



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM-606 201, KALLAKURICHI DISTRICT, TAMIL NADU, INDIA.

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.

2(f) Status of UGC, An ISO 9001: 2015 Certified Institution

A Christian Minority Institution run by the Franciscan Sisters of the Immaculate Heart of Mary Society, Puducherry.

Phone: 04151-258325, 258326

Website: www.iecw.edu.in

Email ID: idhaya@iecw.edu.in

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

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Ramani
Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M. ISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT



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Website: www.iecw.edu.in

Email ID: indhaya@iecw.edu.in

TEACHING FACULTY APPRAISAL FORM - TEMPLATE



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM – 606 201, KALLAKURICHI DISTRICT.

FACULTY APPRAISAL FORM

(From 1st July 2020 to 30th June 2021)

INDIVIDUAL DATA

Name		Department	
Gender		Date of Birth & Age	
Marital Status		Mobile Number	
Email Id		Aadhar Card No.	
PAN Number		Passport Number	
Blood Group		Religion	
Emergency Contact (Name, Relationship and Address)		Community	
Residential Address		Communication Address	
Present Designation and from which Date		Date of Joining	
Membership in Professional Bodies		Employee Code & EPF Number	

ACADEMIC PERFORMANCE EVALUATION

i. Particulars of Educational Qualifications:

Category	Degree	Specialization	Year of Passing	College	University	% of Marks /Grade	Result		Points Scored	
							Class	Rank*	Self Evln.	Scr. Com.
UG										
PG										
Ph.D.**										

*Rank: 1 to 25 - 10 Pts., 25 to 50 - 5 Pts. & **Ph.D.: .Ph.D. Registered - 10 Pts., Ph.D. Awarded - 20 Pts.

ii. Academic Experience: (Only Teaching Designation)

Name of the College	Designation	Joining Date	Relieving Date	Experience*			Points Scored	
				Years	Months	Days	Self Evln.	Scr. Com.
Total								

*Experience: 2 Pts. / Year.

Format Ref: iecw-iso-f-133 Rev: 02 dt. 02/07/2018

Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
PRINCIPAL
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CHINNASALEM-606 201, KALLAKURICHI DT

iii. Industrial Experience:

Name of the Organisation	Designation	Nature of Work	Joining Date	Relieving Date	Experience*			Points Scored	
					Years	Months	Days	Self Evln.	Scr. Com.
Total									

*Experience: 1 Pt. / Year.

iv. Teaching Workload:

Subject Code / Title / 45 / 60 Periods	Class	Students Feedback *	Points Scored	University Exam** Pass %	Points Scored	No. of Students Failed	Total Points Scored (Min. 9)	
							Self Evln.	Scr. Com.

*Feedback Score : 1 Place - 3 Pts., 2 Place - 2 Pts., 3 Place - 1 Pt.


**Pass % Score : 60 Periods: - 81-100% - 10, 71-80% - 09 & 45 Periods: - 91-100% - 10, 81-90% - 09, 71-80% - 08

v. FDTP / Conference / Seminar / Workshop Attended:

Sl. No	Title of the Course	Institution	Date & Duration	Sponsor	Points Scored		Total Points Scored (Min. 8)	
					FDTP / Seminar *	Conf / Workshop*	Self Evln.	Scr. Com.

* FDTP / Seminar : More than 1 Week - 10 Pts., Less than 1 Week - 1 Pt. / Day

** Conference / Workshop : IC - 5 Pts., NC - 4 Pts., WS - 3 Pts. / Day


Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M. ISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI

vi. Conference Publications:

Sl. No	Title of the Conference*	Title of the Paper	Institution	Date & Duration	Sponsor	Points Scored (Min. 3)	
						Self Evln.	Scr. Com.

*Title: For First Author:- International Conference - 10 Pts., National Conference - 5 Pts. For Others: - 5 & 3 Pts. Respectively

vii. Journals / Book Publications: (If a paper presented in Conference is published, the point would accrue for the journal publication, not for Conference Proceeding)

Sl. No	Title of the Journal / Book	Title of the Paper published	Publisher	Volume / Month / Year	ISSN / ISBN Number	Whether National / International	Points Scored (Min. 20)	
							Self Evln.	Scr. Com.

*Journal: For First Author:- 15 Pts. / refereed Publication, 10 Pts. / Non-Refereed Publications, 5 Pts. / Other Publications
For Others :- 10, 5 & 3 Pts. Respectively

*Book : Single Author - 25 Pts. / Publication, Others - 15 Pts. / Publication

viii. FDTP / Conference / Symposium / Seminar / Workshop Co-ordinated:

Sl. No	Title of the Course	Category	Organized / Sponsored by	Role*	Duration	Enrollment		Points Scored (Min. 15)	
						Presentation	Participation	Self Evln.	Scr. Com.

*Role: Spons. Prog. : Inter College:- Convener - 15 Pts., Faculty - 10 Pts. / Each & Intra College:- 10 & 5 Pts. Resp.

Non-Spons. Prog. : Inter College:- Convener - 10 Pts., Faculty - 5 Pts. / Each & Intra College:- 5 & 3 Pts. Resp.

Format Ref: iecw-iso-f-133 Rev: 02 dt. 02/07/2018

ix. Delivery at Conferences / Workshops / Seminars / Guest Lectures / Orientation Programmes:

Sl. No.	Title of the Conf. / Sem. / Workshop / GL / OP	Title of Lecture / Role	Date	Organized by	Points Scored* (Min. 2)	
					Self Evln.	Scr. Com.

*Points: International - 15 Pts., National - 10 Pts., Workshop - 5 Pts., Seminar / Guest Lectures - 3 Pts., Orientation - 2 Pts., Jury - 1 Pt.

x. Research and Development Activities

Sl. No.	Title of the Project	Sponsored / Aided / Funded Projects / Internal Projects / etc.	Period	Details of Project undertaken	Points Scored* (Min. 10)	
					Self Evln.	Scr. Com.

(For each -10 Pts.)

