

**Providence College for Women (Autonomous) Coonoor
Staff Self Appraisal Proforma 2025-2026**

PART - A:

GENERAL INFORMATION

1. Name (in Block Letters) :
2. Designation :
3. Department :
4. Date of Birth :
5. Gender :
6. Date of Appointment
- a. Self Financing :
- b. Aided :
7. Date of Career Advancement :
8. Highest Degree Obtained / Pursuing :
9. Particulars of NET / JRF / SLET / SET / GATE etc. with Date:
10. Teaching Experience
- P.G. level :
- U.G. level :
11. Research Experience :
- (Excluding years spent in pursuing MPhil / PhD)
12. Fields of Specialization under the Subject / Discipline:
13. Orientation / Refresher / Short term course / FDP*:
- (Enclose copies of the courses attended)

Name of the Course	Academic Staff College / University	Duration	Date

* FDP for Minimum 5 days and more only is accepted

14. Additional Courses Completed

Name of the Course	Organizing Body	Duration	Date of Completion

Date:

Signature of the Teacher

PART B:

Category I : Teaching

S. No.	Class	Periods				Steps taken for teaching classes missed out due to leave
		Assigned per week		Taught in the year		
		Lecture hrs.	Practical hrs.	Lecture hrs.	Practical hrs.	
1						
2						
3						

Academic Contributions

(a) Design of Curriculum (BoS Member) :

Internal	Other Autonomous Colleges	Universities

- (b) DC member / Ethical committee member :
- (c) Question paper setting :
- (d) Chairperson for conference :
- (e) Others (If any: Resource Person) :

Criterion II : Teaching Learning

- Class in charge :
- Library in charge :
- DQAC in charge :
- Criterion in charge :
- MentorDetails :
- Use of ICT Tools (including smart board) :
- Remedial Classes :
- Library Visit (Number of times / week) :

Criteria III : Involvement in Students related Research Activities

Academic Year	Activities	Position held
(a)Administrative Responsibilities		
(b)Examination and Evaluation duties		
(c) Student Related co-curricular, extension and field-based activities		
(d) Organizing College activities [other than (c)]		

(a) Administrative responsibilities such as Head, Chairperson, Coordinator, Warden, etc.

(b) Examination and evaluation duties assigned by the college / University or attending examination paper evaluation.

(c) Student Related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS, YRC, RRC and other community services.

(d) Organising college activities like College Day, Sports Day, Graduation Day / Valediction Day, etc.

Criteria IV : Involvement in Research Activities

(a) Organizing Seminar / Conference / Workshop : Numbers

Date	Title	State / National / International

(b) Organising Webinars :

Date	Title	State / National / International

(c) Seminar / Conference / Workshop /Webinar attended

Date	Title	State / National / International

(d) Supervising M.Phil. / Ph.D. Scholars

	On going at the beginning of the year		Registered in the current academic year		Completed in the current academic year	
	FT	PT	FT	PT	FT	PT
M.Phil.						
Ph.D.						

(e) Conducting Minor / Major Research Projects

Project Sanctioned in the current year

Title	Funding agency	Duration	Amount Sanctioned

Ongoing projects

Title	Funding agency	Duration	Amount Sanctioned

(f) Consultancy

Type of Consultancy	Name of the Beneficiary	Revenue Generated

(g) Collaboration Activities:

(h) Research Publications / Book Publication /Chapters in Books / Patents:

(i) Awards Received:

(j) Membership in Professional bodies, Editorship of journals:

Criteria V

Inter personal Skills

S.NO	Self Evaluation	1 Poor	2 Satisfactory	3 Good	4 Very Good
1.	Professional Commitment				
2.	English maintained as the medium of communication inside the campus				
3.	Following the rules and regulations of the College and the Department				
4.	Respecting deadlines				
5.	Punctuality				
6.	Department work				
7.	Club activities				
8.	Relationship with staff				
9.	Relationship with students.				
10.	Relationship with the				

	department peers				
11.	Ability to forgive and reconcile.				
12.	Ability to empathise				
13.	Measures taken to make a newcomer feel at home				
14.	Contribution in creating a pleasant effective & efficient working atmosphere				

PS - Last date to receive the filled in appraisal forms by the staff is 13.03.2026 and a hard copy of the same to be submitted to the Principal.

Signature of the Faculty

Signature of the HoD