



GURUGRAM GLOBAL COLLEGE OF PHARMACY GURUGRAM

Approved by AICTE, Govt. Of India & Pharmacy Council of India
Affiliated to P.T. B.D. Sharma University of Health Science Rohtak
Affiliated to Haryana Board of Technical Education

6.3

Faculty Empowerment Strategies

- Maternity leave
 - Study Leave
 - Leave Without Pay
 - Compensatory Casual Leave (CCL)
-
- **Financial support for skill up gradation:** The institution has established a comprehensive policy aimed at promoting the skill upgrading of all employees through various programs such as workshops, Faculty Development Programs (FDP), Skill Development Programs (SDP), Short Term Training Programs (STTP), symposia, and more. This policy underscores the institution's commitment to continuous learning and professional development. GGCP supports its permanent faculty to attend Conferences/Workshops/Refresher Courses/Orientation Courses/Faculty Development Programmes, etc by providing them a reimbursement of the registration fees, subject to approval by the Principal.
 - ✦ **Avenues for Career Development/Progression:** GGCP offers various avenues for career development and progression to facilitate the professional growth and advancement of its faculty and staff members. These avenues include opportunities for continuing education, professional training, research grants, and participation in conferences and workshops. Additionally, the institution supports faculty and staff members in pursuing advanced degrees, professional certifications, and specialized training to enhance their skills and expertise in their respective fields.
 - ✦ **Organization of excursion:** Institution periodically arranges excursion for all its employee which is perfect blend of exposure to motivational sessions and enjoyment. This helps towards team building, capacity building of the employee along with sense of belongingness.
 - ✦ **Promotions:** The institution's promotion policy operates on a merit-based system, ensuring that employees receive appropriate advancement opportunities upon fulfilling criteria such as higher qualifications or performance benchmarks. This approach motivates staff to continually enhance their skills and fosters a sense of accountability for their professional development.



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Supporting Document of 6.3.1

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Performance Appraisal Policy for Staff

A system of annual appraisal is followed for all the teaching and non-teaching staff. The duly filled self-appraisal form is received from all faculty members at the end of every year. The appraisal form includes the teaching, presentation techniques, course delivery, evaluation scheme, the academic commitments and professional development of the faculty members.

A report is generated by the Head of the department in various perspective measures at each semester and the same is forwarded to the Principal for further action. Appraisal interviews are conducted periodically to evaluate the teaching skills and their professional growth. The assessment report and concluding remarks are considered for the promotion, increment, recognition, etc. From the outcomes of the appraisal measures, the competency level of the staff is increased and the academic performance can be improved.

Based on appraisal committee suggestions, improvement programs are arranged to strengthen their performance. The performance appraisal facilitates the promotion/increment process in a transparent manner. This practice helps in maintaining a consistent development of the institute.

The Staff Self-Appraisal Report (SAR) helps to motivate the faculty and support them in understanding the changing needs of students as well as the society. All faculty members are insisted to fill the prescribed Proforma for self-appraisal. SAR system encourages the faculty members to provide excellent performance in teaching –learning and research activities. The institution has faculty self-appraisal system for the Assessment of teaching and non-teaching staff. The Self-Appraisal Report is based on the Annual performance of the faculty and that is based on their academic, research and other curricular activities. The total API score is 100. The views of the employee filled in the prescribed proforma are reviewed by HOD's and Principal. The overall report is further reviewed by the chairman of the governing body and the governing body has the authority to take decisions based on the report. The records of the self-appraisal will be kept confidential. The faculty self-appraisal report reflects the continuous improvement of the individuals for ensuring the accomplishments of the overall organizational vision and mission. An effective and energetic performance of the employee plays a crucial role in



managing the organization in an efficient manner. The institution has designed a proforma to evaluate the performance of the faculty as mentioned below:

1. Academic Contributions
2. Co-curricular activities
3. Self-Improvement
4. Contribution to functioning, growth and development of the college
5. Research and Development,

At the end of each academic year, faculty fills the appraisal forms and attaches the proofs of their claims with it. Based on self-claims, Academic Performance Indices (API) scores are calculated for each of the above-mentioned categories. The Principal, in consultation with senior Professors fix certain minimum API scores to be achieved by the faculty members in the five categories. These scores are obtained for the award of career advancements and needed training to faculty members and for the promotion to next higher position in the institution level. The Principal in consultation with management decides the appraisal amount.




