



## **PRINCETON COLLEGE OF PHARMACY**

(Affiliated to JNTUH, Approved by PCI, New Delhi & Accredited by NAAC)  
Chowdariguda(V), Korremula, Ghatkesar (M), Medchal- Malkajgiri (Dist.) - 500 088  
E mail: [princeton.pharmacy@gmail.com](mailto:princeton.pharmacy@gmail.com), Website: [pcop.ac.in](http://pcop.ac.in)

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# **6.3.5 Institutions Performance Appraisal system for teaching and non- teaching staff A.Y -2023-24**

The institution provides both teaching and non-teaching staff with an effective performance Appraisal system, as well as excellent welfare measures

We as an organization have developed a remarkable work ethic that respects each other, and as a result, we have created an atmosphere that is amenable to both academic progress and the growth of the individual. We have faith that the expansion of the workforce will also result in the expansion of the institution. Because the institute is committed to providing an education of the highest caliber for its students, it has established stringent requirements for the qualifications of its teaching staff. As a result, both the students and the institution are held to very high quality standards. Every member of the teaching staff has previous experience in all of the available academic areas.

The establishment has created a professional advancement allowance for a variety of academic activities for all levels, and it has strongly encouraged faculty members to take part in conferences, workshops, training programmes, and faculty development programmes, among other things. The institute strongly recommends that its academic members sign up for PhD programmes

For the non-teaching staff, the institution has organized computer proficiency updating programmes, training on equipment, training on the preparation of reagents, training on the cleaning and maintenance of glassware, equipment, and other things like that so that they can meet the preferred standards. The non-teaching staff has been motivated to participate in demonstration programmes to learn how to operate the equipment in accordance with standard operating procedures (SOP).

1. In accordance with the established protocols, the pay commission has been put into place.
2. A waiver of the conference registration price, a per diem allowance, and travel subsidies for academic members who attend conferences.
3. There are available workshops.
4. Rewards for the most productive research work.
5. The required workforce is eligible to get study leaves, maternity leaves, and medical leave with pay.
6. Provide preferred teaching and non-teaching staff with salary increases as well as loans.
7. A means of transportation for all the employees.
8. Creating programmes that raise people's knowledge of their health.
9. The coordination of recreational and cultural activities in which every member of the staff is invited to take part.

10. Presents for the personnel for special occasions such as weddings, baby showers, and housewarming ceremonies

**Medical facility in Princeton College of Pharmacy:**

1. First-aid boxes with all accessories are kept in laboratories and other strategic locations.
2. Head of the institution, respective department heads and staff take care of the medical complaints of students and pass on information to the parents:
3. General medicines are made available within the first aid center.

**Games and sports in Princeton College of Pharmacy:**

1. The college has been actively encouraging staff to participate in various sports and games.
2. Facilities are also made available even beyond college hours.

**Transport facility in Princeton College of Pharmacy:**

1. Bus facility is available for faculty.
2. Bus starts from source place to college by 08:00AM and evening bus starts from 04:30 PM.

**Faculty development programs in Princeton College of Pharmacy:**

1. Every semester faculty development program will be organized to enhance the performance of faculty to achieve the best output.
2. The Institute encourages this type of activity for staff to move forward and motivate students in their own carriers.

**PERFORMANCE APPRAISAL:**

The formal written evaluation program of The Princeton college of pharmacy is established to provide annually, a planned scheduled, opportunity for the employee and supervisor to meet and mutually identify, discuss, and document the demonstrated job performance and accomplishments of the employee during a specified rating period. The review helps to answer several basic questions that are of concern to all of us as employees. "How am I doing?", "Where do I go from here?" and "How well will my supervisor support me in getting there?" For the employer evaluation Indicates where he/she stands in relation to the expectations of the Institution, the department, and the immediate supervisor. Assures mutual understanding of responsibilities and work assignments. Serves a source of assistance and guidance in Improving and preparing for advancement. For the supervisor the evaluation. Helps identify an employee's

performance level, growth potential, and developmental needs as measured by the standards of performance for the job. Assures that the employee is fully aware of assigned duties and responsibilities. Provides an opportunity to recognize effective performance and to let employees know that their contributions have a direct impact on the overall goals of the Institution. Serves as a foundation to formulate with the employee a specific plan of action for achieving goals and improving job performance.

