

6.3.5 Performance Appraisal System for Faculty & Non-teaching Staff

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**FACULTY PERFORMANCE
APPRAISAL SYSTEM FOR
TEACHING STAFF**

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

TIRUCHENGODE – 637215

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

CONSOLIDATED LIST OF FACULTY PERFORMANCE APPRAISAL

ACADEMIC YEAR: 2021-22

S.No	Name of the Faculty	Consolidated Score %	Overall Performance
1.	Dr.R.Jeyabharath	75.4	VERY GOOD
2.	Dr.P.Veena	71.1	GOOD
3.	Dr.T.Srihari	73.5	GOOD
4.	Dr.C.Santhakumar	76.0	VERY GOOD
5.	Dr.A.Murugesan	80.0	VERY GOOD
6.	Dr.S.Velmurugan	71.0	GOOD
7.	R.Sacithraa	68.8	GOOD
8.	Y.Kalimuthu	69.4	GOOD
9.	M.A.Stephen Raj	60.4	GOOD
10.	K.Meenatchi	73.0	GOOD
11.	C.Sivakumar	67.7	GOOD
12.	T.Arvind	71.3	GOOD
13.	K.M.Priyadarshini	69.3	GOOD
14.	A.Jeevitha	67.4	GOOD
15.	P.Divyabharathi	65.3	GOOD
16.	S.Meena	66.8	GOOD

P. Veena
21/11/22
HoD

[Signature]
Principal

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DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING


CONSOLIDATED LIST OF FACULTY PERFORMANCE APPRAISAL

ACADEMIC YEAR: 2021-22

S.No.	Name of the Faculty	Consolidated Score %	Overall Performance
1.	Dr.S.Premalatha	79.48	VERY GOOD
2.	Dr.S.Jayachitra	75	VERY GOOD
3.	T.Marthandan	60	GOOD
4.	B.Latha	79	VERY GOOD
5.	M.V.Mahesh	69.48	GOOD
6.	M.Udhayakumar	71.52	GOOD
7.	B.Vinoth Kumar	71.4	GOOD
8.	V.Sindhuja	60.5	GOOD
9.	P.Mohana Sunthari	72.2	GOOD
10.	M.Jeyabharathi	67.6	GOOD
11.	M.M.Arun Prasath	63.74	GOOD

P. Jeyabharathi
19/9/22
HOD


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TIRUCHENGODE-637215
DEPARTMENT OF MECHANICAL ENGINEERING
CONSOLIDATED LIST OF FACULTY PERFORMANCE APPRAISAL
ACADEMIC YEAR: 2021-2022

S.No	Name of the Faculty	Consolidated score %	Overall Performance
1.	Dr.R.Mani	69.35	Good
2.	Dr.P.Kanakarajan	80.5	Very good
3.	A.Mohanraj	69.5	Good
4.	P.Manikandan	61.85	Good
5.	R.Vasanthakumar	82.4	Very good
6.	S.Balamurugan	83.3	Very good
7.	K.Velusamy	68.98	Good
8.	P.Chakravarthi	85	Very good
9.	A.Premkumar	76.9	Very good
10.	K.Gopalakrishnan	70.7	Good
11.	J.Mathan	70.6	Good
12.	S.Rahul	68.34	Good
13.	M.Amarnath	70.5	Good

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DEPARTMENT OF SCIENCE AND HUMANITIES


CONSOLIDATED LIST OF TEACHING PERFORMANCE APPRAISAL

ACADEMIC YEAR: 2021-2022

S.NO	Name of the staff	Consolidated score %	Overall Performance
1.	S. MADHAN	71	Good
2.	P.MOHAN	67	Good
3.	Dr.R.KANAKASELVAM	58	Satisfactory
4.	M.S.VIJAYARAJ	58	Satisfactory
5.	Dr. N. KUMARAVEL	55	Satisfactory
6.	R. KAVITHA	61	Good
7.	S.SELVARASU	58	Satisfactory
8.	P.UMADEVI	56	Satisfactory
9.	S.BHUVANESWARI	56	Satisfactory
10.	Dr. V. DEVABHARATHI	62	Good
11.	Dr. P. SANGAIYA	67	Good
12.	Dr. E.MANIKANDAN	59	Satisfactory
13.	S.AGILADEVI.	55	Satisfactory
14.	S.CHELLADURAI	62	Good

J.c
HoD

Principal


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DEPARTMENT OF EEE

FACULTY PERFORMANCE APPRAISAL

ACADEMIC YEAR / SEMESTER:

Date: 19.11.2022

Category	Name of the Faculty	Dept.:				
	Dr. A. MURUGESAN	EEE				
	Designation	ASP	Data	Max Score	Actual Score	
Academic Activities	Subjects Handled					
	Odd Semester	S1: AMI	Students' Feedback	7.11	10	7.11
			Results	100	40	40
		S2: CS ECE	Students' Feedback	8.27	10	8.27
			Results	100	40	40
	Even Semester	S1: MAI	Students' Feedback	8.4	10	8.4
			Results	51%	40	20.4
		S2: "	Students' Feedback	8.4	10	8.4
			Results	51%	40	20.4
	Knowledge Updation (NPTEL / SWAYAM / MOOC etc) E-Vehicle			1	10	10
Students' Skill Development Activities	Value Added Courses Conducted by Faculty (2 points for 6 hours) Embedded c		1	10	5	
	Co-curricular activities participation by mentoring Students Participation : 41 - 50% - 5points MCL certification >50%, for each 10% 1 point Internship, Inplant Prizes: I/II/III - 10/5/2 Training, Paper Presentation		100%	20	10	
	Students Project Achievements / Participation (State Level - I/II/III - 10/5/2 National Level - I/II/III - 20/10/5) Conference International		1	20	20	
	FDP/Wokshop/Seminar/ Value Added Course Organized (10 points each, Max 2 faculty) Seminar - VTC		2	10	10	
Administrative Activities	Administrative Responsibilities Taken (Class Advisor, Cell coordinators, etc.) Class Advisor, in cell co.ordinator Lab incharge		3	30	30	
Research and Development Activities	Programmes Attended / Keynote Speaker / Guest Lecture in Programmes (Regional Level - 3 Points National Level - 5 points International Level - 10 points) ATAL, SPR workshop		2	10	10	
	Programme/Project proposals Submitted to Funding Agency (Each 2 points, Max 3 persons) TNSCST, DST-FIST, STI		3	10	10	
	Fund Sanction (<1 Lakh - 5 points >1Lakh - 10 points)		-	10	-	
	Technical Journal / Book Publications Updated List - 20 points SCI indexed/Annexure II - 10 points NJ / IC - 5 points NC - 3 point Per Book - 10 points Journal SCI Indexed Journal International conference		1	20	20	
	Total			350	277.98	

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	Self Appraisal by Faculty		350	277.98
Rating by HOD	Dedication & Hard work		10	9
	Taking responsibility by self		10	8
	Involvement towards department/institution development		10	9
	Completion of work on time without follow up		10	8
	Rating by Principal / Management		10	8
	Overall Total		400	320.

