

**TAGORE INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**Deviyakurichi**

<b>CRITERION 6 – GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>		
<b>Key Indicator 6.3 Faculty Empowerment Strategies</b>		
<b>Metric No. 6.3.5 Institutions Performance Appraisal System for Teaching and Non-teaching Staff</b>		
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Teaching Staff  
Performance Appraisal  
Form – Sample

# TAGORE INSTITUTE OF ENGINEERING AND TECHNOLOGY

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### 6.3.5.1 TEACHING STAFF PERFORMANCE APPRAISAL FORM – SAMPLE

#### FACULTY – APPRAISAL FORM

#### PART-A: - GENERAL INFORMATION & ACADEMIC BACKGROUND

1. Name of the faculty	
2. Date of Birth & Age	
3. Designation	
4. Department	
5. Area of specialization	
6. Current pay band & Grand pay	
7. Date of joining	
8. Address for correspondence	
9. Phone Number	
10. Email ID	

11. Academic Qualifications (SSLC to PG)						
Course	Subject	Institution	University	Year of passing	% of Marks	Class
PG						
UG						
HSC/ Diploma						
SSLC						
12. Research Degrees						
Ph.D						
Any other						



  
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13. Appointments held prior to joining this institution (Academic)				
Designation	Name of the Employer	Date of Joining	Date of Leaving	Reasons for Leaving

14. Posts held after appointment to this institution			
Designation	Department	From	To

15. Total Teaching Experience (in years)			
At previous institution	At present institution	No. of. Years	Research Experience excluding years spent for PhD



  
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### PART-B: - ACADEMIC PERFORMANCE INDICATORS (Academic year: 2019-2020)

S. No	Criterion	Achievement/Details	Points scored
1	Result Percentage (10)	Odd semester (Subject Name with % of Result)	
		Subject 1	
		Subject 2	
		Average	
		Even Semester	
		Subject 1	
		Subject 2	
		Average	
2	Contribution to Institutional Growth (30)	NAAC – 5	
		ISO – 5	
		Alumni Activities - 5	
		NSS & YRC - 5	
		EDC - 5	
		Career development – 5	
3	Contribution to student development (30)	Student coaching – 5	
		Additional classes – 5	
		Motivation students for paper presentation – 5	
		Additional courses other than curriculum – 5	
		Sending Proposal to the funding agencies – 10	
4	Contribution to R & D (30)	Sanctioned proposal – 10	
		Organizing workshops/ seminar/ conference – 10	
		Publications – journal / Book / conference - 10	



  
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### REPORT OF HOD – (Confidential)

<b>Name of the faculty</b>	
<b>Qualification</b>	
<b>Designation</b>	
<b>Department</b>	
<b>Total Experience in Years</b>	

S. No	Observations	Average	Competent	Outstanding
1	Subject knowledge			
2	Analytical & Conceptual Ability			
3	Teaching ability			
4	Interpersonal skill & Flexibility			
5	Leadership ability			
6	Involvement of departmental activities			
7	Regularity / Punctuality			
8	Awareness of skill sets required by employers			
9	Connection with industries and institutions of advanced learning			
10	Students feedback			

#### Overall Assessment relating to goals / Performance Exceptions

1. Consistently exceeds performance exceptions
2. Frequently exceeds performance expectations
3. Fully successful performance
4. Partially meets performance expectations
5. Does not meet expectations

#### Recommendation

Excellent ☐      Good ☐      Satisfactory ☐      Not satisfactory ☐

Date:

HOD

  
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Non-teaching Staff  
Performance Appraisal  
Form – Sample

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6.3.5.2 – NON-TEACHING STAFF PERFORMANCE APPRAISAL FORM - SAMPLE

1. Name of staff :  
2. Gender :  
3. Date of birth & Age :  
4. Designation :  
5. Department :  
6. Date of joining :  
7. Address for correspondence:

Paste your  
color  
stamp size  
photo

8. Phone number :  
9. Email ID :  
10. Academic Qualification :

Course	Institution	University	Year of passing	% of Marks
Diploma / UG				
HSC				
SSLC				

11. Total Experience in SCT:  
12. Total Experience in service:  
13. Technical qualification if any:



  
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**Observation by Head of the Department**

(Low: 01, Average: 02, Good: 03, Very good: 04, Excellent: 05)

