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## **CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **Key Indicator - 6.3 Faculty Empowerment Strategies**

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

##### **Response:**

The institution has performance based appraisal system for the Assessment of teaching and non-teaching staff. The Appraisal report is based on the Annual performance of the employ on the basis of their academic, research and other extra-curricular activities. It is also based upon his/her relation with the students, colleagues and administration. PAS system encourages the faculty members to make excellent performance in teaching –learning and research.

A structured staff evaluation form is made use of by each faculty member for this purpose wherein the faculty gives the details of his/her performance and participation in all the activities assigned by the department /college. The performance of each employee is assessed annually after completion of one year of service.

Student satisfaction is given utmost importance at the Institute and hence it is a part of the faculty appraisal system. The feedback helps to review and improve the quality of the teaching-learning processes and measure the effectiveness of course design and delivery.

##### **Teaching Staff**

The self-appraisal submitted by the faculty is analyzed for the fulfillment of following criteria:

1. Evaluation of teaching
2. Research & Development
3. Administrative work
4. Extension Activities.
5. Attendance & Punctuality
6. Adaptability/Response to change



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### **Purpose of the self-appraisal process:**

The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

To observe, discuss, and assess the previous semester's performance. This includes the opportunity to talk about performance strengths and areas that need improvement. Completing the form also provides an opportunity for the reviewing/reporting officer and faculty/staff to identify professional development needs and, if necessary, an "action plan" for improving performance.

- The HOD concerned and Principal gives their remarks on the performance of the faculty member.
- Based on this performance appraisal and the feedback obtained from students and peers, the teachers are given promotion, increments, and other facilities.

The Staff Appraisal method has motivated the faculty to

- Pursue higher studies.
- Publish research papers in reputed journals and books.
- Participate and present papers in International and National Seminars and Conferences.
- Submit well-prepared research proposals to the funding agencies.
- Participate actively in all the development programs.
- Apply more effective teaching methodologies during lecture deliveries.
- Faculties are motivated to work more for the betterment and 360-degree development of the students.
- Self motivation and development of Faculty also.

### **Outcomes of Appraisals**

- As part of faculty improvement, performance reviews after appraisal procedures are done by Management and Director and appropriate measures are taken to upgrade and bring in positive changes in the institute.
- Assessments are made with respect to the outcome of goals set by faculty members in terms of teaching, research, and contribution to the institution.



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- The faculty is intimated about the outcome of appraisals that identify the strength of faculty, areas requiring improvement and quality of teaching.
- Faculties who have obtained feedback below the desired points are counseled by the HOD and Principal.
- The appraisal system helps in improving Teaching-Learning process, earmarking areas for improvement and identifying leadership qualities for future responsibilities and training needs for development of faculty and the institute.

### Non-Teaching Staff

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal. The various parameters for staff members are assessed under different categories i.e. Job Knowledge & Technology Adaptation, Attendance, Leave & Time Management Departmental Abilities, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, efficient organization of documents (in case of Office Staff) and technical abilities (in case of Laboratory staff).



  
PRINCIPAL

**Dr. V. UMADEVI**  
PRINCIPAL

NEW PRINCE SHRI BHAVANI ARTS AND SCIENCE COLLEGE  
MEDAVAKKAM, CHENNAI - 600 100.



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**FACULTY'S PERFORMANCE APPRAISAL FORM**

NAME OF THE FACULTY: \_\_\_\_\_ DESIGNATION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ ACADEMIC YEAR: \_\_\_\_\_

**CREDITS:**

S.No.	CRITERIA	MAXIMUM MARKS ALLOTTED		SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Student Feedback	Feedback score<= 1	0		
		Feedback score : 2	5		
		Feedback score : 3	10		
		Feedback score : 4	15		
2	University Result	Result <= 49	0		
		50 <= Result <= 69	5		
		70 <= Result <= 89	10		
		90 <= Result <= 100	15		
3	Publication in SCI/ Scopus Indexed / UGC CARE listed Journals	One paper published	5		
		More than two paper	20 (Incl. 10 bonus)		
4	Publication in Other Indexed journals	2			
5	Publication in International Conferences	2			
6	Publication in National Conferences	1			
7	Books /Chapters published	5			
8	Awards / Achievements	5			
9	Contribution to Department (Organize / Coordinate)	5			
10	Contribution to College (Organize / Coordinate)	10			
11	Membership/Reviewer/Editor in Reputed Journals	5			
12	Faculty Interaction with Outside world	5			
13	Overall Assessment by HOD	10			
TOTAL MARKS (100)- CREDIT [A]					

**DEBITS :**

S. NO.	CRITERIA	MAXIMUM MARKS TO BE DEBITED	SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Loss of Pay	1 Mark for each Instance		
2	Memo	5 Marks for each Memo		
TOTAL MARKS - DEBIT [B]				

TOTAL MARKS OBTAINED: CREDITS - DEBITS = [A] - [B] =	
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(To be filled by H.O.D.)

