



6.3.5

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



KPA-KRA Norms



Anand Pharmacy College

Norms for KPA – KRA

Academic Year: 2021-2022



Dt.: June 18, 2021

All HODs are requested to update Key Performance Areas & Performance Evaluation Criteria for faculty **having 2 to 5 Years of overall experience**. (Experience will consider till JUNE 1st of each year).

Key Performance area:

Principal had explained in detail about the outcome based teaching learning methodology to be adopted by various faculty members. Faculties were oriented and emphasized to focus on various following points that were **mandatory** to strengthen teaching learning process at the institution;

MANDATORY:

TEACHING PROCESS AND STAFF DEVELOPMENT RELATED

- 1. Result and learning oriented teaching:** Result of subject allotted will be compare with earlier year result of the same subjects, Each allocated subject results should be improved. Course outcome of each subject should be above prefixed value. Innovative methods/ approach implementation and proper documentation of the same is expected.
- 2. Faculty Development Program (FDP)/ Quality improvement program/ MOOCS COURSE** (in vacation or when having less than 6 hours work load of academics):
Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA



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/ IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Two eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

3. **MOOC course** completion with certification (minimum one completion in 2 years span not as a part of point 2)
4. Industrial training/ specialized training for minimum one week (in vacation or when having less than 6 hours work load of academics)
5. **Conference (State/ National/ International):** He / She must needs to presenting minimum one Oral / Poster conference (outside institution) once in a year and must try to bag award.
6. **Conference (State/ National/ International):** He / She must needs to attending minimum one conference (outside institution) once in a year.

7. Outreach Contribution : Judge/ lectures



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8. Mentorship (if allocated):

- Effective mentoring for overall and holistic development of students with significant improvement measures from entry to exit level,
- Facilitating and motivating students for extracurricular and cocurricular participation
- Documentation assurance from entry to exit level with holistic activity 100 points calculation

9. Practice school and Project work guidance (if allocated):

- MRP/ hospital survey/ drug store survey/ industry project and
 - Project to be completed with outcomes as publication/ patent/ presentation
 - Minimum 50% students guided must complete their outcome as publication/ patent/ presentation
10. **Ph.D.** enrollment by faculty and to be pursued.
11. **Research guidance (if allocated)**
12. **One MRP / POC (Dissertation topic will not be considered) –**
Research Guidance to completion beyond practice school/ project work.
13. **Conference grant** from funding agency
14. **Active participation** in Consultancy project
15. **Publication:** One Independent research paper publication (UGC approved & Scopus) (Applicable if guiding/co guiding PG student/s)



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Academic Year: 2021-2022



DEPARTMENT ACTIVITY

- **Activity Coordination:** He/She needs to independently coordinates IMP activities.(NSS, IPA, GPAT, internal exam, GTU coordinator, Admission process, Admission related help center, EDC, Placement etc...for more details coordinate with HOD/AH) –
- Active participation as a member of committee
- **Instrument incharge:** He/She will be solely in-charge in context of functionality of minimum allotted instruments of above 1 lac. (Minimum 5 instruments will be allotted)- (Not applicable if working as a HOD)

INSTITUTE ACTIVITY

- Co-ordinator of Conference/ Seminar/ Workshop/ Certification program/ value added course/ Skill development course

OTHERS

- Membership : Life membership of minimum one association or academy

DESIRABLE:

- Books/ book chapter publication
- Patent publication
- Industry liaison in different capacities in larger interest of the institute and it's stake holders
- Demonstrate leadership in planning and organizing academic, research, industrial and / or professional activities

Dr. Tejal R. Gandhi,
Principal,
Anand Pharmacy College,
Anand



Anand Pharmacy College

Norms for KPA – KRA

Academic Year: 2021-2022



Dt.: June 18, 2021

All HODs are requested to update Key Performance Areas & Performance Evaluation Criteria for faculty **having 0 to 2 Years of overall experience**. (Experience will consider till JUNE 1st of each year).