Establishes the basis for better two-way communications. Serves as a major consideration in matters concerning employee development, promotion, retention, salary, and job performance improvement. All staff employees should be evaluated annually, especially in instances of unsatisfactory work performance of individual employee's performance appraisal to be conducted. Unscheduled performance evaluations may be conducted as often as necessary and are advisable when an employee's performance is less than satisfactory. The Institution may initiate unscheduled evaluations. The employees' supervisor or HOD is responsible for conducting the review and evaluation with the employee. Standard evaluation forms and additional instructions related to conducting a performance evaluation may be obtained from the Department of Human Resources.

Performance Appraisal Review Process Performance Appraisals shall be done for all staff members of the Institution and copies must be placed in the personnel file in Human Resources. The appraisal will be done by the immediate [lead of the Department & Head of the Institution (thereafter) and will be reviewed at the next level of supervision (there viewer).

#### **GRANT OF INCREMENT:**

Increment of any members of staff. Teaching or non-teaching will depend upon the performance of his working ability and satisfaction he gives to the management in discharge of his duties and attendance, self-appraisal for interview.

#### **CONFIRMATION**

An employee shall be considered for confirmation of service. It will not be regarded as having been confirmed until a letter of confirmation specifying the date of confirmation has been issued to him by the appointing authority.

#### **PROMOTION**

- 1) The faculty up gradation shall be considered strictly as per AIM norms.
- 2) Up gradation of other staff will not necessarily depend solely on seniority

The following factors will also be considered:

- a) Past performance record.
- b) Potential for higher responsibilities.
- c) Punctuality and good conduct on and off the premises the categories of staff and the same will be decided as per requirement by the Appointing authority based on recommendation forwarded by the Director/ Principal specified date of his/her new position, shall be subjected to disciplinary action.
- d) Good Performance in Interview.

## **DEMOTION**

A demotion is defined as are assignment from one position to another position at a lower Pay grade or salary range. A demotion can also be defined as are assignment of duties to a lower level of pay or responsibility even if there is not a change in the employee's job title or position. Involuntary demotions may occur if work is eliminated, abolished or reorganized, as a disciplinary action or if a staff member is unable to perform the work satisfactorily

## **RESIGNATION**

- a) A permanent employee, desirous of leaving the institution, shall give two working months' notice or One-month pay in lieu of notice to the principal before leaving.
- b) Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him or for a breach of contractor for any such reason.

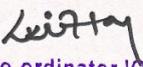
## **SUPERANNUATION/RETIREMENT**

- a) All employees would super annuate on attaining (after completion) the age of 60(sixty) years. However, in exceptional cases, the service can be extended and hired as decided by the appointing authority and or as per norms of the AICTE.
- b) The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he/she attains the age.

## **TERMINATION OF SERVICE**

- I. The institute reserves the right to terminate the service of an employee by giving due notice in writing without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case-to-case basis.

- II. The institute shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the institute/office/.
- III. Confirmed employee should submit his/her resignation by giving Two months prior Notice to get released from employment or paying salary to get early released from employment in lieu of Two months' notice simultaneously the same procedure is also applicable to the Management.
- IV. On termination of any employee's services by the management, the amount due to him shall be paid to him after adjusting all amounts due from him to the Institution at the time of termination. Such payments will be made as soon as convenient after the effective date of termination but not before he has obtained clearance from the Head of his department that he has surrendered all properties of the Institution that may be in his possession surrendered all properties of the Institution that may be in his possession including his Identity Card, official email password, Books/Journals/all assets/possessions of institute.
- V. The final clearance shall be given to the Accounts dept. to release the due payment by Head of Human Resource department.

  
Co-ordinator IQAC  
Princeton College of Pharmacy  
Cowdariguda (V), Ghatkesar (M)  
Medchal (Dt), Telangana-500088

  
**PRINCIPAL**  
Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.

