



NARAYANA HIGH SCHOOL

DHANALAKSHMIPURAM, NELLORE-AP

Affiliation no: 130460, School Code: 57175

Phone: 8179881237, email: nlrbseday.etechno@narayanagroup.com

Nellore,

Dt: 13-08-2024.

The management of Narayana Group of Institutions is pleased to offer half of the fees concession in the total course fee for the employee named Dr. Sujatha Sanneboina working as Professor & Vice Principal of Narayana Pharmacy College Emp Id: 44300142 for her two children Master K. Rakada Aakarsh and baby K. Tania Keerthana for the Academic year 2024-2025.

The School course fee structure for IX Olympiad:

Adm No: 5710698

Course Fee:97000

After concession:42500

The School course fee structure for VII Olympiad:

Adm No: 5741282

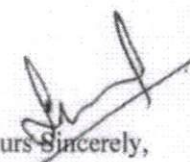
Course Fee:92000

After concession: 37500

Note:50% Concession Will Be Given Narayana Staff

Thanking You,


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002


Yours Sincerely,
Principal
NARAYANA HIGH SCHOOL
Dhanalakshampuram,
NELLORE.

digit INSURANCE

Annual Group Mediclaim Insurance 2023 – 2024

UIN: GODHLGP21487V032021



Your Health Insurance Benefits: A Quick Overview


Period	06 August 2023 to 05 August 2024
Master Policy Holder's Name	Nspira Management Services Private Limited
Insurer	Go Digit General Insurance Limited
Service Provider	Go Digit General Insurance Limited


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Employee Policy (Employee + Spouse + Children)

Coverage Summary

Primary Benefits	Limit / Description
Sum Insured	Floater: 3 Lakhs
Family Definition	Self + Spouse + Up To 2 Dependent Children *Self & Spouse age up to 75 Years *Children age up to 25 years
Emergency Ambulance	Ambulance charges covered up to 1% of Sum Insured up to a maximum of INR 3,000 per case in case of emergency only
Room Rent / ICU Restriction	Normal: 2% of SI ICU: 3% of SI Proportionate Deduction clause applicable where Insured member has opted for room rent higher than eligible room rent category
Pre-existing Diseases Waiting Period	Waived
Initial Waiting Period	Waived
Specific illness Waiting Period	Waived
Pre and Post Hospitalization	30/60
Maternity Waiting Period	Waived
Maternity Benefit	- Normal Delivery: 35,000 - Caesarean Delivery: 45,000 * Baby day one covered.
Organ Donor Expenses	Not covered
AYUSH Treatment	Covered only for inpatient hospitalization in Government hospital upto 25% SI, pre and post hospitalization expenses are not covered.
Domiciliary Hospitalization	Not Covered
Psychiatric Ailments	Not Covered
OPD	Not Covered
Co-pay	Not applicable
Parental Co-pay	Not Applicable
Non network co-pay	Not applicable
Network Hospital Reimbursement Co-pay	Not applicable
Parental SI restriction	Not Applicable
Territorial limit	India
Congenital conditions	Internal congenital diseases are covered, external is not covered.
Day care treatments	All day care procedures are covered
Lasik Surgery	Not covered


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Coverages Appendix & Conditions

Benefits	Conditions
Emergency Ambulance	Ambulance charges will be applicable for transferring patient to Hospital or between Hospitals in the Hospitals ambulance or in an ambulance provided by any ambulance service provider only.
Maternity Condition	Maternity benefit is available only for self and spouse. Maternity Benefit will be applicable for first two children only
Pre and Post Natal Expenses	Pre and post-natal expenses are covered upto INR 5,000 on IPD Basis only within maternity limit
Room Rent Definition	1. Room Rent : Room rent includes bed charges, duty doctor, nursing charges and service charges or amenities (if any) 2. ICU Rent : ICU charges includes ICU bed, general medical support, medical devices expenses, critical care nursing and intensivist charges.
Infertility treatment	Not Covered
Corporate buffer	Total Corporate buffer is INR 30,00,000. Maximum utilization per family is limited to the family floater sum insured. Corporate buffer can only be utilized for all claim excluding maternity claims and Capped ailments for Self, Spouse and children only post exhaustion of base Sum Insured after due approval of company HR.

Additional Coverages

Benefits	Conditions
Air Ambulance Cover	Not Covered
Wellness Mother Expenses	Not Covered
Wellness baby expenses on OPD and/or IPD	Not Covered
Maternity Complications cover	Not Covered
Accidental OPD	Not Covered
Dental Treatment (Due to accident only)	Covered upto SI in case of accidental hospitalisation only
Lucentis	Not Covered
Oral Chemotherapy	Not Covered
Twin Delivery	Not Covered
Fracture Cover	Not Covered
Bereavement Cover	Not Covered
Snake Bite/Animal Bite	Not Covered
Automatic Sum Insured reinstatement	Up to 50% of Base SI will be reinstated provided that the 100% of the base SI is exhausted and subsequently insured needs additional cover for unrelated illness / condition within the policy period. The second hospitalization must happen after the original Sum Insured has already been exhausted and there is a minimum gap of 45 days since the Sum Insured was exhausted and Insured person was discharged from the hospital for the reinstatement to trigger. Sum Insured reinstatement will also be applicable in family floater policies, where other family members may reinstate the Sum Insured in case the Sum Insured has been fully


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exhausted. 45 days clause shall not be applicable for different insured person within the family.