Key Performance area:

Principal had explained in detail about the outcome based teaching learning methodology to be adopted by various faculty members. Faculties were oriented and emphasized to focus on various following points that were **mandatory** to strengthen teaching learning process at the institution;

MANDATORY:

TEACHING PROCESS AND STAFF DEVELOPMENT RELATED

1. **Result and learning oriented teaching:** Result of subject allotted will be compare with earlier year result of the same subjects, each allocated subject results should be improved. Course outcome of each subject should be above prefixed value. Innovative methods/ approach implementation and proper documentation of the same is expected.
2. **Faculty Development Program (FDP)/ Quality improvement program/ MOOCS COURSE** (in vacation or when having less than 6 hours work load of academics):

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which one week should be on the theme of Pedagogy training





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recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Two eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

3. **Industrial training/ specialized training** for minimum one week (in vacation or when having less than 6 hours work load of academics)
4. **Conference/ workshop (State/ National/ International):** He / She must have to attend and present minimum in one conference once in a year and must try to bag award (Besides Organized by APC).
5. **Mentorship** (if allocated):
 - Effective mentoring for overall and holistic development of students with significant improvement measures from entry to exit level,
 - Facilitating and motivating students for extracurricular and cocurricular participation
 - Documentation assurance from entry to exit level with holistic activity 100 points calculation





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6. **Practice school and Project work guidance** (if allocated):

- MRP/ hospital survey/ drug store survey/ industry project and
- Project to be completed with outcomes as publication/ patent/ presentation
- Minimum 50% students guided must complete their outcome as publication/ patent/ presentation

7. **GPAT/ Ph.D entrance** must be cleared by each faculty.

8. **Publication:** One research paper/ review article publication as author or co-author. (UGC approved & Scopus)

DEPARTMENT ACTIVITY

- **Activity Coordination:** He/She needs to independently coordinates IMP activities.(NSS, IPA, GPAT, internal exam, GTU coordinator, Admission process, Admission related help center, EDC, Placement etc. for more details coordinate with HOD/AH) –
- Active participation as a member of committee

INSTITUTE ACTIVITY

- Co-ordinator of Conference/ Seminar/ Workshop/ Certification program/ value added course/ Skill development course





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DESIRABLE:

- Active participation in Consultancy work
- Membership : Life membership of minimum one association or academy
- Patent publication
- Books/ book chapter publication
- MRP (Not part of B. Pharm/ Pharm D curriculum)
- POC research

Dr. Tejal R. Gandhi,
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Anand





Anand Pharmacy College

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Dt.: June 18, 2021

All HODs are requested to update Key Performance Areas & Performance Evaluation Criteria for faculty **having 5 to 10 Years of overall experience.** (Experience will consider till JUNE 1st of each year).

Key Performance area:

Principal had explained in detail about the outcome based teaching learning methodology to be adopted by various faculty members. Faculties were oriented and emphasized to focus on various following points that were **mandatory** to strengthen teaching learning process at the institution;

MANDATORY:

TEACHING PROCESS AND STAFF DEVELOPMENT RELATED

1. **Result and learning oriented teaching:** Result of subject allotted will be compare with earlier year result of the same subjects, each allocated subject results should be improved. Course outcome of each subject should be above prefixed value. Innovative methods/ approach implementation and proper documentation of the same is expected.

2. **Faculty Development Program (FDP)/ Quality improvement program/ MOOCS COURSE** (in vacation or when having less than 6 hours work load of academics):

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA





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/ IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

3. **MOOC course** completion with certification (minimum one completion in 2 years span not as a part of point 2)
4. Industrial training/ specialized training for minimum one week (in vacation or when having less than 6 hours work load of academics)
5. **Conference (State/ National/ International):** He / She must needs to presenting/ resource person minimum one Oral / Poster conference (outside institution) once in a year and must try to bag award.
6. **Conference (State/ National/ International):** He / She must needs to attending minimum one conference (outside institution) once in a year.

