

**Providence College for Women (Autonomous) Coonoor
Staff Self Appraisal Proforma 2023-2024**

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 :
- a. Level 11 (Assistant Professor Senior Grade) :
- b. Level 12 (Assistant Professor Senior Grade) :
- c. Level 13 A (Associate Professor) :
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 |
|--------------------|--|----------|------|
|--------------------|--|----------|------|

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|--|--|--|--|

* 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. | |
| | | | | | | |
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| | | | | | | |

Academic Contributions

(a) Design of Curriculum (BoS Member) :

| Internal | Other Autonomous Colleges | Universities |
|------------|---------------------------|--------------|
| BoS member | | |

- (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 15/04/2024 and a hard copy of the same to be submitted to the Principal.

Signature of the Faculty

Signature of the HoD