



# Teaching Appraisal



IDHAYA COLLEGE FOR WOMEN, KUMBAKONAM

Accredited with A+ Grade by NAAC 1<sup>st</sup> Cycle

Recognized by 2(f) & 12(B) of UGC Act 1956

Academic Year 2023 – 2024

Self Appraisal Form – Teaching Staff

Name of the Faculty :

Qualification :

Name of the Department :

Designation :

D.O.B & Age :

Date of Joining :

Mobile No. :

Email ID :

Pan Card No. :

Aadhar No. :

Vidwan ID :

**1. Educational Qualifications (Max: 30 points):**

(Ph.D. completed: 30 points, SET/NET: 25 points, Ph.D. pursuing: 20 points, M.Phil: 15 points; Master Degree: 10 points)

| Degree | Branch/<br>Specialization | College | University | Year of<br>completion | % | Score<br>Obtained |
|--------|---------------------------|---------|------------|-----------------------|---|-------------------|
|        |                           |         |            |                       |   |                   |

**2. Experience Details (Max: 30 points) (Chronological Order only):**

(less than 2 years – 10 points, 2 to 5 years – 15 points, 6 to 10 years – 20 points, 11 to 15 years – 25 points, above 15 years – 30 points for IDHAYA experience, half of the points for outside experience)

| Position held | Institution/<br>Industry | Period |    | Exp. in<br>years | Score | Score<br>Obtained |
|---------------|--------------------------|--------|----|------------------|-------|-------------------|
|               |                          | From   | To |                  |       |                   |
|               |                          |        |    |                  |       |                   |

**3. Result Analysis (Max: 50 points)**

(≥ 90 : 50 points, 85 to < 90 : 40 points, 80 to < 85 : 30 points, 70 to < 80 : 20 points, 60 to 70 : 10 points and < 60 : No points)

Note: April 2023 & November 2023

| Programme/<br>Dept | Semester | Course | Result<br>(%) | Average<br>Result | Score<br>Obtained |
|--------------------|----------|--------|---------------|-------------------|-------------------|
|                    |          |        |               |                   |                   |

**4. Patents Published/Awarded (Max: 20 points)**

(Necessary proofs to be enclosed)

(Patent awarded: 20 points, Patent published:20 points)

| Title of the patent | File<br>Number | Score | Score Obtained |
|---------------------|----------------|-------|----------------|
|                     |                |       |                |

**5. Books/Chapters Published (Max: 25 points)**

(First page of the book/chapter to be enclosed)

(Book: 25 points, chapter: 15 points)

| Title of the<br>Book/Chapter | Authors | Publisher | Score | Score<br>Obtained |
|------------------------------|---------|-----------|-------|-------------------|
|                              |         |           |       |                   |

**6. Editor/Co Editor/Member /Reviewerin Editorial Boards of Referred Journals/Resource Person (Max: 25 Points)**

(Editor:25 points;Member/Co Editor:20 points;Reviewer:15 points; Resource Person:10 points)

(Necessary proofs to be enclosed)

| Name of the<br>Journal/Conference | Name of the<br>College | Publisher/Committee | Score | Score<br>Obtained |
|-----------------------------------|------------------------|---------------------|-------|-------------------|
|                                   |                        |                     |       |                   |

**7. FDPs/Training Activities/STTPs/Workshops Attended (Max: 20 points)**

(Necessary proofs to be enclosed)

(1 day: 10 points, 2 to 3 days: 15 points, ≥ 5 days: 20 points)

| Title of the Programme | Duration | Organized<br>By | Score | Score<br>Obtained |
|------------------------|----------|-----------------|-------|-------------------|
|                        |          |                 |       |                   |

**8. Papers Published in Journals/Conference Proceedings (Max: 25 points)**

(Necessary proofs to be enclosed)

(Scopus/Elsevier: 25 points ; Web of Science: 20 points ; UGC Care: 15 points; Conference Proceedings: 10 points)

| Title of the Paper | Name of the Conference/Journal | Organized by | Score | Score Obtained |
|--------------------|--------------------------------|--------------|-------|----------------|
|                    |                                |              |       |                |

**9. Awards & Recognition/Board of Studies/Memberships in Professional Societies/Bodies etc. (Max: 25 points)**

(International: 25 points; National: 20 points; State: 15 points; Regional: 10 points) /Fellowships/Membership/BOS Received: 25 points)  
(Necessary proofs to be enclosed)

| Item | Details | Score Obtained |
|------|---------|----------------|
|      |         |                |

**10. Google Scholar Citation (Max: 20 points)**

(h-index:  $\geq 5$ : 20 points ; Below 5: 10 points)  
(Provides necessary documents)

| Google Scholar | Details | Score | Score Obtained |
|----------------|---------|-------|----------------|
|                |         |       |                |

**11. Teaching and Other Contribution to Academics (Max: 30 points)**

(As per the opinion and recommendation of Head of the Department)

| Items |  | Score (3/2/1) | Score Obtained |
|-------|--|---------------|----------------|
| i.    | Availability to students   |               |                |
| ii.   | Punctuality  |               |                |
| iii.  | Utilization of ICT Tools& E-Content                                |               |                |
| iv.   | Communication Skills   |               |                |
| v.    | Preparation of course work   |               |                |
| vi.   | Co-ordination in Department  |               |                |
| vii.  | Availability for examination work including invigilation/valuation |               |                |
| viii. | Feedback from students   |               |                |
| ix.   | Participation in college/departmental activities                   |               |                |
| x.    | Mentoring the Students   |               |                |

**Total Score Obtained (Out of 300): -----**

**Note:**

**Excellent: 201 – 300; Very Good: 151 – 200; Good: 101 – 150; Poor: Less than 100.**

**Signature of the Staff**

**Signature of the HOD**

**Signature of the Principal**

# Non Teaching Appraisal



IDHAYA COLLEGE FOR WOMEN, KUMBAKONAM

Accredited with A+ Grade by NAAC 1<sup>st</sup> Cycle

Recognized by 2(f) & 12(B) of UGC Act 1956

Academic Year 2023 - 2024

Self Appraisal Form - Non Teaching Staff

Name :

Designation :

| S. No | Category  | Excellent | Very Good | Good | Fair | Poor |
|-------|---|-----------|-----------|------|------|------|
|       |   | 5         | 4         | 3    | 2    | 1    |
| 1.    | Knowledge about Institution Rules<br>கல்லூரியின் விதிமுறைகள் அறிதல் |           |           |      |      |      |
| 2.    | Working Skills<br>வேலைத்திறன்                                       |           |           |      |      |      |
| 3.    | Enthusiasm in doing work<br>பணியில் ஈடுபாடு                         |           |           |      |      |      |
| 4.    | Interest to accept new duties<br>புதிய பொறுப்பில் ஆர்வம்            |           |           |      |      |      |
| 5.    | Attentiveness in file & record maintenance<br>ஆவணப் பராமரிப்பு      |           |           |      |      |      |
| 6.    | Punctuality in completing work<br>குறித்த நேரத்தில் பணி நிறைவு      |           |           |      |      |      |
| 7.    | Neatness of work<br>பணியில் தூய்மை                                  |           |           |      |      |      |
| 8.    | Time Management<br>நேரம் தவறாமை                                     |           |           |      |      |      |
| 9.    | Social ability கலந்துரையாடும் தன்மை                                 |           |           |      |      |      |
| 10.   | Discipline in work<br>பணியில் ஒழுங்கு                               |           |           |      |      |      |

Signature of the Administrator

Signature of the Principal