

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

Self Appraisal Report of Teachers who are on Probation

(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

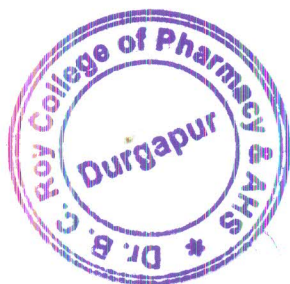
$\leq 50\%$  score – 2

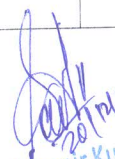


  
20/12/23  
Prof. (Dr.) Samir Kumar Samanta  
M. Pharm., Ph.D (J.U.)  
Principal  
Dr. B. C. Roy College of Pharmacy & AHS  
Durgapur, West Bengal-713206

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

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.						
	Total						



  
20/11/27  
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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]

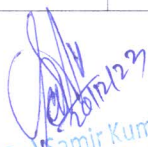
Course taught	Name of the Institute/College/University	From : To:	Duration	Score
1.	Secondary or Equivalent			
2.	Higher Secondary or Equivalent			
3.	B.A./B.Sc./B.Tech			

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				



  
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Ph.D.				
Research Publications				
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	Periods assigned during the probation year	Periods taught during the probation year	Periods missed due to leave or absence	Score



  
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	Th.	Tut.	Prac.	Total				
1.								
2.								
3.								
4.								
5.								
Total					(a) =	(b) =		

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

[ 2 is assigned as score for participating each programme]

Mention in details regarding the followings:

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)



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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

- 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



*[Signature]*  
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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  
Head of the Department

b) Attendance in the departmental meeting  
[50% attendance is necessary for getting score]

c) Participating in students' counseling and  
Remedial teaching

d) Motivating and supervising students for project  
/Research beyond curriculum

e) Involvement in any other academic activities of the college

**Total Score**



  
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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

vii) Any other programme

Total Score



  
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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:



  
28/12/23  
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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
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Justifications:-

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Signature of DIC

Date:



  
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