-	
(GA) MPAT	1 <sup>st</sup>	100	4	2	2			
MPAT (cont)	2 <sup>nd</sup>	100	9	8	1			
MOA - 2017	2 <sup>nd</sup>	100	4	1	2	1		
MOA - 2018	2 <sup>nd</sup>	100	4	4	-	-		
BP-401	4 <sup>th</sup>		Examined <u>g</u>					
POC-12								
Average Score								

<p>Result Analysis should be based on verifiable records.</p> <p>If Passed Percentage more than 85% and</p> <p>(i) More than 50 % Students score grade A+/A/B+/B, score will be 20 Marks</p> <p>(ii) 40% and Less than 50 % Students score grade A+/A+B+/B, score will be 18 Marks.</p> <p>(iii) 30% and Less than 40 % Students score grade A+/A+B+/B, score will be 16 Marks.</p> <p>(iv) Less than 30 % Students score grade A+/A+B+/B, score will be 14 Marks.</p> <p>If Passed Percentage 70 % and less than 85% and</p> <p>(i) More than 50 % Students score grade A+/A/B+/B, score will be 12 Marks</p> <p>(ii) 30% and Less than 50 % Students score grade A+/A+B+/B, score will be 10 Marks.</p> <p>(iii) 20% and Less than 10 % Students score grade A+/A+B+/B, score will be 8 Marks.</p> <p>(iv) Less than 20 % Students score grade A+/A+B+/B, score will be 7 Marks.</p> <p>If Passed Percentage less than 70 % , score will be 6 Marks</p>	<p>Max Score: 20</p>
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(iii) Updating of Subject Content including course file, lecture notes/ PPT etc. [10 Marks]

Sl. No.	Category	Status	Verified by HoDs	Score (2 Marks for each Point)
(i)	Course file (as Per NBA)	Submitted		2 MKS
(ii)	Lab Manual	Submitted		2 MKS
(iii)	PPT	Submitted		2 MKS
(iv)	Lecture Notes	Submitted		2 MKS
(v)	Attendance Register	Submitted		2 MKS
Total Score: (Max: 10)				

<p>Data should be based on verifiable records</p> <p>If Submitted, Score 2 Marks</p> <p>If Not Submitted, Score 0 Marks</p>	<p>Max Score: 10</p>
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**CATEGORY II (A): Contribution by Participations**

(i) Participation in Training Courses, Teaching-Learning Evaluation Programme, Seminars, workshops, STTP, Orientation course, Refresher course and faculty development programs.

[10 Marks]

Sl.	Programme	Duration	Organized by	Category	Verified by
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No.					HoDs
1-	Epkehe reserch project	3 days	National	Apkhalo educat society	

Data should be based on verifiable records  
5 marks for each programme

Max Score: 10

(ii) Participation in NPTEL / Swayam certification, Coursera, EdX and any other certificate MQOC Course [10 Marks]

Sl. No.	Programme	Duration	Organized by	Category	Verified by HoDs
1-	Swayam / NPTEL Academic writing	4 credit course	swayam / NPTEL	swayam online course	Y

Data should be based on verifiable records  
10 marks for each programme

Max Score: 10

(iii) Contribution in Admissions

[20 Marks]

Sr. No.	Activity	Yes/No	Nos.	Verified by HODs	Score
1.	Schools Visited	-			
2.	Interaction with the faculty of schools	-			
3.	Presentation given on Campus/ Off Campus	-			

Data should be based on verifiable records

If Presentation given on Campus/ Off Campus, score 07 marks per school

If Schools visited, score 06 marks per school

Max Score: 20

CATEGORY II (B): Research, Publication & Academic Contribution related Activities



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## (iv) Published Papers in Journals

[20 Marks]

Sl. No.	Title with Page nos.	Name of Journal with Vol., Page No. Year etc.	ISSN/ ISBN No.	Peer Reviewed /Impact factor, if any	Whether you are main author	SCI/Scopus/ WoS / Extended SCI / Other Journal	Verified by HoDs	Score (10)
1	Formulation, characterisation and biological activity of silymarin	Lahri Am J Pharm 42(1), 2003	2362-2883	Inter Review	N	Scopus indexed		
2	a managerial tool	vol 7 (8)	2416-3211	Peer review	N	UGC app		
3	quality metrics	vol 7 issue (8)	2416-3211	Peer review	Y	UGC		

Data should be based on verifiable records

If anyone paper published in SCI / Scopus / WoS / Extended SCI in year 2021-22, Score 20 marks

If paper published other than above than per paper in year 2021-22, score will be 7.5 marks per paper

Max  
Score:  
20

## (v) Published Full Papers/Presented in Conference Proceedings

[20 Marks]

Sl. No.	Title	Details of Conference Publications	National / International	Organizing body and Place	Whether you are main author	Verified by HoDs	Score (10)
1	Six sigma - a managerial tool		National	IIP, Indore	N		

Data should be based on verifiable records

If anyone paper published in International Conference / Seminar in year 2021-22, Score 20 marks

If anyone paper published in national Conference / Seminar in year 2021-22, 15 Score marks

Max  
Score: 20

## (vi) Book(s)/Article(s)/Chapter(s) published

[20 Marks]

Sl. No.	Title with Page nos.	Book Title, Editor and Publisher	ISSN/ ISBN No.	Whether peer reviewed	Whether you are main author	Verified by HoDs	Score (20)
1	study on synthesis and characterization of chondry	New inorganic chemistry in chemical books vol 1	978-81-85167	peer reviewed	Y		

Data should be based on verifiable records

If Published any one article / Book Chapter / Book in year 2021-22, Score 20 marks