FACULTY PERFORMANCE APPRAISAL SCORE SHEET

S. No.	Category	Max. Score	Score Obtained	% of score obtained
1.	Academic Activities	210	162.98	77.6
2.	Students Skill Development Activities	50	35	70
3.	Administrative Activities	40	40	100
4.	Research and Development Activities	50	40	80
5.	Rating by HOD and Principal	50	42	84
Consolidated Score %				80.
Overall Performance				VERY GOOD

P. Veer
19/11/22
HOD


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Note:

Overall Performance is generated based on the following conditions:


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 55% and above and below 60% then the result is SATISFACTORY

If total consolidated score % is below 55% then the result is POOR


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ACADEMIC YEAR / SEMESTER: 2021 - 22

Date: 19.11.22

Category	Name of the Faculty	Dept.:	EEE			
	Designation	Data	Max Score	Actual Score		
Academic Activities	Dr. C. SANTHA KUMAR					
	ASP.					
	Subjects Handled					
	Odd Semester	S1: PPE	Students' Feedback	7.56	10	7.56
			Results	100%	40	40
		S2: RES	Students' Feedback	7.26	10	7.26
			Results	100%	40	40
	Even Semester	S1: TRD.	Students' Feedback	4.2	10	8.4
			Results	62.7%	40	25.08
		S2:	Students' Feedback	4.2	10	8.4
Results			62.7%	40	25.08	
Knowledge Updation (NPTEL / SWAYAM / MOOC etc)			1	10	10	
Students' Skill Development Activities	Value Added Courses Conducted by Faculty (2 points for 6 hours)		-	10	-	
	Co-curricular activities participation by mentoring Students Participation : 41 - 50% - 5points >50%, for each 10% 1 point. Prizes: I/II/III - 10/5/2		-	20	-	
	Students Project Achievements / Participation (State Level - I/II/III - 10/5/2 National Level - I/II/III - 20/10/5)		4 STUDENTS	20	20	
Administrative Activities	FDP/Wokshop/Seminar/ Value Added Course Organized (10 points each, Max 2 faculty)		-	10	-	
	Administrative Responsibilities Taken (Class Advisor, Cell coordinators, etc.) (Each 10 points)			30	30	
Research and Development Activities	Programmes Attended / Keynote Speaker / Guest Lecture in Programmes (Regional Level - 3 Points National Level - 5 points International Level - 10 points)		2	10	20	
	Programme/Project proposals Submitted to Funding Agency (Each 2 points, Max 3 persons)		1	10	10	
	Fund Sanction (<1 Lakh - 5 points >1Lakh - 10 points)		-	10	-	
	Technical Journal / Book Publications Updated List - 20 points SCI indexed/Annexure II - 10 points $\times 2 = 20$ NJ / IC - 5 points $\checkmark \times 1 = 05$ NC - 3 point Per Book - 10 points		02.	20	20	
	Total			350	261.72	

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	Self Appraisal by Faculty		350	261.8
Rating by HOD	Dedication & Hard work		10	9
	Taking responsibility by self		10	8
	Involvement towards department/institution development		10	8
	Completion of work on time without follow up		10	9
	Rating by Principal / Management		10	9
	Overall Total		400	304.8

FACULTY PERFORMANCE APPRAISAL SCORE SHEET

S. No.	Category	Max. Score	Score Obtained	% of score obtained
1.	Academic Activities	210	171.78	81.80%
2.	Students Skill Development Activities	50	20	40%
3.	Administrative Activities	40	30	75%
4.	Research and Development Activities	50	40	80%
5.	Rating by HOD and Principal	50	43	86%
Consolidated Score %				76%
Overall Performance				VERY GOOD

P. Venk
19/11/20
HOD


PRINCIPAL

Note:

Overall Performance is generated based on the following conditions:


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 55% and above and below 60% then the result is **SATISFACTORY**

If total consolidated score % is below 55% then the result is **POOR**


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DEPARTMENT OF ECE

FACULTY PERFORMANCE APPRAISAL

ACADEMIC YEAR / SEMESTER: 2021 - 2022

Date: 15-9-22

Category	Name of the Faculty	Ms. B. LATHA		Dept.:	ECE		
	Designation	ASSISTANT PROFESSOR		Data	Max Score	Actual Score	
Academic Activities	Subjects Handled						
	Odd Semester	S1: DE	Students' Feedback	9.21	10	9.21	
			Results	100%	40	40	
		S2: DSP	Students' Feedback	9.12	10	9.12	
			Results	100%	40	40	
	Even Semester	S1: POM	Students' Feedback	8.33	10	8.33	
			Results	93%	40	37.2	
		S2:	Students' Feedback	8.	10	8.33	
			Results		40	37.2	
	Knowledge Updation (NPTEL / SWAYAM / MOOC etc)				1- NPTEL	10	10
Students' Skill Development Activities	Value Added Courses Conducted by Faculty (2 points for 6 hours)					10	10
	Co-curricular activities participation by mentoring Students Participation : 41 - 50% - 5points >50%, for each 10% 1 point Prizes: I/II/III – 10/5/2				80% I-prize	20	18
	Students Project Achievements / Participation (State Level - I/II/III – 10/5/2 National Level – I/II/III – 20/10/5)				State level	20	5
Administrative Activities	FDP/Wokshop/Seminar/ Value Added Course Organized (10 points each, Max 2 faculty)					10	10
	Administrative Responsibilities Taken (Class Advisor, Cell coordinators, etc.) (Each 10 points)				Class Advisor, Academician, R.P. team, life skills development	30	30
Research and Development Activities	Programmes Attended / Keynote Speaker / Guest Lecture in Programmes (Regional Level – 3 Points National Level – 5 points International Level – 10 points)				NL-3 R2-1	10	10
	Programme/Project proposals Submitted to Funding Agency (Each 2 points, Max 3 persons)				1	10	2
	Fund Sanction (<1 Lakh – 5 points >1Lakh – 10 points)				—	10	—
	Technical Journal / Book Publications Updated List – 20 points SCI indexed/Annexure II – 10 points NJ / IC - 5 points NC – 3 point Per Book – 10 points				IC-1	20	5
	Total					350	289.39

	Self Appraisal by Faculty		350	289.39
Rating by HOD	Dedication & Hard work		10	10
	Taking responsibility by self		10	10
	Involvement towards department/institution development		10	10
	Completion of work on time without follow up		10	10
	Rating by Principal / Management		10	10
	Overall Total		400	339.39