Prof. (Dr.) Indira Raheja
Principal



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Self-Progress Report (Session 2022-23)

Department: PHARMACY

1. **Name of Faculty:** Dr. Vinod Gahlot **Designation:** Associate Professor
2. **Highest Qualification:** M. Pharm, Ph.D.
3. **External Sponsored R&D Projects/Consultancy:**

Sr. No.	Title of R&D Project	Completed/ Ongoing	Duration		Funding Agency	Amount in lakhs	Role		Credit Points (out of 10)
			From	To			As PI or Co-PI	Total No. of Co-PIs for the project	
1.	No								
Total									

4. Patent Details: -

Sr. No.	Patent Title	Status	Details	Role		Credit Points (out of 5)
				Applied/ Granted	No. & Date of application/ grant	
1.	<i>Method of treating a subject suffering from vulvodinia using fetal skin cell protein composition</i>	Published	202241064413 18/11/22	Co-Inventor	11	2.5
2.	<i>A method of treating, inhibiting the severity of an Infection by mycobacterium</i>	Published	202221062260 11/11/2022	Co-Inventor	11	2.5
Total						5

5. Ph.D. supervised /U.G./P.G. Dissertation: -

Sr. No.	Name of Research Scholar	Level	Status (Submitted /Awarded)	Date of Submission/ award	Role	Credit Points (out of 5)
					As Main/ Co Supervisor	
1.	Aarti Devi	U.G.	Submitted	1.8.2022	Main Supervisor	
2.	Abha Bindal	U.G.	Submitted	1.8.2022	Main Supervisor	
3.	Absar Alam	U.G.	Submitted	1.8.2022	Main Supervisor	
4.	Ajay Yadav	U.G.	Submitted	1.8.2022	Main Supervisor	
5.	Amit Kumar Bhandari	U.G.	Submitted	1.8.2022	Main Supervisor	
6.	Ankit Mishra	U.G.	Submitted	1.8.2022	Main Supervisor	
7.	Ankit Kumar	U.G.	Submitted	1.8.2022	Main Supervisor	
8.	Ashwini Kumar Singh	U.G.	Submitted	1.8.2022	Main Supervisor	
9.	Brijbhan Sahani	U.G.	Submitted	1.8.2022	Main Supervisor	
10.	Chandrakant Soti	U.G.	Submitted	1.8.2022	Main Supervisor	
Total						3



6. Papers/Book/ Book chapter published in SCI/Scopus/ICI/WOS Journal/conference: -

Sr. No.	Title	Category	Published In	Indexed in	Role		Credit Points (out of 10)
					As First Author/ Main Supervisor/ Other Authors	Total No of Other Authors	
1.	Phytochemical and network pharmacology based evaluation of antiepileptic potential of identified metabolites in <i>Argemone mexicana</i> L	Research	Pharmacogn Res	UGC, Scopus	First Author	Two	4
2.	Anticonvulsant effects of <i>Argemone mexicana</i> L. against maximal electroshock and pentylenetetrazole induced seizure in Rats	Research	Annals of Phytomedicine	UGC, Scopus	First Author	Two	4
3.	Lab Manual of Pharmacology	Book	Under Publication		Sole Author	Nil	
Total							8

7. Administrative Assignments: -

(HOD/Dean/Chief Warden/Warden/Mess Warden/Chief Proctor/Proctor/Conveners/Co-conveners/AS/CS/OCs) etc.