Additional Sickness Benefit

Benefits	Conditions
Additional Sickness Benefit	<p>Digit will pay 50% of monthly take home salary for up to 2 months in case following conditions are fulfilled:</p> <ol style="list-style-type: none">1. Insured undergoes hospitalization as an inpatient for a period of 7 continuous and completed days.2. Post hospitalization, the insured is unable to perform each and every duty pertaining to their employment leading to absence from work, provided such inability to work is certified by the treating doctor during hospitalization.3. The insured has exhausted all paid leave and the absence from work is resulting in leave without pay. <p>The Benefit shall start applicable after all the leaves are exhausted or after 15 days post discharge of hospital, whichever is maximum.</p> <ol style="list-style-type: none">1. The monthly benefit amount payable will be lower of:<ol style="list-style-type: none">a. 50% of net take home salary calculated as the average of net take home salary of preceding 3 months. ORb. INR 50,0002. This cover is applicable only for ESC and ESCP policies. The cover is not applicable for Employee only or Parents only policies.3. This cover is applicable only for individuals employed in a full-time, salary-paying job.4. The cover is not applicable for contractual employee.5. This benefit will be payable only once in a policy period.6. The Benefit shall stop after cease of the master policy or if the employee retires or leave the employment or his/her employment has been terminated by the employer. <p>Specific Exclusions for this coverage:</p> <ol style="list-style-type: none">1. In case the hospitalization is for maternity treatments.2. In case of any cosmetic surgeries or cataract/eye related surgeries to correct eye power.3. If the absence from work is due to any kind of quarantine.4. In case hospitalization is in absence of an active line of treatment.5. If the hospitalization claim is not admissible as per the other terms of this policy.6. Net take home salary shall excludes one time incentives, variable pays, Bonus, performance based incentives, reimbursements


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Disease wise capping

Disease	Conditions
Cataract (Per eye)	INR 20,000

Other Special Conditions

1. Mid-term Sum insured enhancement is not allowed in GMC policy unless it is specified at the time of proposal acceptance.
2. RFQ to be stamped and signed by client, * PAN number of organization. * Registration number of organization.
* Complete and correct Member data (with employee ID numbers as per duty attendance muster)
3. CO-PAYMENT- Co-payment / Deductibles: Rs.10,000/- deductible on each claim (Hospitalisation claims only).
4. AYUSH- Expenses incurred for treatment of diseases/ illness / accidental injuries by systems of medicines other than Allopathic shall be restricted to 25% of sum insured subject to a maximum of Rs.25000/- during the entire policy period.
5. MODERN TREATMENTS-
 - a. Uterine Artery Embolization and HIFU Per policy period: Up to INR 50,000.
 - b. Balloon Sinuplasty Per policy period: Up to INR 40,000.
 - c. Deep Brain stimulation Per policy period 10% of SI, subject to maximum INR 50,000.
 - d. Oral chemotherapy Per policy period 25% of SI, subject to maximum INR 50,000.
 - e. Immunotherapy- Monoclonal Antibody to be given as injection Per policy period 10% of SI, subject to maximum INR 50,000.
 - f. Intra vitreal injections Per policy period 10% of SI, subject to maximum INR 50,000.
 - g. Robotic surgeries Per p Per Policy period 10% of SI, subject to maximum INR 1,00,000.
 - h. Stereotactic radio surgeries Per policy period 10% of SI, subject to maximum INR 1,00,000.
 - i. Bronchial Thermoplasty Per policy period 10% of SI, subject to maximum INR 1,00,000.
 - j. Vaporization of the prostate (Green laser treatment or holmium laser treatment) Per policy period 10% of SI, subject to maximum INR 50,000.
 - k. IONM - (Intra Operative Neuro Monitoring) Per policy period 10% of SI, subject to maximum INR 50,000.
 - l. Stem cell therapy: Hematopoietic stem cells for bone marrow transplant for hematological conditions to be covered. Per policy period 10% of SI, subject to maximum INR 50,000.
6. Group to retail portability benefit can be availed at the time of retirement or resignation from the services (provided these events are falling within the policy period). Portability option is available under the existing retail health products, std coverages, terms, conditions, & guidelines of retail product would apply.
7. All reimbursement claims have to be intimated to Digit within 7 days of admission and claim documents have to be submitted for reimbursement within 45 days of date of discharge of the patient.
8. Midterm additions allowed only for natural additions subject to intimation received within 45 days. Any additions for new employee/spouse / children would be allowed within 45 days of date of joining/ marriage / birth respectively. Backdation of 45 days from date of intimation shall not be allowed. Any endorsements will be from the date of addition and not from the inception of the policy. Prorated premium will be charged for each member added during the policy term.
9. In case of refund endorsements on account of deletion, pro-rata refund for entire family should be done subject to nil claims. Deletion to be intimated immediately on finalization of last working day of employee. In case employee avails the claim after his Last Working Day for which intimation is received after DOA, insurer would recover paid amount from available float balance. Pro-rata refund will be calculated as from DOL if intimation is within 7 days else intimation date will be consider for calculation subject to nil claim.