DATE: \_\_\_\_\_

SIGNATURE OF THE FACULTY

RECOMMENDATION OF THE H.O.D.: YES / NO

SIGNATURE OF THE H.O.D.

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(FOR OFFICE USE ONLY)

PERCENTAGE OF INCREMENT FOR THE MARKS OBTAINED: \_\_\_\_\_

ACTUAL INCREMENT: Rs. \_\_\_\_\_

RECOMMENDATION OF THE PRINCIPAL: YES / NO

PRINCIPAL

DIRECTOR

CHAIRMAN



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## FACULTY'S PERFORMANCE APPRAISAL FORM

NAME OF THE FACULTY: Antony K Teresa Infanta S DESIGNATION: Assistant Professor  
DEPARTMENT: Biotechnology ACADEMIC YEAR: 2019 - 2020

### CREDITS:

S. NO.	CRITERIA	MAXIMUM MARKS ALLOTTED		SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Student Feedback	Feedback score <= 1	0	15	15
		Feedback score : 2	5		
		Feedback score : 3	10		
		Feedback score : 4	15		
2	University Result	Result <= 49	0	15	15
		50 <= Result <= 69	5		
		70 <= Result <= 89	10		
		90 <= Result <= 100	15		
3	Publication in SCI/ Scopus Indexed / UGC CARE listed Journals	One paper published	5	10	10
		More than two paper	20 (Incl. 10 bonus)		
4	Publication in Other Indexed journals	2		-	-
5	Publication in International Conferences	2		-	-
6	Publication in National Conferences	1		-	-
7	Books / Chapters published	5		-	-
8	Awards / Achievements	5		-	-
9	Contribution to Department (Organize / Coordinate)	5		5	5
10	Contribution to College (Organize / Coordinate)	10		6	8
11	Membership/Reviewer/Editor in Reputed Journals	5		-	-
12	Faculty Interaction with Outside world	5		-	-
13	Overall Assessment by HOD	10		9	9
TOTAL MARKS (100)- CREDIT [A]				60	62



**DEBITS :**

S. NO.	CRITERIA	MAXIMUM MARKS TO BE DEBITED	SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Loss of Pay	1 Mark for each Instance		
2	Memo	5 Marks for each Memo		
TOTAL MARKS - DEBIT [B]				

TOTAL MARKS OBTAINED: CREDITS - DEBITS = [A] - [B] =

62

(To be filled by H.O.D.)

DATE: 7/5/2020

S. Infant  
SIGNATURE OF THE FACULTY

RECOMMENDATION OF THE H.O.D.: YES / NO

N. Sanku  
SIGNATURE OF THE H.O.D.

(FOR OFFICE USE ONLY)

PERCENTAGE OF INCREMENT FOR THE MARKS OBTAINED: \_\_\_\_\_

ACTUAL INCREMENT: Rs. \_\_\_\_\_

RECOMMENDATION OF THE PRINCIPAL: YES / NO

  
PRINCIPAL

DIRECTOR

CHAIRMAN





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## FACULTY'S PERFORMANCE APPRAISAL FORM

NAME OF THE FACULTY: K. Meera

DESIGNATION: Associate Professor

DEPARTMENT: Commerce

ACADEMIC YEAR: 2019-2020

### CREDITS:

S. NO.	CRITERIA	MAXIMUM MARKS ALLOTTED		SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Student Feedback	Feedback score <= 1	0	15	15
		Feedback score : 2	5		
		Feedback score : 3	10		
		Feedback score : 4	15		
2	University Result	Result <= 49	0	15	15
		50 <= Result <= 69	5		
		70 <= Result <= 89	10		
		90 <= Result <= 100	15		
3	Publication in SCI/ Scopus Indexed / UGC CARE listed Journals	One paper published	5	5	5
		More than two paper	20 (Incl. 10 bonus)		
4	Publication in Other Indexed journals	2		—	—
5	Publication in International Conferences	2		—	—
6	Publication in National Conferences	1		—	—
7	Books / Chapters published	5		—	—
8	Awards / Achievements	5		5	5
9	Contribution to Department (Organize / Coordinate)	5		5	5
10	Contribution to College (Organize / Coordinate)	10		8	8
11	Membership/Reviewer/Editor in Reputed Journals	5		—	—
12	Faculty Interaction with Outside world	5		—	—
13	Overall Assessment by HOD	10		8	9
TOTAL MARKS (100)- CREDIT [A]				61	62