Sr. No.	Assignment	Credit Points (out of 15)
1.	Worked as Center Superintendent during Pt. B.D. Sharma University End Semester Examination held during May 2022	12
2.	Worked as Center Superintendent during Pt. B.D. Sharma University End Semester Examination held during September 2022	
3.	Mentorship of B. Pharm 2021 Batch Up to October 2022	
4.	Mentorship of B. Pharm 2022 Batch October 2022 onwards	
5.	Placement Committee Member	
6.	Discipline Committee Member	
Total		

8. Workshop / FDP / STTP/ EAC/ EDP/NPTEL course attended (minimum two days): -

Sr. No.	Title	Category	Duration		Total no. of Days/hours	Venue	Credit Points (out of 5)
			From	To			
1.	"Latest Pedagogy Tools for Teaching and Innovative Research in Pharmacy"	FDP	4.4.22	6.4.22	3 Days	Online/HIP Himachal Pradesh	
2.	Innovation and	FDP	21.3.22	25.3.22	5 Days	Online /	



	new paradigm in herbal drug research					Chitkara University Himachal Pradesh	
3.	Stress Mangement	FDP	04.7.22	08.7.22	5 Days	GITM, Gurugram	
4.	Entrepreneurship and startup opportunities in Herbal Drugs	National Conference	8.3.22	10.3.22	3 days	Online/ M.D.U. Rohtak	
5.	Covid 19: Pre and Post Covid impact on physical and mental health	National Seminar	14.3.22	15.3.22	2 Days	Gurukul Kangri (Deemed to be University), Haridwar	
6.	The art and Science of writing a research article	e-FDP	17.10.22	22.10.22	5 Days	School of Pharmacy, SIST, Chennai	
Total							5

9. Establishment of new labs/Outreach activity/Guest Lecture delivered/Member of Panel Organized FDP/ Training/EAC/EDP/Conference: -

Sr No	Activity	Role	Department concerned	Venue	Credit Points (out of 5)
1	National Conference	Oral Presentation	Pharmacy	M.D.U. Rohtak	2.5
2	Panel Discussion	Moderator	Pharmacy	Auditorium, GGCP	2.5
Total					5

10. Result Analysis: -

Sr.No.	Academic Year	Semester	Percentage	Credit Points (out of 15)
1	Jan-2022	Odd	95%	15
		Even	93%	

11. Membership of Professional Society

Sr. No.	Name of the Society	Membership no.	Level of Membership	Credit Points (out of 5)
1	Indian Pharmacological Society	LG 176	Life Member	5
2	APTI	ND/LM 083	Life Member	
3	Delhi Pharmacy Council	16837	Renewed after 5 Years	
4				

12. Students feedback: -

Sr. No.	Students Feedback	Credit Points (out of 5)
1	Good	2
2	Good	2

Total Credit Points: 62



[Handwritten Signature]

Signature

APPRAISAL BY THE PRINCIPAL

The Principal will award scores on the parameters taking into consideration information of Self Appraisal filled by the Faculty and also on the basis of his own judgment.

S. No.	Performance Parameter	Credit points Out of (04)
1.	Support to Department and Admin	03
2.	Competence as a teacher & Commitment to Quality Education	04
3.	Interpersonal Relations & behavior	04
4.	Attitude to Learning & handling New subjects	2
5.	Commitment to Organization, Sincerity & Integrity	2
Grand Total (20)		15

Total Score (out of 100) = Self-Appraisal (62) + Principal (15)

Total Score: 77

Comments (If any):

Approved & recommended for increment. Needs to improve on research for grant.