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Policy Exclusions

1. The following are explicitly excluded from the coverage other than mentioned above:
 - a. Femto laser procedures
 - b. All types of cosmetics/ aesthetic treatments
 - c. All types of behavioural and neurodevelopmental disorder.
 - d. All experimental and unproven treatment.
 - e. Substance abuse and addictions.
 - f. Hormonal and immuno therapies
 - g. Expenses related to nutritional supplements.
 - h. Preventive and regenerative therapies.
 - i. Dental procedures unless related to accidental hospitalization
 - j. War and Terrorism
 - k. Hazardous sports and activities.
 - l. Homecare nursing
 - m. STDs and venereal diseases
 - n. Sleep disorders
 - o. Suicide or self-inflicted injuries
 - p. Unwarranted hospitalization
 - q. Weight management services and treatment related to weight program's including treatment of obesity
 - r. Expenses related to prosthetic and external durable devices
 - s. Intra vitreal, intra articular or thecal injections
 - t. Genome Testing
2. 50% Co-Pay for cyber-knife treatment, Gamma Knife treatment and proven Stem Cell Transplantation treatment, Robotic Surgery. Cochlear Implant treatment shall be restricted to 50% of the SI.
3. Any Doctors/ Surgeons fees charged/paid over and above the Hospital Standard Tariff/Package stand excluded from the scope of the policy. In case of Chamber cases or outside visiting consultant has conducted the surgery or is being consulted, Insurance company would be liable to pay up to the agreed tariff/ package rates with the hospital. The over & above limit will have to be borne by the customer.

Go Digit General Insurance Ltd | Address: Atlantis, 95, 4th B Cross Road, Koppangala Industrial Layout,
5th Block, Bengaluru, Karnataka 560095 | IRDAI Reg No. 158 | ANU 660407NA01PPL0167810

Website: www.godigit.com NELLORE - 524 002



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FILLED SELF APPRAISAL FORM OF NON TEACHING STAFF

Narayana Pharmacy College - Nellore

Dept of Human Resources

Performance Appraisal Form – Cumulative Assessment

(PMP Cycle :- 2023-2024)

Emp. Name	S. Vamsidhar	Emp.No.	44300207
Department	Administration	Designation	Computer operator
Qualification	Msc Computers	Date of Joining	20-11-2019

State key job responsibilities handled by the employee during the period and rate the performance.

Evaluate the employee on the following factors

S.No	Factors	Score
1	Job Knowledge: Grasp of knowledge, technique and procedure in work and related matters.	5
2	Initiative & Learning: Shows initiative to learn & grow in her/ his role. Is enthusiastic and offers creative alternatives to improve even routine tasks.	5
3	Quality&Interest in work: Accuracy, Presentability, Reliability, Completion of work on-time, Priority setting, Ability to learn new job quickly and willingness to work together with others.	4
4	Communication& Attitude: Ability to effectively convey information and ideas to others with courtesy, empathy and respect (in verbal / non-verbal communication)	5
5	Code of conduct: Work place etiquette, Disciplinary Aspects, Attendance/Punctuality, Grooming standards, Team work& Relations (Rating By HR & HOD)	4
Overall Grade:		23

(Note: If Overall Rating either "A" or "E" it ensure to provide relevant evidences and comments. If unable to provide the same, the rating shall be considered as next /pre to proposed rating as part PMP normalization.

Sl No	Ratings	Grade	Score
1	Excellent	A	5
2	Commendable	B	4
3	Good	C	3
4	Average	D	2
5	Poor	E	1

Declaration:

I have completed the cumulative performance appraisal of the appraisee and communicated the outcome of the appraisal to him/her in terms of strengths and areas of improvement and the final performance rating for the year is :2023-2024

J. Suresh 17-04-24
Sign of the HOD with date:



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Filled appraisal form of teaching staff

Narayana Engineering & Pharmacy College, Nellore/Gudur

SELF-APPRAISAL FORM FOR FACULTY

Academic Year 2023-2024

Self appraisal helps to figure out them what are their strengths and weaknesses are. It allows one to take a honest look at oneself. It is a process of self evaluation to determine the level of self-efficiency and even continuing professional career development process.

SECTION - A

Department:

1	Name of the faculty	Dr. ch Lalitha	
2	Designation	Asst. Professor	Emp.I.D: 44300074
3	Date of Birth	28/6/1983	Age: 40 years
4	Area of Specialization	Pharmaceutical Chemist	
5	Date of Joining in NPC	29/9/2011	Total Experience at NPC: 13 yrs 9
6	Gender: Male / Female	Religion: HINDU	Category: OC/SC/ST/BC
7	Status of Service at NPC	Ratified / not Ratified If ratified, date of Ratification	Ratified

B. Educational Qualifications

Sl. No.	Exam Passed	Year of Passing	College/University/Board	% of Marks	Specialization
1	Ph.D	2023	Dr. MGR University	-	Pharmaceutical Science
2	M.Pharm	2010	SKJ University, Anantapur	81	ph.chemist
3	B.Pharm	2007	Aravind College of Pharmacy	74	
4	D.Pharm	2004	S.P.U. Tirumala	69	

B. Teaching and Industrial Experience (outside NPC)

Sl. No.	Name of the Organization/Institution	Designation	From	To	Salary Drawn
1	M				
2					
3					
4					
5					



