



Faculty of Pharmacy
Sri Adichunchanagiri College of Pharmacy
B.G. Nagara - 571 448, Karnataka

Minutes of the Faculty Appraisal Committee Meeting

Date: 19:12:2022

Time: 2.00pm- 4.00pm

Venue: Board Room

Meeting Ref No:

1. Attendance Present:

Dr. Ramesh B	Chairperson, Appraisal Committee
Dr. Annegowda H V	Member Secretary, Appraisal Committee
Dr. Prakash Goudanavar	Member, Appraisal Committee
Dr. Bharathi D R	Member, Appraisal Committee
Dr. T Yunus Pasha	Member, Appraisal Committee
Dr. Naga Prashant K	IQAC Coordinator

2. Agenda

- Review and verification of self-appraisal forms collected from staff members.
- Finalization of annual merit based increments and promotions.

3. Discussion & Key Decisions

Agenda Item	Discussion Summary	Decisions / Resolutions
Item 1: Review of Collected Forms	The Member Secretary confirmed that all staff appraisal forms were successfully collected, sorted, and initially screened by Committee.	The committee formally accepted all submitted appraisal forms into the evaluation pool.
Item 2: Performance Calibration	The committee reviewed individual Key Performance Indicators and HODs feedback. Discrepancies between self-ratings and HODs ratings were analysed to ensure equity across faculty and HODs.	Ratings were standardized into four brackets: Outstanding, Exceeds Expectations, Meets Expectations, and Needs Improvement.
Item 3: Increment Finalization	Financial budgets were matched against the finalized rating brackets.	The committee approved a salary increment. Eligible members were approved for promotions.

4. Action Items

- Prepare final individual increment and promotion letters
- Obtain final signature/approval from Committee Chairperson
- Schedule one-on-one feedback sessions for staff marked "Needs Improvement"
(Person responsible Respective Dept. Heads)

4. Adjournment

The Chairperson thanked all committee members for their objective evaluation and the meeting concluded.

Minutes Prepared By:

Minutes Approved By:
Chairperson,
Performance Appraisal Committee.



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Date: 17/01/2022

Annual Increment Circular (Teaching Staff Only)

Ref No:

INTERNAL CIRCULAR

To:

All Members of the Faculty (Teaching Staff)

From: The Institutional Performance Appraisal Committee (IPAC)

Subject: Annual Performance Appraisal and Increments for Teaching Faculty

This is to inform all faculty members that the Institutional Performance Appraisal Committee (IPAC), with the approval of the Governing Body, has finalized the framework for processing annual increments for the current academic year. As per institutional policy, annual increments are processed on an individual rolling basis. The revised pay structure will take effect immediately upon the successful completion of one year of continuous service from your respective date of joining.

Individual increment letters and revised pay matrix details will be issued by the Administrative Office upon the completion of your service anniversary. The evaluation process relies strictly on university-mandated academic standards, focusing on:

- Academic Performance Indicators (API) and research publications
- Teaching-learning outcomes and student feedback analysis
- University evaluation duties, exam invigilation, and curriculum development
- Contribution to institutional growth and extracurricular committee work

Grievance and Clarification Deadline:

To ensure a fair process, any queries or clarifications regarding your appraisal outcomes must be submitted in writing to your respective Head of Department immediately following the completion of your one-year joining anniversary. Late submissions will not be entertained for the current cycle. The Management and the Office of the Principal thank you for your dedication to academic excellence and your continued support of our students.

Signature

Copy to:

- The Registrar,
- All Heads of Departments for faculty circulation
- Accounts



Faculty of Pharmacy
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Date: 18:01:2022

Constitution of Performance Appraisal Committee to assess the eligibility of teaching staff for promotion/salary enhancement/pay scale conversion

In pursuance of the resolution approved by the competent authority for establishing a structured faculty performance appraisal system, the following Faculty Appraisal Committee (FAC) is hereby constituted for the Academic Year 2022–2023.

The committee shall oversee the implementation of the faculty appraisal process, ensure fairness and transparency in evaluation, review faculty performance, recommend measures for professional development, and submit its recommendations to the Principal from time to time.

Constitution of the Committee

Sl. No.	Name of the Member	Position
1	Dr Ramesh B	Chairperson
2	Dr Annegowda H V	Member Secretary
3	Dr Prakash Goudanavar	Member
4	Dr Bharathi D R	Member
5	Dr T Yunus Pasha	Member
6	Dr Naga Prashant K	IQAC Coordinator

Terms of Reference

The Faculty Appraisal Committee shall:

- Develop and periodically review the faculty appraisal framework.
- Review faculty self-appraisal reports and supporting documents.
- Evaluate faculty performance based on approved parameters.
- Ensure objectivity, transparency, and confidentiality in the appraisal process.
- Recommend faculty development programmes based on appraisal outcomes.
- Identify and recognize exemplary performance and contributions.
- Submit recommendations and reports to the Principal.
- Review the effectiveness of the appraisal system and recommend improvements.



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Tenure

The committee shall function for the Academic Year 2022–2023 or until further orders, whichever is earlier.

Responsibilities of Members

All members are expected to actively participate in committee meetings, maintain confidentiality of appraisal records, examine submitted evidence objectively, contribute to policy improvements, and assist in implementing recommendations for faculty development.