FACULTY PERFORMANCE APPRAISAL SCORE SHEET

S. No.	Category	Max. Score	Score Obtained	% of score obtained
1.	Academic Activities	210	199.39	95%
2.	Students Skill Development Activities	50	33	66%
3.	Administrative Activities	40	40	100%
4.	Research and Development Activities	50	17	34%
5.	Rating by HOD and Principal	50	50	100%
Consolidated Score %				79%
Overall Performance				VERY GOOD

P. Kochi
15/9/22
HOD


15/9/22
PRINCIPAL

Note:

Overall Performance is generated based on the following conditions:


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 55% and above and below 60% then the result is **SATISFACTORY**

If total consolidated score % is below 55% then the result is **POOR**


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DEPARTMENT OF ECE

FACULTY PERFORMANCE APPRAISAL

ACADEMIC YEAR / SEMESTER:

Date: 15.09.22

Category	Name of the Faculty	Dept.:				
	Designation	Data	Max Score	Actual Score		
	<u>P. MOHANA SUNDHARI</u>			<u>ECE</u>		
Academic Activities	Subjects Handled					
	Odd Semester	S1: <u>AME</u>	Students' Feedback	<u>9.04</u>	10	<u>9.04</u>
			Results	<u>100</u>	40	<u>100</u>
		S2: <u>ADC</u>	Students' Feedback	<u>8.45</u>	10	<u>8.45</u>
			Results	<u>100</u>	40	<u>40</u>
	Even Semester	S1: <u>TLRF</u>	Students' Feedback	<u>7.88</u>	10	<u>7.88</u>
			Results	<u>71</u>	40	<u>28.4</u>
		S2:	Students' Feedback	<u>7.8</u>	10	<u>7.88</u>
			Results	<u>71</u>	40	<u>28.4</u>
	Knowledge Updation (NPTEL / SWAYAM / MOOC etc)				10	-
Students' Skill Development Activities	Value Added Courses Conducted by Faculty (2 points for 6 hours)			10	10	
	Co-curricular activities participation by mentoring Students Participation : 41 - 50% - 5points >50%, for each 10% 1 point Prizes: I/II/III – 10/5/2		<u>ipt-intern</u>	20	15	
	Students Project Achievements / Participation (State Level - I/II/III – 10/5/2 National Level – I/II/III – 20/10/5)		<u>Project Participate</u>	20	5	
Administrative Activities	FDP/Workshop/Seminar/ Value Added Course Organized (10 points each, Max 2 faculty)			10	10	
	Administrative Responsibilities Taken (Class Advisor, Cell coordinators, etc.) (Each 10 points)		<u>CA-II Staff Club IESISTE URA</u>	30	30	
Research and Development Activities	Programmes Attended / Keynote Speaker / Guest Lecture in Programmes (Regional Level – 3 Points National Level – 5 points International Level – 10 points)		<u>FDP, Webinars</u>	10	8	
	Programme/Project proposals Submitted to Funding Agency (Each 2 points, Max 3 persons)		-	10	-	
	Fund Sanction (<1 Lakh – 5 points >1Lakh – 10 points)		-	10	-	
	Technical Journal / Book Publications Updated List – 20 points SCI indexed/Annexure II – 10 points NJ / IC - 5 points NC – 3 point Per Book – 10 points		<u>NC</u>	20	3	
	Total				350	251.05

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	Self Appraisal by Faculty		350	251.05
Rating by HOD	Dedication & Hard work		10	16
	Taking responsibility by self		10	10
	Involvement towards department/institution development		10	16
	Completion of work on time without follow up		10	10
	Rating by Principal / Management		10	9
	Overall Total		400	300.05

FACULTY PERFORMANCE APPRAISAL SCORE SHEET

S. No.	Category	Max. Score	Score Obtained	% of score obtained
1.	Academic Activities	210	170.05	81.0%
2.	Students Skill Development Activities	50	30	60%
3.	Administrative Activities	40	40	100%
4.	Research and Development Activities	50	11	22%
5.	Rating by HOD and Principal	50	49	98%
Consolidated Score %				72.2%
Overall Performance				GOOD

P. [Signature]
17/9/22
HOD

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Note:

Overall Performance is generated based on the following conditions:

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 55% and above and below 60% then the result is SATISFACTORY

If total consolidated score % is below 55% then the result is POOR

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DEPARTMENT OF Mechanical Engineering
 FACULTY PERFORMANCE APPRAISAL

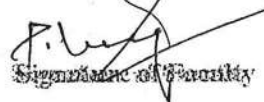
ACADEMIC YEAR / SEMESTER: 2021 - 22 / V & II

Date: 18.11.22

Category	Name of the Faculty	Dept.:				
	Dr. P. KANAKARAJAN.	Dept.:	Mechanical Engrs			
	Designation	Assoc. Prof.	Data	Max Score	Actual Score	
Academic Activities	Subjects Handled					
	Odd Semester	S1:	Students' Feedback	8.15	10	8.15
			Results	100%	40	40
		S2:	Students' Feedback	8.90	10	8.90
			Results	100	40	40
	Even Semester	S1:	Students' Feedback	8.31	10	8.31
			Results	95%	40	38
		S2:	Students' Feedback	8.53	10	8.53
			Results	75%	40	30
	Knowledge Updation (NPTEL / SWAYAM / MOOC etc)				10	-
Students' Skill Development Activities	Value Added Courses Conducted by Faculty (2 points for 6 hours)			10	2	
	Co-curricular activities participation by mentoring Students Participation : 41 - 50% - 5points >50%, for each 10% 1 point Prizes: I/II/III - 10/5/2			20	5	
	Students Project Achievements / Participation (State Level - I/II/III - 10/5/2 National Level - I/II/III - 20/10/5)			20	20	
	FDP/Wokshop/Seminar/ Value Added Course Organized (10 points each, Max 2 faculty)			10	-	
Administrative Activities	Administrative Responsibilities Taken (Class Advisor, Cell coordinators, etc.) (Each 10 points)			30	30	
	Programmes Attended / Keynote Speaker / Guest Lecture in Programmes (Regional Level - 3 Points National Level - 5 points International Level - 10 points)			10	05	
Research and Development Activities	Programme/Project proposals Submitted to Funding Agency (Each 2 points, Max 3 persons)			10	10	
	Fund Sanction (<1 Lakh - 5 points >1Lakh - 10 points)			10	-	
	Technical Journal / Book Publications Updated List - 20 points SCI indexed/Annexure II - 10 points NJ / IC - 5 points NC - 3 point Per Book - 10 points			20	20	
	Total			350	273.89	


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 Signature of Faculty

	Self Appraisal by Faculty		350	273.89
Rating by HOD	Dedication & Hard work		10	10
	Taking responsibility by self		10	9
	Involvement towards department/institution development		10	10
	Completion of work on time without follow up		10	10
	Rating by Principal / Management		10	9
	Overall Total		400	321.89

