



# KRUPANIDHI COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi, Affiliated to RGUHS, Bengaluru)  
Accredited with Grade 'A' by NAAC, Bengaluru | ISO 9001 - 2015 Certified  
12/1, CHIKKA BELLANDUR, CARMELARAM POST, VARTHUR HOBLI, BANGALORE - 560 035



6.3.1 The institution has effective welfare measures for  
teaching and non-teaching staff

## Staff Performance Appraisal for Teaching and Non- Teaching Staff



## Krupanidhi College of Pharmacy, Bangalore

FORMS / FORMATS  
(ISO 9001:2015)

Doc. No: FAF/L4

Release No. 1.0

Date:

Section: PP 05

Form No.: R/PP 05/02

### Goal Setting Staff Appraisal-Annual Report

Name		Designation	
Department		Appraiser	
Review Year		*New Designation	

\*Please highlight in the New Designation if there have been any changes to the above detail at the Mid or Full year review

#### Guidelines

The three main stages in the process are detailed below with guidance on which parts of the form should be completed at each stage. The form can also be updated at any time during the year by mutual agreement.

01	<b>Objective Setting</b>	At the start of the year: Agree and complete the Objectives section Agree and complete the Personal Development Plan(PDP) section
02	<b>Mid-year review</b>	At mid-year, review performance over the last <b>6 months</b> : Add comments and extent achieved against each objective Update PDP section, Complete and agree all other sections (apart from <i>Full Year Review Comments</i> )
03	<b>Year-end review</b>	At year-end, review performance over the last <b>12 months</b> : Add comments and extent achieved against each objective Update PDP section, Update and agree all other sections (apart from <i>Mid Year Review Comments</i> )

After each stage update the appraisal form. The signed copy should be sent to HR Department to be logged and placed on file. Both the appraiser and appraisee should keep a soft copy of the agreed form at each stage.

When completing the PDP, use the priorities below:

- 1 Unable to fulfil role without this development
- 2 Potential severe impact on role without this development and/or essential for personal development
- 3 Minor impact on fulfilment of role without this development and/or will help personal development

When setting an overall rating, use the table below, taking into account how the Appraisee has performed against: Objectives, and any additional achievements Behaviours

#### Overall Rating (Performance Review Rating Table)

1 Not acceptable	2 Development required	3 Meets expectations	4 Exceeds expectations	5 Outstanding
Has not met the requirements of the role	Has met some but not all of the requirements of the role.	Has satisfactorily fulfilled the requirements of the role.	Has gone beyond the expectations of the role.	Has contributed significantly to the organization beyond the boundaries and expectations of the role.

Prepared by: **Dr. Badrunnisa. S**

Signature:

Designation: **ISO Coordinator**

Approved by: **Dr. Samuel Paul Isaac**

Signature:

Designation: **Director**

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Section A: Academic Performance : Current Academic Year

Present Salary:	Basic	D.A	H.R.A	C.A	O.A	Total

Attendance Report :		C.L	OOD	Reason for long leaves
Punctuality :	Leaves	12	--	
	Availed			

Section B: Workload : Current Academic Year

Subject	6 months			6 months.		
	Hours /Week	Total no. hours got	Total no. hours taken	Hours /Week	Total no. hours got	Total no. hours taken

Feed Back : Current Academic Year (FR)

Note: Feedback Rating

Subject	FR	Subject	FR	Subject	FR	Subject	FR	Subject	FR	Subject	FR

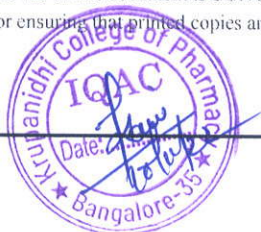
Results: Completed Academic Year

Regular batch								Intermediate batch							
Subject	D	F	S	P	Fail	Total appeared	Pass %	Course	D	F	S	P	Fail	Total appeared	Pass %

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#### Section C: Objectives

Mutually set and agree your objectives with your Appraiser. Tick the appropriate box of the 'Extent Achieved' column to highlight the extent of the achievement and any disappointments that you faced.

( - Not achieved, ✓ Fully achieved, + Exceeded )

Objectives	Comments	Extent Achieved		
		-	✓	+
Objective agreed Description:  How will this be measured:  Due dates/milestones:	Mid-year review  Year-end review			
Objective agreed Description:  How will this be measured:  Due dates/milestones:	Mid-year review  Year-end review			
Objective agreed Description:  How will this be measured:  Due dates/milestones:	Mid-year review  Year-end review			
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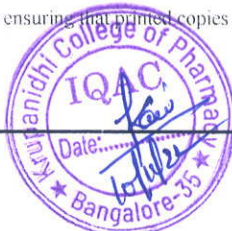
#### Additional achievements

What other achievements would you like to be recognised? This should include additional contributions to the Department/College which are both in and outside of your own immediate Department/College area (Enclose necessary Proofs)

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## Career Development Structure(CDS) Competency Assessment

Review the competencies related to your CDS grade and mark on the below chart the extent to which you are carrying these out. (For more details on the CDS Competencies, please [follow this link](#).)  
(- Development needed in this area, ✓ Competent in this area, + Accomplished in this area)

Competency	Rating			Justification				
	-	✓	+					
Result Performance								
Student Feedback								
Punctuality								
Professional Expertise								
Creating & Delivering Additional Academic Work (Content Beyond Syllabus)								
Workshops/Seminars in Collaboration with Industry								
Certifications								
Training & Summer Camps (FDP)								
Coordinator Work								
Research Work (paper publication)				Scopus index	International journal	National journal	Impact factor	Citations
Funding from External Agency								
Consultancy								
Working Relationships								

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### Leadership Qualities

### Career Development

How would you like your career to develop within the next two years? How can your Mentor support you in achieving this goal?