Points Earned:	Min. Reqd.	Self Evln.	Scr. Com.
	67		

Signature of HOD

FACULTY ATTENDANCE EVALUATION

xi. Details of Leave Availed:

CL Taken	On-Duty (CD)	Adm. Permission	On-Duty (CA)	Spl. Leave (Med / Mat.)	CL Reserved	LOP	Total Points Scored	
							Self Evln.	Scr. Com.

*Points Scored: 3 Pts. / CL Reserve & **Points Lost: 3 Pts. / LOP

Points Earned:	Per. Pt.#	Self Evln.	Scr. Com.
	-18		

Signature of Manager

* If LOP exceeds 6 days will attract reduction of 3 pts / LOP from total score earned.

ADMINISTRATIVE PERFORMANCE EVALUATION

xii. Administrative Performance:

Sl. No	Name of the College Committees	Role*	Points Scored	Activity Done**	Points Scored	Total Points Scored (Min. 3)	
						Self Evln.	Scr. Com.

*Role: Chairman - 3 Pts., Member. Sec.- 2 Pts., Member - 1 Pt. & **Activity: 1 Pt. / Activity

xiii. Additional Activities

Description	Remarks	Points Scored	
		Self Evln.	Scr. Com.
Do you maintain a work diary? (Y / N) (Yes -1 Pt., No - 0 Pt.)			
Role in QMS: (Process Owner - 5 Pts, Auditors - 1Pt. / Audit)			
Personal Contributions: (Other than the above and Regular Department Works)			
Any Other Achievements :(Honours, Prizes, Awards, etc.,) (For each -10 Pts.)			

Points Earned:	Min. Reqd.	Self Evln.	Scr. Com.
	03		

Signature of Vice Principal

Total Points Scored:

Description	Points Earned*		
	Min. Reqd.	Self Evln.	Scr. Com.
Academic Performance Evaluation	67		
Faculty Attendance Evaluation	-18		
Administrative Performance Evaluation	03		
TOTAL POINTS SCORED	70		

\$ Entry in each category is mandatory from item no. iv to xiii.

I hereby declare that all the information given in this appraisal form is true to the best of my knowledge and belief. Also, I assure that I will accept the decision made by the scrutinising committee.


Date:

Faculty Signature

<p>Observation and Remarks by PRINCIPAL (Initiative, Behaviour, Interaction, Involvement, Willingness, Dedication, Time Consciousness, Interest, Communicative Skill, Effectiveness and Efficiency)</p>	<p>Signature with Date</p>
<p>Remarks by SECRETARY</p>	<p>Signature with Date</p>

ABBREVIATIONS

Adm.	Administration
CA	College Activity
CD	Career Development
CL	Casual Leave
Email Id	Electronic Mail Identity
EPF	Employees Provident Fund
FDTP	Faculty Development and Training Programme
Gen.	General
LOP	Loss of Pay
Mat.	Maternity Leave
Med.	Medical
Min.	Minimum
Min. Req.	Minimum Requirement
PAN	Permanent Account Number
Pts.	Points
Per. Pt.	Permissible Point
Scr. Com.	Screening Committee
Self Evln.	Self Evaluation
Spl.	Special
Spons. Prog.	Sponsored Programme


Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI



IDHAYA ENGINEERING COLLEGE FOR WOMEN

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Email ID: indhaya@iecw.edu.in

TECHNICAL STAFF APPRAISAL FORM - TEMPLATE



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM – 606 201, VILLUPURAM DISTRICT.

TECHNICAL STAFF APPRAISAL FORM

(From 1st July 2020 to 31st June 2021)

INDIVIDUAL DATA

Name		Department	
Gender		Date of Birth & Age	
Marital Status		Mobile Number	
Email Id		Aadhar Card No.	
PAN Number		Passport Number	
Blood Group		Religion	
Emergency Contact (Name, Relationship and Address)		Community	
Residential Address		Communication Address	
Present Designation and from which Date		Date of Joining	

i. Particulars of Educational Qualifications:

Degree / Diploma / Trade Certificate	Specialization	Year of Passing	College/ Institution	Board / University	% of Marks / Grade

ii. Particulars of Additional Qualifications:

Category	Specialization	Year of Passing	College / Institution	% of Marks / Grade
	Tamil			

iii. Academic Experience:

Name of the College	Designation	Joining Date	Relieving Date	Experience*		
				Years	Months	Days
Total						

[Signature]
Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.
PRINCIPAL

IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURUCHI

xi. Details of Leave Availed:

FACULTY ATTENDANCE EVALUATION

CL Taken	On-Duty (CD)	Adm. Permission	On-Duty (CA)	Spl. Leave (Med / Mat.)	CL Reserved	LOP

Signature of Manager

ADMINISTRATIVE PERFORMANCE EVALUATION

vii. Administrative Workload:

S. No	Description	Role*	Activity Done
1	College Committees: (Mentioned in the College Calendar)		
2	Personal Contributions: (Other than the above and Regular Department Works)		

Signature of Vice Principal

I hereby declare that all the information given in this appraisal form is true to the best of my knowledge and belief. Also, I assure that I will accept the decision made by the scrutinising committee.

Date:

Faculty Signature

Observation and Remarks by PRINCIPAL

Signature with Date

Remarks by SECRETARY

Signature with Date

ABBREVIATIONS

Adm.	Administration
CA	College Activity
CD	Career Development
CL	Casual Leave
Email Id	Electronic Mail Identity
EPF	Employees Provident Fund
FDTP	Faculty Development and Training Programme
Gen.	General
LOP	Loss of Pay
Mat.	Maternity Leave
Med.	Medical
Min.	Minimum
Min. Req.	Minimum Requirement
PAN	Permanent Account Number
Pts.	Points
Per. Pt.	Permissible Point
Scr. Com.	Screening Committee
Self Evln.	Self Evaluation
Spl.	Special
Spons. Prog.	Sponsored Programme

R. Gurumani
Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M. ISTE., F.I.E.,
PRINCIPAL
SHIDHAYA ENGG. COLLEGE FOR WOMEN
CHENNAI



IDHAYA ENGINEERING COLLEGE FOR WOMEN

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TEACHING FACULTY APPRAISAL FORM - FILLED DOCUMENT



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM – 606 201, VILLUPURAM DISTRICT.

