



वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

OFFICE OF THE DIRECTOR/PRINCIPAL
GOVT. COLLEGE OF PHARMACY, ROHRU
Tehsil Rohru, District Shimla, Himachal Pradesh- 171 207
(NAAC B⁺⁺ Accredited and ISO 9001:2015 Certified Institute)
Recognized by PCI; Approved by AICTE, New Delhi; Affiliated to HPTU, Hamirpur
Ph. No. 01781 - 241306; E-mail: gcprohru@gmail.com; web: www.gcprohru.ac.in

6.3.5 – institutions performance appraisal system

Supporting Documents

Kindly find below the attached documents for the required information for the assessment period authenticated by the Director/ Principal on the letterhead of HEI.


Director/Principal
Govt. College of Pharmacy Rohru
Disst. Shimla HP-171207



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6.3.5 – institutions performance appraisal system

Performance Appraisal System

The institute is following practice to evaluate the performance, work, and conduct of its employee annually. The details are as follows:

- The institute submits a detailed report of the performance, achievements, work, and conduct of all the regular employees of the institute to the Directorate of Technical Education, Vocational and Industrial Training, Sundernagar, Himachal Pradesh. The report is evaluated thoroughly in a very confidential manner and is utilized for considering or rejecting the promotion of the Govt. servant.
- The institute submits a detailed report of the performance, achievements, work, and conduct of all the contractual employees of the institute to the Directorate of Technical Education, Vocational and Industrial Training, Sundernagar, Himachal Pradesh. The report is evaluated thoroughly in a very confidential manner and is utilized for considering or rejecting the regularization of the Govt. servant.
- Apart from this, Govt. College of Pharmacy, Rohru is having its internal performance, work, and conduct evaluation system. All the contractual employees of the institute are required to submit this annual report to the head of the institute at the end of every academic year.

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- Apart from this, the Director/ Principal keeps a strict and close watch on the performance, work, and conduct of every employee, and they are appraised for their achievements on regular basis. For instance, the exceptional work done by Dr. Vineet Mehta during his tenure as a NSS Programme Officer (One year during COVID lockdown period) was specifically appraised by the Head of the institute to keep such work and employees motivated.
- The excellent work of the institute in the field of academics, extracurricular activities, and research initiatives has been recognized and received an appraisal letter from the Director, Department of Technical Education, Vocational and Industrial Training, Sundernagar, Himachal Pradesh. Our institute was the only pharmacy institute to achieve this and this in itself is an indication of the excellent reputation of the institute.
- The work of the Director/ Principal Prof. (Dr.) Vivek Sharma has received appreciation and appraisal from the Himachal Pradesh Technical University, Hamirpur.


Director/Principal
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**Vivek Chandel
H.A.S.**

*Dear Vivek Sir,
Namaste,*

No.STV(TE)H:B/PS/1/Vol-II/2021-18888

Dated: 25 March, 2023

Subject: Letter of appreciation.

I would like to place on record about the efforts made by you for getting the Govt. Pharmacy College, Rohru accredited from National Assessment and Accreditation Council (NAAC). It is a measure step towards recognition of the institute for its quality and standards as well as to bring the laurels to the Department.

You have done commendable work and have put your heart and soul to make this initiative a success story for the Department.

I would also like to appreciate your dedication towards work and personal involvement in achieving this goal. I hope that you will continue to put in your best efforts in attending such matters. Further, I would like to request you to convey my appreciation to concerned faculty/staff members and students also.

With best wishes,

Yours Sincerely
[Signature]
(Vivek Chandel)

Prof. Vivek Sharma,
Director/Principal,
Government Pharmacy College,
Rohru, District Shimla (HP)

[Signature]

Director/Principal
Govt. College of Pharmacy Rohru
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Annual Work and Conduct format for regular employees of the Directorate, Technical Education (Confidential)

DIRECTORATE OF TECHNICAL EDUCATION, HIMACHAL PRADESH

CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF TEACHING STAFF ENGG./PHARMACY/POLY.