### Job satisfaction

Consider if there are ways in which your satisfaction with your role could be strengthened. Consider amongst others such areas as: Do you feel that your abilities have been fully used? Do you have what you need to do your job? Do you have any suggestions for changes with your role that would increase your interest and satisfaction at work?

### Personal Development Plan(PDP)

Input your new, and carry forward any outstanding, development requirements into the plan below. Add any new development requirements to the plan as they are identified during the year, and highlight which development areas have been achieved.

Development Need	Priority (1,2,3)	Target Date	Date Done
Description of need:  How will this be achieved:			
Description of need:  How will this be achieved:			
Description of need:			

Prepared by: **Dr. Badrunnisa. S**

Signature:

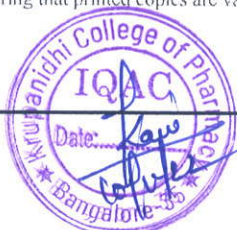
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How will this be achieved:

**Mid Year Review Comments**

Provide a summary of your review and score the Appraisee's performance on the performance review rating table based on the achievements up to the Mid Year review

**Employee's Comments**

**HOD/Dean/Principal Comments**

**Overall  
Rating**

**Full Year Review Comments**

Provide a summary of your review and score the Appraisee's performance on the performance review rating table based on the achievements for the full year.

**Employee's Comments**

**HOD/Dean Comments**

**Overall  
Rating**

**Principal Comments**

**Overall  
Rating**

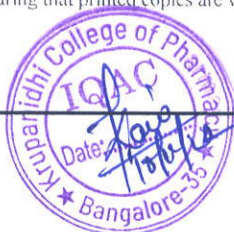
**Director/Executive Director Comments**

**Overall  
Rating**

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Appraiser's Signature..... Date..... Appraisee's Signature..... Date.....

*[Handwritten Signature]*  
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Prepared by: **Dr. Badrunnisa. S**  
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*[Handwritten Signature]*  
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Section: PP 05

Form No.: R/PP 05/03

ANNUAL PERFORMANCE ASSESSMENT REPORT (NON-TEACHING Group B, C & D)

Form A- Filled by the staff

Assessment for the year :

1. Name : Mrs. Rekha	2. Date of joining the post : 02/11/2019
3. Designation : Lab Assistant	4. Present salary : Rs. 18,300/-
5. Department/Section :	Machine Room
6. Work area Academic Technical Qualification Any Other	Laboratory B.A ----- -----
7. Details of Education/Qualification	B.A
8. Any other information to be pointed out : Details of the present duties :	Lab maintenance, miscellaneous work in the college and other required supportive work

Date: 17/09/2021

Signature of the staff member

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Section: PP 05

Form No.: R/PP 05/03

ANNUAL PERFORMANCE ASSESSMENT REPORT (Technical Administrative and Others)

FORM "B" TO BE FILLED IN BY THE REPORTING OFFICER

NAME : Mrs. Rekha				YEAR OF ASSESSMENT : 2020-2021			
DESIGNATION : Lab Assistant			DATE OF APPOINTMENT TO THE POST :02/11/2019				
Present Salary : Rs. 18,300/-							
DEPARTMENT/CENTRE/SECTION :				Machine Room			
CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
<b>PROFESSIONAL COMPETENCE</b>							
Knowledge of rules, regulation and procedure			8				
Ability to organize work and carry it out			8				
Ability and willingness to take up additional load in times of exigencies			8				
Creativity and innovation			8				
Ability to learn new duties			8				
Capacity to supervise*			8				
<b>PERFORMANCE</b>							
Maintenance of Files/Records			8				
Accuracy & Speed of work				6			
Neatness & tidiness of work			8				
Completion of work on schedule				6			
Diligence and sense of responsibility				6			

  
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PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
Attendance		9					
Punctuality		9					
Discipline		9					
Interaction with colleagues		9					
Integrity and behaviour		9					
Planning & Organisation*			8				
<b>TOTAL POINTS :</b>		<b>135 /150</b>			<b>/170</b>		

\* For supervisory staff only

OVERALL EVALUATION

OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
OUTSTANDING						
Any outstanding contribution made by the Employee : Performing						
Special remarks if any of the Reporting Officer : Good						
Date :	SIGNATURE OF THE REPORTING OFFICER					
Remarks if any of reviewing officer : Good						
Date :	SIGNATURE OF REVIEWING OFFICER					

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