



Punjab Association's
ANNA ADARSH COLLEGE FOR WOMEN
(Affiliated to University of Madras)
ANNA NAGAR, CHENNAI 600040

CRITERION 6



6.3 FACULTY EMPOWERMENT STRATEGIES



Punjab Association's

ANNA ADARSH COLLEGE FOR WOMEN

(Affiliated to University of Madras)

Chennai - 600040, Tamil Nadu.

Verified & Certified Documents

Metric No.: 6.3.1

Page No.: 3 To: 55

R. Shanthi
PRINCIPAL





Punjab Association's
ANNA ADARSH COLLEGE FOR WOMEN
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ANNA NAGAR, CHENNAI 600040

CRITERION 6

***6.3.1 Welfare Measures & Performance
Appraisal***



Punjab Association's
ANNA ADARSH COLLEGE FOR WOMEN
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ANNA NAGAR, CHENNAI 600040

CRITERION 6

***Welfare Measures for Teaching
Faculty***



Punjab Association's
ANNA ADARSH COLLEGE FOR WOMEN
(Affiliated to University of Madras)
Chennai - 600040, Tamil Nadu.

ON DUTY DETAILS

16.09.2021 Anila Marudan → UOIM 10:25 AM. *[Signature]*
16/9/21

17.09.2021 K. Sudehani - *[Signature]*
K. Sudehani

22/9/21 N. Thyaga Devi
Bc Scholarship *[Signature]*

21/9/21 Dr. D. Sathirecha University of Madras (10.30 AM to 12.30 PM)
(Computer Science - Shift 1)

21/9/21 Dr. S. Shanthi 2 MMM Hospital 12.00 pm
Dr. F. Thamasai Selvi
(Dept. of Chemistry) *[Signature]*

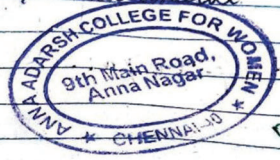
22/9/21 Mrs. N. K. Vindhini ^{to attend} 12.02 *[Signature]*
Mrs. K. Cheela (Matts) ^{class} Mrs. Sumantham 12.02 *[Signature]*
Ms. P. P. Shanmugha " " 12.20 *[Signature]*
Ms. J. Prabha " " 12.20 *[Signature]*
Ms. R. Madhulakshmi " " 12.20 *[Signature]*

24/9/21 *[Signature]*

24/09/21 Dr. P. RADHIKA Kottari Corporate Alampal, 11.55 P. Radha
Dr. L. S. GEORGE Corporate " 11.55 L. S. George

28/09/21 Dr. * Indumathi Librarian 11.30 to 11.46 *[Signature]*

29/9/21 *[Signature]*
R. Shanthi
PRINCIPAL
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19.9.21 } G. Neethravathi → Loyola college Fieldwork C.I.I
19.9.21 } MSW Shift-I → ICCW
19.9.21 } MARY SHEENA P.A → Home for the Physically Challenged
19.9.21 } MSW SHIFT. I → Care & Welfare Foundation
19.9.21 } Dhivya R.K.S. → Candles
19.9.21 } MSW Shift II → MSSW
19.9.21 } L.S. Sugapriyanka → ICWO
20.9.21 } MSW Shift II → PCVC

19.9.2021. DR.S.USHA TAMIL BOS MEETING
29/9/21 A. V. Preethi Bus Eco (toll 25) & mark sheet from school
C.I.I a.m to 11:25

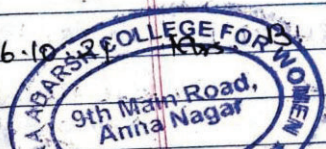
30/09/2021 Dr.S.Marceline (Pub. Admn) } Excise audit sign 11.15 am
V. Sathyavathy (Maths) } from Dr. M.B. Nirmal.
Returned to college at 1.20 pm.

07.10.2021 MARY SHEENA P.A - MSW - Shift I - Paadhai -
G. NEATHRAYATHI - Shift I - Aided Action -
R.K.S. DHIVYA - Shift II - IRCUDC -
L.S. SUGAPRIYANKA - Shift II - Candles -

R.V. SOUPRAJA - English Shift I out 12.45 pm
In. - 12.58 pm

13.10.2021 MARY SHEENA P.A - MSW - Shift I - Little Drops NCO
G. NEATHRAYATHI - MSW - Shift I - Aruvi NCO
Dhivya R.K.S - MSW - Shift II - ITR Koppin
Sugapriyanka L.S - MSW - Shift II - IMH

16.10.2021 Anna Nagar P.T.C. Office Bus Pass. 2.45 N.O.
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18.10.21 G. NEATHRANATHI - MSW - Shift I - Malindang foundation
(20.10.21 visit)
L. Neethravelthi - MSW - Shift I - chess - NRO
(21.10.21 visit)

Mary Sheema EPA - MSW - Shift I - Rehoboth -
(20.10.21 visit)

Mary Sheema PA - MSW - Shift I - CCPD -
(21.10.21 visit)