FOR THE PERIOD FROM 1-4-2020 TO 31-3-2021

Name of the Institution GOVT. COLLEGE OF PHARMACY ROHRU DISTT SHIMLA H.P.

PART-I
TEACHER'S STATEMENT

- Name of Officer with designation DR. LIVEK KUMAR SHARMA ASSOCIATE PROF.
- Cadre TECHNICAL / CLASS-I (Gazetted)
- Date of Birth 04-09-1981
- Date of continuous appointment to the present grade 20-11-2020
- Present post and date of appointment thereto Associate Prof. / Dd/Principal (O)
- Scale of pay 37400-67000 + 9000 GP
- Present salary 1,27,730/-
- Period of absence from duty on leave (other than C/L) trg. etc. during the year - Nil -
- Results of his classes during the year under review :

Sl. No.	Name of subjects taught		Class	Semester	Total No. of students appeared in the Exam.	No. of students passed	Percentage of result	Exam. Ext. or Internal	Remarks
	Theory	Practical							

10. Teaching load (Period per week) :

Sl. No.	Subject	L.	T.	P.	Class	1 st term	2 nd term	Remarks

Note.— L. stands for theory periods.
T. stands for tutorial periods.
P. stands for practical periods.

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11. Teaching load in hours per week :

First term			Total in hrs.	Second term			Total in hrs.
L.	T.	P.		L.	T.	P.	

12. Other activities during the year :
 (a) Any research work done : Working on establishment of a novel animal model (in progress)
 (b) Any publication work : 4 International Publications Elsevier, Bentham
 (c) Extra curricular activities (Give name of each activity arranged during the year) : Annex-I
 (d) Short term courses attended/Industrial Training :

Name of the course	From	To	Institute/Organisation
(i) Technical Teachers / Motivational	7-12-2020	11/12/2020	NITTTR Chandigarh
(ii) Heritage Mgmt	14-12-2020	18/12/2020	ATAL/AICTE
(iii) Robotics	11-1-2021	15/1/2021	ATAL/AICTE
(iv) Strategic Mgmt / SWOT	18-1-2021	22/1/2021	NITTTR Chd.

(e) Number of Seminars/Extension Lectures arranged/delivered :

Sl. No.	Description	Date	Topic	Name of Expert
1.				
2.				

It is certified that the above statement made by me is correct.
 Teacher's signature : [Signature]
 Name : VIVEK KUMAR SHARMA

Note.—The teacher should not use any adjective or make any assessment of his own work, but give facts only.

PART-II

TO BE REPORTED BY SECTIONAL HEAD/PRINCIPAL IN CASE OF SECTIONAL HEADS

- 13. Defects in his teaching work, if any.....
- 14. How and when were these defects pointed out to him and with what results ?
- 15. Special efforts made by him for improvement of instructional work etc.....
- 16. Personal :
 - (a) Honesty and integrity.....
 - (b) Co-operation.....
 - (c) Relationship with.....
 - (i) Superiors.....
 - (ii) Colleagues.....
 - (iii) Students.....
 - (d) General reputation.....
 - (e) Initiative and drive.....
 - (f) Punctuality and regularity.....
 - (g) Physique and health.....
- 17. Special aptitude, if any.....
- 18. Contribution to extra curricular activities.....
- 19. Any other duty assigned and efficiency in that.....
- 20. Attitude of the officer to wards scheduled castes and scheduled tribes.....
- 21. Is he fit for independent charge for promotion to next higher post.....
- 22. Has the officer shown interest in use of official (Hindi) language.....

[Signature]
 Director/Principal
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23. General remarks about intelligence, temperament, manners, willingness to do work, personality, initiative etc. etc.....

24. General assessment : Outstanding/Very good/Good/Fair/Poor.

Signature.....

Name.....

Designation.....