7. Outreach Contribution : Judge/ lectures

8. Mentorship (if allocated):

- Effective mentoring for overall and holistic development of students with significant improvement measures from entry to exit level,
- Facilitating and motivating students for extracurricular and cocurricular participation



- Documentation assurance from entry to exit level with holistic activity 100 points calculation



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9. **Practice school and Project work guidance** (if allocated):
 - MRP/ hospital survey/ drug store survey/ industry project and
 - Project to be completed with outcomes as publication/ patent/ presentation
 - Minimum 50% students guided must complete their outcome as publication/ patent/ presentation
10. **Ph.D.:** He/She must be pursuing and completing Ph.D.
11. **Research guidance:** Min Two (PG research guide),
12. **Two MRP / POC (Dissertation topic will not be considered)** – Research Guidance to completion beyond practice school/ project work.
13. **One Research Grant – Minor research grant or industry project or consultancy** from funding agency or industry or any other organization (Minimum 5 lakh rs.)
14. **Active participation** in Consultancy project
15. **Conference grant** from funding agency
16. **Publication:** Two Independent research paper publication with impact factor. (UGC approved & Scopus) (Applicable if guiding/co guiding PG student/s)
17. **Patent** publication
18. **Books/ book chapter** publication

DEPARTMENT ACTIVITY



- **Activity Coordination:** He/She needs to independently coordinates IMP activities.(NSS, IPA, GPAT, internal exam, GTU coordinator, Admission process, Admission related help center, EDC, Placement etc...for more details coordinate with HOD/AH) –
- Active participation as a member of committee
- **Instrument incharge:** He/She will be solely in-charge in context of functionality of minimum allotted instruments of above 1 lac. (Minimum 5 instruments will be allotted)- (Not applicable if working as a HOD)



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INSTITUTE ACTIVITY

1. **HODship/ Co-ordinator (If allocated):** Departmental Teaching and non-teaching staff orientation and proper guidance for optimum output of the department.
 - All reports submission to HOI from the department on time, proper documentation, result of the department, teaching quality assessment and improvement on regular basis. Regular department meetings and all activities described in roles and responsibilities guideline of APC.
 - **Departmental Labs, instrument area and other areas regular visit and facilitating routine departmental activities, documentation and submission before deadline.**
 - Complete charge of daily wagers of the department for optimum output.
2. Co-ordinator of Conference/ Seminar/ Workshop/ Certification program/ value added course

OTHERS

- Membership : Life membership of minimum one association or academy

DESIRABLE:

- Resource person



- Travel grant
- Industry liaison in different capacities in larger interest of the institute and its stake holders
- Demonstrate leadership in planning and organizing academic, research, industrial and / or professional activities

Dr. Tejal R. Gandhi,
Principal,
Anand Pharmacy College,
Anand





Anand Pharmacy College

Norms for KPA – KRA

Academic Year: 2021-2022



Dt.: June 18, 2021

All HODs are requested to update Key Performance Areas & Performance Evaluation Criteria for faculty **having 10 to 15 Years of overall experience.** (Experience will consider till JUNE 1st of each year).

Key Performance area:

Principal had explained in detail about the outcome based teaching learning methodology to be adopted by various faculty members. Faculties were oriented and emphasized to focus on various following points that were **mandatory** to strengthen teaching learning process at the institution;

MANDATORY:

TEACHING PROCESS AND STAFF DEVELOPMENT RELATED

1. **Result and learning oriented teaching:** Result of subject allotted will be compare with earlier year result of the same subjects, each allocated subject results should be improved. Course outcome of each subject should be above prefixed value. Innovative methods/ approach implementation and proper documentation of the same is expected.

1. **Faculty Development Program (FDP)/ Quality improvement program/ MOOCS COURSE** (in vacation or when having less than 6 hours work load of academics):

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.