R.K.S. Dhanya - MSW Shift II - Surrabi Trust
(20.10.21)

R.K.S. Dhanya - MSW Shift II - Sigma Guild
(21.10.21)

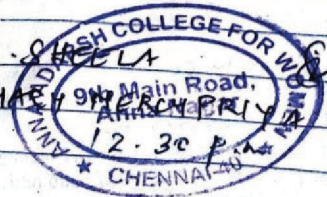
L.S. Sugapriyanka - MSW Shift II - Institute of
(20.10.21) Mental Health

L.S. Sugapriyanka - MSW Shift II - MACT
(21.10.21)

20/10/21 R. MALALAISWAMI MATHS - SHIFT - I - Paper Presentation
(21.10.21) - D. G. VAISUMOLLA

24/10/21 ANITA RAMAN Commerce Shift I visit to Madras } Anita Ramam
B. Sutha " " University } Soudeh

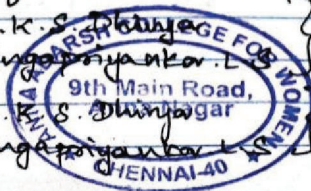
20/10/21 K. SHARLA MATHS - SHIFT I } OUTREACH
R. MATHY " " } To
9/11/21 12.30 P.M. CHENNAI * ANNA ADARSH COLLEGE FOR WOMEN





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21/10/21	Dr. V. Shanthi Dr. Susan Shankar	Commerce	10.45am to 11.35am	V. Shanthi Susan
22/10/21	Mrs. M. Asuama	Viva-Voc	Full day	da
22/10/21	Dr. S. Marcelina Dr. R. Asha	Public Administration	12.15pm Visit to DVAC office to invite Chief Guest	STAP RSM
25/10/21	B. Samudramani G. Ponitha	Admin	2.10 go to university for official	S. Raj P. J.
26.10.21	Dr. Hamaal Vijaykumar	computer Sc Resource Person	9.30 am	Hamaal Vijaykumar 26/10/21
26.10.21	Dr. V. Shanthi Dr. C. Kantha	Commerce Shift-I	9.50 am to 11.15 am	V. Shanthi Kantha
29.10.21	MR. R. Saravanan	MAR Adarsh	3.00 Pm.	rd
27.10.21	Dr. G. Neethrarathi Mary Sheena P.A	MSW Shift I	IMH Observational Visit with students.	
28.10.21	Dr. G. Neethrarathi Mary Sheena P.A	MSW Shift-I	Anbu Illam Observational Visit with students.	
27.10.21	R. K. S. Prabhavathi Suganyaankar L	MSW Shift-II	IMH Observational Visit with students	
28.10.21	R. K. S. Prabhavathi Suganyaankar L	MSW Shift-II	Don Bosco Anbu Illam Observational visit with students	



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27/10/21 A. Manikie Public Admin Academe Archt at 8:00
Ethiopy College at 10:30am

29/10/21 A.R. Sreerava

3/11/2021 G. NEATHRAVATHI } Observational Visit
MARY SHEENA P.A. } ICCW Anna Nagar G.D
SUGAPRIYANKA L.S - MSW Shift-II - ICCW S.D
Dhanya R.K.S MSW Shift-II 15.11.21
Mohan foundation (Fieldwork)

15/11/2021 Marysheena P.A - MSW - Shift I - going to
MSSW for GP scrutiny S.D

17/11/2021 DR. P. RADHKA - Going to Kothai } P. Radhka
DR. S. SUMATHI 12:10 PM. Group of companies } J.J. Sri

17/11/2021 Mary Sheena P.A MSW (S-I) } Observational
Dhanya R.K.S MSW (S-II) } visit to
ICCF

18/11/2021 G. Neathravathi MSW (S-I) Observational
visit to Bewell Hospital

20/11/2021 V. KAVITHA ENGLISH (S-I) } Bank KVB, Aumbakkam
K. MARY ELIZABETH ENGLISH (S-I) } 10:45 AM - 11:20 AM

20.11.2021. E. Charumathy. B. Com S-I) Bank KVB, Aumbakkam

24.11.21 Commerce Viva Voce Examines 9:00
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ANNA ADARSH COLLEGE FOR WOMEN
9th Main Road,
Anna Nagar
CHENNAI



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ANNA ADARSH COLLEGE FOR WOMEN, CHENNAI - 600 040
PERMISSION SLIP "PERSONAL/OFFICIAL"

Name : L. Umamageswari
Designation : Associate Professor & Head.
Department : Post Graduate Department of
Corporate Secretaryship
Date : 26-05-2022
Time : 9 A.M. to 1 P.M.
Reason : External examines. for Vi.Va.Voce
Krishnaswamy college For Women.
Signature : L. Umamageswari

L. Umamageswari
H.O.D

A.O

R. Shanthi
26/5/22
PRINCIPAL



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Trust Estd. : 1972



SHRI KRISHNASWAMY COLLEGE FOR WOMEN

[Approved by the Govt. of Tamil Nadu & Affiliated to the University of Madras]

Managed by Krishnaswamy Educational Trust (Regd.), Chennai

AC - 48, 3rd Street, 6th Main Road, Anna Nagar, Chennai - 600 040.
www.shrikrishnaswamycollegeforwomen.com

2626 297
2628 297

Dr. ANITA RAJENDRAN, M.Com., M.A., M.B.A., Ph.D.,
PRINCIPAL

Ref : SKCW/B.Com(CS)..Project Viva Voce.Exam/May 2022
Date : 09/05/2022

To
The Principal
Anna Adarsh College for Women,
Chennai- 600 040.