Reporting

The Committee shall submit:

- Annual Faculty Appraisal Report
- Summary of Performance Evaluation
- Faculty Development Recommendations
- Action Points for Institutional Improvement

PRINCIPAL

To:

Head of Departments

Copt to:

Master file



Faculty of Pharmacy
Sri Adichunchanagiri College of Pharmacy
B.G. Nagar - 571 448, Karnataka

Date: 03:01:2022

Proposal for the Constitution of a Faculty Appraisal Committee

To

The Hon'ble Vice Chancellor,
Adichunchanagiri University,
BG Nagar.

Subject: Proposal for the Constitution of a Faculty Appraisal Committee

Proposal

Faculty members play a pivotal role in achieving the academic, research, and institutional goals of a higher education institution. A structured and systematic appraisal process serves as an effective mechanism for recognizing faculty achievements, identifying areas for professional growth, promoting accountability, and fostering a culture of continuous improvement.

In view of the increasing emphasis on quality in teaching, research, innovation, student mentoring, institutional responsibilities, and professional development, it is proposed to constitute a Faculty Appraisal Committee (FAC). The committee will oversee the implementation of a transparent, objective, and evidence-based faculty appraisal system that supports individual growth while contributing to the overall development of the institution.

The Faculty Appraisal Committee shall be responsible for formulating appraisal guidelines, reviewing faculty performance based on predefined parameters, recommending developmental initiatives, and recognizing outstanding contributions. The committee will also ensure that the appraisal process is fair, confidential, and aligned with the institution's vision, mission, and academic objectives.

Objectives

- The Faculty Appraisal Committee shall strive to:
- Establish a structured and transparent faculty appraisal system.
- Promote excellence in teaching, research, innovation, and extension activities.
- Encourage continuous professional development among faculty members.
- Assess faculty performance using objective and measurable criteria.
- Recognize and reward outstanding academic and institutional contributions.
- Identify training and capacity-building requirements.
- Encourage faculty participation in academic, administrative, and community engagement activities.

- Facilitate continuous improvement in academic quality and institutional effectiveness.
- Provide constructive feedback to support professional growth.

Need for the Committee

- The constitution of a Faculty Appraisal Committee will help the institution to:
- Develop a standardized and transparent faculty evaluation process.
- Encourage accountability and responsibility among faculty members.
- Promote quality enhancement in teaching-learning practices.
- Foster a culture of research, innovation, and scholarly activities.
- Strengthen faculty engagement in institutional development.
- Support informed decision-making related to faculty development and recognition.
- Identify strengths, achievements, and areas requiring improvement.
- Enhance overall academic excellence and organizational effectiveness.

Constitution of the Committee

The committee may comprise the following members:

Sl.No	Name	Position
1	Principal	Chairperson
2	Senior Faculty	Member Secretary
3	Senior Head of Department	Member
4	Senior Head of Department	Member
5	Senior Head of Department	Member
6	Senior Head of Department	Member
1	Principal	Chairperson
2	Senior Faculty	Member Secretary

The Chair person may nominate additional members whenever necessary.

Terms of Reference

The Faculty Appraisal Committee shall:

- Establish objective performance indicators for faculty evaluation.
- Review annual faculty self-appraisal reports and supporting documents.
- Assess faculty performance in teaching, research, mentoring, professional development, institutional responsibilities, and extension activities.
- Provide constructive feedback and recommendations for improvement.
- Recommend faculty development programmes based on identified needs.
- Recognize and recommend deserving faculty members for institutional awards and appreciation.
- Maintain confidentiality throughout the appraisal process.

- Submit annual appraisal reports and recommendations to the Principal.
- Periodically review the effectiveness of the appraisal system and recommend improvements.

Areas of Evaluation

Faculty performance may be evaluated under the following broad categories:

Academic Activities

- Teaching effectiveness
- Course planning and delivery
- Student mentoring
- Assessment practices
- Academic outcomes

Research and Innovation

- Publications
- Books and book chapters
- Research projects
- Consultancy
- Patents and intellectual property
- Conference presentations

Professional Development

Faculty Development Programmes

- Workshops and seminars
- Certification courses
- Professional memberships
- Institutional Responsibilities

Committee work

- Administrative responsibilities
- Examination-related duties
- Accreditation and quality initiatives
- Event coordination

Extension and Outreach

- Community engagement
- Extension programmes
- Social responsibility initiatives
- Student development activities

Frequency of Appraisal: The appraisal process shall be conducted every four month in a academic year, with periodic reviews as deemed necessary by the institution.

Expected Outcomes

The establishment of the Faculty Appraisal Committee is expected to:

- Enhance teaching quality and academic effectiveness.
- Encourage research productivity and innovation.
- Promote continuous professional growth.
- Strengthen faculty participation in institutional development.
- Improve transparency and consistency in performance evaluation.
- Facilitate evidence-based planning for faculty development.
- Foster a culture of excellence, accountability, and continuous quality improvement.

Recommendation

In view of the above, it is proposed that the institution constitute a Faculty Appraisal Committee to implement and oversee a comprehensive faculty appraisal system. The committee shall function in accordance with the approved terms of reference and submit periodic reports and recommendations to the Principal for appropriate action. The establishment of this committee will contribute significantly to the professional development of faculty members and the sustained enhancement of institutional quality.

Proposed Resolution

Resolved that the Faculty Appraisal Committee (FAC) be constituted with immediate effect to implement and oversee the faculty performance appraisal process in the institution. The committee shall function in accordance with the approved terms of reference and submit its recommendations periodically to the Principal for consideration and necessary action.