S.NO	DESCRIPTION	SCORE					
		01	02	03	04	05	NA
1	Technical Knowledge						
2	Practical Laboratory Knowledge						
3	Lab Maintenance						
4	Attitude and Behaviors						

Comments by HOD:

Signature

Name of the Non-teaching staff:

Name and Signature of the HOD



  
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Teaching Staff  
Performance Appraisal  
Report

# TAGORE INSTITUTE OF ENGINEERING AND TECHNOLOGY

## 6.3.5.3- Teaching & Non teaching staff performance appraisal report

Faculty performance rank list based on filled form observations (academic year 2021-2022)

S.No	Faculty name	Dept.	Designation	Result % (10)	Contribution to institutional growth (30)	Contribution to student development (30)	Contribution to R&D (30)	Total points (100)
1	M. Venkatesh	CIVIL	AP	7	24	24	25	80
2	S. Vignesh	CIVIL	AP	7	23	25	24	79
3	M. Manikandan	CIVIL	AP	6	23	23	24	76
4	R. Ayyanar	CIVIL	AP	7	23	25	20	75
5	R. Rajesh	CIVIL	AP	6	23	24	20	73
6	K. Pavithra	CIVIL	AP	7	24	24	20	75
7	M.S. Sivasakthi	CIVIL	AP	6	25	23	22	76
8	A. Pavithra	CIVIL	AP	7	25	23	19	74
9	S.Sivalingam	CIVIL	AP	6	22	22	20	70
10	V.Suguna	CIVIL	AP	6	21	23	19	69
11	P. Sathya	CIVIL	AP	6	23	21	18	68
12	M. Saranya	CIVIL	AP	6	20	19	21	66
13	Dr Vasanthi	CSE	PROFESSOR	7	24	24	24	80
14	M. Saranya	CSE	AP	7	23	23	24	77
15	S.Kokila	CSE	AP	6	24	22	23	75
16	R.Gowsalya	CSE	AP	6	23	20	22	71
17	N.Indhumathi	CSE	AP	7	22	20	21	70
18	T.Anandhi	CSE	AP	7	21	19	20	67
19	M.Prabhu	CSE	AP	6	21	19	20	66
20	B.Manikandan	CSE	AP	6	23	20	20	69
21	C.Sathya	CSE	AP	6	22	21	19	68
22	S.Manoj	CSE	AP	7	22	22	20	71
23	D.Jayaraj	CSE	AP	6	22	21	19	68
24	A.Latha	CSE	AP	6	22	22	19	69
25	V.Sudha	CSE	AP	6	22	21	19	68
26	Dr.G.Saravanan	EEE	PROFESSOR	7	21	21	20	69
27	K.Saravana Kumar	EEE	AP	6	22	22	20	70
28	K.Venkatesh	EEE	AP	7	20	20	20	67
29	J.Dhamodharan	EEE	AP	7	22	23	21	73
30	K.Senthil Kumar	EEE	AP	8	21	22	21	72
31	S.Subramanian	EEE	AP	6	22	20	19	67
32	K.Dhivya	EEE	AP	6	22	21	19	68



  
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Faculty performance rank list based on filled form observations (academic year 2021-2022)

33	J.Gobalakrishnan	EEE	AP	7	21	22	22	72
34	P.Yoga Priya	EEE	AP	7	21	22	21	71
35	J.Guruprasath	EEE	AP	6	21	22	21	70
36	M. Anitha	EEE	AP	8	24	23	23	78
37	P.Soundharapandian	EEE	AP	9	23	20	20	72
38	Dr.P.Rajesh Kumar	ECE	ASP	6	21	22	19	68
39	S.Arokiaraj	ECE	AP	6	22	22	20	70
40	S.Saranya	ECE	AP	7	21	22	21	71
41	B.Sindhu	ECE	AP	6	20	20	21	67
42	G.Prabu	ECE	AP	6	19	21	22	68
43	P.V.Aravinthan	ECE	AP	7	20	21	22	70
44	R.Gowthami	ECE	AP	6	20	22	22	70
45	M.Haritha	ECE	AP	7	20	21	22	70
46	D.Tharaliga	ECE	AP	6	20	20	21	67
47	R.Mariselvam	ECE	AP	7	23	22	21	73
48	A.Silambarasan	ECE	AP	6	23	22	21	72
49	R.Kathiravan	ECE	AP	7	22	22	21	72
50	V.Raghupathi	ECE	AP	7	21	22	21	71
51	R.Dhanaraj	MECH	AP	6	22	21	21	70
52	G Lokraj	MECH	AP	6	20	21	22	69
53	C. Ramesh	MECH	AP	6	19	19	22	66
54	V Manimaran	MECH	AP	6	19	20	22	67
55	D Vikram	MECH	AP	6	20	21	22	69
56	R Sugavanam	MECH	AP	6	19	21	22	68
57	T Jayaprakash	MECH	AP	6	20	22	22	70
58	P Rajesh Kumar	MECH	AP	6	19	20	22	67
59	R Chinnadurai	MECH	AP	6	20	21	22	69
60	P Prasanth	MECH	AP	6	19	19	22	66
61	C Vijayakumar	MECH	AP	6	19	20	22	67
62	K Vignesh	MECH	AP	6	20	21	22	69