Respected Madam,

**Sub: Appointment of External Examiner – UG – B.Com (CS) SHIFT I
Project viva voce Examination - Reg.**

This is to inform that Dr.L.Umameswari, Associate Professor and Head, Department of Corporate Secretaryship, Anna Adarsh College for Women, Chennai-40 will act as External Examiner for B.Com (CS) Shift-I, Project Viva Voce Examination at our College on Thursday, 26th May 2022 in the morning session.

Thanking you,
Yours truly,

(Dr. Anita Rajendran)

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KRISHNASWAMY COLLEGE FOR WOMEN
AC - 48, 6th MAIN ROAD,
ANNA NAGAR, CHENNAI-600 040
Copy to:

1. University of Madras.
2. Anna Adarsh College for Women.



Punjab Association's
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Chennai - 600040, Tamil Nadu.

Account Statement
FULL SALARY DURING MATERNITY



Ms PREMAKUMARI C

A 1 II STREET 9TH MAIN ROAD
ANNA NAGAR
CHENNAI
TAMIL NADU
600040

Acc.No. : 1289166000019178

Customer ID: 8594021
Acc.Type : SMART SB RESIDENT
St.Date : 08/08/2018
St.Period : 08/07/2018 to 07/08/2018
Mobile No. : 919176293982
Email Id : premakumarinov25@gmail.com

Account Summary

Opening Balance	+	Total Credit Amount	-	Total Debit Amount	=	Closing Balance	Count of Cr. & Dr. Transactions
10,059.68		46,294.00		46,463.91		9,889.77	CR:4/DR:14

Statement of A/c 1289166000019178 for the period 08/07/2018 to 07/08/2018

Txn Date	Value Date	Brn Code	Particulars	Ref. No	Debit	Credit	Balance
08/07/2018	08/07/2018		B/F...				10,059.68
10/07/2018	10/07/2018	1763	MPAY/UPI/FI Funds Trans-1763308000000526	593423	5,000.00		5,059.68
10/07/2018	10/07/2018	1221	To Clg : ECS-TP ACH Wealth India	721009	3,000.00		2,059.68
11/07/2018	11/07/2018	7777	UPI Charges for 10072018 819106593423		5.90		2,053.78
11/07/2018	11/07/2018	1763	POS/E-POS/0112569811/PAYTM APP/NOIDA	626774	131.11		1,922.67
12/07/2018	12/07/2018	1763	MPAY/UPI/FI Funds Trans-1763308000000538	881576		2,000.00	3,922.67
17/07/2018	17/07/2018	1763	IMPS CR-1763308000000128-Mr DEEPA-00000	910372		10,000.00	13,922.67
18/07/2018	18/07/2018	1763	ATM CSW/0112569811/KOLAPAKKAM CD/KANCHIP	016719	1,000.00		2,922.67
30/07/2018	30/07/2018	1289	SALARY JULY 2018	000000		33,562.00	36,484.67
01/08/2018	01/08/2018	1763	MPAY/UPI/FI Funds Trans-1763308000000623	566838	184.00		36,300.67
02/08/2018	02/08/2018	1763	POS/E-POS/0112569811/SAI MAHAFAZHAMUDI/C	008734	653.00		25,647.67
02/08/2018	02/08/2018	1763	POS/E-POS/0112569811/NATINAL NALIGAI A/C	137847	1,466.00		24,181.67
03/08/2018	03/08/2018	7777	UPI Charges for 02082018 821323712762		5.90		24,175.77

Karur Vysya Bank does not ask for personal security details like your Internet banking or phone banking passwords on the email, phone or otherwise. Never disclose your passwords to anyone, even to the bank's staff.



Car of your choice

Fast track finance



- Highest repayment tenor • Attractive rates of interest
- Turn Around Time of one day • Finance for second hand cars also



www.kvb.co.in

Karur Vysya Bank, Central Office, Erode Road, Karur-639002 (Tamilnadu) www.kvb.co.in



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MEDICAL INSURANCE

Anna Adarsh College for Women

Payment Voucher

RUB Chno! - 011935
16.2.22

No. : 651

Dated : 16-Feb-2022

Through : The Karur Vysya Bank A/c. No. 1289-155-37375

Particulars	Amount
Account : Staff's Health Insurance	8,31,978.00

On Account of :

Ch.no.011935/16.02.22 Payment to Punjab Association towards Mediclaim policy for 186 staff members at Rs.2 lakhs sum insured each with M/s. Max Bupa Health Insurance Co. Ltd as per list submitted.

