



**THAMIRABHARANI ENGINEERING COLLEGE**  
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Chathirampudukulam, Chidambaranagar - Vepemkulam Road  
Thatchanallur, Tirunelveli 627 358, Tamil Nadu.

### 6.3.5 Institutions Performance Appraisal Systems for Teaching and Non-Teaching Staff

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# THAMIRABHARANI ENGINEERING COLLEGE

Thatchanallur, Tirunelveli 627 358  
Department of Mechanical Engineering

## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING CONSOLIDATED LIST OF FACULTY PERFORMANCE APPRAISAL

Academic year: 2020-2021

s.no	Name of the faculty	Consolidated score %	Overall performance
1	Dr. A. Annalakshmi	60.6	Good
2	Mr. D. G. David	82.7	Very Good
3	Mrs. G. Thinkle Gejini	70.7	Good
4	Mr. R. Jeeva	83.8	Very Good
5	Mr. N. Ramnath	84.7	Very Good
6	Mrs. M. Suganthi	72.7	Good
7	Mrs. G. Durgadevi	74	Good
8	Mrs. S. Ponnudani	80.7	Very Good
9	Mrs. Kalaiselvi	50.7	Satisfactory
10	Mrs. Subharini	51.3	Satisfactory

  
HOD

  
PRINCIPAL

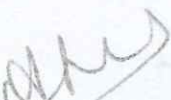
  
PRINCIPAL

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Chathirampudukulam Village,  
Chidambaranagar - Vepemkulam Road.  
Thatchanallur, Tirunelveli - 627 353.

PERFORMANCE APPRAISAL / CORRECTIVE ACTION

ACAD. MID YEAR 2020-2021

S.N O	STAFF NAME	DESIGNATION	MAXIMUM MARKS	MARKS OBTAINED	REMARKS BY HOD & PRINCIPAL
1	Dr. A. Annalakshmi	HOD / CSE Principal 2 <sup>nd</sup>	150	91	Motivated her to do research activities
2	Mr. D.G. Dand	AP / CSE	150	124	Motivated him to publish UGC approved Journal and advised him to attend industrial training.
3	Mrs. G. Nirmala Geetha	AP / CSE	150	106	Advised her to do more number of certificate courses and asked her to concentrate on research activities

  
HOD

  
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PRINCIPAL



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## PERFORMANCE APPRAISAL CORRECTIVE ACTION

ACADEMIC YEAR 2020-20 21

S.N O	STAFF NAME	DESIGNATION	MAXIMUM MARKS	MARKS OBTAINED	REMARKS BY HOD&PRINCIPAL
4	Mr. R. Jeeva	AP/CSE	150	125.75	Insisted him to Publish UGC approved Journal and advised him to do industrial training.
5	Mr. M. Ramnath	AP/CSE	150	127	Asked him to do industrial training.
6	Mrs. M. Suganthi	AP/CSE	150	109	Advised her to attend certificate course and asked her to attend Google Scholar Interest Conference

*[Signature]*  
HOD

*[Signature]*  
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*[Signature]*  
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PERFORMANCE APPRAISAL CORRECTIVE ACTION

ACADEMIC YEAR 2020-2021

S.N O	STAFF NAME	DESIGNATION	MAXIMUM MARKS	MARKS OBTAINED	REMARKS BY HOD&PRINCIPAL
7	Mrs G. Durga Devi	AP	150	111	Advised her to Concentrate on research work. & asked her to do industrial train.
8	Mrs. S. Perumal	AP	150	121	Motivated her to publish UGC approved Journal Papers & Google Scholar indexed Conf. Papers.
9	Mrs. Subashree	AP	150	77	Insisted her to attend certificate courses and asked her to do research activities.