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M

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10. Experience in NPC

Sl. No.	Designation	From	To	Salary Drawn
1	Asso. professor	29/9/2011	till date	33,000
2				

SECTION - B

CATEGORY-I: TEACHING LEARNING AND EVALUATION

1. No. of Teaching Hours Handled per Week: 20 Marks

Sem-1: Lecture: 12 Tutorial: _____ Practical: 12 Total 24
 Sem-2: Lecture: 12 Tutorial: _____ Practical: 12 Total 24

Semester	Course Name	Year I/II/III/IV
Sem-1	Pharmaceutical Organic chemistry	II - I
	P.O.C - II	II - I
Sem-II	Pharmaceutical Inorganic	I Pharm. D
	Medicinal chemistry - I	II - II
	P.I.C	I Pharm. D
	M.C - I	II - II

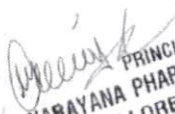
2. Imparting competencies as per course Plans (100% compliance =10 points): 10Marks

S.no	Course code	Course Name	Competencies
1	B-pharm	II - II B-pharm	100%
2			
3	Pharm. D	I	100%
4			

3. Proper Question paper setting as per OBE: 10Marks

S.no	Course code	Course Name	Paper set for Mid1/Mid 2	A paper set to meet objectives
1		II - I B-pharm	Mid1 / Mid2	Yes
2		II - II B-pharm	Mid1 / Mid2	Yes
3		I Pharm. D	Mid / Mid2	Yes
4				




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4. Use of Innovative teaching - learning methodologies: 10 Marks

- ICT Based Teaching material posting on e-learning site (4 M)
- Preparation and use of Power Point Presentation (3 M)
- Course Handout / Instruction material/content preparation & circulation (3 M)

A. ICT based Teaching material

S.No	Teaching material for subject	Semester	Site posted	Date of posting
1				
2				
3				
4				

B. PPT

S.No	Subject	Semester	% of syllabus covered by PPT	Site posted	Date of posting
1					
2					
3					
4					

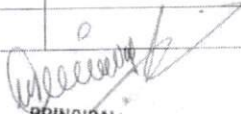
C. Course Handout

S.no	Course Handout for Subject	Semester	Site Posted	Date of Posting
1				
2				
3				
4				

5. Remedial classes taken / Bridge Courses / Advanced learners classes No of hrs taken (Each activity: 5 points for 10 hours and in proportion) 10Marks

A. Remedial Classes:

S.no	Course Code	Course Name	Semester	Remedial hours taken
1				
2				
3				
4				


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B. Bridge courses conducted

S.No	Course Code	Course Name	Semester	No of hours Taken
1				
2				

C. Advanced Learners classes/Activities

S.No	Activities/Classes Conducted for Advanced Learners	Semester	Date
1			
2			
3			

6. Student Performance Monitoring and reporting to parents/ higher-ups and Student Counseling. (1 mark for two students) 10Marks

S.no	Year & Dept	No of students	Students Regd.Nos

7. Student Feedback (% - Course-1 & Course-2 (100% feedback marks = 10 points in each course or section and in proportion) 20Marks

S.No	Course Code	Course Name	Year	Semester	Score Achieved
1	B.Pharm	Medicinal Chemistry-3	II	II	9 (94%)
2	Pharm.D	Ph-Inorganic Chemistry	I		10 (97%)

8. Student Pass % - Course-1 & Course-2 (100% Pass = 10 points in each course or section and in that proportion) 20Marks

S.no	Course code	Course name	year	Semester	Results Pass percentage
1	B.Pharm	Medicinal Chemistry-3	II	II	87
2					

9. Certifications obtained: 10 marks

S.No	Agency/Institute	Title	Date of Certification
1			
2			



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CATEGORY- II:

A.CO-CURRICULAR AND EXTENSION ACTIVITIES:

1. Participation in Community Service, Social Orientation and other Activities through NSS/ other Governmental and Non Governmental agencies (Each activity 2 points) 10Marks

S.No	Community services and other social orientation activities(NSS etc)	Date
1		
2		
3		
4		

2. No of Socio-Cultural and Sports Programmes organized / coordinated. 10Marks

a) Inter departmental : (1 point each)

b) Inter college : (2 points each)

c) Inter university : (3 points each)

S.No	Socio-Cultural and Sports Programs Organized	Interdepartmental/ College/University	Date	Semester
1	Chess - girls	NPC	26-3-2023	I
2	Chess - girls	NPC	13 may - 14 may	II
3	KOKO - girls	NPC	13 may - 14 may	II

3. Participation in Professional Society and student association (Each activity 5 points) 10Marks

S.no	Date	Activities	Organized/Coordinated	Semester
1				
2				
3				

B.PROFESSIONAL CONTRIBUTION

1. Institutional Governance responsibilities: 10 Marks

Chief Superintendent/ Chairperson / HOD/NAAC Criteria In charges: 5 points each

Professor Incharge/Faculty In-charges of department / committees or cells coordinators: 3 points each

Mentors: 2 points each

Other Responsibilities: 1 point each

S.no	In-charge	Nature of work	Semester
1	Bpharm II-i	Monitoring attendance	I
2		Naac (Criteria 6)	

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2. Participation in Technical Association, Conferences, Seminars (Each activity 3 points; subject to a maximum of 10 marks) 10Marks