Amount (in words) :

Indian Rupees Eight Lakh Thirty One Thousand Nine Hundred Seventy Eight Only

₹ 8,31,978.00

Receiver's Signature:

Radhu
23/02/22
22/2/22

VIJAY BHATIA
VP-CHAIRMAN-NA-ACC
The Punjab Association

R. Shanthi
16/2/22
Authorised Signatory



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Health Insurance → *AS*

INTER-UNIT CORRESPONDENCE

From :	To :
The General Secretary's Desk, Punjab Association, Chennai.	The Principal, Anna Adarsh College, Chennai-40.

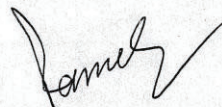
Ref. 007/PA/IA/GS/MCP/2022

Date : 10th February, 2022

Madam,

The management is glad to sanction and renew the Group Medication Policy to the staff who are not covered under E.S.I. for 186 staff members at Rs.2.00 lakhs sum insured each with M/s. MAX BUPA HEALTH INSURANCE CO. LTD., under Staff Welfare Scheme as per the list submitted by you.

The consolidated payment of all institutions are paid from Punjab Association account. So, you are requested to issue a Cheque for Rs.8,31,978/- (Rupees Eight lakhs thirty one thousand nine hundred and seventy eight only) in f/o PUNJAB ASSOCIATION towards your share of amount.


(RAMESH LAMBA)
GENERAL SECRETARY

PAID

Cheque No: 011935
Date: 16.2.22
Bank: KVB
Amount: 8,31,978/-
Institution / Unit: AAU



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MEDICAL INSURANCE BENEFICIARIES

S.NO	NAME	DEPARTMENT	YEAR OF CLAIM
1	Dr. J.Padmapriya	Department of Hindi	2018-2019 & 2020-2021
2	Ms. K Maheswari	Department of Computer Science	2018-2019 & 2019-2020
3	Ms. A Vincy	Department of Computer Science	2018-2019
4	Ms. G Prathima	Department of Computer Science	2018-2019
5	Ms. K Sumathi	Department of Computer Science	2019-2020
6	Ms. M Revathy Meenal	Department of Computer Science	2019-2020



R. Shanthi

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ANNA NAGAR, CHENNAI 600 040



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GAMES FOR TEACHING FACULTY





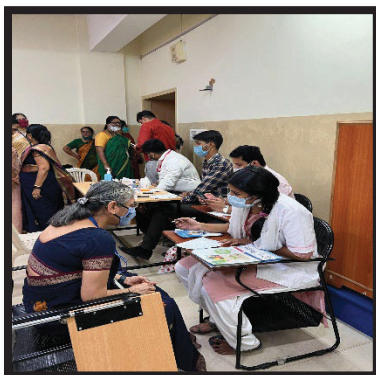
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HEALTH CAMP

Department:	Home Science-N&D
Date of Event:	28/03/2022
Topic:	Health Camp
Event Category:	Institutional Social Responsibility
Level: College	No of Participants: 99 Staff: 89 Students: 10
Judges/Guest (with Designation)	Dr.Agarwal's group of Eye Hospital Dr.Mohan's Diabetes Hospital, Apollo Hospital

Brief Report:

A Health Camp was organized on 28/03/2022 in association with Dr.Agarwal's group of Eye Hospital, Dr.Mohan's Diabetes Hospital and Apollo Hospital for all the faculty and non-teaching staff (including those belonging to Cleanline services) of Anna Adarsh college for Women. Nutritional status like height, weight were monitored. BMI was calculated to find out if the person was normal, lean or obese and appropriate diet counseling was given by a qualified dietitian. Random blood glucose levels were determined. Eye check-up and dental check-up were also done. Those requiring further assessment or treatment were advised to visit the hospital for a follow-up.






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CRITERION 6

*Welfare Measures for Non - Teaching
Faculty*



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LITERACY AWARENESS FOR THE SUPPORT STAFF	
Department:	B.Com General Shift II
Date of Event:	25.07.2022
Topic:	“Literacy Awareness for the support staff” (Cleanline Services)
Event Category:	Awareness Programme , No. of participants- 20
Level:	Clean line staff
Judges/Guest (with Designation)	No Guest
Brief Report: <p>“Literacy Awareness for the support staff” (Clean Line Services) was conducted by the Department of Commerce General shift 2 for the benefit of clean line staff. Alphabetical letters were shown as powerpoint slides, it was taught to them, later support staff were made to identify the alphabets correctly. Support staff were also trained to write their names.</p>	
	



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HEALTH AND HYGINE







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NON -TEACHING FACULTY WARD ADMISSION

**PUNJAB ASSOCIATION'S
ANNA ADARSH COLLEGE
FOR WOMEN**
A-1 Block, 2nd Street, Off 9th Main Road,
Anna Nagar, Chennai-40, Ph. 26212009