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OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

2. **MOOC course** completion with certification (minimum one completion in 2 years span not as a part of point 2)
3. Industrial training/ specialized training for minimum one week (in vacation or when having less than 6 hours work load of academics)
4. **Conference (State/ National/ International):** He / She must needs to presenting minimum one Oral / Poster conference (outside institution) once in a year and must try to bag award.
5. **Conference (State/ National/ International):** He / She must needs to attending minimum one conference as a resource person once in a year.
6. **Mentorship** (if allocated):
 - Effective mentoring for overall and holistic development of students with significant improvement measures from entry to exit level,
 - Facilitating and motivating students for extracurricular and cocurricular participation
 - Documentation assurance from entry to exit level with holistic activity 100 points calculation
7. **Practice school and Project work guidance** (if allocated):
 - MRP/ hospital survey/ drug store survey/ industry project and
 - Project to be completed with outcomes as publication/ patent/ presentation
 - Minimum 50% students guided must complete their outcome as publication/ patent/ presentation





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8. **Research guidance:** Min Two (PG research guide),
9. **Two MRP / POC (Dissertation topic will not be considered)** – Research Guidance to completion beyond practice school/ project work.
10. **One Research Grant – Major research grant or industry project or consultancy** from funding agency or industry or any other organization (Minimum 10 lakh rs.)
11. Conference grant from funding agency
12. **Publication:** Two Independent research paper publication with impact factor. (UGC approved & Scopus) (Applicable if guiding/co guiding PG student/s)
13. **Patent** publication
14. **Books/ book chapter** publication

DEPARTMENT ACTIVITY

- **Activity Coordination:** He/She needs to independently coordinates IMP activities.(NSS, IPA, GPAT, internal exam, GTU coordinator, Admission process, Admission related help center, EDC, Placement etc...for more details coordinate with HOD/AH) –
- Active participation as a member of committee
- **Instrument incharge:** He/She will be solely in-charge in context of functionality of minimum allotted instruments of above 1 lac. (Minimum 5 instruments will be allotted)- (Not applicable if working as a HOD)

INSTITUTE ACTIVITY



1. **HODship/ Co-ordinator (If allocated):** Departmental Teaching and non-teaching staff orientation and proper guidance for optimum output of the department.



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- All reports submission to HOI from the department on time, proper documentation, result of the department, teaching quality assessment and improvement on regular basis. Regular department meetings and all activities described in roles and responsibilities guideline of APC.
 - **Departmental Labs, instrument area and other areas regular visit and facilitating routine departmental activities, documentation and submission before deadline.**
 - Complete charge of daily wagers of the department for optimum output.
2. Co-ordinator of Conference/ Seminar/ Workshop/ Certification program/ value added course/ skill development course

OTHERS

- Membership : Life membership of minimum two association or academy
- Industry liaison in different capacities in larger interest of the institute and it's stake holders
- Demonstrate leadership in planning and organizing academic, research, industrial and / or professional activities

DESIRABLE:

- Major research grant of more than 10 lakhs
- Ph. D research guide
- Active participation in National level body
- Active participation/ representation at University level/ National/ International level
- Travel grant



Dr. Tejal R. Gandhi,
Principal,
Anand Pharmacy College,
Anand





Anand Pharmacy College

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Academic Year: 2021-2022



Dt.: June 18, 2021

All HODs are requested to update Key Performance Areas & Performance Evaluation Criteria for faculty **having 15 Years and above of overall experience.** (Experience will consider till JUNE 1st of each year).

Key Performance area:

Principal had explained in detail about the outcome based teaching learning methodology to be adopted by various faculty members. Faculties were oriented and emphasized to focus on various following points that were **mandatory** to strengthen teaching learning process at the institution;

MANDATORY:

TEACHING PROCESS AND STAFF DEVELOPMENT RELATED

1. **Result and learning oriented teaching:** Result of subject allotted will be compare with earlier year result of the same subjects, each allocated subject results should be improved. Course outcome of each subject should be above prefixed value. Innovative methods/ approach implementation and proper documentation of the same is expected.

2. Faculty Development Program (FDP)/ Quality improvement program/ MOOCS COURSE:

Two weeks of Faculty Development Programme (FDP) in the relevant area recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.





