



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 Faculty Empowerment Strategies

6.3.5 - Institutions Performance Appraisal System for teaching and non-teaching staff

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
Disstt. Shimla HP-171207



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6.3.5 - Institutions Performance Appraisal System for teaching and non-teaching staff

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.
- 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.
- 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,


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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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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 (mice) for H. International Publications (Elsevier, Bentham)

(b) Any publication work: Annex-I

(c) Extra curricular activities (Give name of each activity arranged during the year):

(d) Short term courses attended/Industrial Training:

Name of the course	From	To	Institute/Organisation
(i) Technical Teaching/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:

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.....

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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.....

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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 : 2018-2019

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	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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