IDENTITY CARD

 **A1B+ve**




Valid Upto
2021-2024


Name : **JESICA JEBASTY .R**
Course : BCOM GENERAL 'A'
D/OF : D. RAYAPPAN
Res. Address :
NO.10/101, N. T. PATEL ROAD,
THANGALKARAI, NERKUNDRAM, CH -107
Contact No : 9962347762

R. Shankar
Sign of The Principal

**PUNJAB ASSOCIATION'S
ANNA ADARSH COLLEGE
FOR WOMEN**
A-1 Block, 2nd Street, Off 9th Main Road,
Anna Nagar, Ch-40, Ph.26212009

**STAFF IDENTITY CARD
2021-22**

 **AB+ve**



Name : **R.RACHEL BEAULA**
Qualification : B A.,
Designation : LAB ASST.,
D/W Of : D.RAYAPPAN
Emp. No. : NTS2008009 D.O.B. : 14.09.1975
Res. Address :
10/101, NY Patel Road, Thangal Karai,
Nerkundram, Chennai-600107.
Contact No : 9884800798

R. Shankar
Principal



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GAMES FOR NON-TEACHING FACULTY





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CRITERION 6

Other Facilities



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COUNSELLING CENTER





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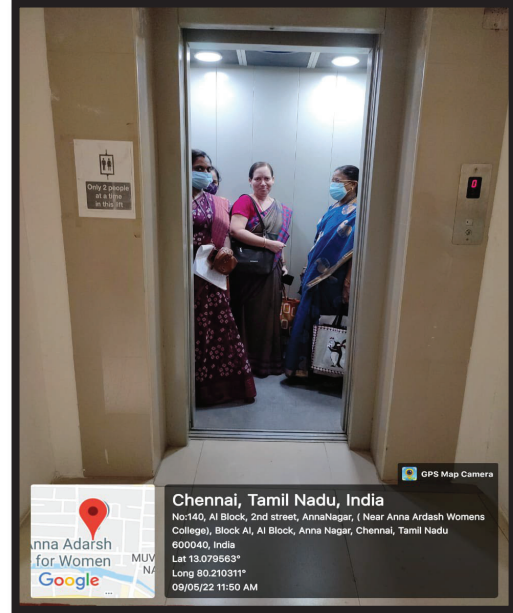
GYM





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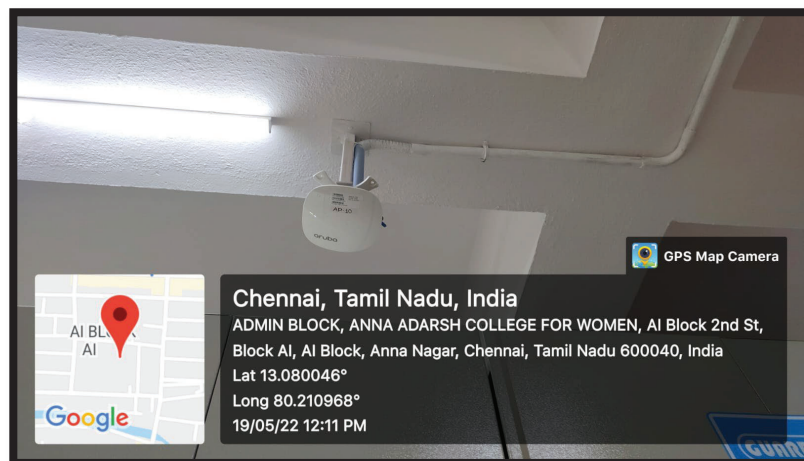
ATM, CANTEEN, LIFT, PARKING FACILITIES





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WIFI AND COMPUTING FACILITIES






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PERFORMANCE APPRAISAL -HOD



PERFORMANCE APPRAISAL OF HOD's 2021-22

IQAC-- ANNA ADARSH COLLEGE FOR WOMEN CHENNAI 40

shirlinedavid@annaadarsh.edu.in [Switch account](#) 

* Required

Email *

Your email

Name *

Your answer

Department *

Your answer



Punjab Association's
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Shift *

- Shift 1
- Shift 2

1. Adheres to strict moral principles no matter the circumstance. *

- Always
- Sometimes
- Never

2. Maintains a cordial working relationship with all. *

- Always
- Sometimes
- Never

3. Inculcates ethical values amongst staff through self-disciplined behaviour. *

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree



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4. Ability to organize work and carry it out efficiently. *

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

5. Willing to assume additional duties- voluntary participation in committees and administrative work. *

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

6. Conducts regular department meetings. *

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree



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7. Communicates all the official information on time. *

Choose ▼

8. Motivates faculty to participate and present papers in conferences and workshops. *

Choose ▼

9. Proper records of leave (all types of leave including OD) availed by self and faculty is maintained. *

Choose ▼

10. Submits monthly report of department activities on the due date. *

Choose ▼

11. Ensures effective and timely completion of syllabus. *

Choose ▼



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12. Has a comprehensive knowledge in the subjects. *