FACULTY PERFORMANCE APPRAISAL SCORE SHEET

S. No.	Category	Max. Score	Score Obtained	% of score obtained
1.	Academic Activities	210	181.89	86.61%
2.	Students Skill Development Activities	50	27	54%
3.	Administrative Activities	40	30	75%
4.	Research and Development Activities	50	35	70%
5.	Rating by HOD and Principal	50	48	96%
Consolidated Score %				80.5%
Overall Performance				VERY GOOD

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HOD

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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 55% and above and below 60% then the result is SATISFACTORY

If total consolidated score % is below 55% then the result is POOR

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DEPARTMENT OF MECHANICAL ENGINEERING
 FACULTY PERFORMANCE APPRAISAL

ACADEMIC YEAR / SEMESTER: 2021 - 22

Date: 18.11.22

Category	Name of the Faculty	R. VASANTHAKUMAR		Dept.:	MECHANICAL		
Academic Activities	Designation	ASSISTANT PROFESSOR		Data	Max Score	Actual Score	
	Subjects Handled						
	Odd Semester	S1: ETD	Students' Feedback	8.12	10	8.12	
			Results	100%	40	40	
		S2:	Students' Feedback	8.12	10	8.12	
			Results	100%	40	40	
	Even Semester	S1: HMT	Students' Feedback	8.19	10	8.19	
			Results	82.8%	40	33.12	
		S2: EG	Students' Feedback	9.70	10	9.70	
			Results	98.4%	40	39.36	
Knowledge Updation (NPTEL / SWAYAM / MOOC etc)				NPTEL	10	10	
Students' Skill Development Activities	Value Added Courses Conducted by Faculty (2 points for 6 hours)				10	02	
	Co-curricular activities participation by mentoring Students Participation : 41 - 50% - 5points >50%, for each 10% 1 point Prizes: I/II/III - 10/5/2				20	05	
	Students Project Achievements / Participation (State Level - I/II/III - 10/5/2 National Level - I/II/III - 20/10/5)			NC	20	20	
	FDP/Wokshop/Seminar/ Value Added Course Organized (10 points each, Max 2 faculty)			Seminar	10	10	
Administrative Activities	Administrative Responsibilities Taken (Class Advisor, Cell coordinators, etc.) (Each 10 points)			CA, CENSER, NBA,	30	30	
	Programmes Attended / Keynote Speaker / Guest Lecture in Programmes (Regional Level - 3 Points National Level - 5 points International Level - 10 points)			N-3	10	10	
Research and Development Activities	Programme/Project proposals Submitted to Funding Agency (Each 2 points, Max 3 persons)			TNSCST	10	02	
	Fund Sanction (<1 Lakh - 5 points >1Lakh - 10 points)			-	10	-	
	Technical Journal / Book Publications Updated List - 20 points SCI indexed/Annexure II - 10 points NJ / IC - 5 points NC - 3 point Per Book - 10 points			NC-2	20	06	
	Total				350		

R. Vasanthakumar
Signature of Faculty

	Self Appraisal by Faculty		350	281.61
Rating by HOD	Dedication & Hard work		10	10
	Taking responsibility by self		10	9
	Involvement towards department/institution development		10	9
	Completion of work on time without follow up		10	10
	Rating by Principal / Management		10	10
	Overall Total		400	329.6

FACULTY PERFORMANCE APPRAISAL SCORE SHEET

S. No.	Category	Max. Score	Score Obtained	% of score obtained
1.	Academic Activities	210	196.61	93.62
2.	Students Skill Development Activities	50	27	54.00
3.	Administrative Activities	40	40	100.00
4.	Research and Development Activities	50	18	36.00
5.	Rating by HOD and Principal	50	48	96.00
Consolidated Score %				82.47
Overall Performance				VERY GOOD

[Signature]
HOD

[Signature]
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Note:

Overall Performance is generated based on the following conditions:

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 55% and above and below 60% then the result is SATISFACTORY

If total consolidated score % is below 55% then the result is POOR

[Signature]
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NAMAKKAL DI. TAMIL-NADU.

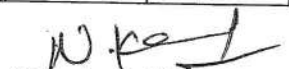
FACULTY PERFORMANCE APPRAISAL

ACADEMIC YEAR / SEMESTER:

Date:

Category	Name of the Faculty	Dept.:				
	N. KANNAN	IT				
	Designation	ASSISTANT PROFESSOR	Data	Max Score	Actual Score	
Academic Activities	Subjects Handled					
	Odd Semester	S1: MPMC	Students' Feedback	9	10	9
			Results	100%	40	40
		S2: PSP	Students' Feedback	9.03	10	9
			Results	77%	40	31
	Even Semester	S1: ST	Students' Feedback	10	10	10
			Results	92%	40	37
		S2: ST	Students' Feedback	10	10	10
			Results	92%	40	37
	Knowledge Updation (NPTEL / SWAYAM / MOOC etc)				10	-
Students' Skill Development Activities	Value Added Courses Conducted by Faculty (2 points for 6 hours)			10	10	
	Co-curricular activities participation by mentoring Students Participation : 41 - 50% - 5points >50%, for each 10% 1 point Prizes: I/II/III - 10/5/2			20	05	
	Students Project Achievements / Participation (State Level - I/II/III - 10/5/2 National Level - I/II/III - 20/10/5			20	20	
Administrative Activities	FDP/Wokshop/Seminar/ Value Added Course Organized (10 points each, Max 2 faculty)			10	10	
	Administrative Responsibilities Taken (Class Advisor, Cell coordinators, etc.) (Each 10 points)			30	30	
Research and Development Activities	Programmes Attended / Keynote Speaker / Guest Lecture in Programmes (Regional Level - 3 Points National Level - 5 points International Level - 10 points)			10	10	
	Programme/Project proposals Submitted to Funding Agency (Each 2 points, Max 3 persons)			10	-	
	Fund Sanction (<1 Lakh - 5 points >1Lakh - 10 points)			10	-	
	Technical Journal / Book Publications Updated List - 20 points SCI indexed/Annexure II - 10 points NJ / IC - 5 points NC - 3 point Per Book - 10 points			20	-	
	Total				350	268


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Signature of Faculty

	Self Appraisal by Faculty		350	258
Rating by HOD	Dedication & Hard work		10	8
	Taking responsibility by self		10	9
	Involvement towards department/institution development		10	8
	Completion of work on time without follow up		10	8
	Rating by Principal / Management		10	8
	Overall Total		400	309

FACULTY PERFORMANCE APPRAISAL SCORE SHEET

S. No.	Category	Max. Score	Score Obtained	% of score obtained
1.	Academic Activities	210	183	87%
2.	Students Skill Development Activities	50	35	70%
3.	Administrative Activities	40	40	100%
4.	Research and Development Activities	50	10	20%
5.	Rating by HOD and Principal	50	41	82%
Consolidated Score %				77.25
Overall Performance				very good

[Signature]
HOD 11/12

[Signature]
PRINCIPAL

Note:

Overall Performance is generated based on the following conditions:

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 55% and above and below 60% then the result is **SATISFACTORY**

If total consolidated score % is below 55% then the result is **POOR**

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Category	Name of the Faculty	Dept.:	Date:			
	D. Balakrishnan	IT				
	Designation	Assistant Professor	Data	Max Score	Actual Score	
Academic Activities	Subjects Handled					
	Odd Semester	S1: SCM	Students' Feedback	8	10	8
			Results	100%	40	40
		S2:	Students' Feedback	8	10	8
			Results	100%	40	40
	Even Semester	S1: CJ	Students' Feedback	7.6	10	7.6
			Results	87%	40	35
		S2:	Students' Feedback	7.6	10	7.6
			Results	87%	40	35
	Knowledge Updation (NPTEL / SWAYAM / MOOC etc)			TSRO	10	10
Students' Skill Development Activities	Value Added Courses Conducted by Faculty (2 points for 6 hours)		30 hrs	10	10	
	Co-curricular activities participation by mentoring Students Participation : 41 - 50% - 5points >50%, for each 10% 1 point Prizes: I/II/III - 10/5/2		100%	20	10	
	Students Project Achievements / Participation (State Level - I/II/III - 10/5/2 National Level - I/II/III - 20/10/5)		-	20	-	
Administrative Activities	FDP/Wokshop/Seminar/ Value Added Course Organized (10 points each, Max 2 faculty)		Webinar	10	10	
	Administrative Responsibilities Taken (Class Advisor, Cell coordinators, etc.) (Each 10 points)		class Adv, ERP, Club	30	30	
Research and Development Activities	Programmes Attended / Keynote Speaker / Guest Lecture in Programmes (Regional Level - 3 Points National Level - 5 points International Level - 10 points)		National-2	10	10	
	Programme/Project proposals Submitted to Funding Agency (Each 2 points, Max 3 persons)		01	10	02	
	Fund Sanction (<1 Lakh - 5 points >1Lakh - 10 points)		-	10	-	
	Technical Journal / Book Publications Updated List - 20 points SCI indexed/Annexure II - 10 points NJ / IC - 5 points NC - 3 point Per Book - 10 points		NC-1 IC-1 Book-1	20	18	
	Total			350	281	

Principal

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D. Balakrishnan
Signature of Faculty

	Self Appraisal by Faculty	281	350	80%
Rating by HOD	Dedication & Hard work		10	9
	Taking responsibility by self		10	8
	Involvement towards department/institution development		10	8
	Completion of work on time without follow up		10	8
	Rating by Principal / Management		10	8
	Overall Total		400	322

FACULTY PERFORMANCE APPRAISAL SCORE SHEET

S. No.	Category	Max. Score	Score Obtained	% of score obtained
1.	Academic Activities	210	191	91%
2.	Students Skill Development Activities	50	20	40%
3.	Administrative Activities	40	40	100%
4.	Research and Development Activities	50	30	60%
5.	Rating by HOD and Principal	50	41	82%
Consolidated Score %				80.5%
Overall Performance				VERY GOOD

[Signature]
HOD 17/11/22

[Signature]
PRINCIPAL

Note:

Overall Performance is generated based on the following conditions:

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 55% and above and below 60% then the result is **SATISFACTORY**

If total consolidated score % is below 55% then the result is **POOR**

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ACADEMIC YEAR / SEMESTER: 2021-2022

Date:

Category	Name of the Faculty	Dept.:	Date:			
	Mrs. R. KAVITHA	MATHEMATIC				
	Designation	ASSISTANT PROFESSOR	Data	Max Score	Actual Score	
Academic Activities	Subjects Handled					
	Odd Semester	S1: M8C 1-IT	Students' Feedback	9.40	10	9.40
			Results	67%	40	27
	Even Semester	S2: DM 11-IT	Students' Feedback	8.90	10	8.90
			Results	100%	40	40
	Even Semester	S1: SNM 1-IT	Students' Feedback	8.76	10	8.76
			Results	62%	40	25
	Even Semester	S2: SNM 11-MECH	Students' Feedback	8.80	10	8.80
			Results	64%	40	26
	Students' Skill Development Activities	Knowledge Updation (NPTEL / SWAYAM / MOOC etc)			10	-
Value Added Courses Conducted by Faculty (2 points for 6 hours)			10	-		
Co-curricular activities participation by mentoring Students Participation : 41 - 50% - 5points >50%, for each 10% 1 point Prizes: I/II/III - 10/5/2		10	20	10		
Students Project Achievements / Participation (State Level - I/II/III - 10/5/2 National Level - I/II/III - 20/10/5)		-	20	-		
FDP/Wokshop/Seminar/ Value Added Course Organized (10 points each, Max 2 faculty)		0	10	0		
Administrative Activities	Administrative Responsibilities Taken (Class Advisor, Cell coordinators, etc.) (Each 10 points)		30	30	30	
Research and Development Activities	Programmes Attended / Keynote Speaker / Guest Lecture in Programmes (Regional Level - 3 Points National Level - 5 points International Level - 10 points)		5	10	5	
	Programme/Project proposals Submitted to Funding Agency (Each 2 points, Max 3 persons)			10	-	
	Fund Sanction (<1 Lakh - 5 points >1Lakh - 10 points)			10	-	
	Technical Journal / Book Publications Updated List - 20 points SCI indexed/Annexure II - 10 points NJ / IC - 5 points NC - 3 point Per Book - 10 points			20	-	
	Total			350	198.86	

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R. J. Signature of Faculty

	Self Appraisal by Faculty		350	198
Rating by HOD	Dedication & Hard work		10	10
	Taking responsibility by self		10	10
	Involvement towards department/institution development		10	9
	Completion of work on time without follow up		10	9
	Rating by Principal / Management		10	9
	Overall Total		400	245

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FACULTY PERFORMANCE APPRAISAL SCORE SHEET

S. No.	Category	Max. Score	Score Obtained	% of score obtained
1.	Academic Activities	210	153	72 %.
2.	Students Skill Development Activities	50	10	20 %.
3.	Administrative Activities	40	30	75 %.
4.	Research and Development Activities	50	5	10 %.
5.	Rating by HOD and Principal	50	47	94 %.
Consolidated Score %				61 %.
Overall Performance				GOOD

M. S. Anand
HOD

H. S. Kumar
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S. S. Kumar
PRINCIPAL

Note:

Overall Performance is generated based on the following conditions:

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 55% and above and below 60% then the result is **SATISFACTORY**

If total consolidated score % is below 55% then the result is **POOR**

**FACULTY PERFORMANCE
APPRAISAL SYSTEM FOR NON-
TEACHING STAFF**

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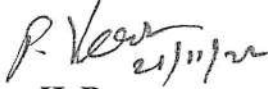
TIRUCHENGODE – 637215.