HOD

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ACTION TAKEN REPORT FOR SELF APPRAISAL

S.NO	STAFF NAME	DESIGNATION	REPORT RECEIVED DATE	ACTION TAKEN FOR IMPROVEMENT
1	Dr. A. Anandakumari	HOD / CSE, Principal	28/05/21	She has taken steps to prepare for journal publication
2	Mr. D.G. Dand	AB / CSE	28/5/21	He has concentrated on preparing journal paper.
3	Mrs. G. Ninkle Geepni	AP / CSE	28/5/21	She has taken the steps to register for Ph.D.

*dhya*  
HOD

*dhya*  
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*dhya*  
PRINCIPAL



ACTION TAKEN REPORT FOR SELF APPRAISAL

S.NO	STAFF NAME	DESIGNATION	REPORT RECEIVED DATE	ACTION TAKEN FOR IMPROVEMENT
4	Mr. R. Jeera	AP/CSE	28/5/21	He has involved in journal preparation work
5	Mr. M. Ramnath	AP/CSE	28/5/21	He has approached Company for industrial training.
6	Mrs. M. Syanthi	AP/CSE	28.05.21	She has taken steps to present paper in conference

*[Signature]*  
HOD

*[Signature]*  
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## ACTION TAKEN REPORT FOR SELF APPRAISAL

S.NO	STAFF NAME	DESIGNATION	REPORT RECEIVED DATE	ACTION TAKEN FOR IMPROVEMENT
7	Mrs. G. Durgadevi	AP/CSE	28/5/21	She has taken steps to register for Ph.D
8	Mrs. S. Perumalai	AP/CSE	29.05.21	She has taken steps to register for Ph.D
9	Mrs. Sebastian	AP/CSE	28.05.21	She has concentrated on research work

*[Signature]*  
HOD

*[Signature]*  
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**FACULTY SELF APPRAISAL FORM**


Name of the Faculty	S. Ponsundari	Educational Qualification	M.E
Designation	Assistant Professor	Period	June 2020 to May 2021
Department	Computer Science Engg.		

ATTRIBUTES	Evaluation Pattern	Max. Marks	Marks Scored
<b>1. ACADEMIC RESPONSIBILITY – 50 Marks</b>			
<b>1.1 Result</b>			
November 2020 & April 2021		AP X 0.25	25
Sub Code	% of Pass		
CS8392 (III EEE)	100%		
CS8592	95.4%		
CS8451	100%		
CS8603	100%		
Average % of Pass (AP)			25
<b>1.2 Modern Teaching Tools (MTT)</b>			
ICT enabled / Modern Teaching or Evaluation		5 / MTT	10
<b>1.3 Academic Qualification</b>			
Highest Degree	M.E	Ph.D – 5 M.E/ M.Phil- 3	5 3
<b>1.4 Short term Course/ Conference attended</b>			
Total No of Days attended from June 2020 to May 2021		Days ≥ 10=10 5 - 9 days - 7 <5 days - 3	10
		2 Weeks	10
<b>2.0 INSTITUTIONAL / DEPARTMENT RESPONSIBILITIES - 15 Marks</b>			
<b>2.1 Institutional / Department Responsibilities*</b>			
* HOD/ Dean – 5; Taking Placement classes/ Placement officers – 5; Placement coordinators -3, Exam Cell – 5; Department Exam; Class Advisor – 5; Sports – 5; Club Coordinator – 5 Cell Coordinator – 5, Mentor - 10		15	15
<b>3.0 CONTRIBUTION TO INSTITUTIONAL / DEPARTMENT - 15 Marks</b>			
<b>3.1 Program Organized</b>			
No. of Program Organized as Coordinator	2	5 PRINCIPAL THAMIRABHARANI ENGINEERING COLLEGE Chathirampudukulam Village Chidambaranagar - Vepemkulam Road, Thatchanallur, Tirunelveli - 627 358.	10
No. of Program Organized as Co-Coordinator	0		