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Faculty performance rank list based on filled form observations (academic year 2021-2022)

63	S Chinnasamy	MECH	AP	6	19	20	21	66
64	P Saravanakumar	MECH	AP	6	20	21	22	69
65	V Vishal	MECH	AP	6	19	21	22	68
66	S Rajiv Gandhi	MECH	AP	7	23	22	22	74
67	Rampragash Alias Senthur Selvam	MECH	AP	7	23	23	22	75
68	R Karthikeyan.	MECH	AP	7	23	22	21	73
69	S Iniya Udhayan.	MECH	AP	7	22	23	21	73
70	V Vijay.	MECH	AP	6	19	20	22	67
71	P Archunan.	MECH	AP	6	20	21	22	69
72	A Purushothaman.	MECH	AP	7	19	21	22	69
73	S Purushothaman	MECH	AP	6	22	22	21	71
74	P Gunasekaran.	MECH	AP	6	19	21	22	68
75	R.Thirunavukkarasu	MBA	AP	6	21	22	21	70
76	V.Madanraj	MBA	AP	6	22	22	22	72
77	K.Vigneshkumar	MBA	AP	6	22	22	21	71
78	K.Vasanthakumar	MBA	AP	6	19	21	22	68
79	M.Sivaranjini	MBA	AP	6	19	20	22	67
80	T.Subashini	MBA	AP	6	19	21	22	68
81	M.S.Aarthy	MBA	AP	6	19	19	22	66
82	Dr.T.Krishnakumar	S&H	PROFESSOR	6	19	19	21	65
83	K.Vijayanad	S&H	AP	6	20	19	20	65
84	R.Kirubaharan	S&H	AP	7	23	22	22	74
85	J.Praveena	S&H	AP	7	22	21	21	71
86	Dr.A.GEETHA	S&H	AP	6	20	20	22	68



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## 6.3.5.3- Teaching & Non teaching staff performance appraisal report

Faculty performance rank list based on filled form observations (academic year 2021-2022)

87	R.Ranjitham	S&H	AP	6	20	22	22	70
88	Yogeswaran R	S&H	AP	6	20	21	22	69
89	Sridevi N	S&H	AP	6	21	20	22	69
90	Govindasamy C	S&H	AP	6	21	21	22	70
91	Ramesh A	S&H	AP	7	21	21	22	71
92	Ranjithkumar T	S&H	AP	6	19	21	22	68
93	Rajan S	S&H	AP	6	20	20	22	68
94	Vanmathi G	S&H	AP	6	20	20	22	68
95	Revathi G	S&H	AP	6	20	21	22	69
96	Sivamalathi E	S&H	AP	6	19	20	22	67
97	Sakthivel P	S&H	AP	7	23	23	26	79
98	Bhuvaneswari N	S&H	AP	7	24	23	26	79
99	Jayabharathi P	S&H	AP	7	24	23	26	80
100	Sathyapriya T	S&H	AP	7	22	23	26	78
101	BharathElavarasan V	S&H	AP	7	24	23	26	80
102	Nallakumar.D	EEE	AP	6	19	21	22	68
103	Karthikeyan.V	CIVIL	AP	6	20	20	23	69
104	Ragavi.R	CSE	AP	6	20	20	23	69
105	Viveka.C	ECE	AP	6	21	21	22	70



  
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# Sample Teaching Staff Appraisal Form

