

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

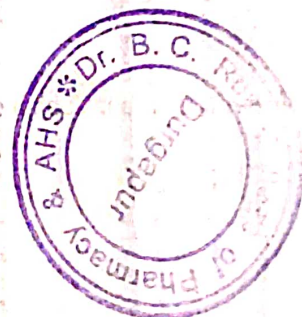
$\geq 60\%$ score – 4

$\geq 50\%$ 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

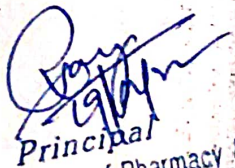

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Sl. No	Examination	Board/University	Subjects	Year	% of marks	Division/Class/Grade	Score
1.	Secondary or Equivalent						
2.	Higher Secondary or Equivalent						
3.	B.A./B.Sc./B.Tech						
4.	M.A./M.Sc./M.Tech						
5.	M.Phil/Ph.D.						
	Total						

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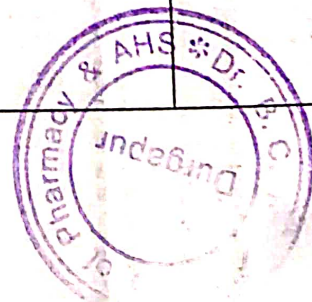
Course taught	Name of the Institute/College/University	From : To:	Duration	Score
1.	Secondary or Equivalent			
2.	Higher Secondary or Equivalent			
3.	B.A./B.Sc./B.Tech			

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

(a) Classes taught (Score-20)

[Calculate the value r where

$$r = \frac{[(a) - (b)] \times 100}{(a)}$$

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]

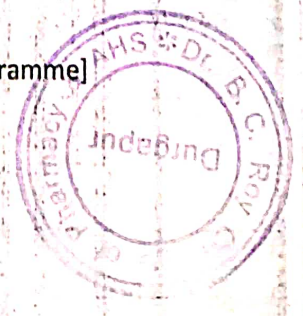
Sl. No.	Periods assigned per week/ Sem				Periods assigned in last 3 years	Periods taught in last 3 years	Periods missed due to leave or absence	Score
	Th.	Tut.	Prac.	Total				
1.								
2.								
3.								
4.								
5.								
6.								
Total					(a) =	(b) =		

(b) Participation in 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)

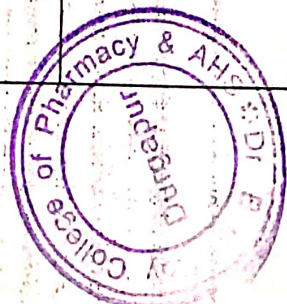
[3 scores are assigned to each activity, however maximum score is 5]

Mention in details regarding the followings:

a) Seminar, Conference, Workshop etc. attended

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

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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]

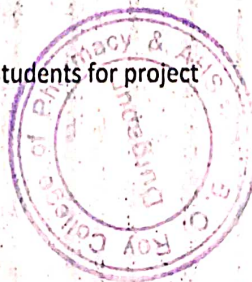
Mention in details regarding the followings:

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

[Handwritten Signature]

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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

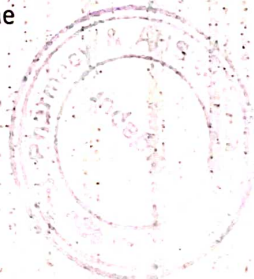
vi) Cultural programmes of the college

vii) Any other programme

Signature
19/10/20

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L C
B

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


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Dr. P. B. Roy
B. S. Roy
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Signature of DIC



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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