

JKKMRF'S ANNAI JKK SAMPOORANIAMMAL COLLEGE OF PHARMACY - STAFF SELF APPRAISAL FORM

Name of the Faculty		Designation		
Department		Date of Joining (DD/MM/YYYY)		
Total teaching Experience		PG (Year)	PhD (year)	
Parameter	Component	Points	Points Scored	Remarks
Faculty	Man days utilized in Training workshop/Conferences (0/1/2) * Prof -3 Days*AP/L 2 Days			
Continues learning	Additional Qualifications(0/1/2) *Certification =01 *Addl. Degree-02			
Student * incentives Guest Lectures *Internships	Student (Out reach Activity (0/1/2)			
	Guest lecturers organised (0/1)			
	Industrial training arranged (0/1/2)			
Infrastructure Maintenance	Laboratory Augmentation(0/1/2)			
	Library Augmentation(0/1/2)			
	Focus Lab /Centre of Excellence Activity (0/1/2)			
	Any other Infrastructure related activity(0/1)			
Process * Class Hours *Lab Hours	Class room /Laboratory Management Teacher availability(0/1/2)			
	E-enabled Course information/Question bank/ Solutions Manual/ Lab Management / Job Card (0/1/2)			
	Student Related Service(0/1/2)			
	Slow/ Moderate / Fast learners Updates(0/1/2)			
Results	Results Rating 100% = 05, ≥ 90% = 04 ≥ 80% =03, ≥ 70% = 02, ≥ 60% =01			
Placements	Pre -Placement Activity(0/1)			
	Placement related training(0/1/2)			
Patents	Filing -4,Grant -8			
	Any other Patent related activity -01/1/2			
Publications / Presentations	Journals International-6; National-3; Conference International-2; National-1; Books(New) International-10; National-5; Books(Chap) International-2; National-1; Articles-1, Any other related activity -1,			
Proposals Sanctioned *Grant Unit – Rs10,00,000	New Proposal -6 Revised-2 Grants Received (2 Point per Grant Unit) Revenue Generation (1 Point Per Grant Unit), Any Other Funds received -1			



Dr. N.SENTHILKUMAR
PRINCIPAL

JKK MUNIRAJAH MEDICAL RESEARCH FOUNDATION
ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY
ETHIRMEDU, KOMARAPALAYAM - 638 183.
NAMAKKAL DISTRICT, TAMILNADU, INDIA.

Brand Value	News clipping in TV/Radio/ Paper, Paper Setting / Guest lecture delivered outside/ Squad / Examiner to other University or any other branding related activity (0/1/2/3/4/5)			
Other Details -To be filled by Principal	Utilisation of Leave / Permission (0/1/2) Academic committee involvement (0/1/2) Additional days / Hours worked(0/1/2) Taking up the Responsibility (0/1/2)			

SIGNATURE OF FACTULY

SIGNATURE OF HOD



(Handwritten signature in blue ink)

Dr. N.SENTHILKUMAR,
PRINCIPAL
JKK MUNIRAJAH MEDICAL RESEARCH FOUNDATION
ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY
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Performance Appraisal Form for Non-Teaching Staff 2021-2022

1. Name of the Faculty :
2. Position Title :
3. Date of Entry into Service :
4. No. of Years in Service :
5. Qualification :
6. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure					
2	Ability to organize work and carry it out					
3	Ability and willingness to take up additional load in times of exigencies					
4	Creativity and innovation					
5	Ability to learn and perform new duties					
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?					



**DR. N. SENTHIL KUMAR,
PRINCIPAL,**

JKK MUNIRAJAH MEDICAL RESEARCH FOUNDATION
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ETHIRMEDU, KOMARAPALAYAM - 639 103
NAMAKKAL DISTRICT, TAMIL NADU

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?					
2	Maintenance of Files/Records					
3	Accuracy & Speed of work					
4	Neatness & tidiness of work					
5	Completion of work on schedule					
6	Diligence and sense of responsibility					

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance					
2	Punctuality					
3	Discipline					
4	Integrity and behaviour					

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?					
2	Mutual motivation with your colleagues?					

Dr. N. Senthil Kumar,
Principal,

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V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?					
3	Rapport with the public whenyou interact with them?					

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?					
3	Responsibility towards your tasks/ areas of management assigned to?					

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the Non Teaching staff


Dr. N. SENTHILKUMAR,
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Countersigned by the Head of the Institution