Signature of Principal

**Kindly provide information about taught subjects during last session
Jan 2022- December 22**

A. TEACHING EFFECTIVENESS:

(i) List the techniques/methods used:

- a) Expert Lectures relevant to course
- b) Student visit to relevant industry to demonstrate application
- c) Mini project to validate concepts/case studies/surveys
- d) Linking co-curricular activities to the course as applicable
- e) Supplementary online courses/MOOC Courses/Blended learning

ii) Development work for improving teaching learning:



a) Mention specific contribution as individual or as team member

(iii) Steps for improvement of weak students and mentoring:

a) Remedial classes / counseling/ Interaction with parents/Guidance after class.
Give number of students identified and their progress

b) Mentoring/e-Portfolio/Parent Information System. Give number of students in the group and details of meetings held.



Kindly provide information during last session Jan 2022- December 22

B. OUTREACH INITIATIVES AND ACADEMIC MANAGEMENT:

- (a.)Project guiding under incubation Centre (details of project & team)
- (b.)Any university level interdisciplinary VC Innovation funded projects (details of project, team & objectives)
- (c.) Mentoring for tinkering lab (details of expected outcomes)
- (d.)MOUs signed & operationalized with universities /industry, Details of MOUs
- (e.) Awards and recognitions conferred on you -National /International/Govt funded agencies (Give Details)
- (f.)Coordinating International & national conferences / workshops (Details of Conference/ workshop with funding, number of participants and your role)
- (g.)Video Recordings and uploading of MOOC courses e.g. QEEE, NPTEL, Swayam etc
- (h.)Industry internships earned for students (Names of industries with number of students)
- (i.)Placements earned for students (Name of industry, Number of students, Salary)
- (j.)Academic Management at dept: Highlight sole contribution
- (k.)Academic Management at University level: Highlight sole contribution
- (l.)Admission related efforts
- (m.) Enablers (Skill modules) for slow learners (Value Learning), /certification of students










Certificates attached:

 **Himalayan**
Group of Professional Institutions 






CERTIFICATE

This is to certify that **Mr. Vinod Gahlot** has successfully completed three days online Faculty Development Programme on the topic "**Latest Pedagogy Tools for Teaching and Innovative Research in Pharmacy**" held during 04/04/2022 to 06/04/2022 organized by **Himalayan Institute of Pharmacy, Kala-Amb, Distt. Sirmour, Himachal Pradesh.**

 Chief Patron Mr. Rajnish Bansal (Chairman, HGPI)	 Patron Mr. Vikas Bansal (Vice-Chairman, HGPI)	 Co-Patron Mr. Mannat Bansal (CEO, HGPI)	 Convener Dr. R. B. Sharma (Principal, HIP)	 Secretary Mrs. Twinkle Garg (HOD, HIP)
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 **SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY** 
SCHOOL OF PHARMACY

SIX DAYS e- FACULTY DEVELOPMENT PROGRAM
Theme: **THE ART AND SCIENCE OF WRITING A RESEARCH PAPER**
FROM: 17-10-2022 to 22-10-2022

Certificate of Participation

This is to Certify that **Mr. Vinod Gahlot**, Associate Professor of Gurugram Global College of Pharmacy, has successfully participated in a "Six days e-Faculty Development Program" Theme: **The Art and Science of writing a Research Article** Organized by School of Pharmacy, Sathyabama Institute of Science and Technology, Chennai, Tamilnadu, India during 17th-October-2022 to 22nd -October-2022.

 Mr. V. Vijaya Kumar Organizing Secretary	 Dr. N. Delhiraj Co Organizer	 Dr. L. Kaviarasan Coordinator	 Dr. P. Shanmugapandiyan Dean, School of Pharmacy
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CERTIFICATE

OF PARTICIPATION

Faculty Development Program ON INNOVATION AND NEW PARADIGM IN HERBAL DRUG RESEARCH

This is to certify that Mr. Vinod Gahlot of Gurugram Global College of Pharmacy successfully participated in five day APTI sponsored Faculty Development Program on "Innovation and New Paradigm in Herbal Drug Research" conducted at School of Pharmacy, Chitkara University, Himachal Pradesh from 21-25 March, 2022.