FACULTY APPRAISAL FORM

(From 1st July 2020 to 30th June 2021)

INDIVIDUAL DATA

Name	Mrs.K.Solaiyammal	Department	ECE
Gender	FEMALE	Date of Birth & Age	25.05.87
Marital Status	MARRIED	Mobile Number	7538851554
Email Id	solaiiecwce@gmail.com	Aadhar Card No.	41709402528 7
PAN Number	FVJPS9195D	Passport Number	M2563879
Blood Group	O+ve	Religion	HINDU
Emergency Contact (Name, Relationship and Address)	7538851554 Mr.k.suresh Husband Chinnasaalem.	Community	MBC
Residential Address	3/6 main road, Thaluthalai P.O, Veppanthattai T.K, Perambalur D.t. pin - 621103	Communication Address	3/6 main road, Thaluthalai P.O, Veppanthattai T.K, Perambalur D.t pin-621103
Present Designation and from which Date	Assistant professor & 02.05.2013	Date of Joining	02.05.2013
Membership in Professional Bodies	ISTE	Employee Code & EPF Number	100359221737

ACADEMIC PERFORMANCE EVALUATION

i. Particulars of Educational Qualifications:

Category	Degree	Specialization	Year of Passing	College	University	% of Marks /Grade	Result		Points Scored	
							Class	Rank*	Self Evln.	Scr. Com.
UG	B.E	ECE	2009	Dr.Navazh alarNdunc	Anna University	72%	First class	-	-	-
PG	M.E	Applied Electronics	2011	Arunai Engineeri	Anna University	7.8(CGP A)	First class	-	-	-
Ph.D.**	-	-	-	-	-	-	-	-	-	-

*Rank: 1 to 25 -10 Pts., 25 to 50 - 5Pts. &**Ph.D: .Ph.D. Registered -10 Pts., Ph.D. Awarded - 20 Pts.

ii. Academic Experience: (Only Teaching Designation)

Name of the College	Designation	Joining Date	Relieving Date	Experience*			Points Scored	
				Years	Months	Days	Self Evln.	Scr. Com.
Bharathiyar Institute Of Engineering For Women.	Lecturer	1.06.2011	27.08.2011	-	2	26	-	-
Idhaya Engineering College For Women	Assistant Professor	2.05.2013	Till date	8	3	23	16	16
Total							16	16

*Experience: 2 Pts./ Year.

Format Ref: iecw-iso-f-133 Rev: 02 dt. 02/07/2018

Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KAIKOTTA RICHIDT

iii. Industrial Experience:nil

Name of the Organisation	Designation	Nature of Work	Joining Date	Relieving Date	Experience*			Points Scored	
					Years	Months	Days	Self Evln.	Scr. Com.
Total									

*Experience: 1 Pt. / Year.

iv. Teaching Workload:

Subject Code / Title / 45 / 60 Periods	Class	Students Feedback *	Points Scored	University Exam** Pass %	Points Scored	No. of Students Failed	Total Points Scored (Min. 9)	
							Self Evln.	Scr. Com.
EC8351/Electronic circuits -I	II ECE	2	2	100	10	-	12	12
EC8394/Analog and Digital Communication	II IT	4	-	100	10	-	10	10
EC8095/VLSI Design	III ECE	2	2	100	10		12	12
EC8252/Electronic devices	I ECE	3	1	100	10	-	11	11
Total							45	45

*Feedback Score :1 Place - 3 Pts., 2 Place - 2 Pts., 3 Place - 1 Pt.

**Pass % Score :60 Periods: -81-100% - 10, 71-80% - 09 &45 Periods: - 91-100% - 10, 81-90% - 09, 71-80% - 08

v. FDTP / Conference / Seminar / Workshop Attended:

Sl.No	Title of the Course	Institution	Date & Duration	Sponsor	Points Scored		Total Points Scored (Min. 8)	
					FDTP / Seminar *	Conf / Workshop* *	Self Evln.	Scr. Com.
1.	Epistemic Access to enhance effective learning, Towards happy living with emotional intelligence	IECW	31.07.2020 - 01.08.2020		FDP		2	2
2.	Effective Communication	IECW	7.12.2020- 18.12.2020		FDP		10	10
3.	E-Vehicle on board diagnostics with IOT	IECW	29.05.21		webinar		1	1
Total							13	13

* FDTP / Seminar :More than 1 Week-10 Pts., Less than 1 Week - 1 Pt./ Day

** Conference / Workshop : IC - 5 Pts., NC - 4 Pts.; WS - 3 Pts: / Day

Princip
Dr.R.GURUMANI, M.E., Ph.D., M.B.A., MISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURUPPET

vi. Conference Publications: nil

Sl.No	Title of the Conference*	Title of the Paper	Institution	Date & Duration	Sponsor	Points Scored (Min. 3)	
						Self Evln.	Scr. Com.
	-	-	-	-	-	-	-

*Title: For First Author:-International Conference - 10 Pts., National Conference - 5 Pts. For Others: - 5 & 3 Pts. Respectively

vii. Journals / Book Publications:(If a paper presented in Conference is published, the point would accrue for the journal publication, not for Conference Proceeding)

Sl.No	Title of the Journal / Book	Title of the Paper published	Publisher	Volume / Month / Year	ISSN / ISBN Number	Whether National / International	Points Scored (Min. 20)	
							Self Evln.	Scr. Com.
	-	-	-	-	-	-	-	-

*Journal: For First Author:-15Pts. /refereedPublication, 10 Pts. / Non-Refereed Publications, 5 Pts. / Other Publications For Others:-10, 5 & 3 Pts. Respectively

*Book : Single Author-25 Pts. / Publication, Others- 15 Pts. / Publication

viii. FDTP / Conference / Symposium / Seminar / Workshop Co-ordinated:

Sl. No	Title of the Course	Category	Organized / Sponsored by	Role*	Duration	Enrollment		Points Scored (Min. 15)	
						Presentation	Participation	Self Evln.	Scr. Com.