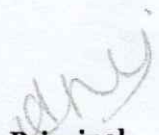


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<b>3.2 Certificate Courses</b>				
No. of Certificate Courses completed	1	5 / Completed 3 / Attended 3 / Mentor	5	5
No. of Certificate Courses attended	0			
No. of Certificate Courses as mentor	0			
<b>4.0 RESEARCH ACTIVITIES -10 Marks</b>				
<b>4.1 No. of SCI/SCIE/SCOPUS Indexed / UGC Approved / Google Scholar Research Papers published</b>		10/ Journal paper 5 / Conf. Paper	10	0
No. of Approved Journal Papers Published	0			
No. of Approved Conference Papers Published	0			
<b>5.0 INDUSTRY INSTITUTE INTERACTION - 10 Marks</b>				
<b>5.1 Attended/organized Internship / Summer Training in Industry</b>		5/ Training 3/ Attended	10	0
No. of Training Attended	No. of Training Organized			
0	0			
<b>TOTAL MARKS SCORED (MAXIMUM MARKS: 100)</b>				<b>78</b>

  
Faculty Signature

  
HOD

  
Principal

Note: Faculty members should submit the proof to the department. If it is not already available, HoD's should ascertain and verify the records available in the department and validate the evaluation.

  
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**FACULTY PERFORMANCE APPRAISAL BY HoD/PRINCIPAL**

Name of the Faculty	S. Pansundari	Educational Qualification	M.E
Designation	AP	Period	2020-2021
Department	CSE		

<b>1.0 Rating by HoD/ Principal – 50 Marks</b>		
<b>1.1 Rating by HoD (40 Marks)</b>	<b>Max. Marks</b>	<b>Marks Scored</b>
Dedication	5	5
Drive to upgrade knowledge	5	4
Teamwork	5	4
Following Instructions	5	5
Timely completion of assigned task	5	5
Contribution towards Association activities	5	4
Involvement in Department development	5	4
Passion towards Research	5	3
<b>1.2 Rating by Principal – 10 Marks</b>		
Following Instructions & timely completion of assigned task	5	5
Club Activities	5	4
<b>2.0 Summary</b>		
Marks obtained by the faculty through Self-Appraisal	100	78
Rating by HoD	40	24
Rating by Principal	10	9
<b>Overall Marks Scored (150 Marks)</b>	150	121
<b>Overall Performance</b>		Very Good

Signature of HoD

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Signature of the Principal

**Note:**

- If total consolidated score % is 85 % and above then the result is EXCELLENT
- If total consolidated score % is 75 % and above and below 85 % then the result is VERY GOOD
- If total consolidated score % is 60 % and above and below 75 % then the result is GOOD
- If total consolidated score % is 50 % and above and below 60 % then the result is SATISFACTORY
- If total consolidated score % is below 50 % then the result is POOR



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**NON- TEACHING STAFF APPRAISAL FORM**

Name of the Staff	E. Esakkiparali	Educational Qualification	D.E.E.E., B.E
Designation	Lab Technician	Period	June 2016 to May 2017
Department	EEE	Total Experience	06

ATTRIBUTES		Evaluation Pattern	Max. Marks	Marks Scored
<b>1.0 Skill / Administrative Training Attended</b>				
No. of training programs attended	02	5 / Training	10	10
<b>2.0 Rating by Lab In charge (25 Marks)</b>				
2.1 Subject/ Domain knowledge			5	4
2.2 Ability to demonstrate the experiment			5	5
2.3 Knowledge on specification of equipments			5	3
2.4 Ability to operate the safety equipments			5	4
2.5 Maintaining cleanliness of laboratory			5	4
<b>3.0 Rating by HoD (15 Marks)</b>				
3.1 Maintenance of files/ records/ equipments			5	3
3.2 Willingness to take up additional responsibilities			5	3
3.3 Overall rating			5	3
<b>TOTAL MARKS SCORED (MAXIMUM MARKS: 50)</b>				<b>39</b>

(Signature)

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**NON- TEACHING STAFF APPRAISAL SCORING SHEET**

Sl. No	Attributes	Maximum Marks	Marks Scored
1.	Skill / Administrative training attended	10	10
2.	Rating by Lab in charge	25	20
3.	Rating by HoD	15	09
Consolidated Score %			78%
Overall Performance			Very Good