**DEBITS :**

S. NO.	CRITERIA	MAXIMUM MARKS TO BE DEBITED	SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Loss of Pay	1 Mark for each Instance		
2	Memo	5 Marks for each Memo		
TOTAL MARKS - DEBIT [B]				

TOTAL MARKS OBTAINED: CREDITS - DEBITS = [A] - [B] =

62

(To be filled by H.O.D.)

DATE: 5/5/2020

SIGNATURE OF THE FACULTY

RECOMMENDATION OF THE H.O.D.: YES / NO

SIGNATURE OF THE H.O.D.

(FOR OFFICE USE ONLY)

PERCENTAGE OF INCREMENT FOR THE MARKS OBTAINED: \_\_\_\_\_

ACTUAL INCREMENT: Rs. \_\_\_\_\_

RECOMMENDATION OF THE PRINCIPAL: YES / NO

PRINCIPAL

DIRECTOR

CHAIRMAN





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## FACULTY'S PERFORMANCE APPRAISAL FORM

NAME OF THE FACULTY: Dr. S. Kabilavathani DESIGNATION: Associate professor  
DEPARTMENT: Commerce ACADEMIC YEAR: 2019-20

### CREDITS:

S. NO.	CRITERIA	MAXIMUM MARKS ALLOTTED		SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Student Feedback	Feedback score <= 1	0	15	15
		Feedback score : 2	5		
		Feedback score : 3	10		
		Feedback score : 4	15		
2	University Result	Result <= 49	0	15	15
		50 <= Result <= 69	5		
		70 <= Result <= 89	10		
		90 <= Result <= 100	15		
3	Publication in SCI/ Scopus Indexed / UGC CARE listed Journals	One paper published	5	5	5
		More than two paper	20 (Incl. 10 bonus)		
4	Publication in Other Indexed journals	2		-	-
5	Publication in International Conferences	2		-	-
6	Publication in National Conferences	1		-	-
7	Books / Chapters published	5		-	-
8	Awards / Achievements	5		-	-
9	Contribution to Department (Organize / Coordinate)	5		5	4
10	Contribution to College (Organize / Coordinate)	10		7	7
11	Membership/Reviewer/Editor in Reputed Journals	5		-	-
12	Faculty Interaction with Outside world	5		-	-
13	Overall Assessment by HOD	10		8	8
TOTAL MARKS (100)- CREDIT [A]				56	54



**DEBITS :**

S. NO.	CRITERIA	MAXIMUM MARKS TO BE DEBITED	SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Loss of Pay	1 Mark for each Instance		
2	Memo	5 Marks for each Memo		
TOTAL MARKS - DEBIT [B]				

TOTAL MARKS OBTAINED: CREDITS - DEBITS = [A] - [B] =

54

(To be filled by H.O.D.)

DATE: 4/5/2020

SIGNATURE OF THE FACULTY

RECOMMENDATION OF THE H.O.D.: YES /-NO

SIGNATURE OF THE H.O.D.

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PERCENTAGE OF INCREMENT FOR THE MARKS OBTAINED: \_\_\_\_\_

ACTUAL INCREMENT: Rs. \_\_\_\_\_

RECOMMENDATION OF THE PRINCIPAL: YES / NO

PRINCIPAL

DIRECTOR

CHAIRMAN





## FACULTY'S PERFORMANCE APPRAISAL FORM

NAME OF THE FACULTY: DR. S. INDUMATHI DESIGNATION: ASSISTANT PROFESSOR  
DEPARTMENT: BIOCHEMISTRY ACADEMIC YEAR: 2019-2020