*Role: Spons.Prog. : Inter College:- Convener - 15 Pts., Faculty-10 Pts. / Each&Intra College:-10 & 5 Pts. Resp.

Non-Spons. Prog. : Inter College:-Convener - 10 Pts., Faculty-5 Pts. / Each&Intra College:-5 & 3 Pts. Resp.

ix. Delivery at Conferences / Workshops/ Seminars/Guest Lectures/Orientation Programmes:

Sl.No.	Title of the Conf. / Sem. / Workshop / GL / OP	Title of Lecture / Role	Date	Organized by	Points Scored* (Min. 2)	
					Self Evln.	Scr. Com.
	-	-	-	-	-	-

*Points: International - 15 Pts., National - 10 Pts., Workshop - 5 Pts., Seminar /Guest Lectures - 3 Pts., Orientation - 2 Pts., Jury - 1 Pt.

x. Research and Development Activities

Sl.No.	Title of the Project	Sponsored / Aided / Funded Projects / Internal Projects / etc.	Period	Details of Project undertaken	Points Scored* (Min. 10)	
					Self Evln.	Scr. Com.
	-	-	-	-	-	-

(For each -10 Pts.)

Points Earned:

Min. Reqd.	Self Evln.	Scr. Com.
	90	

Signature of HOD

Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,

PRINCIPAL

IDHAYA ENGG. COLLEGE FOR WOMEN

CHINNASALEM-606 201, KALLAKURICHY DT

FACULTY ATTENDANCE EVALUATION

xi. Details of Leave Availed:

CL Taken	On-Duty (CD)	Adm. Permission	On-Duty(CA)	Spl. Leave (Med / Mat.)	CL Reserved	LOP	Total Points Scored	
							Self Evln.	Scr. Com.
-	-	-	-	-	-	-	-	=

*Points Scored: 3 Pts. / CL Reserve & **Points Lost: 3 Pts. / LOP

Points Earned:

Per. Pt.#	Self Evln.	Scr. Com.
-18	-	-

S. Clara
Signature of Manager

If LOP exceeds 6 days will attract reduction of 3 pts / LOP from total score earned.

ADMINISTRATIVE PERFORMANCE EVALUATION

xii. Administrative Performance:

S.No	Name of the College Committees	Role*	Points Scored	Activity Done**	Points Scored	Total Points Scored (Min. 3)	
						Self Evln.	Scr. Com.
1.	OSAI	Member	1	15	15	16	16
2.							

*Role: Chairman - 3 Pts., Member. Sec.- 2 Pts., Member - 1 Pt. & **Activity: 1 Pt. / Activity

xiii. Additional Activities

Description	Remarks	Points Scored	
		Self Evln.	Scr. Com.
Do you maintain a work diary? (Y / N) (Yes -1Pt., No - 0Pt.)	No	-	-
Role in QMS: (Process Owner - 5 Pts, Auditors - 1Pt. /Audit)	-	-	-
Personal Contributions: (Other than the above and Regular Department Works)	-	-	-
Any Other Achievements :(Honours, Prizes, Awards, etc.) (For each -10 Pts.)	-	-	-

Points Earned:

Min. Reqd.	Self Evln.	Scr. Com.
03	16	-

S. J. Jha
Signature of Vice Principal

Mani
Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT.

Total Points Scored:



Description	Points Earned ^s		
	Min. Reqd.	Self Evln.	Scr. Com.
Academic Performance Evaluation	67	90	90
Faculty Attendance Evaluation	-18	-	-
Administrative Performance Evaluation	03	16	16
TOTAL POINTS SCORED	70	106	106


\$ Entry in each category is mandatory from item no.iv to xiii.

I hereby declare that all the information given in this appraisal form is true to the best of my knowledge and belief. Also, I assure that I will accept the decision made by the scrutinising committee.

Date: 30.07.2021


Faculty Signature

<p>Observation and Remarks by PRINCIPAL (Initiative, Behaviour, Interaction, Involvement, Willingness, Dedication, Time Consciousness, Interest, Communicative Skill, Effectiveness and Efficiency)</p>	<p> Signature with Date</p>
<p>Remarks by SECRETARY</p>	<p> Signature with Date</p>


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CHINNASALEM-606 201. KALLAKURICHI DT.

ABBREVIATIONS

Adm.	Administration
CA	College Activity
CD	Career Development
CL	Casual Leave
Email Id	Electronic Mail Identity
EPF	Employees Provident Fund
FOTP	Faculty Development and Training Programme
Gen.	General
LOP	Loss of Pay
Mat.	Maternity Leave
Med.	Medical
Min.	Minimum
Min. Req.	Minimum Requirement
PAN	Permanent Account Number
Pts.	Points
Per. Pt.	Permissible Point
Scr. Com.	Screening Committee
Self Evln.	Self Evaluation
Spl.	Special
Spons. Prog.	Sponsored Programme

Neeraj
Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT.



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM – 606 201, VILLUPURAM DISTRICT.

FACULTY APPRAISAL FORM

(From 1st July 2020 to 30th June 2021)

INDIVIDUAL DATA

Name	J.R.Lydia Jenifer
Gender	Female
Marital Status	Single
Email Id	jryldiajenifer@gmail.com
PAN Number	CBXPR2919B
Blood Group	O+ve
Emergency Contact (Name, Relationship and Address)	9865314241 (J.Ratchagar, Father
Residential Address	D/o J.Ratchagar, 102, New street, Thennur(PO), Andimadam(TK), Ariyalur(DT)-621805
Present Designation and from which Date	Assistant Professor / 18.12.2017
Membership in Professional Bodies	

Department	EEE
Date of Birth & Age	04/07/1993
Mobile Number	9095251539
Aadhar Card No.	892228763608
Passport Number	-
Religion	Christian
Community	BC
Communication Address	D/o J.Ratchagar, 102, New street, Thennur(PO), Andimadam(TK), Ariyalur(DT)-621805
Date of Joining	18.12.2017
Employee Code & EPF Number	EE17F03 & TN/TRY/44015/00010389

