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# 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.









#### OFFICE OF THE DIRECTOR/PRINCIPAL GOVT. COLLEGE OF PHARMACY, ROHRU Tehsil Rohru, District Shimla, Himachal Pradesh- 171 207 (NAAC B<sup>++</sup> 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: <u>gcprohru@gmail.com</u>;web: <u>www.gcprohru.ac.in</u>

# 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.









OFFICE OF THE DIRECTOR/PRINCIPAL GOVT. COLLEGE OF PHARMACY, ROHRU Tehsil Rohru, District Shimla, Himachal Pradesh- 171 207 (NAAC B<sup>++</sup> 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

- 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.









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Director **Technical Education** Vocational & Industrial Training, Sundernagar (H.P.) Vivek Chandel H.A.S. No.STV(TE)H:B/PS/1/Vol-II/2021- 18888 Dear Dated: 25 March, 2023 Jama Subject: Letter of appreciation. I would like to place on record about the efforts made my you for getting the Govt. Pharmacy College, Rohroo 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, 110014 (Vivek Chandel) Prof. Vivek Sharma, Director/Principal, Government Pharmacy College, Rohru, District Shimla (HP)









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Annual Work and Conduct format for regular employees of the Directorate, Technical Education (Confidential)

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23. General remarks about intelligence, temperament, manners, willingness to do work, personality, initiative etc.

3

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

PART-III

## REPORT OF THE HEAD OF INSTITUTION

 The head of institution should record his personal appraisal of the teacher and his work including extracurricular 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.

 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.....

Signature..... Name..... Designation

Designation with official stamp.....

PART-IV

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

General remarks :

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

Signature Name.....

Designation with official stamp....

cy Rohru







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#### Annual Work and Conduct format for contractual employees of the Directorate, Technical Education

AME OF THE DEPARTMENT/INSTITUTION TECHNICAL EDUCATION /DIRECTORATE OF TECHNICAL EDUCATION, VOCATIONAL & INDUSTRIAL TARINING HP, SUNDERNAGAR 2019/2019 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 Outy Assigned
9 Outy Assigned 9 Outy Assigned Signature of the Emplo
9 Duty Assigned 9 Duty Assigned Signature of the Emplo PART-II Report of Branch/Office Incharge 10 Assessment of Special Aptitude
9 Duty Assigned  9 Duty Assigned  Signature of the Emplo  PART-II Report of Branch/Office Incharge  10 Assessment of Special Aptitude  y  (i) Amenability of discipline  i
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9     Duty Assigned       Signature of the Emplo       PART-II Report of Branch/Office Incharge       10     Assessment of Special Aptitude     i       (I)     Amenability of discipline     i       (II)     Capacity to impart Training     i       (III)     Work and Conduct     i       (IV)     Cuality of Work     i       (V)     Status of Manners     i       (VI)     Status of power of working with others     i       (VII)     Status of punctuality and regularity     i

Director/Principal Govtl College of Pharmacy Rohru Disstt. Shimla HP-171207







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It is certified that the service and conduct of Sh./Smt.//	11       is the service and conduct of the employee is satisfactory, if not reasons there of mover 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         14       is certified that the service and conduct of Sh./Smt.//	10. <del>100. 10</del>	and the second	
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DART	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	
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# Annual Work and Conduct format for contractual employees of the Govt. College of Pharmacy, Rohru

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ran	T-II - Report of I/C Branch/OIC Branch/GI/HOD etc.		-
1	Assessment of Special Aptitude	Remarks	
14.11	(i) Amenability of Discipline		
	(ii) Capacity to impart training		
	(iii) Work & Conduct		
	(iv) Quality of Work		
	(v) Status of Manners		
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2	(vii) Status of punctuality and regularity	and the second sec	
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12/110	(ix) Quickness in the disposal of work	I II THE THE	-
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	Signature of I/C Branch/ PART-III Report/ Recommendation of Principal	'HOD	
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(NAAC B<sup>++</sup> 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: <u>gcprohru@gmail.com</u>;web: <u>www.gcprohru.ac.in</u>

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 ne renewed/extended.

Signature of the Principal

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

- a) Outstanding
- b) Very Good
- c) Good
- d) Satisfactorye) Poor

Signature of Head of Department.