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING


CONSOLIDATED LIST OF NON-TEACHING PERFORMANCE APPRAISAL

ACADEMIC YEAR: 2021-22

S.No	Name of the Staff	Consolidated Score %	Overall Performance
1.	Mr.K.Mathesh	91.4	EXCELLENT
2.	Ms.S.Kanagabrintha	92.0	EXCELLENT
3.	Mr.A.Rajaji	88.6	EXCELLENT
4.	Mr.T.Sampathkumar	91.0	EXCELLENT
5.	Mr.S.Gopalakrishanan	89.0	EXCELLENT


HoD


Principal


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TIRUCHENGODE - 637215

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

CONSOLIDATED LIST OF NON TEACHING FACULTY PERFORMANCE APPRAISAL

ACADEMIC YEAR: 2021 – 2022

S. No.	Name of the Staff	Consolidated Score	Overall Performance
1.	S.Anandan	91.67%	Excellent
2.	J.Arun	88.67%	Excellent
3.	G.Manikandan	92%	Excellent
4.	P.Soundarya	91.67%	Excellent
5.	V.Aravind	79.4%	Very Good

P. G. S. S.
15/9/22
HOD

H. S. S.
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TIRUCHENGODE-637215

DEPARTMENT OF MECHANICAL ENGINEERING

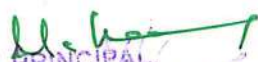
CONSOLIDATED LIST OF NON TEACHING PERFORMANCE APPRAISAL

ACADEMIC YEAR: 2021-22

S.No	Name of the Faculty	Consolidated score %	Overall Performance
1.	D.Senthil Kumar	84.3	Very Good
2.	M.Rajeshkannan	85	Very Good
3.	S.Andal	82.8	Very Good
4.	N.Suganya	82.8	Very Good


HOD / MECH


21/11/22
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TRIUCHENGODE-637215

DEPARTMENT OF SCIENCE AND HUMANITIES

CONSOLIDATED LIST OF NON TEACHING PERFORMANCE APPRAISAL

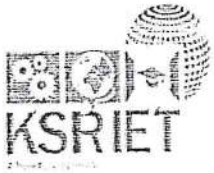
ACADEMIC YEAR: 2021-2022

S.NO	Name of the staff	Consolidated score %	Overall Performance
1.	M.PRABHAVATHI	84	Very Good
2.	K.KALAIVANI	77	Very good
3.	P.AISHWARYA	77	Very Good
4.	P.SELVARAJ	85	Excellent

D. C. S.
HoD

[Signature]
Principal

[Signature]
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K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

Tiruchengode, Namakkal, Tamilnadu - 637 215

Non-Teaching Staff Performance Appraisal

Name : B. Karagabairathar
 Department : EEE

Designation : Lab instructor
 Academic Year :

1. Details of Skill /Administration based Training Attended (Each Program 5 Points):

S.No	Title of the Program/Course	Date / Duration	Name of the Organization
01	Poster / Banner designing	21/11/21	KSRIET
02	Basic Fire fighting & First aid	21/11/21	KSRIET
03	PC troubleshooting & google form	22/11/21	KSRIET
4	MS office tools (Word)	23/11/21	KSRIET
5	MS office tools (Excel)	24/11/21	KSRIET
TOTAL		157/15	

2. Rating by Faculty / Lab Incharge

S.No	Category	Rating (1 - 5)	Remarks
Rating by Faculty / Lab Incharge			
2.1	Subject / Domain Knowledge	4	
2.2	Ability to demonstrate the experiment	5	
2.3	Ability to calibrate equipments	5	
2.4	Knowledge on specification of equipments	4	
2.5	Ability to operate the safety equipments	5	
2.6	Ability to service the components and equipments	4	
2.7	Maintaining Cleanliness of laboratory	4	
TOTAL		31/35	

3. Rating by HoD:

Rating by HoD			
S.No	Category	Rating (1 - 5)	Remarks
3.1	Maintenance of Files /Records / Equipment's	4	
3.2	Perfection in work	4	
3.3	Ability and willingness to take up additional load in times of exigencies	5	
3.4	Overall rating by HoD	5	
TOTAL		18/20	

(Rating: Poor - 1, Average - 2, Good - 3, Very Good - 4, and Excellent - 5)

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NON-TEACHING STAFF PERFORMANCE APPRAISAL SCORE SHEET

S.No	Category	Max. score	Score obtained	% of score obtained
1.	Skill /Administration based Training Attended	15	15	100
2.	Rating by Faculty / Lab Incharge	35	30	88.57
3.	Rating by HoD	20	18	90
Consolidated Score %				92
Overall Performance				EXCELLENT

P. Venu
19/11/24
HoD

[Signature]
Principal

Note:

Overall Performance is generated based on the following conditions:

- 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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Tiruchengode, Namakkal, Tamilnadu - 637 215

Non-Teaching Staff Performance Appraisal

Name : Madhesh R
 Department : EEE

Designation : Lab Instructor
 Academic Year : 2021-2022

1. Details of Skill /Administration based Training Attended (Each Program 5 Points):

S.No	Title of the Program/Course	Date / Duration	Name of the Organization
01	Poster / Banner designing	21/12/21	KSRIET
02	Basic fire fighting & first aid	21/12/21	KSRIET
03	Pc trouble shooting & poster form	22/12/21	KSRIET
04	Ms office tools (word)	23/12/21	KSRIET
05	Ms office tools (excel)	24/12/21	KSRIET
TOTAL		15 / 15	

2. Rating by Faculty / Lab Incharge

S.No	Category	Rating (1-5)	Remarks
Rating by Faculty / Lab Incharge			
2.1	Subject / Domain Knowledge	5	
2.2	Ability to demonstrate the experiment	4	
2.3	Ability to calibrate equipments	4	
2.4	Knowledge on specification of equipments	5	
2.5	Ability to operate the safety equipments	4	
2.6	Ability to service the components and equipments	4	
2.7	Maintaining Cleanliness of laboratory	5	
TOTAL		31 / 35	

3. Rating by HoD:

Rating by HoD			
S.No	Category	Rating (1-5)	Remarks
3.1	Maintenance of Files /Records / Equipment's	5	
3.2	Perfection in work	5	
3.3	Ability and willingness to take up additional load in times of exigencies	4	
3.4	Overall rating by HoD	4	
TOTAL		18 / 20	

(Rating: Poor - 1, Average - 2, Good - 3, Very Good - 4, and Excellent - 5)


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NON-TEACHING STAFF PERFORMANCE APPRAISAL SCORE SHEET

S.No	Category	Max. score	Score obtained	% of score obtained
1.	Skill /Administration based Training Attended	15	15	100
2.	Rating by Faculty / Lab Incharge	35	31	88.57
3.	Rating by HoD	20	18	90
Consolidated Score %				91.42
Overall Performance				EXCELLENT

P. Venk
HoD 19/11/22


Principal

Note:

Overall Performance is generated based on the following conditions:

- 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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Tiruchengode, Namakkal, Tamilnadu – 637 215

Non-Teaching Staff Performance Appraisal

Name : P.Soundarya
Department : ECE

Designation : Programmer
Academic Year : 2021-2022

1. Details of Skill /Administration based Training Attended (Each Program 5 Points):

S.No	Title of the Program/Course	Date / Duration	Name of the Organization
1.	Poster and Banner Designing	20.12.2021 (7)	KSRIET
2.	Basic Fire Fighting and First Aid Training	21.12.2021 (7)	KSRIET
3.	PC Troubleshooting of google form Preparation	22.12.2021 (7)	KSRIET
4.	MS office (word)	23.12.2021 (7)	KSRIET
5.	MS office (Excel)	24.12.2021 (7)	KSRIET
TOTAL		15/15	


2. Rating by Faculty / Lab Incharge

S.No	Category	Rating (1-5)	Remarks
Rating by Faculty / Lab Incharge			
2.1	Subject / Domain Knowledge	4	
2.2	Ability to demonstrate the experiment	4	
2.3	Ability to calibrate equipments	3	
2.4	Knowledge on specification of equipments	4	
2.5	Ability to operate the safety equipments	5	
2.6	Ability to service the components and equipments	4	
2.7	Maintaining Cleanliness of laboratory	4	
TOTAL		28/35	

3. Rating by HoD:

Rating by HoD			
S.No	Category	Rating (1-5)	Remarks
3.1	Maintenance of Files /Records / Equipment's	5	
3.2	Perfection in work	4	
3.3	Ability and willingness to take up additional load in times of exigencies	5	
3.4	Overall rating by HoD	5	
TOTAL		19/20	

(Rating: Poor - 1, Average - 2, Good - 3, Very Good - 4, and Excellent - 5)


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NON-TEACHING STAFF PERFORMANCE APPRAISAL SCORE SHEET

S.No	Category	Max. score	Score obtained	% of score obtained
1.	Skill /Administration based Training Attended	15	15	100 %.
2.	Rating by Faculty / Lab Incharge	35	28	80 %.
3.	Rating by HoD	20	19	95 %.
Consolidated Score %				91.67 %.
Overall Performance				EXCELLENT

P. Veech
15/9/22
HoD

[Signature]
Principal

Note:

Overall Performance is generated based on the following conditions:

- 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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K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

Tiruchengode, Namakkal, Tamilnadu – 637 215

Non-Teaching Staff Performance Appraisal

Name : S. ANANDAN
Department : ECE

Designation : LAB TECHNICIAN
Academic Year : 2021 - 2022

1. Details of Skill /Administration based Training Attended (Each Program 5 Points):

S.No	Title of the Program/Course	Date / Duration	Name of the Organization
1.	Poster and Banner designing	20.12.2021 (7)	KSRIET
2.	Basic Fire Fighting and First Aid	21.12.2021 (7)	KSRIET
3.	MS office (word) -training	23.12.2021 (7)	KSRIET
4.	MS office (Excel)	24.12.2021 (7)	KSRIET
TOTAL		15/15	

2. Rating by Faculty / Lab Incharge

S.No	Category	Rating (1-5)	Remarks
Rating by Faculty / Lab Incharge			
2.1	Subject / Domain Knowledge	4	
2.2	Ability to demonstrate the experiment	4	
2.3	Ability to calibrate equipments	3	
2.4	Knowledge on specification of equipments	4	
2.5	Ability to operate the safety equipments	4	
2.6	Ability to service the components and equipments	4	
2.7	Maintaining Cleanliness of laboratory	5	He always maintain lab very cleanly
TOTAL		28/35	

3. Rating by HoD:

Rating by HoD			
S.No	Category	Rating (1-5)	Remarks
3.1	Maintenance of Files /Records / Equipment's	5	
3.2	Perfection in work	5	
3.3	Ability and willingness to take up additional load in times of exigencies	4	
3.4	Overall rating by HoD	5	
TOTAL		19/20	

(Rating: Poor - 1, Average - 2, Good - 3, Very Good - 4, and Excellent - 5)

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NON-TEACHING STAFF PERFORMANCE APPRAISAL SCORE SHEET

S.No	Category	Max. score	Score obtained	% of score obtained
1.	Skill /Administration based Training Attended	15	15	100 %
2.	Rating by Faculty / Lab Incharge	35	28	80 %
3.	Rating by HoD	20	19	95 %
Consolidated Score %				91.67 %
Overall Performance				EXCELLENT


P. [Signature]
15/9/22
HoD

[Signature]
Principal

Note:

Overall Performance is generated based on the following conditions:

- 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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K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

Tiruchengode, Namakkal, Tamilnadu - 637 215

Non-Teaching Staff Performance Appraisal

Name : D. Senthil Kumar
 Department : Mechanical

Designation : Lab InSTRUCTOR
 Academic Year : 2021-22

1. Details of Skill / Administration based Training Attended (Each Program 5 Points):

S.No	Title of the Program/Course	Date/Duration	Name of the Organization
1	Poster / Banner Designing & Basic fire fighting & first aid	21/12/21	KSRIET
2	D.C trouble shooting & good work preparation	22/12/21	KSRIET
3	Skill development program word & MS Excel	23/12/21 24/12/21	KSRIET
TOTAL		15/15	

2. Rating by Faculty / Lab Incharge

S.No	Category	Rating (1-5)	Remarks
Rating by Faculty / Lab Incharge			
2.1	Subject / Domain Knowledge	5	
2.2	Ability to demonstrate the experiment	4	
2.3	Ability to calibrate equipments	4	
2.4	Knowledge on specification of equipments	3	
2.5	Ability to operate the safety equipments	3	
2.6	Ability to service the components and equipments	3	
2.7	Maintaining Cleanliness of laboratory	3	
TOTAL		25/35	

3. Rating by HOD:

Rating by HOD			
S.No	Category	Rating (1-5)	Remarks
3.1	Maintenance of Files / Records / Equipment's	4	
3.2	Perfection in work	5	
3.3	Ability and willingness to take up additional load in times of exigencies	5	
3.4	Overall rating by HOD	5	
TOTAL		19/20	

(Rating: Poor - 1, Average - 2, Good - 3, Very Good - 4, and Excellent - 5)

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NON-TEACHING STAFF PERFORMANCE APPRAISAL SCORE SHEET

S.No	Category	Max. score	Score obtained	% of score obtained
1.	Skill /Administration based Training Attended	15	15	100%
2.	Rating by Faculty / Lab Incharge	35	25	71%
3.	Rating by HoD	20	19	95%
Consolidated Score %				84.3%
Overall Performance				VERY GOOD

[Signature]
HoD

[Signature]
Principal

Note:

Overall Performance is generated based on the following conditions:

- 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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K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

