



SENGUNTHAR ARTS AND SCIENCE COLLEGE
(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)
An ISO 9001:2015 Certified Institution
Recognized under section 2(f) and 12(B) of the UGC Act 1956
Accredited by NAAC
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6.3.5 Performance Appraisal System

(Sample documents for Teaching & Non teaching staff)

(Academic Year : 2021-22)



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ASSESSMENT CRITERIA FOR TEACHING FACULTY MEMBERS

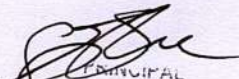
Academic Year: 2021-2022

Department: Botany


Name of the Faculty: Dr. D. Mahendran

CATEGORY-I: TEACHING (includes Lectures, Practical's, Tutorials and other teaching related Activities)

S. No	Subject Taught	Method Adopted	Semester/ Year	Result	Grading as per Self Evaluation	Grading as per Principal Evaluation
1.	Plant Diversity - III	Chalk	Even IV/ IInd	66.66%	Good	Good
2.	SBFC - Plant Tissue culture	Chalk	IV/ IInd	100%		
3.	Plant physiology	Chalk	VI/ IIIrd	100%		
4.	Plant protection	Chalk	VI/ IIIrd	100%		
5.	SBFC - Medico - Ethnobotany	Chalk	V/ IIIrd	100%		
6.	SBFC - Seed Technology	Chalk	VI/ IIIrd	100%		
7.	Allied Botany - II	Chalk	II/ I-chem	100%		
Total				95%		


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Grading Criteria:

- (a) Good: 80% & Above
- (b) Satisfactory: Below 80% but 70% & Above and
- (c) Not satisfactory: Less than 70%.

CATEGORY II: ACTIVITIES (Involvement in the College Students related Activities/Research Activities)

S. No	(All activities/ contributions shall be considered in the present academic year only)	Evaluation (Yes / No)	Evaluation (Yes / No)
1	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Co-ordinator/ Warden etc.	Yes	Yes
2	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.	Yes	Yes
3	Organizing Seminars/ Conferences/ Workshops/ other College Activities.	No	No
4	Activity involved in guiding PhD students.	No	No
5	At least one single or joint Publication in peer- reviewed or UGC list of Journals.	No	No

Total Number of activities involved (Number of yes) - 2
Grading Obtained (Good/Satisfactory/Not satisfactory) - Satisfactory

Grading Criteria:

- (a) Good: Involved in at least 3 activities
- (b) Satisfactory: 1-2 activities
- (c) Not-satisfactory: Not involved / undertaken any of the activities.


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CATEGORY-III

(i) ACADEMIC / RESEARCH ACTIVITIES:


The Research score for research papers in Peer Reviewed /Referred /UGC listed journals:						
Impact Factor (IF)	Without IF	Less than 1	Between 1 and 2	Between 2 and 5	Between 5 and 10	Above 10
Score	5 Points	10 Points	15 Points	20 Points	25 Points	30 Points

S. No	Title with Page No.	Name of the Journal	ISSN/ ISBN No.	Month / Period	Impact Factor	Score Obtained (Self Evaluation)	Score as per Principal Evaluation


Total Score: *Not Satisfactory*

Grading Criteria:

- a. Good : 30 and above
- b. Satisfactory : 20 and above and below 30
- c. Not satisfactory : Below 20


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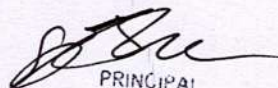

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(ii) SEMINAR /CONFERENCES/WORKSHOPS/FDP ATTENDED (EACH PROGRAM CARRIES 1 POINT ,
MAXIMUM 10 POINTS)


S. No	Seminar/Conf./Workshop/FDP	National/ International	Month & Year	Marks by self evaluation
1.	Faculty Development Programme on What, Why and How of Patents.	National	February 2022	1
2.	Good Laboratory Practices	National	February 2022	1
3.	Seminar on 'Trends in Field Plant Taxonomy and Conservation'	National	March 2022	1

Grading Criteria:

- Good: 8 marks and above
- Satisfactory: 6 and above & Below 8
- Not satisfactory: Below 6


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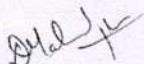

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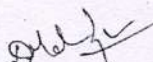
OVERALL GRADING:

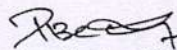
S. No	Category	Grading obtained(Good/Satisfactory/Not Satisfactory)	
		As per self evaluation	As per Principal evaluation
1	Category I	Good	Good
2	Category II	Satisfactory	Satisfactory
3	Category III	Not-Satisfactory	Not Satisfactory
		Overall Grading obtained : Satisfactory Satisfactory	


Grading Criteria:

- Good : Good in all 3 categories
- Satisfactory : Good in 1 or 2 categories and satisfactory in remaining
- Not Satisfactory : Not satisfactory in any 2 categories


Faculty



H.O.D


Coordinator-IQAC


Principal

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ASSESSMENT CRITERIA FOR TEACHING FACULTY MEMBERS

Academic Year: 2021-2022


Department: BOTANY


Name of the Faculty: DR. G. DHANA SELARAN

CATEGORY-I: TEACHING (includes Lectures, Practical's, Tutorials and other teaching related Activities)