### CREDITS:

S. NO.	CRITERIA	MAXIMUM MARKS ALLOTTED		SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Student Feedback	Feedback score <= 1	0	15	15
		Feedback score : 2	5		
		Feedback score : 3	10		
		Feedback score : 4	15		
2	University Result	Result <= 49	0	15	15
		50 <= Result <= 69	5		
		70 <= Result <= 89	10		
		90 <= Result <= 100	15		
3	Publication in SCI/ Scopus Indexed / UGC CARE listed Journals	One paper published	5	5	5
		More than two paper	20 (Incl. 10 bonus)		
4	Publication in Other Indexed journals	2		2	2
5	Publication in International Conferences	2		-	-
6	Publication in National Conferences	1		-	-
7	Books / Chapters published	5		5	5
8	Awards / Achievements	5		5	5
9	Contribution to Department (Organize / Coordinate)	5		5	5
10	Contribution to College (Organize / Coordinate)	10		8	8
11	Membership/Reviewer/Editor in Reputed Journals	5		5	5
12	Faculty Interaction with Outside world	5		3	3
13	Overall Assessment by HOD	10		8	8
TOTAL MARKS (100)- CREDIT [A]				76	76





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## DEBITS :

S. NO.	CRITERIA	MAXIMUM MARKS TO BE DEBITED	SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Loss of Pay	1 Mark for each Instance		
2	Memo	5 Marks for each Memo		
TOTAL MARKS - DEBIT[B]				

TOTAL MARKS OBTAINED: CREDITS - DEBITS = [A] - [B] =

76

(To be filled by H.O.D.)

DATE: 5/5/2020 SIGNATURE OF THE FACULTY

Dr. S. Ravi Kumar

RECOMMENDATION OF THE H.O.D.: YES/NO

SIGNATURE OF THE H.O.D.

K. S. S.

(FOR OFFICE USE ONLY)

PERCENTAGE OF INCREMENT FOR THE MARKS OBTAINED: \_\_\_\_\_

ACTUAL INCREMENT: Rs. \_\_\_\_\_

RECOMMENDATION OF THE PRINCIPAL: YES / NO

PRINCIPAL

DIRECTOR

CHAIRMAN





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## FACULTY'S PERFORMANCE APPRAISAL FORM

NAME OF THE FACULTY: Dr. R. Uthia DESIGNATION: Associate Professor

DEPARTMENT: Commerce ACADEMIC YEAR: 2018-19

### CREDITS:

S.No.	CRITERIA	MAXIMUM MARKS ALLOTTED		SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Student Feedback	Feedback score <= 1	0	15	15
		Feedback score : 2	5		
		Feedback score : 3	10		
		Feedback score : 4	15		
2	University Result	Result <= 49	0	10	10
		50 <= Result <= 69	5		
		70 <= Result <= 89	10		
		90 <= Result <= 100	15		
3	Publication in SCI/ Scopus Indexed / UGC CARE listed Journals	One paper published	5	5	5
		More than two paper	20 (Incl. 10 bonus)		
4	Publication in Other Indexed journals	2		-	-
5	Publication in International Conferences	2		-	-
6	Publication in National Conferences	1		-	-
7	Books /Chapters published	5		-	-
8	Awards / Achievements	5		-	-
9	Contribution to Department (Organize / Coordinate)	5		5	4
10	Contribution to College (Organize / Coordinate)	10		8	6
11	Membership/Reviewer/Editor in Reputed Journals	5		-	-
12	Faculty Interaction with Outside world	5		-	-
13	Overall Assessment by HOD	10		8	7
TOTAL MARKS (100)- CREDIT [A]				51	47



**DEBITS :**

S. NO.	CRITERIA	MAXIMUM MARKS TO BE DEBITED	SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Loss of Pay	1 Mark for each Instance		
2	Memo	5 Marks for each Memo		
TOTAL MARKS - DEBIT[B]				

**TOTAL MARKS OBTAINED: CREDITS - DEBITS = [A] - [B] =**

47

(To be filled by H.O.D.)

DATE: 07.05.2020

SIGNATURE OF THE FACULTY

*[Signature]*

RECOMMENDATION OF THE H.O.D.: YES/NO

SIGNATURE OF THE H.O.D.

*[Signature]*

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PERCENTAGE OF INCREMENT FOR THE MARKS OBTAINED: \_\_\_\_\_

ACTUAL INCREMENT:Rs. \_\_\_\_\_

RECOMMENDATION OF THE PRINCIPAL: YES / NO

*[Signature]*  
PRINCIPAL

DIRECTOR

CHAIRMAN





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## FACULTY'S PERFORMANCE APPRAISAL FORM