S.No	Name of the Technical Association/ conference workshop and symposium	Date of Participation	Organization
1	International Conference on Healthcare	14th/9/23	Dr. HGR
2	National Seminar on Drug delivery	August 10th 2023	Gokula Krishna
3			

3. Professional memberships/Editorial Committee Member of Journals / Institutional Publications. (Each activity 5 points) 10Marks

A. Professional memberships

S.No	Professional Body	Member ID	Valid period
1	IPA	AP/RAJ/LM/0082	Life time
2			

B. Editorial Board Members

S.no	Name of the Journal/Institutional Publication	Since(Date)	National/International
1			
2			

4. Faculty Development Programs/workshops/conferences Conducted 10Marks

- a) Workshops of More than one-week duration (10 per Program)
b) Workshops of less than one-week duration, (5 per Program)
c) International: Conference / Seminar / Symposia (10 per Program)
d) National: Conference / Seminar / Symposia (5 per Program)

S.No	Title of Program	Duration		One week/Less than one week
		From	To	
1				
2				

5. Faculty Development Programs/workshops Attended 10Marks(External: 10Marks, Internal: 5marks)

S.No	Title of FDP/workshop	Duration		one week/ less than one week.	Organized by
		From	To		
1					
2					

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CATEGORY - III:

RESEARCH AND ALLIED CONTRIBUTIONS

1) Research Publications in UGC or Peer-reviewed Journals (UGC 10 marks, Scours/SCI 10 marks)) 10Marks

S.No	Title and name of the journal	Date	Page No	ISSN no	DOI no	No of co-Authors	Whether you are main author	Impact factor
1	Future Journal of Pharmaceutical Sciences	2023	257-262	2583-1164	doi.org/10.26434/chemrxiv-2023-1164	6	Yes	1.2
2	Journal of Pharmaceutical Sciences	2023	328-334	2614-3311	10.4153/JPS.1234	1	Yes	1.5
3								

2) Book Publications (books, in chapters in books, other than referred journal articles) 10Marks

Number of Text or reference Books/book chapters Published by International Publishers/National level publishers/State and Central Govt, Level with an established peer review system and ISSN/ISBN numbers. (International :10, National : 5, Regional and state: 3. Main Author : Full points, Co-Author: 5)

S.No	Book /Book chapters title, editor and publisher	No of pages	ISBN /ISSN no	No of co-authors	Whether you are the main author
1					
2					

3) Research Project - Sponsored Projects carried out/ ongoing 10Marks

S.No	Category	Title	Agency	Period		Grant
				From	To	
1						
2						

4) Consultancy Projects carried out / ongoing 10Marks

S.No	Category	Title	Agency	Period		Grant
				From	To	
1						
2						

5) Research Guidance 10 Marks

S.no	Thesis Title	M.Phil/ Ph.D	Guidance/Submitted /Awarded	Name of the scholar	Guide/ Co-Guide	University
1						
2						

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6. Paper Presentation - Participation and presentation of research Papers in Conferences. 30Marks
(International: 30, National: 20, Regional: 10, Local: 5)

S.No	Title of the paper	Title of the seminar/ conference/ Workshop	Organized by	International /national/ regional/ local	No of co-authors	Whether you are main author
1						
2						

attach separate sheet if required

7. Awards - Honors/ Recognitions 10Marks
(International: 10, National: 7, Regional: 5, State: 3)

S.No	Award/ Honors/ Recognition	National/International/State
1		
2		

(Proof to be attached)

8. Patents/Technology transfer/Product/Process Activities carried out 10Marks

- a) National patents -5M
- b) International patents. - 10M

S.No	Title	Patent Name	File awarded	National/International/regional
1				
2				

(Proof to be attached)

Ch. Lakshmi
Signature of the faculty



[Signature]
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[Signature]
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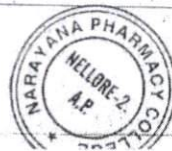
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SELF ASSESSMENT

Sl.No	Description	Max Marks	Marks allotted
CATEGORY-I			
TEACHING LEARNING AND EVALUATION			
1	No. of Teaching Hours Handled per Week	20	20
2	Imparting competencies as per course Plans (100% compliance =10 points)	10	10
3	Proper Question paper setting as per OBE: 10Marks	10	10
4	Use of innovative teaching-learning methodologies	10	10
5	Remedial classes taken / Bridge Course /Advanced learners classes hrs taken (Each activity; 5 points for 10 hours and in proportion)	10	
6	Student Performance Monitoring and reporting to parents/ higher-ups and Student Counselling. (1 mark for two students)	10	10
7	Student Feedback (% - Course-1 & Course-2 (100% feedback marks = 10 points in each course or section and in that proportion)	20	19
8	Student Pass % - Course-1 &Course-2 (100% Pass = 10 points in each course or section and in proportion)	20	19
9	Certifications obtained	10	
Category-I: Teaching Learning and Evaluation: Total:		120	98
CATEGORY- II:			
A.CO-CURRICULAR, EXTENSION ACTIVITIES			
1	Participation in Community Service, Social Orientation and other Activities through NSS/ other Governmental and Non Governmental agencies(Each activity 2 points)	10	10
2	No of Socio-Cultural and Sports Programs,organized / coordinated.	10	10
3	Participation in Professional society and student associations (Each activity 5 points)	10	10
Category- II: Co-curricular, Extension Activities: Total		30	30
B.PROFESSIONAL CONTRIBUTION			
1	Institutional Governance responsibilities: 10 Marks	10	10
2	Participation in Technical Associations, Conferences, Seminars (Each activity 3 marks)	10	10
3	Professional memberships/Editorial Committee Member of Journals / Institutional Publications. (Each activity 5 Marks)	10	10
4	Faculty Development Programmes/workshops/conferences Conducted.	10	
5	Faculty Development Programmes/workshops Attended. (External:10Marks, Internal:5marks)	10	
Category- II: Professional Contribution: Total		50	30