Choose

13. Effectively engages students as per allotted Time table

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

14. Accepts constructive feedback from superior. *

Choose

Submit

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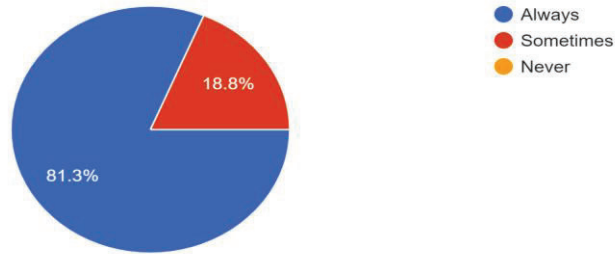


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PERFORMANCE APPRAISAL-HOD ANALYSIS

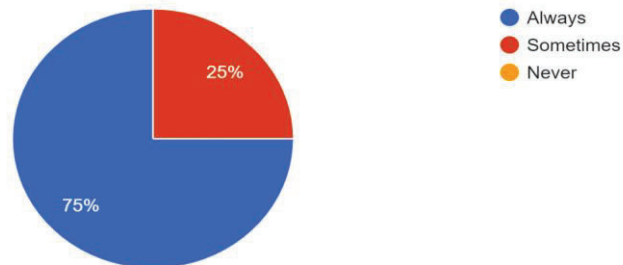
1. Adheres to strict moral principles no matter the circumstance.

32 responses



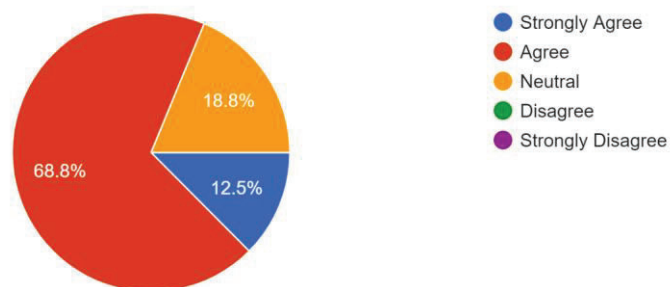
2. Maintains a cordial working relationship with all.

32 responses



3. Inculcates ethical values amongst staff through self-disciplined behaviour.

32 responses

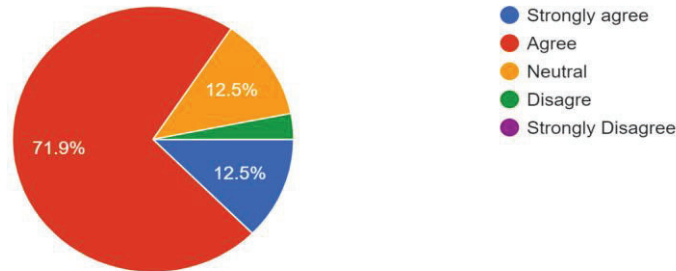




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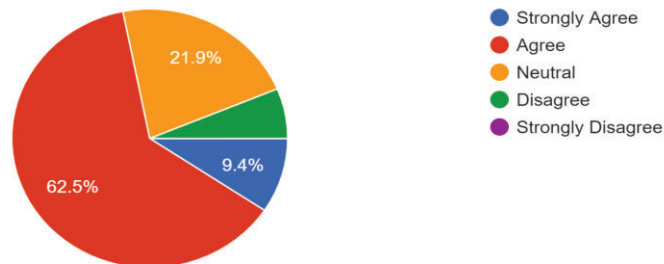
4. Ability to organize work and carry it out efficiently.

32 responses



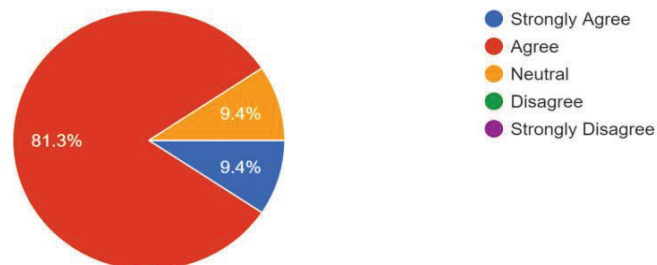
5. Wiling to assume additional duties- voluntary participation in committees and administrative work.

32 responses



6. Conducts regular department meetings.

32 responses

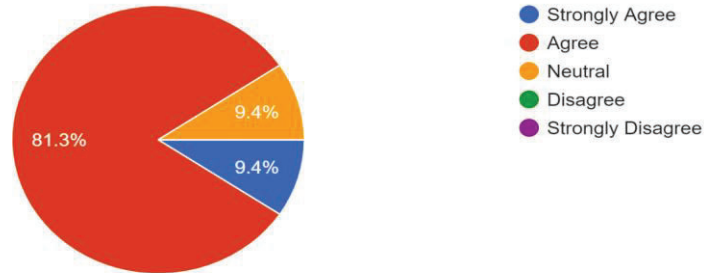




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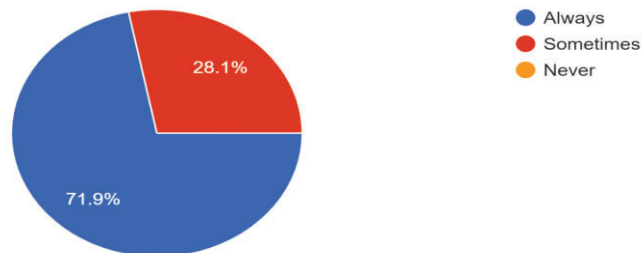
6. Conducts regular department meetings.