S. No	Subject Taught	Method Adopted	Semester/Year	Result	Grading as per Self Evaluation	Grading as per Principal Evaluation
1.	Zoology - II	Chalk & talk	EVEN / II	75%	Good	Good
2.	Biochemistry & Health	Chalk & talk	EVEN / II	100%		
3.	Biochemistry	Chalk & talk	EVEN / III	100%		
4.	Plant Ecology	Chalk & talk	EVEN / III	100%		
Total				93.75%		

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Grading Criteria:

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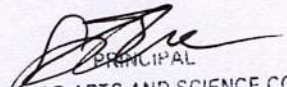
CATEGORY II: ACTIVITIES (Involvement in the College Students related Activities/Research Activities)

S. No	(All activities/ contributions shall be considered in the present academic year only)	Evaluation (Yes / No)	Evaluation (Yes / No)
1	Administrative Responsibilities such as Dept. In-charge/ Chairperson/ Co-ordinator/ Warden etc.	Yes	Yes
2	Examination and Evaluation Duties assigned by the College or attending the Examination Paper Evaluation.	Yes	Yes
3	Organizing Seminars/ Conferences/ Workshops/ other College Activities.	NO	NO
4	Activity involved in guiding PhD students.	NO	NO
5	At least one single or joint Publication in peer- reviewed or UGC list of Journals.	NO	NO


Total Number of activities involved (Number of yes) - 02
Grading Obtained (Good/Satisfactory/Not satisfactory) - Satisfactory

Grading Criteria:

- (a) Good: Involved in at least 3 activities
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CATEGORY-III

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The Research score for research papers in Peer Reviewed /Referred /UGC listed journals:

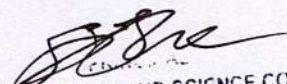
Impact Factor (IF)	Without IF	Less than 1	Between 1 and 2	Between 2 and 5	Between 5 and 10	Above 10
Score	5 Points	10 Points	15 Points	20 Points	25 Points	30 Points

S. No	Title with Page No.	Name of the Journal	ISSN/ ISBN No.	Month / Period	Impact Factor	Score Obtained (Self Evaluation)	Score as per Principal Evaluation


Total Score: —

Grading Criteria:

- a. Good : 30 and above
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- c. Not satisfactory : Below 20


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(ii) SEMINAR /CONFERENCES/WORKSHOPS/FDP ATTENDED (EACH PROGRAM CARRIES 1 POINT ,
MAXIMUM 10 POINTS)


S. No	Seminar/Conf./Workshop/FDP	National / International	Month & Year	Marks by self evaluation
1	What, why and how of Patents FDP	National	Feb-2022	1
2	Good laboratory practices Webinar	National	Feb 2022	1
3	Recent Trends in Entomology FDP	National	March 2022	2

Grading Criteria: NOT Satisfactory

- a. Good: 8 marks and above
- b. Satisfactory: 6 and above & Below 8
- c. Not satisfactory: Below 6


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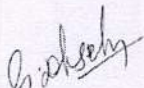

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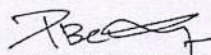
S. No	Category	Grading obtained(Good/Satisfactory/Not Satisfactory)	
		As per self evaluation	As per Principal evaluation
1	Category I	Good	Good
2	Category II	Satisfactory	Satisfactory
3	Category III	Not Satisfactory	Not Satisfactory
Overall Grading obtained :		Satisfactory	

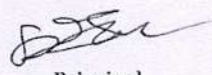
Grading Criteria:


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Self Appraisal on Non-Teaching Staff

Year of Appraisal: 2021 - 2022 [ODD SEM]

1. Name T. JAYACHITRA
2. Designation LAB ASSISTANT
3. Department / Section ELECTRONICS
4. Date of Joining 09.07.1991
5. Qualification D.E [W31]
6. Details of Current Responsibilities

Appraisal Category	Excellent (4)	Good (3)	Satisfactory (2)	Not Satisfactory (1)
1. Professional Competence				
Knowledge of Rules, Regulation and Procedure	✓			
Ability and Willingness to take up additional load in times of exigencies		✓		
Ability to learn new duties		✓		
Response to instructions and guidance of supervisor		✓		
Response to feedback of supervisor		✓		
2. Quality of Work				
Ability to maintain Files / Records	✓			
Accuracy & Speed of Work	✓			
Neatness & Tidiness of work		✓		
Completion of work on Schedule	✓			
Execution of work with team spirit		✓		
3. Personal Characteristics				
Regularity	✓			
Punctuality	✓			
Interaction with Colleagues and Students		✓		



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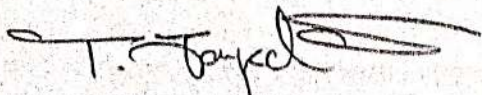
4. General	
Any other Contribution made by the employee (5 Points)	Admission (4)

Total Points: (Maximum: 50 Points, Minimum: 15 Points)

1. Professional Competence	2. Quality of Work	3. Personal Characteristics	4. General
16	18	11	04
Grand Total	49		
Grade	Excellent		

Grading Based on Points

Grade	Points
Excellent	40 and above
Good	30 - 39
Satisfactory	21 - 29
Not Satisfactory	Below 20


Staff Signature


HOD Signature


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