ACADEMIC PERFORMANCE EVALUATION

i. Particulars of Educational Qualifications:

Category	Degree	Specialization	Year of Passing	College	University	% of Marks /Grade	Result		Points Scored	
							Class	Rank*	Self Evl'n.	Scr. Com.
UG	UG	EEE	2014	R.M.K Enginee	Anna University	8.12	FC		-	
PG	PG	Power Systems Engineering	2017	SONA College	Anna University	9.35	FC		-	
Ph.D.**										

*Rank: 1 to 25 -10 Pts., 25 to 50 - 5Pts. &**Ph.D: .Ph.D. Registered -10 Pts., Ph.D. Awarded - 20 Pts.

ii. Academic Experience: (Only Teaching Designation)

Name of the College	Designation	Joining Date	Relieving Date	Experience*			Points Scored	
				Years	Months	Days	Self Evl'n.	Scr. Com.
Idhaya Engineering College For Women, Chinnasalem	AP	18.12.2017	-	3	5		6	6
Total							6	6

*Experience: 2 Pts./ Year.

Principals
Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ITE., F.I.E.,
PRINCIPAL

IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT.

iii. Industrial Experience:

Name of the Organisation	Designation	Nature of Work	Joining Date	Relieving Date	Experience*			Points Scored	
					Years	Months	Days	Self Evln.	Scr. Com.
		-	-	-	-	-	-	-	-
Total									

*Experience: 1 Pt. / Year.

iv. Teaching Workload:

Subject Code / Title / 45 / 60 Periods	Class	Students Feedback *	Points Scored	University Exam** Pass %	Points Scored	No. of Students Failed	Total Points Scored (Min. 9)	
							Self Evln.	Scr. Com.
EE8501/Power System Analysis/45	III/EEE	4		100%	10		10	10
EE8391/Electromagnetic Theory/60	II/EEE	4		100%	10		10	10
BE8254/ Basic Electrical and Instrumentation Engineering/45	I/ECE	5		100%	10		10	10
EE8002/Design of Electrical Apparatus/45	III/EEE	5		100%	10		10	10
EE8401/Electrical Machines II/60	II/EEE	4		100%	10		10	10
Total							50	50

*Feedback Score :1 Place - 3 Pts., 2 Place - 2 Pts., 3 Place - 1 Pt.

**Pass % Score :60 Periods: -81-100% - 10, 71-80% - 09 & 45 Periods: - 91-100% - 10, 81-90% - 09, 71-80% - 08

v. FDTP / Conference / Seminar / Workshop Attended:

Sl.No	Title of the Course	Institution	Date & Duration	Sponsor	Points Scored		Total Points Scored (Min. 8)	
					FDTP / Seminar *	Conf / Workshop*	Self Evln.	Scr. Com.
1.	Facilitating 21 st Century Learners	IECW	6 th & 7 th July 2020		FDTP		2	2
2.	Epistemic Access to enhance effective learning, Towards happy living with emotional intelligence	IECW	31.07.2020-01.08.2020		FDP		2	2
3.	Role of internet of things in Smart Grid	IECW	07.08.2020		Webinar		1	1
4.	God Exists	IECW	22.08.2020		Webinar		1	1

5.	Risk Management for Effective QMS	IECW	09.09.2020		FDP		1	1
6.	Effective Communication	IECW	7.12.2020-18.12.2020		FDP		10	10
							Total	17

* **FDTP / Seminar** : More than 1 Week-10 Pts., Less than 1 Week - 1 Pt./ Day

** **Conference / Workshop** : IC - 5 Pts., NC - 4 Pts., WS - 3 Pts. / Day

vi. **Conference Publications: Nil**

Sl.No	Title of the Conference*	Title of the Paper	Institution	Date & Duration	Sponsor	Points Scored (Min. 3)	
						Self Evln.	Scr. Com.
	-	-	-	-	-	-	-

***Title: For First Author:-International Conference - 10 Pts., National Conference - 5 Pts. For Others: - 5 & 3 Pts. Respectively**

vii. **Journals / Book Publications:**(If a paper presented in Conference is published, the point would accrue for the journal publication, not for Conference Proceeding)

Sl.No	Title of the Journal / Book	Title of the Paper published	Publisher	Volume / Month / Year	ISSN / ISBN Number	Whether National / International	Points Scored (Min. 20)	
							Self Evln.	Scr. Com.
	-	-	-	-	-	-	-	-

***Journal: For First Author:-15 Pts. / refereed Publication, 10 Pts. / Non-Refereed Publications, 5 Pts. / Other Publications For Others:-10, 5 & 3 Pts. Respectively**

***Book : Single Author-25 Pts. / Publication, Others- 15 Pts. / Publication**

viii. **FDTP / Conference / Symposium / Seminar / Workshop Co-ordinated:**

Sl. No	Title of the Course	Category	Organized / Sponsored by	Role*	Duration	Enrollment		Points Scored (Min. 15)	
						Presentation	Participation	Self Evln.	Scr. Com.
1.	Andriod App Development	Webinar	ITEIC & TPC	Organizing Team	27.07.20 to 30.07.20			3	3
2.	Network Intrusion Prevention Software Sumologic	Webinar	ITEIC & TPC	Organizing Team	11.08.20			3	3
								Total	6

***Role: Spons.Prog. : Inter College:- Convener - 15 Pts., Faculty-10 Pts. / Each&Intra College:-10 & 5 Pts. Resp.**

Non-Spons. Prog. : Inter College:-Convener - 10 Pts., Faculty-5 Pts. / Each&Intra College:- 5 & 3 Pts. Resp.

Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT.

ix. Delivery at Conferences / Workshops/ Seminars/Guest Lectures/Orientation Programmes:

Sl.No.	Title of the Conf. / Sem. / Workshop / GL / OP	Title of Lecture / Role	Date	Organized by	Points Scored* (Min. 2)	
					Self Evln.	Scr. Com.
-	-	-	-	-	-	-

*Points: International - 15 Pts., National - 10 Pts., Workshop - 5 Pts., Seminar /Guest Lectures - 3 Pts., Orientation - 2 Pts.,Jury - 1 Pt.


x. Research and Development Activities

Sl.No.	Title of the Project	Sponsored / Aided / Funded Projects / Internal Projects / etc.	Period	Details of Project undertaken	Points Scored* (Min. 10)	
					Self Evln.	Scr. Com.
-	-	-	-	-	-	-

(For each -10 Pts.)

Points Earned:

Min. Reqd.	Self Evln.	Scr. Com.
67	79	79


Signature of HOD

FACULTY ATTENDANCE EVALUATION

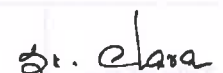
xi. Details of Leave Availed:

CL Taken	On-Duty (CD)	Adm. Permission	On-Duty(CA)	Spl. Leave (Med / Mat.)	CL Reserved	LOP	Total Points Scored	
							Self Evln.	Scr. Com.
-	-	-	-	-	-	-	-	-

*Points Scored: 3 Pts. / CL Reserve & **Points Lost: 3 Pts. / LOP

Points Earned:

Per. Pt.#	Self Evln.	Scr. Com.
-18	-	-


Signature of Manager

* If LOP exceeds 6 days will attract reduction of 3 pts / LOP from total score earned.

ADMINISTRATIVE PERFORMANCE EVALUATION

xii. Administrative Performance:

Sl.No	Name of the College Committees	Role*	Points Scored	Activity Done**	Points Scored	Total Points Scored (Min. 3)	
						Self Evln.	Scr. Com.
1.	Training & Placement Cell	Member	1			1	1
2.	ITEIC	Member	1			1	1
					Total	2	2

*Role: Chairman - 3 Pts., Member. Sec.- 2 Pts., Member - 1 Pt. & **Activity: CUR/AD/VI, M.E., Ph.D., M.B.A., M.I.S.T.E., F.I.E.,

Format Ref: iecw-iso-f-133 Rev: 02 dt: 02/07/2018

xiii. Additional Activities

Description	Remarks	Points Scored	
		Self Evln.	Scr. Com.
Do you maintain a work diary? (Y / N) (Yes -1Pt., No - 0Pt.)	N	-	-
Role in QMS: (Process Owner - 5 Pts, Auditors - 1Pt. /Audit)	-	-	-
Personal Contributions: (Other than the above and Regular Department Works)	-	-	-
Any Other Achievements :(Honours, Prizes, Awards, etc.,) (For each -10 Pts.)	-	-	-

Points Earned:

Min. Reqd.	Self Evln.	Scr. Com.
03	2	2


Signature of Vice Principal

Total Points Scored:



Description	Points Earned ^s		
	Min. Reqd.	Self Evln.	Scr. Com.
Academic Performance Evaluation	67	79	79
Faculty Attendance Evaluation	-18	3	3
Administrative Performance Evaluation	03	2	2
TOTAL POINTS SCORED	70	84	84


\$ Entry in each category is mandatory from item no.iv to xiii.

I hereby declare that all the information given in this appraisal form is true to the best of my knowledge and belief. Also, I assure that I will accept the decision made by the scrutinising committee.

Date: 30.07.2021


Faculty Signature

Observation and Remarks by PRINCIPAL (Initiative, Behaviour, Interaction, Involvement, Willingness, Dedication, Time Consciousness, Interest, Communicative Skill, Effectiveness and Efficiency)	 Signature with Date
Remarks by SECRETARY	 Signature with Date


Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201. KALLAKURICHI DT.

ABBREVIATIONS

Adm.	Administration
CA	College Activity
CD	Career Development
CL	Casual Leave
Email Id	Electronic Mail Identity
EPF	Employees Provident Fund
FDTP	Faculty Development and Training Programme
Gen.	General
LOP	Loss of Pay
Mat.	Maternity Leave
Med.	Medical
Min.	Minimum
Min. Req.	Minimum Requirement
PAN	Permanent Account Number
Pts.	Points
Per. Pt.	Permissible Point
Scr. Com.	Screening Committee
Self Evln.	Self Evaluation
Spl.	Special
Spons. Prog.	Sponsored Programme

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Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT,



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM-606 201, KALLAKURICHI DISTRICT, TAMIL NADU, INDIA.

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.

2(f) Status of UGC, An ISO 9001: 2015 Certified Institution

A Christian Minority Institution run by the Franciscan Sisters of the Immaculate Heart of Mary Society, Puducherry.

Phone: 04151-258325, 258326

Website: www.iecw.edu.in

Email ID: indhaya@iecw.edu.in

TECHNICAL STAFF APPRAISAL FORM - FILLED DOCUMENT



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM – 606 201, VILLUPURAM DISTRICT.

TECHNICAL STAFF APPRAISAL FORM

(From 1st July 2020 to 31st June 2021)

INDIVIDUAL DATA

Name	P.DHANALAKSHMI
Gender	FEMALE
Marital Status	MARRIED
Email Id	dhanamusic@gmail.com
PAN Number	ECEPD4103F
Blood Group	O POSITIVE
Emergency Contact (Name, Relationship and Address)	9585856002 (R.SAKTHIVEL,HUSBAND)
Residential Address	PETHASAMUTHIRAM, THOTTAPADI PO, CHINNASALEM TK, KALLAKURICHI DT.
Present Designation and from which Date	LAB INSTRUCTOR, 05.07.2007

Department	CSE
Date of Birth & Age	07.06.1983 & 38
Mobile Number	9585856001
Aadhar Card No.	6844 2344 0971
Passport Number	-
Religion	HINDU
Community	MBC(V)
Communication Address	PETHASAMUTHIRAM, THOTTAPADI PO, CHINNASALEM TK, KALLAKURICHI DT.
Date of Joining	09.07.2007

i. Particulars of Educational Qualifications:

Degree/Diplo ma/ Trade Certificate	Specialization	Year of Passing	College/ Institution	Board / University	% of Marks /Grade
B.Sc	COMPUTER SCIENCE	2003	DHANALAKSHMI SRINIVASAN COLLEGE OF ARTS & SCIENCE, PERAMBALUR	BHRATHISAN UNIVERSITY	60%
M.SC	COMPUTER SCIENCE	2010	Dr.R.K.SHANMUGAM COLLEGE OF ARTS & SCIENCE, KALLAKURICHI	THIRUVALLUVAR UNIVERSITY	76%
B.Ed	COMPUTER SCIENCE	2012	SRI BALAJI COLLEGE OF EDUCATION A.VASUDEVANUR	TAMIL NADU UNIVERSITY	72%
M.Phil	COMPUTER SCIENCE	2014	Dr.R.K.SHANMUGAM COLLEGE OF ARTS & SCIENCE, KALLAKURICHI	THIRUVALLUVAR UNIVERSITY	75%

ii. Particulars of Additional Qualifications:

Category	Specialization	Year of Passing	College/Ins titution	% of Marks /Grade
Visual BASIC 6.0	COMPUTER COURSE	2002	CSE CENTER	A

Dr. R. GURUMANI, M.E., Ph.D., M.B.A., MISTE, FIE,
PRINCIPAL

IDHAYA ENGG. COLLEGE FOR WOMEN
1 CHINNASALEM-606 201, KALLAKURICHI DT.

iii. Academic Experience:

Name of the College	Designation	Joining Date	Relieving Date	Experience*		
				Years	Months	Days
IDHAYA ENGINEERING COLLEGE FOR WOMEN	LAB INSTRUCTOR	09.07.2007	-	14	1	21
Total				14	1	21

iv. Industrial Experience:


Name of the Organisation	Designation	Nature of Work	Joining Date	Relieving Date	Experience*		
					Years	Months	Days
-	-	-	-	-	-	-	
Total							

v. Practical Workload:

S. No.	Subject Code / Title	Class	Hours/Week
1.	CS8662 MOBILE APPLICATION DEVELOPMENT LAB	III / CSE & IT	3
2.	CS8582 OBJECT ORIENTED ANALYSIS AND DESIGN LAB	III/IT	3
3.	CS8711 FOSS AND CLOUD COMPUTING	III/CSE & IT	3
4.	CS8381 DATA STRUCTURES LABORATORY	II/CSE & IT	3
5.	GE8161 PROBLEMS SOLVING AND PYTHON PROGRAMMING LAB	I/CSE,IT,ECE,EEE	3
6.	CS8261C PROGRAMMING LABORATORY	I-CSE&IT	3

vi. Workshop/Training Attended:

Sl. No	Title of the Course	Institution	Date & Duration	Sponsor
1.	WORKSHOP ON NAAC ACCREDITATION	IECW	08.04.2021	-


Dr. R. GURUMANI, M.E., Ph.D., M.B.A., MISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT.

Evaluation Parameters:

S. No.	Parameters	Marks
1.	Discipline & Regularity	4
2.	Integrity	3
3.	Interest in Learning	4
4.	Knowledge up-gradation	4
5.	Technical Competency	4
6.	Communicative Skills	3
7.	Responsibility / Response to authority	4
8.	Taking Initiatives	3
9.	Team Spirit	4
10.	Potentiality	4
11.	Coordination with peers	4
12.	Interaction with Faculty	4
13.	Interaction with Student	4
14.	Laboratory Maintenance	5
15.	Maintenance of Stock register, Records and files	5
Total		57

Note: Excellent – 5, Very Good – 4, Good – 3, Need Improvement – 2, Not Satisfied - 1

S. Jay
Head of the Department

FACULTY ATTENDANCE EVALUATION

xi. Details of Leave Availed:

CL Taken	On-Duty (CD)	Adm. Permission	On-Duty(CA)	Spl. Leave (Med / Mat.)	CL Reserved	LOP
	-	-	-	-	-	-

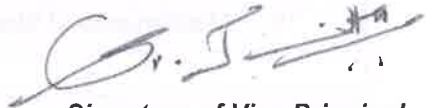
Sr. Clara
Signature of Manager

Menei
Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT.

ADMINISTRATIVE PERFORMANCE EVALUATION

vii. Administrative Workload:



S.No	Description	Role*	Activity Done
1	College Committees: (Mentioned in the College Calendar)	1. INTERNAL QUALITY ASSURANCE CELL –IAAA & EAAA - In-charge 2. ISO- Internal Audit - In-charge	1. Internal and External Academic & Administrative audit reports prepared for the AC 2020-2021 2. Internal Audit schedule prepared for the AC 2020-2021
2	Personal Contributions: (Other than the above and Regular Department Works)	IT Support & Maintenance – LAB I & II In-charge	Maintenance of the systems


Signature of Vice Principal

I hereby declare that all the information given in this appraisal form is true to the best of my knowledge and belief. Also, I assure that I will accept the decision made by the scrutinising committee.

Date: 30.7.2021


Faculty Signature

Observation and Remarks by PRINCIPAL	 Signature with Date
Remarks by SECRETARY	 Signature with Date

Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M. ISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-506 201, KALLAKURICHI DT.

ABBREVIATIONS

Adm.	Administration
CA	College Activity
CD	Career Development
CL	Casual Leave
Email Id	Electronic Mail Identity
EPF	Employees Provident Fund
FDTP	Faculty Development and Training Programme
Gen.	General
LOP	Loss of Pay
Mat.	Maternity Leave
Med.	Medical
Min.	Minimum
Min. Req.	Minimum Requirement
PAN	Permanent Account Number
Pts.	Points
Per. Pt.	Permissible Point
Scr. Com.	Screening Committee
Self Evln.	Self Evaluation
Spl.	Special
Spons.Prog.	Sponsored Programme


Dr.R.GURUMANI,M.E.,Ph.D.,M.B.A.,M.ISTE.,F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201. KALLAKURICHI DT.



IDHAYA ENGINEERING COLLEGE FOR WOMEN

CHINNASALEM – 606 201, VILLUPURAM DISTRICT.