32 responses



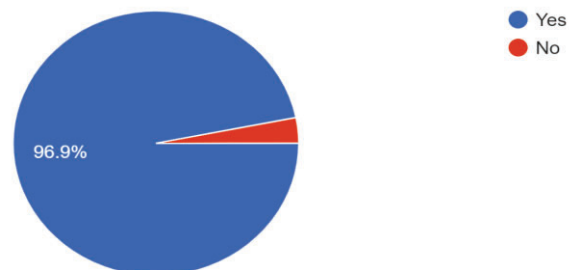
8. Motivates faculty to participate and present papers in conferences and workshops.

32 responses



9. Proper records of leave (all types of leave including OD) availed by self and faculty is maintained.

32 responses

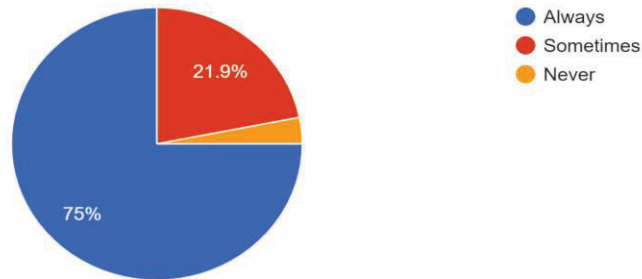




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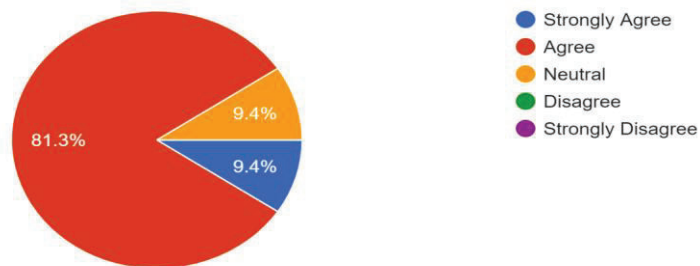
10. Submits monthly report of department activities on the due date.

32 responses



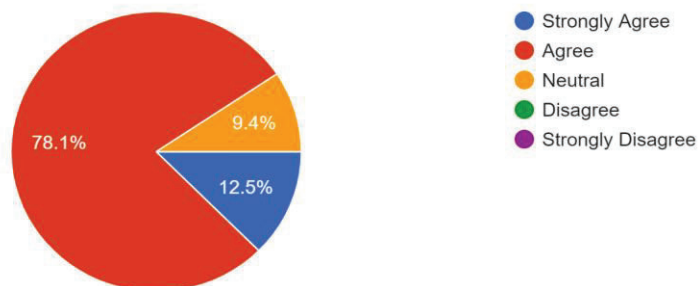
11. Ensures effective and timely completion of syllabus.

32 responses



12. Has a comprehensive knowledge in the subjects.

32 responses

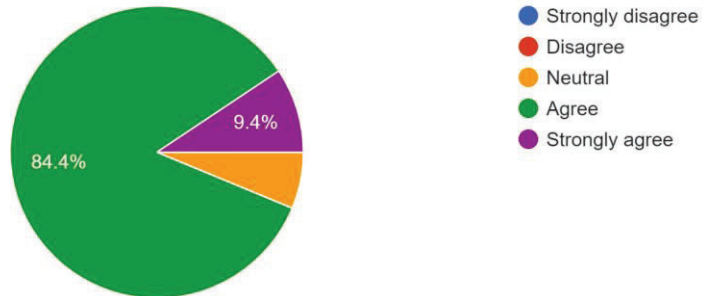




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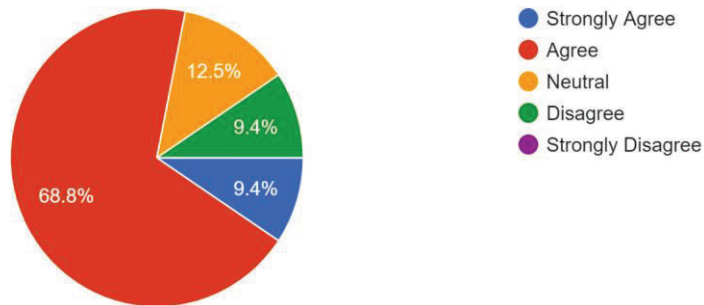
13. Effectively engages students as per allotted Time table

32 responses



14. Accepts constructive feedback from superior.

32 responses





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PERFORMANCE APPRAISAL -TEACHING FACULTY