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OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

3. Industrial training/ specialized training for minimum one week outside APC
4. **Conference** : Attending or presenting oral/poster presentation one international conference/workshop/seminar in span of three years (outside india)
5. **Conference:** He / She must give two lectures national/state level conference/ workshop/seminar as a Resource person (Min one outside APC organization).
6. **Outreach contribution:** Minimum two times as a judge/chairperson/ evaluator in state/national level conference/workshop/seminar (Min one outside APC organization)
7. **Research guidance:** Min One student every year enrolment (Ph.D research guide), Min Two (PG research guide)
8. **One Major research projects and consultancy from national/ state funding agency** (Minimum 15 lakhs Rs.) in a span of two years.
9. **One Research Grant – Minor research grant or industry project or consultancy** from funding agency or industry or any other organization (Minimum 5 lakh rs.)
10. **Conference** grant from funding agency



11. **Publication:** Two Independent research paper publication with impact factor. (UGC approved & Scopus)



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Academic Year: 2021-2022



12. One research or review article (UGC approved & Scopus) (Applicable if not guiding/co guiding PG student/s)
13. **Patent publication:** minimum one patent filing every two years
14. **Books/ book chapter** publication in every three years
15. Active participation in National level body (IPA/ISTE/IPS/CPCSEA/ etc.)
16. Active collaboration with international scientists of your research area in the interest of the institute (Over and above APC alumni).
17. Active participation/ representation at University level (Beyond examiners)

DEPARTMENT ACTIVITY

- **Activity Coordination:** He/She needs to independently coordinates IMP activities.(NSS, IPA, GPAT, internal exam, GTU coordinator, Admission process, Admission related help center, EDC, Placement etc...for more details coordinate with HOD/AH) –
- Active participation as a member of committee

INSTITUTE ACTIVITY

1. **HODship / Co-ordinator (If allocated):** Departmental Teaching and non-teaching staff orientation and proper guidance for optimum output of the department.



- All reports submission to HOI from the department on time, proper documentation, result of the department, teaching quality assessment and improvement on regular basis. Regular department meetings and all activities described in roles and responsibilities guideline of APC.



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- **Departmental Labs, instrument area and other areas regular visit and facilitating routine departmental activities, documentation and submission before deadline.**
- Complete charge of daily wagers of the department for optimum output.
- 2. Co-ordinator of Conference/ Seminar/ Workshop/ Certification program/ value added course

OTHERS

- Membership : Life membership of minimum three association or academy
- Industry liaison in different capacities in larger interest of the institute and it's stake holders
- Demonstrate leadership in planning and organizing academic, research, industrial and / or professional activities

DESIRABLE:

- Reviewer/ Editorial member of reputed journal
- Travel grant
- Active member in any national level regulatory body or association
- Development of one MOOC course

Active liaison with senior alumni in the interest of APC and its stake holders



Dr. Tejal R. Gandhi,
Principal,
Anand Pharmacy College,
sAnand





KPA-KRA (Teaching Staff)

Revision effective from 2019-2020

ANAND PHARMACY COLLEGE, ANAND

**KPA&KRA
2022-23**

Ms. Ruby Christian [IPP Form: Individual Performance Plan Form]
Experience: 6 years

(KPA) Key Performance Area	Activity / Detail	Review of Key Performance Area		Noncompliance/ any Suggestions for improvement/ comments		(KPA) Key Performance Area	Review of Key Performance Area		Noncompliance/ any Suggestions for improvement/ comments		Review of Key Performance Area
		Appraisal by HOD/HOI					Appraisal by HOD/HOI				Appraisal by HOI
		Odd Sem					Even Sem				
Meeting with Date		1st review	2nd review	1st review	2nd review	Meeting with Date	1st review	2nd review	1st review	2nd review	
Academic UG Level - Industrial Pharmacy (BP702TT) - Pharmaceutical Biotechnology (BP505TT)	> Attendance sheet (Theory & Practical)	D-3 W-3	3				3	3	} fwd.		
	> Course Planner (Theory & Practical)	D-3 W-3	3				3	3			
	> Theory and Practical data sheet	D-3 W-3	3				3	3			
	> Planning of next month's Practical	D-3 W-3	3				3	3			
	> Journal revision and innovation	D-3 W-3	3				3	3			
	> Record Book	D-3 W-3									
	> Innovative Practice Documentation	D-3 W-3	3				3	3			
	> Daily diary	3.	3				3	3			
PG Level											