  
**Signature of HoD**

  
**Signature of the Principal**

Note:

- If total consolidated score % is 80 % and above then the result is EXCELLENT
- If total consolidated score % is 70 % and above and below 80 % then the result is VERY GOOD
- If total consolidated score % is 60 % and above and below 70 % then the result is GOOD
- If total consolidated score % is 50 % and above and below 60 % then the result is SATISFACTORY
- If total consolidated score % is below 50 % then the result is POOR

  
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NON- TEACHING STAFF APPRAISAL FORM

Name of the Staff	S. RAJAN	Educational Qualification	B.Sc., B.Ed
Designation	LAB ASSISTANT	Period	June 2017 to May 2018
Department	SCIENCE & HUMANITIES	Total Experience	

ATTRIBUTES		Evaluation Pattern	Max. Marks	Marks Scored
<b>1.0 Skill / Administrative Training Attended</b>				
No. of training programs attended	—	5 / Training	10	0
<b>2.0 Rating by Lab In charge (25 Marks)</b>				
2.1 Subject/ Domain knowledge			5	5
2.2 Ability to demonstrate the experiment			5	5
2.3 Knowledge on specification of equipments			5	4
2.4 Ability to operate the safety equipments			5	5
2.5 Maintaining cleanliness of laboratory			5	5
<b>3.0 Rating by HoD (15 Marks)</b>				
3.1 Maintenance of files/ records/ equipments			5	5
3.2 Willingness to take up additional responsibilities			5	3
3.3 Overall rating			5	4
<b>TOTAL MARKS SCORED (MAXIMUM MARKS: 50)</b>				

  
Signature of the Non-Teaching Staff

  
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**NON- TEACHING STAFF APPRAISAL SCORING SHEET**

Sl. No	Attributes	Maximum Marks	Marks Scored
1.	Skill / Administrative training attended	10	0
2.	Rating by Lab in charge	25	24
3.	Rating by HoD	15	12
Consolidated Score %			72 %
Overall Performance			VERY GOOD

Verified & Forwarded by:

  
Lab In Charge

  
Signature of HoD

  
Signature of the Principal

Note:

- If total consolidated score % is 80 % and above then the result is EXCELLENT
- If total consolidated score % is 70 % and above and below 80 % then the result is VERY GOOD
- If total consolidated score % is 60 % and above and below 70 % then the result is GOOD
- If total consolidated score % is 50 % and above and below 60 % then the result is SATISFACTORY
- If total consolidated score % is below 50 % then the result is POOR

  
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**NON- TEACHING STAFF APPRAISAL SCORING SHEET**

Sl. No	Attributes	Maximum Marks	Marks Scored
1.	Skill / Administrative training attended	10	08
2.	Rating by Lab in charge	25	23
3.	Rating by HoD	15	12
Consolidated Score %			82
Overall Performance			EXCELLENT

**Verified & Forwarded by:**

**Lab In Charge**

**Signature of HoD**

**Signature of the Principal**

**Note:**

- If total consolidated score % is 80 % and above then the result is EXCELLENT
- If total consolidated score % is 70 % and above and below 80 % then the result is VERY GOOD
- If total consolidated score % is 60 % and above and below 70 % then the result is GOOD
- If total consolidated score % is 50 % and above and below 60 % then the result is SATISFACTORY
- If total consolidated score % is below 50 % then the result is POOR

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**NON- TEACHING STAFF APPRAISAL FORM**

Name of the Staff	MY. K KUMAR	Educational Qualification	DME
Designation	LAB ASSISTANT	Period	June 20 19 to May 2020
Department	MECHANICAL ENGINEERING	Total Experience	