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CATEGORY – III:			
RESEARCH AND ALLIED CONTRIBUTIONS			
1	Research Publications in UGC or Peer reviewed Journals-each paper	10	10
2	Book Publications (books, in chapters in books, other than referred journal articles)	10	
3	Research Project - Sponsored Projects carried out/ ongoing	10	
4	Consultancy Projects carried out / ongoing	10	
5	Research Guidance	10	
6	Paper Presentation - Participation and presentation of research Papers in Conferences.	30	
7	Awards - Honors/ Recognitions.	10	
8	Patents/Technology transfer/Product/Process Activities carried out	10	
Category – III: Research and allied contributions: Total		100	10

Sl.No	Description	Max Marks	Marks allotted
1	Category-I: Teaching Learning and Evaluation	120	98
2	Category- II: Co-curricular, Extension Activities	30	30
3	Category- II: Professional Contribution	50	30
4	Category- III: Research and allied contributions	100	10
Total		300	168

ch. Lalitha
Signature of the faculty

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Self appraisal form of non teaching staff

Narayana Pharmacy College - Nellore
Dept of Human Resources
Performance Appraisal Form – Cumulative Assessment
(PMP Cycle :-2023-2024)

Emp. Name		Emp.No.	
Department		Designation	
Qualification		Date of Joining	

State key job responsibilities handled by the employee during the period and rate the performance.

Evaluate the employee on the following factors

S.No	Factors	Score
1	Job Knowledge: Grasp of knowledge, technique and procedure in work and related matters.	
2	Initiative & Learning: Shows initiative to learn & grow in her/ his role. Is enthusiastic and offers creative alternatives to improve even routine tasks.	
3	Quality&Interest in work: Accuracy, Presentability, Reliability, Completion of work on-time, Priority setting,Ability to learn new job quickly and willingness to work together with others.	
4	Communication& Attitude: Ability to effectively convey information and ideas to others with courtesy, empathy and respect(in verbal / non -verbal communication)	
5	Code of conduct: Work place etiquette, Disciplinary Aspects, Attendance/Punctuality, Grooming standards , Team work& Relations(Rating By HR & HOD)	
Overall Grade:		

(Note: If Overall Rating either "A" or "E" it ensure to provide relevant evidences and comments. If unable to provide the same, the rating shall be considered as next /pre to proposed rating as part PMP normalization.


Sl No	Ratings	Grade	Score
1	Excellent	A	5
2	Commendable	B	4
3	Good	C	3
4	Average	D	2
5	Poor	E	1

Declaration:

I have completed the cumulative performance appraisal of the appraisee and communicated the outcome of the appraisal to him/her in terms of strengths and areas of improvement and the final performance rating for the year is :2023-2024

Sign of the HOD with date:




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Narayana Engineering & Pharmacy College: Nellore/Gudur

SELF-APPRAISAL FORM FOR FACULTY

Academic Year 2023-2024

Self appraisal helps to figure out them what are their strengths and weaknesses are. It allows one to take a honest look at oneself. It is a process of self evaluation to determine the level of self-efficiency and even continuing professional career development process.

SECTION - A

Department:

1	Name of the faculty		
2	Designation	Empl.I.D:	
3	Date of Birth	Age:	Years
4	Area of Specialization		
5	Date of Joining in NPC	Total Experience at NPC:	
6	Gender: Male / Female	Religion:	Category: OC / SC / ST / BC
7	Status of Service at NPC	Ratified / not Ratified If ratified, date of Ratification	

8. Educational Qualifications

Sl. No.	Exam Passed	Year of Passing	College/University/Board	% of Marks	Specialization
1					
2					
3					
4					
5					

9. Teaching and Industrial Experience (outside NPC)

Sl. No.	Name of the Organization/Institution	Designation	From	To	Salary Drawn
1					
2					
3					
4					
5					



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10. Experience in NPC

Sl. No.	Designation	From	To	Salary Drawn
1				
2				

SECTION - B

CATEGORY-I: TEACHING LEARNING AND EVALUATION

1. No. of Teaching Hours Handled per Week: 20 Marks

Sem-1: Lecture: _____ Tutorial: _____ Practical: _____ Total _____.

Sem-2: Lecture: _____ Tutorial: _____ Practical: _____ Total _____.