Max Score: 20

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## (vii) Ongoing and Completed Research Projects/Consultancies

[20 Marks]

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. In Lakh)	Score

Data should be based on verifiable records

If anyone Ongoing and Completed Research Project / Consultancies in association with IIP. Score 20 marks

Max Score: 20

## (viii) Patents and Copyright Details

[20 Marks]

Sl. No.	Title	International / National	Details	Current Status	Score
1-	Anticoagulant activity of Dihydrobenzimidazole Thopyrrolone	International	Common	published and granted	

Data should be based on verifiable records

If anyone applied for Patents or Copyright / grant / approved in association with IIP (2022-23). Score 20 marks

Max Score: 20

## (ix) Any SIG's Conducted as resource person

[20 Marks]

Sl. No.	SIG's Name	Event Title	Duration and no. of Hours	Verified by HoDs	Score
1-	Sophisticated Instrument handling	B. Pharm - 1 <sup>st</sup> sem.	40 hrs		
2-	GLP & Safety meet	B. Pharm - 3 <sup>rd</sup> sem	40 hrs		

Data should be based on verifiable records  
10 marks for each programme

Max Score: 20

## (x) Students Award or recognition and you as part of register Mentor

[10 Marks]

Sl. No.	Event Title	Organized by	Duration and Date	Your Role as	Verified by HoDs

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Data should be based on verifiable records 10 marks for each award	<b>Max Score: 10</b>
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**(iv) Students Feedback filled by HoD**

[10 Marks]

Sl. No.	Name of Subject & Code	Sem	Average Feedback Percentage	Mention Point (Score Lowest Marks)	Score (10)
(vi)					
(vii)					
(viii)					
(ix)					
(x)					
(xi)					
(xii)					
(xiii)					
<b>Average Score</b>					

<p>Data should be based on verifiable records</p> <p>If Average Feedback Percentage is in between 90-100%, score 10 marks</p> <p>If Average Feedback Percentage is in between 80-90%, score 8 marks</p> <p>If Average Feedback Percentage is in between 70-80%, score 7 marks</p> <p>If Average Feedback Percentage is in between 60-70%, score 6 marks</p> <p>If Average Feedback Percentage is in between 50-60%, score 4 marks</p> <p>If Average Feedback Percentage is in between 40-30%, score 3 marks</p> <p>If Average Feedback Percentage is below 30%, score 2 marks</p>	<b>Max Score: 10</b>
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**(xi) Contribution in Placements / MoU's**

[10 Marks]

Sr. No.	Name of Activity	No. of Activity	Outcome	Verified by HoDs	Score
1.	Companies visited for Internship/ Placement	Not performed	One student the banyad placement confirmed		
2.	Placement drives finalized				
3.	No of Students placed from Point 2				
4.	Contribution in MOU with Industries				



  
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Data should be based on verifiable records Minimum One MoU with Industries, score 10 marks Minimum one placement drives finalized, score 10 marks Companies visited for placement, score 2 marks per visit	Max Score: 10
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Nodal Officer / Institute Coordinator / Represent Institute outside [10 Marks]

Academic Coordinator  
NAAC - Criteria - 2 Incharge  
Responsible for academic related activities  
Exam Incharge

Data should be based on verifiable records Nodal Officer / Institute Coordinator / Represent Institute outside; score 5 marks per activities	Max Score: 10
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Any other Achievements (highlight briefly) [10 Marks]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Data should be based on verifiable records State / National / International Achievement any one in year 2021-22, score 10 marks	Max Score: 10
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Signature of the Faculty  
Date: 29-6-2023



  
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To be filled by Dean/HOD:

HoD Rating\*((rate on a scale of 1-10) 9-10 Excellent, 7-8 V Good, 6 Good and less than 6 Average

Category	Max Marks	Marks Score	HoD Rating*	HoD Remark
<b>CATEGORY I (25)</b>				
Teaching, Learning & Evaluation related Activities	10	10		
Result Analysis (Give details Subject Wise for year 2022-23)	20	20		
Updating of Subject Content including course file, lecture notes/ PPT etc.	10	10		
<b>CATEGORY II (A) (25)</b>				
Participation in Training Courses, Refresher course and faculty development programs etc.	10	10		
Participation in MOOC Course	10	10		
Contribution in Admissions	20			
<b>CATEGORY II (B) (100)</b>				
Published Papers in Journals	20	20		
Published Full Papers/ Presented in Conference Proceedings	20			
Book(s)/Article(s)/Chapter(s) published	20	20		
Ongoing and Completed Research Projects/Consultancies	20			
Patents and Copyright Details	20	20		
Contribution in Placements / MoU's	10			
Any SIG's Conducted as resource person	20	20		
Students Award or recognition and you as part of register Mentor	10			
Students Feedback in year 2022-23	10			
Nodal Officer / Institute Coordinator / Represent Institute outside	10	10		
Any other Achievements	10			

Category	Max Marks	Marks Score	Remarks
Category I	40		
Category II (A)	40		
Total (A)	80		
Category II (B)	170		
Total (B)	170		
Total (A + B)	250		



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Remarks of HOD (rate on a scale of 1-10) 9-10 Excellent, 7-8 V Good, 6 Good and less than 6 Average:

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(Name & Signature of HOD)

Principal's Recommendation (Do you agree with HOD's comments, if not please give your remarks)

Recommended for increment

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(Signature of Principal)

*[Signature]*  
3/2/23

Approval of Advisor to Sparsh & SEWS Group

Agreed

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*Asun Sanathnagar*  
(Signature of Advisor to Sparsh & SEWS Group)



*[Signature]*  
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