Dr. Nitin Verma
Principal

Dr. Varinder Singh
Vice Chancellor





75
आज़ादी का
अमृत महोत्सव



In Collaboration
with:



Certificate of Participation

This is to certify that Prof./Dr./Mr./Ms. Vinod Gahlot

from Gurugram Global College Of Pharmacy

participated as **DDIEGATE** of the technical session in **Three Days National Conference on "Entrepreneurship and Startup Opportunities In Herbal Drugs - A Way Forward"** held on 8-10th March 2022 organised by Department of Pharmaceutical Sciences, Mahatma Jyoti Bapu International University, Rohtak through online mode. Sponsored By University Grants Commission, New Delhi, under Special Assistance Programme-II.

Dr. Vikas Budhwar
Joint Organising Secretary

Dr. Deepak Kaushik
Organising Secretary

Prof. Munish Garg
Convener

Prof. Harish Dureja
HOD





NATIONAL SEMINAR


on
COVID -19: Pre and Post Covid Impact on Physical and Mental Health
14 – 15 MARCH, 2022


Organized by:
INTERNAL QUALITY ASSURANCE CELL (IQAC)
GURUKULA KANGRI (DEEMED TO BE UNIVERSITY)
HARIDWAR

Sponsored by:
Uttarakhand Council for Science & Technology
(UCOST) Dehradun, Uttarakhand


Certificate of Participation

This is to certify that Dr./Mr./Ms..... *Vinod Gahlot (Associate Professor)*
of *Gurugram Global College of Pharmacy, Gurugram* has participated in the national
seminar held at Gurukula Kangri (Deemed to be University), Haridwar , Uttarakhand, INDIA.


Dr. Sunil Kumar
Registrar
Gurukula Kangri (DU)


Prof. R. C. Dubey
Director, IQAC
Gurukula Kangri (DU)


Prof. S. K. Rajput
President, IIC
Gurukula Kangri (DU)


Dr. Vineet Kr. Vishnoi
Organizing Secretary
National Seminar





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PERFORMANCE APPRAISAL FOR NON-TEACHINGSTAFF

For Academic Year: 2022-23

S.No	Heads	
1	Name	SADHNA SINGH
2	Post	LAB TECHNICIAN
3	Department	PHARMACY
4	Length of service in the present or similar post	4.7 YEARS
5	Date of appointment	9th DECEMBER 2019
6	Duration of Appraisal	1 YEAR
7	Brief Description about your duties with the objective for given period	To maintain register of centre stock To maintain register of Lab's stock To raise requisition of chemicals & apparatus To check all lab equipments To provide glassware & chemicals to students for practical. To perform duties in final exam Member of exam committee
8	How do you assess your performance against the given target?	EXCELLENT
9.	Mention your special or good work against the given target	I always complete given task or target within the timeframe with preciseness
10	Leave record	CL:1 ML :2 OD:1 EL:2 Others:





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11	Number of professional development workshops attended (Attach Proofs)	NA
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Evaluation by Reporting Officer	
Questions	Comments
Do you agree with the self-assessment made by the staff	Yes
Mention performance of the staff Performance Indicators A. Application of Skills B. Interpersonal relations with Students, Colleagues, Authorities, Parents & Others C. Intellectual abilities (General, technical & Special) D. Administrative capability & Ability (including judgement, initiative & drive) E. Integrity, Coordination & Character F. Any special work done of special consideration	Poor-1, Average-2, Good-3, Very Good-4, Excellent-5 <div style="text-align: center; font-size: 1.2em;">Good</div>
Fitness to continue in the present post	Yes
Fitness for promotion	NA
General assessment	Approved for increment.

Remark on the Appraisal & assessment by the authority:

Prof. (Dr.) Indira Raheja
Principal





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To

Date: 30/8/22

The Principal,

Gurugram college of Pharmacy,

Gurugram, Haryana.