Semester	Course Name	Year I/II/III/IV
Sem-1		
Sem-II		

2. Imparting competencies as per course Plans (100% compliance =10 points): 10Marks

S.no	Course code	Course Name	Competencies
1			
2			
3			
4			

3. Proper Question paper setting as per OBE: 10Marks

S.no	Course code	Course Name	Paper set for Mid1/Mid 2	A paper set to meet objectives
1				
2				
3				
4				



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4. Use of Innovative teaching - learning methodologies: 10 Marks

- ICT Based Teaching material posting on e-learning site (4 M)
- Preparation and use of Power Point Presentation (3 M)
- Course Handout / Instruction material/content preparation & circulation (3 M)

A. ICT based Teaching material

S.No	Teaching material for subject	Semester	Site posted	Date of posting
1				
2				
3				
4				

B.PPT

S.No	Subject	Semester	% of syllabus covered by PPT	Site posted	Date of posting
1					
2					
3					
4					

C.Course Handout

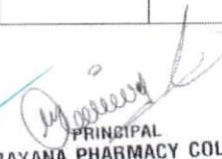
S.no	Course Handout for Subject	Semester	Site Posted	Date of Posting
1				
2				
3				
4				

5. Remedial classes taken / Bridge Courses /Advanced learners classes No of hrs taken (Each activity: 5 points for 10 hours and in proportion) 10Marks

A. Remedial Classes:

S.no	Course Code	Course Name	Semester	Remedial hours taken
1				
2				
3				
4				




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B. Bridge courses conducted

S.No	Course Code	Course Name	Semester	No of hours Taken
1				
2				

C. Advanced Learners classes/Activities

S.No	Activities/Classes Conducted for Advanced Learners	Semester	Date
1			
2			
3			

6. Student Performance Monitoring and reporting to parents/ higher-ups and Student Counseling. (1 mark for two students) 10Marks

S.no	Year & Dept	No of students	Students Regd.Nos

7. Student Feedback (% - Course-1 & Course-2 (100% feedback marks = 10 points in each course or section and in proportion) 20Marks

S.No	Course Code	Course Name	Year	Semester	Score Achieved
1					
2					

8. Student Pass % - Course-1 & Course-2 (100% Pass = 10 points in each course or section and in that proportion) 20Marks

S.no	Course code	Course name	year	Semester	Results Pass percentage
1					
2					

9. Certifications obtained: 10 marks

S.No	Agency/Institute	Title	Date of Certification
1			
2			



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CATEGORY- II:

A.CO-CURRICULAR AND EXTENSION ACTIVITIES:

1. Participation in Community Service, Social Orientation and other Activities through NSS/ other Governmental and Non Governmental agencies (Each activity 2 points) 10Marks

S.No	Community services and other social orientation activities(NSS etc)	Date
1		
2		
3		
4		

2. No of Socio-Cultural and Sports Programmes organized / coordinated. 10Marks

- a) Inter departmental : (1 point each)
b) Inter college : (2 points each)
c) Inter university : (3 points each)

S.No	Socio-Cultural and Sports Programs Organized	Interdepartmental/ College/University	Date	Semester
1				
2				
3				

3. Participation in Professional society and student association (Each activity 5 points) 10Marks

S.no	Date	Activities	Organized/Coordinated	Semester
1				
2				
3				

B.PROFESSIONAL CONTRIBUTION

1. Institutional Governance responsibilities: 10 Marks

Chief Superintendent/ Chairperson / HOD/NAAC Criteria In charges: 5 points each

Professor Incharge/Faculty In-charges of department / committees or cells coordinators: 3 points each

Mentors: 2 points each

Other Responsibilities: 1 point each

S.no	In-charge	Nature of work	Semester
1			
2			



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2. Participation in Technical Association, Conferences, Seminars (Each activity 3 points; subject to a max of 10 marks) 10Marks

S.No	Name of the Technical Association/ conference workshop and symposium	Date of Participation	Organization
1			
2			
3			

3. Professional memberships/Editorial Committee Member of Journals / Institutional Publications. (Each activity 5 points) 10Marks

A. Professional memberships

S.No	Professional Body	Member ID	Valid period
1			
2			

B. Editorial Board Members

S.no	Name of the Journal/Institutional Publication	Since(Date)	National/International
1			
2			

4. Faculty Development Programs/workshops/conferences Conducted 10Marks

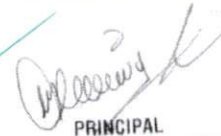
- a) Workshops of More than one-week duration (10 per Program)
- b) Workshops of less than one-week duration, (5 per Program)
- c) International: Conference / Seminar / Symposia (10 per Program)
- d) National: Conference / Seminar / Symposia (5 per Program)

S.No	Title of Program	Duration		One week/Less than one week
		From	To	
1				
2				

5. Faculty Development Programs/workshops Attended 10Marks(External: 10Marks, Internal: 5marks)

S.No	Title of FDP/workshop	Duration		one week/ less than one week.	Organized by
		From	To		
1					
2					




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CATEGORY – III:

RESEARCH AND ALLIED CONTRIBUTIONS

1) Research Publications in UGC or Peer-reviewed Journals (UGC 10 marks, Scours/SCI 10 marks) 10Marks

S.No	Title and name of the journal	Date	Page No	ISSN no	DOI no	No of co-Authors	Whether you are main author	Impact factor
1								
2								
3								

2) Book Publications (books, in chapters in books, other than referred journal articles) 10Marks

Number of Text or reference Books/book chapters Published by International Publishers/National level publishers/State and Central Govt, Level with an established peer review system and ISSN/ISBN numbers. (International :10, National : 5, Regional and state: 3. Main Author : Full points, Co-Author: 5)

