

Dr. B. C. Roy College of Pharmacy & Allied Health Sciences, Durgapur - 713206

Self Appraisal Report of Teachers seeking Promotion/ Upgradation

(Each & every statement must be supported by documents)

(Each faculty will be assessed on a scale of 100 scores)

0. General Information

Name : Department :  
Designation : Date of Joining :  
Date of Birth : Contact No :  
Email Id :


1. Academic Qualification (Scores – 30)

Maximum score for each examination is 5 and the scores will be calculated as follows:

For marks  $\geq 75\%$  score – 5  
 $\geq 60\%$  score – 4  
 $\geq 50\%$  score – 3  
 $\leq 50\%$  score – 2

For M.Phil it is 5, for Ph.D. it is 10 but for both M.Phil and Ph.D. it is also 10




  
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| Sl. No | Examination                    | Board/University | Subjects | Year | % of marks | Division/Class/Grade | Score |
|--------|--------------------------------|------------------|----------|------|------------|----------------------|-------|
| 1.     | Secondary or Equivalent        |                  |          |      |            |                      |       |
| 2.     | Higher Secondary or Equivalent |                  |          |      |            |                      |       |
| 3.     | B.A./B.Sc./B.Tech              |                  |          |      |            |                      |       |
| 4.     | M.A./M.Sc./M.Tech              |                  |          |      |            |                      |       |
| 5.     | M.Phil/Ph.D.                   |                  |          |      |            |                      |       |
|        | <b>Total</b>                   |                  |          |      |            |                      |       |

2. Teaching Experience at the time of Joining (Score -5)

[2 is assigned for UG and 3 for PG as score for each year, however maximum score is 5]



  
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| Course taught | Name of the Institute/College/University | From :<br>To: | Duration | Score |
|---------------|--|---------------|----------|-------|
| 1.            | Secondary or Equivalent                  |               |          |       |
| 2.            | Higher Secondary or Equivalent           |               |          |       |
| 3.            | B.A./B.Sc./B.Tech                        |               |          |       |

3. Research Experience at the time of joining (Score-5)

[2 is assigned as score for Post-Graduate stage & M.Phil and 5 for Ph.D. 3 for each research publication, however maximum score is 5 ]

| Research stage        | Details of Project/Thesis/Publication | University | Year | Score |
|-----------------------|---------------------------------------|------------|------|-------|
| MA/M.Sc./M.Tech       |                                       |            |      |       |
| M.Phil                |                                       |            |      |       |
| Ph.D.                 |                                       |            |      |       |
| Research Publications |                                       |            |      |       |



  
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|              |  |  |  |  |
|--------------|--|--|--|--|
| Total scores |  |  |  |  |
|--------------|--|--|--|--|

4. Teaching Performance during probation period (Score -30)

(a) Classes taught (Score-20)

[Calculate the value r where

$$[(a) - (b)] \times 100$$

$$r = \frac{\quad}{\quad}$$

(a)

If  $r \leq 10$ , Score = 20, if  $10 < r \leq 20$ , Score = 15

If  $20 < r \leq 30$ , Score = 10 and if  $r > 30$ , Score = 0]

| Sl. No. | Periods assigned per week/ Sem |      |       |       | Periods assigned in last 3 years | Periods taught in last 3 years | Periods missed due to leave or absence | Score |
|---------|--------------------------------|------|-------|-------|----------------------------------|--------------------------------|--|-------|
|         | Th.                            | Tut. | Prac. | Total |                                  |                                |  |       |
| 1.      |                                |      |       |       |                                  |                                |  |       |
| 2.      |                                |      |       |       |                                  |                                |  |       |
| 3.      |                                |      |       |       |                                  |                                |  |       |
| 4.      |                                |      |       |       |                                  |                                |  |       |
| 5.      |                                |      |       |       |                                  |                                |  |       |
| 6.      |                                |      |       |       |                                  |                                |  |       |
| Total   |                                |      |       |       | (a) =                            | (b) =                          |  |       |

(b) Participation I the following : (Score – 10)

[ 2 is assigned as score for participating each programme]

Mention in details regarding the followings:



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- i) Evaluation of scripts of University Examination
- ii) Internal evaluation of answer scripts
- iii) Assessment of Laboratory notes/projects/dissertations
- iv) Invigilation in Examination
- v) Students' seminar/Mock Test/Grand Viva
- Total Scores**

(c) Give the following information (No Score ) [for 3 years]

| No. of working days | No. of teaching days | No. of days of absence |
|---------------------|----------------------|------------------------|
|                     |                      |                        |

5. Research Aptitude (Score-5)

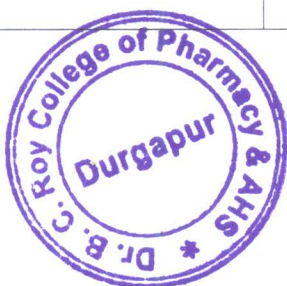
(Activities during the probation period)

[3 scores are assigned to each activity, however maximum score is 5]

Mention in details regarding the followings:

- a) Seminar, Conference, Workshop etc. attended

| Name of the Programme | University/Institute/College conducting the programme | Duration | Score |
|-----------------------|---|----------|-------|
|                       |   |          |       |



*(Signature)*  
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|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

- b) Supervision of any student (UG and PG level) in project work
  - c) Publication in conference proceedings
  - d) Publication in journals
  - e) Membership of any professional body
  - f) Registered for Ph.D. work
- Total Scores**

6. Departmental and other Academic Activities (Score -10)

[Score 2 is assigned for each activity]

Mention in details regarding the followings:

- |  | Score                    |
|--|--------------------------|
| a) Works other than teaching assigned by<br>Head of the Department                           | <input type="checkbox"/> |
| b) Attendance in the departmental meeting<br>[50% attendance is necessary for getting score] | <input type="checkbox"/> |
| c) Participating in students' counseling and<br>Remedial teaching                            | <input type="checkbox"/> |
| d) Motivating and supervising students for project   | <input type="checkbox"/> |



  
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/Research beyond curriculum

e) Involvement in any other academic activities of the college

**Total Score**

7. Students' feedback (Score-10)

[To be filled in by DIC]

8. Extra/Co-curricular activities (Score-5)

Have you participated in the following programme?

If yes, give details-

[Each participation is assigned with score 1.

However, maximum score is 5]

i) NSS/NCC

ii) Relief work


iii) Blood donation

iv) Literacy mission

v) College sports/games

vi) Cultural programmes of the college



  
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vii) Any other programme

**Total Score**

9. What areas do you most need to improve and how ? [No score]
10. Any other information/suggestions from your end. [No score]
11. Declaration : If my service is confirmed, I will register myself (if not yet registered) for Ph.D. work to any University/Recognized Institute within a year after my confirmation.

Signature of the teacher

Date :

*Note: For more information additional sheet may be attached*


12. Verification of the statement by DIC

All the Statements are Checked & Verified



Signature of DIC

Date:

  
20/12/23  
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13. DIC's observation on overall performance with justification considering the points acceptability regularity & punctuality, active participation & involvement in departmental meetings/activities, attitude towards the students etc.

|                      |             |                     |
|----------------------|-------------|---------------------|
| Strongly recommended | Recommended | Not recommended now |
|----------------------|-------------|---------------------|

Justifications:-

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.....

.....

Signature of DIC

Date:



  
20/12/23  
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