

Shree Dhanvanth Pharmacy College

EMPLOYEE PERFORMANCE EVALUATION FORM (Teaching)

Evaluation Period: From 01/07/2021 to 30/06/2022

Part-1

<input type="checkbox"/> Initial Review		<input type="checkbox"/> Annual	
Employee Name:	Ms. SHABEENA		Employee Code:
Date of Joining:	15.07.2018	Current Designation:	ASSISTANT PROFESSOR
Department:	PHARMACOLOGY	Reporting To:	DR. M. N. NOOLVI SIR
Experience @ SDPC:	5 years	Total Experience:	11 years
Role & Responsibilities:		Designation @ Joining: ASSISTANT PROFESSOR Educational Qualification: MASTERS in ^{Pharmacy} Pharmacy Details of Training undergone in last six months:	
Key Result Areas:		* TEACHING (B-PHARM & PHARM-D) * Sem 8 (PROJECT WORK) * MENTORING (B-PHARM) * class teacher * PAPER SETTING (4th) * HOSTEL INCHARGE (HOSTEL COMMITTEE) * EVALUATOR & EXAMINER * STUDENT ACHIEVEMENT COMMITTEE. : OF GTU EXAMS/ EVENTS * FOOD COMMITTEE IN OCCASION/WORKSHOPS/CDP'S/CONFERENCE and development.	
Special Competencies/Skills developed in last one year:		* NBA WORK (Criteria No. 2) * ATTENDANCE MONITORING COMMITTEE. * NAAC WORK (Criteria No. 1) * BMU - PAPER SETTOR (Appointed as * A+ GRADE OF 80% STUDENTS (in each subject) papers setter for B-Pharm (Sem IV) and D-Pharm (2nd year) (as Hostel Incharge) * Committee work, providing us to enhance our skills in teamwork and to maintain competencies with other staff mates. * Academically progress (due to different Subject teaching)	

Part-2

Sr No	KEY RESPONSIBILITY AREAS (KRAs)	Max Marks	Appraisee	Appraiser 1 (HOD)	Appraiser 2 (HR)	Reviewing Authority	Aggregate
			(A)	(B)	(C)	(D)	(E)
1	Teaching, Learning and evaluation related activities	10	10	8			
2	Innovations / experiments introduced in the course	10	10	8			
3	Achieving Goals/Objectives	10	10	7			
4	Academic Contributions	10	10	8			
5	Presentation/Communication Skills	10	10	8			
6	Co-curricular and profession development related activities	5	5	3			
7	Leadership Skills & Team Work	5	5	4			
8	Teaching load and regularity in taking class	5	5	4			
9	Planning and Initiative	5	5	4			
10	Integrity, Loyalty	5	5	4			

	Analysis of Problem & Suggestions for work improvement	5	05	4		
12	Ethical Practices	5	05	4		
13	Adherence to Management Systems & Organisational Policies & Procedures	5	05	4		
14	Reliability/Dependability & Decision Making	5	05	4		
15	Priority Setting, Adherence to Work Schedule	5	05	4		
Total Marks		100	100	78		

YOUR TRAINING NEED FOR THE YEAR

Please specify the areas where you would need inputs by way of training (both professional & personal development). Also specify what would be your efforts in developing yourself in these areas.

Sr. No.	Training Required	Objective Of Training	Training Outcome (Personal)	Training Outcome (Organisational)	Recommendation by HOD
1.	Advanced Technological work training along with research work	Development in Academic field	To provide → innovation and advanced knowledge	Student development as well as our own development	
2.	Training for new equipment handling				

1. What additional responsibilities can you take for development of the organization apart from your routine job responsibilities? Give details.

VMS app instalation and registered each and every student in Sem 3 (By taking details like Adhar card, D.O.B, etc [I-Card Scan])

Signature of Employee Shabana
Date: 24/4/23

Part-3

SWOT Analysis	
STRENGTH	WEAKNESS
OPPORTUNITIES	THREAT

Signature of Head of Dept
Date:

3		
4		
5		

Overall Performance Rating By Reviewing Authority & Recommendations

Excellent	Very Good	Good	Fair	Needs Improvement	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recommendations:

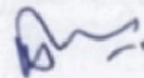
Name of reviewing Authority:			Signature & Date:	
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I hereby certify that this review has been discussed with me and agreed.

Signature of Employee

Date:

Shakeen
24/4/23





Certificate of Participation

presented to

Ms. Shabeena Sabbir

of

Shree Dhanvantary Pharmacy College

for participating in Professional Development Workshop on Digital Creativity Skills
as a part of Adobe Academic Essentials program.



Adobe Express

Garima Babbar
Head Education & Skills - APAC and India
Adobe

Dr. Mamta Rani Agarwal
Advisor-I
AICTE



SHREE SAHKAR EDUCATION TRUST

IQAC of Shree Dhanvantary Pharmacy College, Kim-Surat organized

AICTE Sponsored 2-Days 3rd National Conference

CERTIFICATE OF APPRECIATION

This is to Certify that Dr./Mr./Ms./Mrs.

SHABEENA

has served as Local Organizing Committee Member in AICTE Sponsored two days 3rd National Conference on "ADVANCES IN DRUG DISCOVERY AND DEVELOPMENT" held on 25th & 26th March, 2022 organized by Shree Dhanvantary Pharmacy College, Kim-Surat.

Dr. N. D. Jivani
President

Dr. M. N. Noolvi
Convener