S.No	Book /Book chapters title, editor and publisher	No of pages	ISBN /ISSN no	No of co-authors	Whether you are the main author
1					
2					

3) Research Project - Sponsored Projects carried out/ ongoing 10Marks

S.No	Category	Title	Agency	Period		Grant
				From	To	
1						
2						

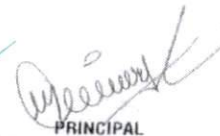
4) Consultancy Projects carried out / ongoing 10Marks

S.No	Category	Title	Agency	Period		Grant
				From	To	
1						
2						

5) Research Guidance 10 Marks

S.no	Thesis Title	M.Phil/ Ph.D	Guidance/Submitted /Awarded	Name of the scholar	Guide/ Co-Guide	University
1						
2						




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6. Paper Presentation - Participation and presentation of research Papers in Conferences. 30Marks
(International: 30, National: 20, Regional: 10, Local: 5)

S.no	Title of the paper	Title of the seminar/ conference/ Workshop	Organized by	International /national/ regional/ local	No of co-authors	Whether you are main author
1						
2						

attach separate sheet if required

7. Awards - Honors/ Recognitions 10Marks
(International: 10, National: 7, Regional: 5, State: 3)

S.No	Award/ Honors/ Recognition	National/International/State
1		
2		

(Proof to be attached)

8. Patents/Technology transfer/Product/Process Activities carried out 10Marks

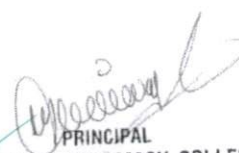
- a) National patents -5M
b) International patents. – 10M

S.No	Title	Patent Name	File awarded	National/international/regional
1				
2				

(Proof to be attached)

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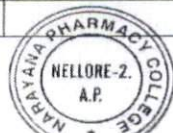
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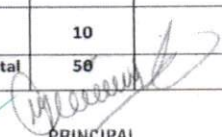
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I.

SELF ASSESSMENT

Sl.No	Description	Max Marks	Marks allotted
CATEGORY-I			
TEACHING LEARNING AND EVALUATION			
1	No. of Teaching Hours Handled per Week	20	
2	Imparting competencies as per course Plans (100% compliance =10 points)	10	
3	Proper Question paper setting as per OBE: 10Marks	10	
4	Use of Innovative teaching-learning methodologies	10	
5	Remedial classes taken / Bridge Course /Advanced learners classes hrs taken (Each activity: 5 points for 10 hours and in proportion)	10	
6	Student Performance Monitoring and reporting to parents/ higher-ups and Student Counseling. (1 mark for two students)	10	
7	Student Feedback (% - Course-1 & Course-2 (100% feedback marks = 10 points in each course or section and in that proportion)	20	
8	Student Pass % - Course-1 &Course-2 (100% Pass = 10 points in each course or section and in proportion)	20	
9	Certifications obtained	10	
Category-I: Teaching Learning and Evaluation: Total:		120	
CATEGORY- II:			
A.CO-CURRICULAR, EXTENSION ACTIVITIES			
1	Participation in Community Service, Social Orientation and other Activities through NSS/ other Governmental and Non Governmental agencies(Each activity 2 points)	10	
2	No of Socio-Cultural and Sports Programs organized / coordinated.	10	
3	Participation in Professional society and student associations (Each activity 5 points)	10	
Category- II: Co-curricular, Extension Activities: Total		30	
B.PROFESSIONAL CONTRIBUTION			
1	Institutional Governance responsibilities: 10 Marks	10	
2	Participation in Technical Associations, Conferences, Seminars (Each activity 3 marks)	10	
3	Professional memberships/Editorial Committee Member of Journals / Institutional Publications. (Each activity 5 Marks)	10	
4	Faculty Development Programmes/workshops/conferences Conducted.	10	
5	Faculty Development Programmes/workshops Attended. (External:10Marks, Internal:5marks)	10	
Category- II: Professional Contribution: Total		50	




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(Approved by PCI & AICTE, New Delhi) (Affiliated to JNTUA Ananthapuramu)

Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi,

ISO 9001:2015 Certified Institution

Chinthareddypalem, Nellore-524003, A.P. India.

Phone & Fax No :0861-2317966; Cell No :+91- 9392901053

Email: principal.upc@narayanagroup.com Visit us:www.narayanapharmacycollege.com

CATEGORY – III:			
RESEARCH AND ALLIED CONTRIBUTIONS			
1	Research Publications in UGC or Peer reviewed Journals-each paper	10	
2	Book Publications (books, in chapters in books, other than referred journal articles)	10	
3	Research Project - Sponsored Projects carried out/ ongoing	10	
4	Consultancy Projects carried out / ongoing	10	
5	Research Guidance	10	
6	Paper Presentation - Participation and presentation of research Papers in Conferences.	30	
7	Awards - Honors/ Recognitions.	10	
8	Patents/Technology transfer/Product/Process Activities carried out	10	
Category – III: Research and allied contributions: Total		100	

Sl.No	Description	Max Marks	Marks allotted
1	Category-I: Teaching Learning and Evaluation	120	
2	Category- II: Co-curricular, Extension Activities	30	
3	Category- II: Professional Contribution	50	
4	Category- III: Research and allied contributions	100	
Total		300	

Signature of the faculty



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