PART-III

REPORT OF THE HEAD OF INSTITUTION

1. The head of institution should record his personal appraisal of the teacher and his work including extra-curricular activities. Adverse remarks of substantive nature should be recorded only after the teacher reported on has been warned verbally or in writing and has shown no effect of improvement.

2. General remarks about intelligence, temperament, manners, willingness to do work, personality, leadership, integrity, initiative etc. etc.

3. General assessment : Outstanding/Very good/Good/Fair/Poor.

Signature.....

Name.....

Designation with official stamp.....

PART-IV

REPORT/REMARKS OF THE HEAD OF THE DEPARTMENT (ACCEPTING OFFICER IN CASE OF NON-GAZETTED STAFF)

1. General remarks :

2. General assessment : Outstanding/Very good/Good/Fair/Poor.

Signature.....

Name.....

Designation with official stamp.....



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PART-V
REPORT/REMARKS OF THE ACCEPTING OFFICER

1. General remarks, if any.....
2. General assessment : Outstanding/Very good/Good/Fair/Poor.

Signature.....
Name.....
Designation with official stamp.....

राजकीय मद्रशालय, शिमला-2440-डी०टी०ई०सुन्दरनगर/2019-30-05-2019-7000 प्रतियां ।


Director/Principal
Govt. College of Pharmacy Rohru
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**Annual Work and Conduct format for contractual employees of the Directorate,
Technical Education**

PERFORMA OF WORK & CONDUCT
DIRECTORATE OF TECHNICAL EDUCATION, VOCATIONAL & INDUSTRIAL TRAINING HIMACHAL PRADESH
WORK AND CONDUCT OF CONTRACTUAL EMPLOYEES

NAME OF THE DEPARTMENT/INSTITUTION : TECHNICAL EDUCATION /DIRECTORATE OF
TECHNICAL EDUCATION, VOCATIONAL &
INDUSTRIAL TRAINING HP, SUNDERNAGAR

REPORT FOR THE YEAR/PERIOD : 2019-2020

PART-I (To be filled by the Contractual Employee)

1	Name of the Contractual Employee	
2	Contact Number	
3	Date of Birth	
4	Educational/Technical Qualifications	
5	Post Held	
6	Nature of Engagement/Appointment	
7	Date of Engagement/Appointment to the present post	
8	Pay	
9	Duty Assigned	

Signature of the Employee

PART-II Report of Branch/Office Incharge

10 Assessment of Special Aptitude

(i)	Amenability of discipline	
(ii)	Capacity to impart Training	
(iii)	Work and Conduct	
(iv)	Quality of Work	
(v)	Status of Manners	
(vi)	Status of power of working with others	
(vii)	Status of punctuality and regularity	
(viii)	Sense of responsibility	
(ix)	Quickness in the disposal of work	
(x)	Intelligence and understanding	

Signature of Branch Incharge

Director/Principal
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PART-II Report/Recommendation of Branch Officer		
11	Is the service and conduct of the employee is satisfactory, if not reasons thereof	
12	Report in over all performance of the employee (Outstanding/Very Good/ Good/Satisfactory/ Poor)	
13	Recommendations of Branch Officer with regard to service and conduct of the concerned contractual employee	

Signature of Branch Officer

It is certified that the service and conduct of Sh./Smt./...../.....
(Outstanding/Very Good/ Good/Satisfactory/ Poor) during the period/year under report and their requirement of the services of said Sh./Smt./...../..... for next year in public/academic/training interest. Therefore, It is recommended to renew/extend the period contract in favour of Sh./Smt./...../..... for the next year also.

Signature (With Stamp)
Branch Officer

OR

It is certified that the service and conduct of Sh./Smt./...../..... not Satisfactory during the period/year report. Therefore, conduct in favour Sh./Smt./...../..... may not be renewed/extended for the next year.