ATTRIBUTES		Evaluation Pattern	Max. Marks	Marks Scored
<b>1.0 Skill / Administrative Training Attended</b>				
No. of training programs attended	1	5 / Training	10	05
<b>2.0 Rating by Lab In charge (25 Marks)</b>				
2.1 Subject/ Domain knowledge			5	04
2.2 Ability to demonstrate the experiment			5	05
2.3 Knowledge on specification of equipments			5	04
2.4 Ability to operate the safety equipments			5	05
2.5 Maintaining cleanliness of laboratory			5	04
<b>3.0 Rating by HoD (15 Marks)</b>				
3.1 Maintenance of files/ records/ equipments			5	05
3.2 Willingness to take up additional responsibilities			5	04
3.3 Overall rating			5	03
<b>TOTAL MARKS SCORED (MAXIMUM MARKS: 50)</b>				<b>39</b>

Signature of the Non-Teaching Staff

  
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**NON- TEACHING STAFF APPRAISAL FORM**

Name of the Staff	Mr. MANIKANDARAJAN M	Educational Qualification	DME
Designation	LAB ASSISTANT	Period	June 2020 to May 2021
Department	MECHANICAL ENGINEERING	Total Experience	

ATTRIBUTES		Evaluation Pattern	Max. Marks	Marks Scored
<b>1.0 Skill / Administrative Training Attended</b>				
No. of training programs attended	1	5 / Training	10	05
<b>2.0 Rating by Lab In charge (25 Marks)</b>				
2.1 Subject/ Domain knowledge			5	05
2.2 Ability to demonstrate the experiment			5	04
2.3 Knowledge on specification of equipments			5	05
2.4 Ability to operate the safety equipments			5	04
2.5 Maintaining cleanliness of laboratory			5	05
<b>3.0 Rating by HoD (15 Marks)</b>				
3.1 Maintenance of files/ records/ equipments			5	05
3.2 Willingness to take up additional responsibilities			5	04
3.3 Overall rating			5	05
<b>TOTAL MARKS SCORED (MAXIMUM MARKS: 50)</b>				<b>42</b>

  
Signature of the Non-Teaching Staff

  
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**NON- TEACHING STAFF APPRAISAL FORM**

Name of the Staff	Mr. MANIKANDARAJAN M	Educational Qualification	DME
Designation	LAB ASSISTANT	Period	June 2020 to May 2021
Department	MECHANICAL ENGINEERING	Total Experience	

ATTRIBUTES		Evaluation Pattern	Max. Marks	Marks Scored
<b>1.0 Skill / Administrative Training Attended</b>				
No. of training programs attended	1	5 / Training	10	05
<b>2.0 Rating by Lab In charge (25 Marks)</b>				
2.1 Subject/ Domain knowledge			5	05
2.2 Ability to demonstrate the experiment			5	04
2.3 Knowledge on specification of equipments			5	05
2.4 Ability to operate the safety equipments			5	04
2.5 Maintaining cleanliness of laboratory			5	05
<b>3.0 Rating by HoD (15 Marks)</b>				
3.1 Maintenance of files/ records/ equipments			5	05
3.2 Willingness to take up additional responsibilities			5	04
3.3 Overall rating			5	05
<b>TOTAL MARKS SCORED (MAXIMUM MARKS: 50)</b>				<b>42</b>

  
Signature of the Non-Teaching Staff

  
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**NON- TEACHING STAFF APPRAISAL SCORING SHEET**

Sl. No	Attributes	Maximum Marks	Marks Scored
1.	Skill / Administrative training attended	10	08
2.	Rating by Lab in charge	25	20
3.	Rating by HoD	15	10
Consolidated Score %			70
Overall Performance			VERY GOOD

**Verified & Forwarded by:**

  
**Lab In Charge**

  
**Signature of HoD**

  
**Signature of the Principal**

**Note:**

- If total consolidated score % is 80 % and above then the result is EXCELLENT
- If total consolidated score % is 70 % and above and below 80 % then the result is VERY GOOD
- If total consolidated score % is 60 % and above and below 70 % then the result is GOOD
- If total consolidated score % is 50 % and above and below 60 % then the result is SATISFACTORY
- If total consolidated score % is below 50 % then the result is POOR

  
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