(Signature)

(Signature)

Research Guidance

Minor research project (UG)	Two MRP/POC		1 (SSIP)	ongoing SSIP		Completed SSIP		v. good
Research Guidance	Min. Two PG student		2	2				
Practice school and Project work guidance	Minimum 50% students guided must complete their outcome as publication/ patent/ presentation	3-MRP allotted		ongoing		3	completed	good
Conference/ workshop/ Seminars	Attending one Conference/ workshop/ Seminars		2	2		2	2	
Oral/Poster presentation in conference	One presentations		2	2	Y.	1	1 completed	
Mentoring	Sem V (Batch A)		3-3	3		1	completed file	
FDP	Attending Two week FDP		2	2	Y.	1	1	
MOOC course	Minimum 1 in two year		2	1	Y	1	1 completed error	
Instruments			Not given	-		1	1	
PhD	Pursuing at DDU university (1 RPC)		pursuing	ongoing and RPC completed		-	ongoing	- Needs to fasten the completion

Q

	completed)										
Result Theory FY- 80 % SY- 85 % TY- 95 % Final year-100% Practical -100% in all years											
Conference Grant		2	2				-	-			
Activity Coordination	> Awake Publication	D-3	3				3	3	} good		
	> Sukrit	W-3	3				3	3			
	> Manthan										
	> Finishing School	D-3	3				3	3			
		W-3									
	> SSIP	D-3	3				3	3			
		W-3									
Research publication	Publication in indexed journal (2 paper/year)	3 process	1				-	-	complete as soon as possible		
Patent/Book/Book Chapter		2	2				2	2			
One week industry training/Special Training	One Week	2	2				2	2			
Professional Membership	IPA	✓	applied for APTI				-	Registered for APTI			
Research Grant: Other Minor Research grant/industry project consultancy	1.	- approved in GTU-MRP (30,000)						2 grants ongoing			
		- vecor Normal in SSIP - (70,000)									

Faculty: Ms. Ruby Christian
Signature: 

HOD: Dr. Dipika Chavda
Signature: 
18/7/22

Principal: Dr. T. R. Gandhi
Signature: 
10/10/23

Excellent
teaching

- Beyond Graciously
- Team Work & Rep. sty.
- Flexibility & Leadership



KPA-KRA (Non-Teaching Staff)

IPP Form: Clerk II: Mr. Nikesh Pathak

Experience: 10 Years

(KPA) Key Performance Area	Activity / Detail	Review of Key Performance Area	Noncompliance /any Suggestions for improvement comments	Review of Key Performance Area
Meeting with		Appraisal by HOD/HOI	Appraisal by HOD/HOI	Appraisal by HOI
Date	1) 2)	1 st Review	2 nd Review	
General				
	☐ Responsivity of College Stamp (Principal, Round Stamp and Inward stamp)	—	—	
	☐ Before the Mini vacation or Summer or Diwali vacation - All lighting and other things of all departments will be verified properly	Good	Good	
	☐ LCD Notice	Good	Good	
Academic Bridge -	R1 R2	To facilitate all the administrative support to the Academic Faculties.		
	☐ Circulated Time Table - Before two week for faculty to approved by the Academic Head	Average	Average	
	☐ Academic Calendar Will Prepare under the guidance of academic head and approved by Vice Principal, Circulate first day of new Semester	Good	Good	