Signature (With Stamp)
Branch Officer

REMARKS of the Accepting Officer (Head of Department)

- a) Outstanding
- b) Very Good
- c) Good
- d) Satisfactory
- e) Poor

Signature (With Stamp)
Head of Department

Director/Principal
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PART-II Report/Recommendation of Branch Officer		
11	Is the service and conduct of the employee is satisfactory, if not reasons thereof	
12	Report in over all performance of the employee (Outstanding/Very Good/Good/Satisfactory/ Poor)	
13	Recommendations of Branch Officer with regard to service and conduct of the concerned contractual employee	

Signature of Branch Officer

It is certified that the service and conduct of Sh./Smt./...../.....
(Outstanding/Very Good/ Good/Satisfactory/ Poor) during the period/year under report and their requirement of the services of said Sh./Smt./...../..... for next year in public/academic/training interest. Therefore, it is recommended to renew/extend the period contract in favour of Sh./Smt./...../..... for the next year also.

Signature (With Stamp)
Branch Officer

OR

It is certified that the service and conduct of Sh./Smt./...../.....
not Satisfactory during the period/year report. Therefore, conduct in favour
Sh./Smt./...../..... may not be renewed/extended for the next year.

Signature (With Stamp)
Branch Officer

REMARKS of the Accepting Officer (Head of Department)

- a) Outstanding
- b) Very Good
- c) Good
- d) Satisfactory
- e) Poor

Signature (With Stamp)
Head of Department

Director/Principal
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**Annual Work and Conduct format for contractual employees of the Govt. College of
Pharmacy, Rohru**

WORK AND CONDUCT

NAME OF INSTITUTION:- GOVT. COLLEGE OF PHARMACY ROHRU DISTT. SHIMLA H.P.
REPORT FOR THE YEAR/PERIOD:-

PART-1			
1	Name of Employee		
2	Contract Number of Employee		
3	Date of Birth		
4	Educational/Technical Qualification		
5	Post Held		
6	Nature of engagement/appointment .		
7	Date of initial engagement/appointment to the present post.		
8	Pay	Payable up to Rs. 35,000/- on the basis of engaged lectures/tuts or Labs(Lecture/Tut@600/- per hour & Lab @Rs. 250 per hour)	
9	Duty Assigned		
10	Subject wise result of the employee in case of instructional teaching/Technical Staff	Semster	Trainee Appeared Trainees Passed Pass %

Signature of the Employee

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PART-II - Report of I/C Branch/OIC Branch/GI/HOD etc.		
1	Assessment of Special Aptitude	Remarks
	(i) Amenability of Discipline	
	(ii) Capacity to impart training	
	(iii) Work & Conduct	
	(iv) Quality of Work	
	(v) Status of Manners	
	(vi) Status of power of working with other	
	(vii) Status of punctuality and regularity	
	(viii) Sense of responsibility	
	(ix) Quickness in the disposal of work	
	(x) Intelligence and Understanding	
Signature of I/C Branch/HOD		
PART-III Report/ Recommendation of Principal		
12	Is the service and conduct of the employee is satisfactory, it not reasons there of.	
13	Report on overall performance of the employee in case of instructional/non instructional teaching/technical staff(Outstanding/very Good/Good/Satisfactory/Poor)	
14	Recommendation of Principal with regard to service and conduct of the concerned employee	
Signature of the Principal		

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It is certified that the services and conduct of Shri/Smt./Ms----- is satisfactory during the period/year under report and there is requirement of the services of said Shri/Smt./Ms----- for next period/year in the public/academic/training interest. Therefore, it is recommended to renew/extend the period of contract in favour of Shri/Smt./Ms----- for the next period/Year also.

Signature of Principal

OR

It is certified that the services and conduct of Shri/Smt./Ms----- is not satisfactory during the period/year under report. Therefore, the contract in favour of Shri/Smt./Ms----- may not be renewed/extended.

Signature of the Principal

Report/Remarks of the Accepting Officer
(Head of Department)

- a) Outstanding
- b) Very Good
- c) Good
- d) Satisfactory
- e) Poor

Signature of Head of Department.

Director/Principal
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