

UNITED INSTITUTE OF PHARMACY, UCER

APPRAISAL FOR FACULTY

Tentative Break up of 42 Hrs. of Faculty time every week

S. No.	Activity	No of Hrs./week during Odd and Even sem. (20 weeks each/Teaching 11 week)
01	Theory / Practical Class	20 for 11 weeks in odd and even semester , Min. 380 Hrs. class engagement in an academic year
02	Preparation Time	6 Hrs.
03	Research and Publication	8 Hrs.
03	Paper setting, evaluation, attendance uploading assignment correction etc.	5 Hrs.
04	Administration/Clubs Activity	5 Hrs.

- (i) During the lean and non-classes, faculty members are expected to be involved more in publication projects, future planning for the growth of department.
- (ii) They should spend the time in **PRODUCTIVE** work for which incentives have already been decided.
- (iii) All preparation for classes to be engaged in next semester should be Completed during vacations/examination period.

UNITED INSTITUTE OF PHARMACY,UCER

Faculty Performance Indicators

S.No.	Particulars	Points	Section cut-off For on increment	Remarks
01	Theory / Laboratory Class	No. of class taken Multiplied by 0.25	70	To be tabulated From ERP
02	FDP/Workshop (Min 1 week)/ MOOC/NPTEL/Certification	FDP/Workshop (online)* : 05 FDP/Workshop (offline)* : 10 MOOC/NPTEL Certification -20	05	To be verified by HR Dept
	Publication	Scopus Indexed Conference 10 Pt./Scopus 15 Pt./ ESCI 20 Pt./ SCIE 25 Pt	10	To be verified by HR Dept
03	Student Feedback	10	05	To be tabulated From ERP
04	Utility Patent Publish /Design Patent	10	**	Desirable
05	Utility Patent Award / Book writing	25	**	Desirable
06	Consultancy / Sponsored Research	25	**	Desirable
07	Citation of Paper authored	5 For each citation	**	Desirable
08	HOD Assessment	20	10	Based on administrative contribution

* Maximum one per semester.

* Every faculty member is expected to score a minimum of 100 points every year to be eligible for any increment.

* Approval of Head of the Institution is essential for final recommendations.

UNITED INSTITUTE OF PHARMACY, UCER

(MINIMUM ELIGIBILITY FOR INCREMENT)

The faculty member would be recommended for an increment if he/she meets following criteria:

1. The faculty with PhD qualification has at least one SCOPUS/WoS indexed journal paper published in last 3 years.
2. The faculty has published a paper in Research paper/Review article/Book Chapter in journal/conference (Scopus Indexed) in last one year
3. The faculty has attended/cleared at least one FDP/workshop/MOOC/NPTEL certification in last one year.
4. The faculty has taken at least 280 lectures (Theory + Practical) in last academic year out of which 60 percent should be Theory lectures.
5. Average students' feedback is more than 50%.
6. HOD/Dean assessment is more than 50%..
7. The aggregate marks are more than 100 in the performance evaluation score.
8. HOD/Dean has not recommended any action on disciplinary grounds.

Note: Lectures would be calculated on pro-rata basis for officials assigned less teaching load due to administrative duties. The officials eligible for this relaxation are:

1. Deans
2. HODs
3. Chief wardens