Tiruchengode, Namakkal, Tamilnadu – 637 215

Non-Teaching Staff Performance Appraisal

Name : S. Ardal Designation : Programmer
 Department : Mechanical Academic Year : 2021-22

1. Details of Staff / Administration based Training Attended (Each Program 5 Points):

S.No	Title of the Program / Course	Date / Duration	Name of the Organization
1.	Poster / Banner Designing & Basic Fire Fighting & First aid	21.12.21	KSR IET
2.	PC Trouble shooting & Google Forms	25.12.21	KSR IET
3.	Skill Development Program My Ms Word & Ms. Excel	23.12.21 24.12.21	KSR IET
TOTAL		15/25	

2. Rating by Faculty / Lab Incharge

S.No	Category	Rating (1-5)	Remarks
Rating by Faculty / Lab Incharge			
2.1	Subject / Domain Knowledge	4	
2.2	Ability to demonstrate the experiment	4	
2.3	Ability to calibrate equipments	4	
2.4	Knowledge on specification of equipments	3	
2.5	Ability to operate the safety equipments	3	
2.6	Ability to service the components and equipments	3	
2.7	Maintaining Cleanliness of laboratory	3	
TOTAL		24/35	

3. Rating by HoD:

Rating by HoD			
S.No	Category	Rating	Remarks
3.1	Maintenance of Files / Records / Equipments	5	
3.2	Perfection in work	5	
3.3	Ability and willingness to take up additional load in times of exigencies	4	
3.4	Overall rating by HoD	5	
TOTAL		19/20	

(Rating: Poor - 1, Average - 2, Good - 3, Very Good - 4, and Excellent - 5)

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NON-TEACHING STAFF PERFORMANCE APPRAISAL SCORE SHEET

S.No	Category	Max. score	Score obtained	% of score obtained
1.	Skill /Administration based Training Attended	15	15	100%
2.	Rating by Faculty / Lab Incharge	35	24	68.5%
3.	Rating by HoD	20	19	95%
Consolidated Score %				82.8%
Overall Performance				VERY GOOD

[Signature]
HoD

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Principal

Note:

Overall Performance is generated based on the following conditions:

- 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 Performance Appraisal

Name : E. Sasikumar
Department : Information Technology.

Designation : Lab Instructor.
Academic Year : 2021 - 2022.

1. Details of Skill /Administration based Training Attended (Each Program 5 Points):

S.No	Title of the Program/Course	Date / Duration	Name of the Organization
1.	Poster / Banner Designing	20.12.21	KSR IET
2	Basic fire fighting and first Aid	21.12.21	KSR IET
3	Pc Troubleshooting & Google form preparation	22.12.21	KSR IET
4	Ms office Tools (word)	23.12.21	KSR IET
5.	Ms office Tools (Excel)	24.12.21	KSR IET
TOTAL		14/15	


2. Rating by Faculty / Lab Incharge

S.No	Category	Rating (1 - 5)	Remarks
Rating by Faculty / Lab Incharge			
2.1	Subject / Domain Knowledge	4	
2.2	Ability to demonstrate the experiment	4	
2.3	Ability to calibrate equipments	3	
2.4	Knowledge on specification of equipments	4	
2.5	Ability to operate the safety equipments	3	
2.6	Ability to service the components and equipments	4	
2.7	Maintaining Cleanliness of laboratory	3	
TOTAL		25/35	

3. Rating by HoD:

Rating by HoD			
S.No	Category	Rating (1 - 5)	Remarks
3.1	Maintenance of Files /Records / Equipment's	4	
3.2	Perfection in work	4	
3.3	Ability and willingness to take up additional load in times of exigencies	4	
3.4	Overall rating by HoD	4	
TOTAL		16/20	

(Rating: Poor - 1, Average - 2, Good - 3, Very Good - 4, and Excellent - 5)


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NON-TEACHING STAFF PERFORMANCE APPRAISAL SCORE SHEET

S.No	Category	Max. score	Score obtained	% of score obtained
1.	Skill /Administration based Training Attended	15	14	93 %
2.	Rating by Faculty / Lab Incharge	35	25	71 %
3.	Rating by HoD	20	16	80 %
Consolidated Score %				81 %
Overall Performance				Very Good

[Signature]
HoD

[Signature]
Principal

Note:

Overall Performance is generated based on the following conditions:

- 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 Performance Appraisal

Name : *MJ Indhumathi* Designation : *Lab Assistant*
 Department : *Information Technology* Academic Year : *2021 - 2022*

1. Details of Skill /Administration based Training Attended (Each Program 5 Points):

S.No	Title of the Program/Course	Date / Duration	Name of the Organization
1.	<i>Poster / Banner Designing</i>	<i>20.12.21</i>	<i>KSRIET</i>
2.	<i>Basic fire fighting and first aid preparation</i>	<i>21.12.21</i>	<i>KSRIET</i>
3.	<i>PC Troubleshooting & google form</i>	<i>22.12.21</i>	<i>KSRIET</i>
4.	<i>MIS Office TOOL (word)</i>	<i>23.12.21</i>	<i>KSRIET</i>
5.	<i>MIS Office Tools (Excel)</i>	<i>24.12.21</i>	<i>KSRIET</i>
TOTAL		14 / 15	

2. Rating by Faculty / Lab Incharge

S.No	Category	Rating (1 - 5)	Remarks
Rating by Faculty / Lab Incharge			
2.1	Subject / Domain Knowledge	<i>4</i>	
2.2	Ability to demonstrate the experiment	<i>4</i>	
2.3	Ability to calibrate equipments	<i>4</i>	
2.4	Knowledge on specification of equipments	<i>4</i>	
2.5	Ability to operate the safety equipments	<i>3</i>	
2.6	Ability to service the components and equipments	<i>3</i>	
2.7	Maintaining Cleanliness of laboratory	<i>4</i>	
TOTAL		26 / 35	

3. Rating by HoD:

Rating by HoD			
S.No	Category	Rating (1 - 5)	Remarks
3.1	Maintenance of Files /Records / Equipment's	<i>5</i>	
3.2	Perfection in work	<i>4</i>	
3.3	Ability and willingness to take up additional load in times of exigencies	<i>4</i>	
3.4	Overall rating by HoD	<i>4</i>	
TOTAL		17 / 20	

(Rating: Poor - 1, Average - 2, Good - 3, Very Good - 4, and Excellent - 5)

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NON-TEACHING STAFF PERFORMANCE APPRAISAL SCORE SHEET

S.No	Category	Max. score	Score obtained	% of score obtained
1.	Skill /Administration based Training Attended	15	14	93 %.
2.	Rating by Faculty / Lab Incharge	35	26	74 %.
3.	Rating by HoD	20	17	85 %.
Consolidated Score %				84%
Overall Performance				Very Good

[Signature]
HoD
 17/11/2022

[Signature]
Principal

Note:

Overall Performance is generated based on the following conditions:

- 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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