**TAGORE INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
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**6.3.5.1 TEACHING STAFF PERFORMANCE APPRAISAL FORM – SAMPLE**

**FACULTY – APPRAISAL FORM**

**PART-A: - GENERAL INFORMATION & ACADEMIC BACKGROUND**

1. Name of the faculty	Dr. P. RAJESH KUMAR
2. Date of Birth & Age	01.01.1979 & 43 yrs
3. Designation	Associate professor
4. Department	ECE
5. Area of specialization	Applied electronics -
6. Current pay band & Grand pay	
7. Date of joining	01/07/2016
8. Address for correspondence	Mariamman Kovil st, Ponnammampet, Salem
9. Phone Number	9443575353
10. Email ID	rajeshpalani1979@gmail.com

11. Academic Qualifications (SSLC to PG)						
Course	Subject	Institution	University	Year of passing	% of Marks	Class
PG	Applied electronics	RSRCT	AU	2006	80%	I
UG	ECE	KCT, CBE	AU	2000	58%	II
HSC Diploma	St. Paul's H.S. 12 <sup>th</sup>	St. Paul's HSS	SB	1996	81.92%	-
SSLC	10 <sup>th</sup>	St. Paul's HSS	SB	1994	83.2%	-
12. Research Degrees						
Ph.D	Medical Image processing	AU	AU	2020	-	-
Any other						



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13. Appointments held prior to joining this institution (Academic)				
Designation	Name of the Employer	Date of Joining	Date of Leaving	Reasons for Leaving
Lecturer	Sree Sastha Inst of Eng & Tech	July 2002	April 2004	Higher studies
Lecturer	Paavai Engg Coll.	June 2006	May 2007	—
AP	Mahendra Inst of Tech	June 2007	April 2012	—
AP	Swam College of Tech.	June 2012	April 2015	—

14. Posts held after appointment to this institution			
Designation	Department	From	To
ASP	ECE	1/7/2016	till date

15. Total Teaching Experience (in years)			
At previous institution	At present institution	No. of. Years	Research Experience excluding years spent for PhD
10 yrs 6 M	4 yrs 9 M	15 yrs 4 M	—



*(Signature)*

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**PART-B: - ACADEMIC PERFORMANCE INDICATORS**

S. No	Criterion	Achievement/Details	Points scored
1	Result Percentage (10)	Odd semester (Subject Name with % of Result)	
		Subject 1	MECHATRONICS - 95%
		Subject 2	RESEARCH METHODOLOGY & IPR - 89%
		Average	92%
		Even Semester	
		Subject 1	MEASUREMENTS & INSTRUMENTATION - 70%
		Subject 2	DESIGN FOR VERIFICATION USING UVM - 100%
		Average	85%
2	Contribution to Institutional Growth (30)	NAAC - 5	5
		ISO - 5	3
		Alumni Activities - 5	4
		NSS & YRC - 5	4
		EDC - 5	4
		Career development - 5	3
			23
3	Contribution to student development (30)	Student coaching - 5	4
		Additional classes - 5	5
		Motivation students for paper presentation - 5	5
		Additional courses other than curriculum - 5	3
		Sending Proposal to the funding agencies - 10	3
			20
4	Contribution to R & D (30)	Sanctioned proposal - 10	-
		Organizing workshops/ seminar/ conference - 10	10
		Publications - journal / Book / conference - 10	10
			20

70/100



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**REPORT OF HOD – (Confidential)**

Name of the faculty	M. Haritha
Qualification	M.E.,
Designation	AP
Department	ECE
Total Experience in Years	4 yrs

S. No	Observations	Average	Competent	Outstanding
1	Subject knowledge			✓
2	Analytical & Conceptual Ability		✓	
3	Teaching ability			✓
4	Interpersonal skill & Flexibility		✓	
5	Leadership ability			✓
6	Involvement of departmental activities			✓
7	Regularity / Punctuality			✓
8	Awareness of skill sets required by employers			✓
9	Connection with industries and institutions of advanced learning		✓	
10	Students feedback			✓

**Overall Assessment relating to goals / Performance Exceptions**

1. Consistently exceeds performance expectations
2. Frequently exceeds performance expectations
3. Fully successful performance
4. Partially meets performance expectations
5. Does not meet expectations

**Recommendation**

Excellent ☒ Good ☐ Satisfactory ☐ Not satisfactory ☐

Date: 16/3/2022

HOD

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