NAME OF THE FACULTY: P. Calista Bebe DESIGNATION: Assistant Professor

DEPARTMENT: Computer Science ACADEMIC YEAR: 2019-2020

### CREDITS:

S. NO.	CRITERIA	MAXIMUM MARKS ALLOTTED		SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Student Feedback	Feedback score <= 1	0	15	15
		Feedback score : 2	5		
		Feedback score : 3	10		
		Feedback score : 4	15		
2	University Result	Result <= 49	0	10	10
		50 <= Result <= 69	5		
		70 <= Result <= 89	10		
		90 <= Result <= 100	15		
3	Publication in SCI/ Scopus Indexed / UGC CARE listed Journals	One paper published	5	20	20
		More than two paper	20 (Incl. 10 bonus)		
4	Publication in Other Indexed journals	2		2	2
5	Publication in International Conferences	2		-	-
6	Publication in National Conferences	1		-	-
7	Books / Chapters published	5		5	5
8	Awards / Achievements	5		5	5
9	Contribution to Department (Organize / Coordinate)	5		4	4
10	Contribution to College (Organize / Coordinate)	10		9	8
11	Membership/Reviewer/Editor in Reputed Journals	5		5	5
12	Faculty Interaction with Outside world	5		4	4
13	Overall Assessment by HOD	10		9	9
TOTAL MARKS (100)- CREDIT [A]				88	87



**DEBITS :**

S. NO.	CRITERIA	MAXIMUM MARKS TO BE DEBITED	SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Loss of Pay	1 Mark for each Instance		
2	Memo	5 Marks for each Memo		
TOTAL MARKS - DEBIT[B]				

**TOTAL MARKS OBTAINED: CREDITS - DEBITS = [A] - [B] =**

87

(To be filled by H.O.D.)

DATE: 6.5.20

SIGNATURE OF THE FACULTY

RECOMMENDATION OF THE H.O.D.: YES/NO

SIGNATURE OF THE H.O.D.

(FOR OFFICE USE ONLY)

PERCENTAGE OF INCREMENT FOR THE MARKS OBTAINED: \_\_\_\_\_

ACTUAL INCREMENT:Rs. \_\_\_\_\_

RECOMMENDATION OF THE PRINCIPAL: YES / NO

PRINCIPAL

DIRECTOR

CHAIRMAN





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## FACULTY'S PERFORMANCE APPRAISAL FORM

NAME OF THE FACULTY: DR R. AZHAGU SENTHIL RADHA DESIGNATION: HOD, ASSOCIATE PROFESSOR

DEPARTMENT: PG DEPT. OF MICROBIOLOGY ACADEMIC YEAR: 2019-20

### CREDITS:

S. NO.	CRITERIA	MAXIMUM MARKS ALLOTTED		SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Student Feedback	Feedback score <= 1	0	15	15
		Feedback score : 2	5		
		Feedback score : 3	10		
		Feedback score : 4	15		
2	University Result	Result <= 49	0	15	15
		50 <= Result <= 69	5		
		70 <= Result <= 89	10		
		90 <= Result <= 100	15		
3	Publication in SCI/ Scopus Indexed / UGC CARE listed Journals	One paper published	5	5	5
		More than two paper	20 (Incl. 10 bonus)		
4	Publication in Other Indexed journals	2		-	-
5	Publication in International Conferences	2		2	2
6	Publication in National Conferences	1		-	-
7	Books / Chapters published	5		-	-
8	Awards / Achievements	5		5	5
9	Contribution to Department (Organize / Coordinate)	5		5	5
10	Contribution to College (Organize / Coordinate)	10		10	9
11	Membership/Reviewer/Editor in Reputed Journals	5		5	5
12	Faculty Interaction with Outside world	5		5	5
13	Overall Assessment by HOD	10		10	9
TOTAL MARKS (100)- CREDIT [A]				77	75



**DEBITS :**

S. NO.	CRITERIA	MAXIMUM MARKS TO BE DEBITED	SELF EVALUATION BY STAFF	FINAL EVALUATION BY H.O.D.
1	Loss of Pay	1 Mark for each Instance		
2	Memo	5 Marks for each Memo		
TOTAL MARKS - DEBIT [B]				

TOTAL MARKS OBTAINED: CREDITS - DEBITS = [A] - [B] =

75

(To be filled by H.O.D.)

DATE: 08/05/2020

R. Arun. C. H. L. R.  
SIGNATURE OF THE FACULTY

RECOMMENDATION OF THE H.O.D.: YES / NO

R. Arun. C. H. L. R.  
SIGNATURE OF THE H.O.D.

(FOR OFFICE USE ONLY)

PERCENTAGE OF INCREMENT FOR THE MARKS OBTAINED: \_\_\_\_\_

ACTUAL INCREMENT: Rs. \_\_\_\_\_

RECOMMENDATION OF THE PRINCIPAL: YES / NO

PRINCIPAL

DIRECTOR

CHAIRMAN