IPP Form: Clerk II: Mr. Nikesh Pathak

Experience: 10 Years

(KPA) Key Performance Area	Activity / Detail	Review of Key Performance Area	Noncompliance /any Suggestions for improvement comments	Review of Key Performance Area
Meeting with		Appraisal by HOD/HOI	Appraisal by HOD/HOI	Appraisal by HOI
Date	1) 2)	1 st Review	2 nd Review	
General				
	☐ Responsivity of College Stamp (Principal, Round Stamp and Inward stamp)	—	—	
	☐ Before the Mini vacation or Summer or Diwali vacation - All lighting and other things of all departments will be verified properly	Good	Good	
	☐ LCD Notice	Good	Good	
Academic Bridge -	To facilitate all the administrative support to the Academic Faculties.			
	R1			
	R2			
	☐ Circulated Time Table - Before two week for faculty to approved by the Academic Head	Average	Average	
	☐ Academic Calendar Will Prepare under the guidance of academic head and approved by Vice Principal, Circulate first day of new Semester	Good	Good	



	✓ ☐ Mentoring schedule, mentor peer to peer mentoring	Good	Good		
	✓ ☐ Preparing mentoring sheet & Submission to mentors verified the format academic head and vice principal then distribution to all mentors	Good	Good		
	✓ ☐ Students Helpline, Mentor list, Mentoring Schedule and peer to Peer Mentoring Schedule Prepare under the guidance of Academic Head and Vice Principal and send to before 7 day start the Semester.	Excellent	Excellent		
	☐ GTU Circular- Download circular and entry in inward register daily	- Transferred to student clerk.			
	✓ ☐ Academic Day Year Counting	Good	Good		
	✓ ☐ Admission process is completed respective year by end of November every year and all data to be maintained and Proved by Academic Head / Vice principal as per NBA	NA	NA		
	✓ ☐ Academic Related Photograph				
	✓ ☐ Scholarship	Excellent	Excellent		
	✓ ☐ Academic & Scholarship data if any Annual function, NAAC, PCI, NBA, Manthan AQAR etc... prepared the as per respective format	Good	Good		
	☐ Course Planner work check within academic clerk before starting the semester 3 days and also display in respective department Notice board	NA	NA		
	☐ AL Format	Excellent	Excellent		
Students Section	☐ Batch Announcement, Class Allocation and Change Notice	Good	Good		

along with student section



	Board be Approved the Respective approving				
	☐ Result data in term of performance to be compiled after result as per format NBA for Calculation of API SI data with Backlog, without backlog		NA	NA	
	Numbering of Non- University Examination		Good	Good	
	☐ Bus Pass and Railway Pass form work		Transferred to Student clerk		
Maintenance, Infrastrure & Event & Store Incharge	General Maintenance - Coordinate with Estate in Charge & respective person. R1 R2 Needs to initiate by himself.				
	☐ Maintain locker at boys and Girls room		Good	Good	
	☐ General & Electric, Plumbing & Furniture.		Excellent	Good	
	☐ Dead Stock Counting, maintenance		Average	Good	
	☐ Master Dead Stock Data file.		Good	Transfer to E.A	
	Event Coordinate guidance by OS		Good	Good	
	Infrastrure related work guidance by HOI and OS		Good	Good	
	☐ Stationary		Good	Good	
	☐ Sanitation		Good	Good	

Admission	Submission of MQ and VQ files.	
	R1	
	R2	



	☐ Preparation and collection of documents from student for MQVQ file	Good	Good		
	☐ Filling of MQ-VQ forms and verification document	Good	Good		
	☐ Submission of file to the respective authority	Good	Good		
Punctuality / Work Discipline	You will be judge on your Sincerity, Discipline, and Approach towards the job.				
	R1				
	R2				
	☐ Attendance	Excellent	Excellent		
	☐ Work Discipline	Excellent	Excellent		
	☐ Acceptance on new task	Excellent	Excellent		
Boundary less Behavior	R1				
	R2				
	☐ In absences of Adm Jc1 and Jc2 / Any work allotted from Principal, Principal Office, and Admin Head.	Good	Good		
		Good	Good		

Clerk II:

Signature:

Admin Head:

Signature:

Principal: Dr. T. R. Gandhi

Signature:



very good

- Speed of work.
- Multi tasking
- Prioritize the work.
- Proactive
- Independent
- Confident.

24/7/23

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