Subject: Promotion Request Letter

Dear Madam,

I would like to request for promotion to the Associate Professor (Pharmaceutical Chemistry) position. I have been in my current position (Assistant Professor) for over 9 years. I believe my experience, achievements and acquired skills make me the suitable person for promotion to Associate Professor Position. I had completed my Ph. D in 2021 January that will increase my credibility. I am confident that I will be an invaluable asset to this organization in this new position.

I appreciate your consideration and look forward to discussing this opportunity for promotion with you at your convenience.

Thanking you in anticipation

Yours Sincerely,

Dr Richa Bajaj

Assistant Professor (Pharmaceutical Chemistry)

Gurugram Global College of Pharmacy.

Approved for Promotion





Estd. in 2008
ज्योति विद्यापीठ, जयपुर

India's First State Private Women's University

JAYOTI VIDYAPEETH WOMEN'S UNIVERSITY, JAIPUR

ज्योति विद्यापीठ महिला विश्वविद्यालय, जयपुर

NAAC Accredited | UGC Approved | Recognized by Statutory Councils

PROVISIONAL DEGREE CERTIFICATE

It is certified that Ms. Richa Bajaj D/O Sh. Om Parkash Bajaj & Smt. Chanchal bajaj having Enrolment No. JVR-I/17/10051 has successfully completed the course work and thesis for the degree of *Doctor of Philosophy in Pharmaceutical Science* of this University in the month of January, 2021.

The Degree shall be conferred upon her in the next convocation of the University.

Date: February 3, 2021

Place: Jaipur

Megha
(Jv'n Megha Singhal)
Registrar

REGISTRAR
Jayoti Vidyapeeth Women's University
Jaipur



JV-Mantra
GREEN CLEAN HAPPINESS

FOUNDED BY : VISIONARY DR. PANCAJ GARG "YOUNGEST FOUNDER OF A UNIVERSITY" DECLARED BY "INDIA BOOK OF RECORDS"

- Faculty of Agriculture & Veterinary Science
- Faculty of Pharmaceutical Science
- Faculty of Law & Governance
- Faculty of Homeopathic Science
- Faculty of Ayurvedic Science
- Faculty of Education and Methodology
- Faculty of Physiotherapy and Diagnostics
- Directorate of Entrepreneurship & Skill Development
- Directorate of Distance Education (Women & Men both)
- Directorate of Research & Development (Women & Men both)

- University Homeopathy Hospital & Research Centre
- University Ayurveda Hospital & Research Centre
- University Eye Care Centre
- University Dental Care Centre
- University Physiotherapy Centre
- University Yoga and Naturopathy Hospital
- Paterjali Chikitsalaya
- University Veterinary Centre
- University Community Radio Station 90.4 FM - Jayoti Vani
- Pradhan Mantri Jan Aushadhi Kendra
- "Jayoti Mahan" Newspaper

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Address:

Vedant Gyan Valley,

Vill. Jharna,

Mahla-Jobner Link Road,

Jaipur-Ajmer Express Way,

NH-8, Jaipur - 303122

(Raj.) India

We Deliver "Nation Building & Community Development Program (NBCD)" Certified Women to the Nation



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Women's Day Celebration (Celebrated on 8th March, 2022)

Women's Day, celebrated on March 8th, is a global event that honors the achievements of women and promotes gender equality. Here are some events taken place for celebrating Women's Day:

1. **Cultural programs**
2. **Fun activities**
3. **Playing Antakshari**
4. **Programs for sharing their personal experiences**

Therefore, Celebrating Women's Day is a wonderful opportunity to acknowledge the contributions of women, reflect on the progress made towards gender equality, and recognize the challenges that remain. By organizing various activities and events, GGCP honor women's achievements and inspire future generations to continue the fight for equality.

Below are some glimpses of the event celebration:



Women's Day Celebration on 8 march, 2022





Women's Day Celebration on 8 march, 2022



Women's Day Celebration on 8 march, 2022





Women's Day Celebration on 8 march, 2022

Dr. Indira Raheja

Principal