TECHNICAL STAFF APPRAISAL FORM

(From 1st July 2020 to 31st June 2021)

INDIVIDUAL DATA

Name	R.RAJESWARI	Department	ECE
Gender	FEMALE	Date of Birth & Age	13.05.1985 & 36
Marital Status	MARRIED	Mobile Number	9688575842
Email Id	tamizhbaala@gmail.com	Aadhar Card No.	537638794160
PAN Number	ETGPR5259M	Passport Number	-
Blood Group	B+ve	Religion	HINDU
Emergency Contact (Name, Relationship and Address)	9629643241 (V.BALASUBRAMANIYAN , HUSBAND)	Community	BC(THULUVA VELLAR)
Residential Address	PAPPANKULAM STREET, THIYAGADURUGAM(PO) KALLAKURICHI DT.	Communication Address	PAPPANKULAM STREET, THIYAGADURUGAM(PO) KALLAKURICHI DT.
Present Designation and from which Date	LAB INSTRUCTOR, 14.07.2008	Date of Joining	14.07.2008

i. Particulars of Educational Qualifications:

Degree/Diploma/ Trade Certificate	Specialization	Year of Passing	College/ Institution	Board / University	% of Marks /Grade
D.E.C.E	Diploma Electronics and Communication Engineering	2009	MURUGA POLYTECHNIC COLLEGE	STATE BOARD	85%

ii. Particulars of Additional Qualifications: NIL

Category	Specialization	Year of Passing	College/In stitution	% of Marks /Grade
-	-	-	-	-

iii. Academic Experience:

Name of the College	Designation	Joining Date	Relieving Date	Experience*		
				Years	Months	Days
IDHAYA ENGINEERING COLLEGE FOR WOMEN	LAB INSTRUCTOR,	14.07.2008	-	13	1	22
Total						

Meevi
Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ITE., F.I.E.;
PRINCIPAL

IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI DT.

Industrial Experience:


Name of the Organisation	Designation	Nature of Work	Joining Date	Relieving Date	Experience*		
					Years	Months	Days
-	-	-	-	-	-	-	-
Total					-	-	-

iv. Practical Workload:

S. No.	Subject Code / Title	Class	Hours/Week
1.	EC8661-VLSI LAB	III/ECE	3
2.	EC8563-COMMUNICATION NETWORK	III/ECE	3
3.	EC6711-EMBEDDED LAB	IV/ECE	3
4.	EC8562-DSP LAB	III/ECE	3
5.	EC8761-ADVANCED COMMUNICATION LAB	IV/ECE	3
6.	EC 8681-MICROPROCESSOR&MICROCONTROLLERS LAB	III/CSE,III/IT,III/EE E	3
7.	CU5161 -M.E-COMMUNICATION LAB	I/I/ECE	3
8.	CU5211-M.E-RF SYSTEM DESIGN LAB	II/II/ECE	3

v. Workshop/Training Attended:

Sl. No	Title of the Course	Institution	Date & Duration	Sponsor
1.	WORKSHOP ON NAAC ACCREDITATION	IECW	08.04.2021	-


Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
PRINCIPAL
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI

S. No.	Parameters	Marks
1.	Discipline & Regularity	4
2.	Integrity	3
3.	Interest in Learning	4
4.	Knowledge up-gradation	4
5.	Technical Competency	3
6.	Communicative Skills	3
7.	Responsibility / Response to authority	4
8.	Taking Initiatives	4
9.	Team Spirit	4
10.	Potentiality	3
11.	Coordination with peers	4
12.	Interaction with Faculty	4
13.	Interaction with Student	4
14.	Laboratory Maintenance	3
15.	Maintenance of Stock register, Records and files	4
Total		

Note: Excellent – 5, Very Good – 4, Good – 3, Need Improvement – 2, Not Satisfied - 1


Head of the Department

FACULTY ATTENDANCE EVALUATION

xi. Details of Leave Availed:

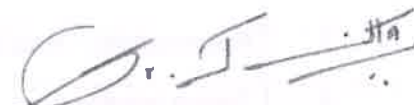
CL Taken	On-Duty (CD)	Adm. Permission	On-Duty(CA)	Spl. Leave (Med / Mat.)	CL Reserved	LOP
-	-	-	-	-	-	-

meeni
Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M.Sc. Ed.
PRINCIPAL
Dr. elara
Signature of Manager
IDHAYA ENGG. COLLEGE FOR WOMEN
CHINNASALEM-606 201, KALLAKURICHI

ADMINISTRATIVE PERFORMANCE EVALUATION

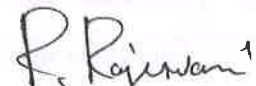
vi. Administrative Workload:


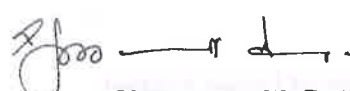
S.No	Description	Role*	Activity Done
1	College Committees: (Mentioned in the College Calendar)	Admission cell	2020-2021 Address Proof incharge Asst.
2	Personal Contributions: (Other than the above and Regular Department Works)	ECE- DEPT	File & Records Maintenance



Signature of Vice Principal

I hereby declare that all the information given in this appraisal form is true to the best of my knowledge and belief. Also, I assure that I will accept the decision made by the scrutinising committee.

Date: 30.07.2021



Faculty Signature

Observation and Remarks by PRINCIPAL	 Signature with Date
Remarks by SECRETARY	 Signature with Date


Dr. R. GURUMANI, M.E., Ph.D., M.B.A., M. ISTE., F.I.E.,
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CHINNASALEM-606 201, KALLAKURICHI DT

ABBREVIATIONS

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LOP	Loss of Pay
Mat.	Maternity Leave
Med.	Medical
Min.	Minimum
Min. Req.	Minimum Requirement
PAN	Permanent Account Number
Pts.	Points
Per. Pt.	Permissible Point
Scr. Com.	Screening Committee
Self Evln.	Self Evaluation
Spl.	Special
Spons.Prog.	Sponsored Programme


Dr.R.GURUMANI, M.E., Ph.D., M.B.A., M.ISTE., F.I.E.,
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CHINNASALEM-606 201. KALLAKURICHI DT.