10/18/22, 11:25 AM

Faculty Performance Appraisal Form 2021-22



Faculty Performance Appraisal Form
2021-22

IQAC – ANNA ADARSH COLLEGE FOR WOMEN. CHENNAI- 40

naacssr@annaadarsh.edu.in [Switch account](#)



Your email will be recorded when you submit this form

* Required

Name of the faculty being appraised *

Your answer

Appraiser *

Head of Department

Department *

Your answer

Shift *

Shift 1



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10/18/22, 11:25 AM

Faculty Performance Appraisal Form 2021-22

Shift 2

Comprehensive knowledge in the teaching field *

- Frequently offers relevant examples from her professional expertise
- Has updated information in her teaching field
- Reviews and updates the class materials every year
- Uses concepts from her professional area with ease

Deontology and availability for teacher-student communication *

- Interested in the professional evolution of students
- Promotes professional ethics in the students' future careers.
- Adheres to moral principles no matter the circumstances
- Exhibits a non discriminatory and impartial behaviour in her relationship with students
- Facilitates students' independent learning.

Presentation skills *

- Manages to keep the attention of the students for the entire class
- Involves students in the explanation and demonstration of concepts
- Uses audio-visual support and technology in their presentations
- charismatic.



Passion for teaching *



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Faculty Performance Appraisal Form 2021-22

- Conveys an enthusiasm for the subject
- Inspires students to participate
- Always available to share information
- Willingness to go beyond class requirements

Class preparation and management *

- Organises class according to the feedback received.
- Offers concrete examples to hard to understand concepts.
- Adapts the teaching methods to students needs.
- Has clear class objectives and follows a systematic plan to attain them
- Handles class during the proposed time frame.

Student Examination *

- Offers feedback to the student to develop them.
- Evaluates students for their capacity for analysis and presentation.
- Students are tested for both high and low level of cognitive abilities.
- Class tests are designed to incorporate relevant aspects of the subject.
- Evaluation is performed in a correct and consistent manner.

Research and scientific productivity

- The themes researched are perceived as being a breakthrough in the field.
- Publishes in reputed journals.
- Brings new research projects to the institution.
- Is affiliated to national or international research centres.
- The articles published are theoretically and methodologically rigorous.



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Faculty Performance Appraisal Form 2021-22

Administrative skills *

- Contributes to the development of department/institution.
- Initiates study programmes, training and development courses.
- Aware of organisational objectives and works towards fulfilling them.
- Works towards improving the institution's image.
- Volunteers assistance for Co curricular activities

Academic Expertise

- Has been a moderator/keynote speaker at international/national conferences
- Is a member of editorial committee of reputed journals.
- Participant in professional associations
- Member in national /state level evaluation committees.
- Participated in media events relating to one's field.

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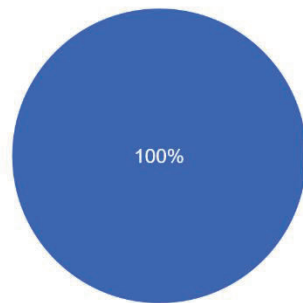


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PERFORMANCE APPRAISAL - TEACHING FACULTY-ANALYSIS

Appraiser

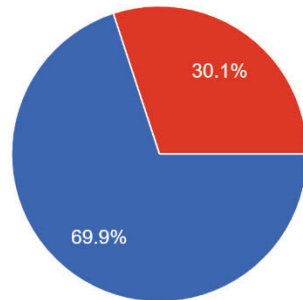
173 responses



● Head of Department

Shift

173 responses



● Shift 1

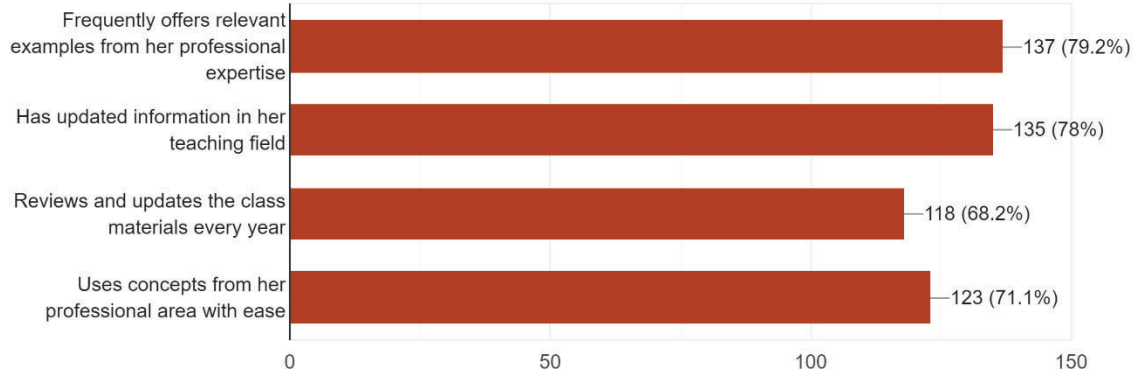
● Shift 2



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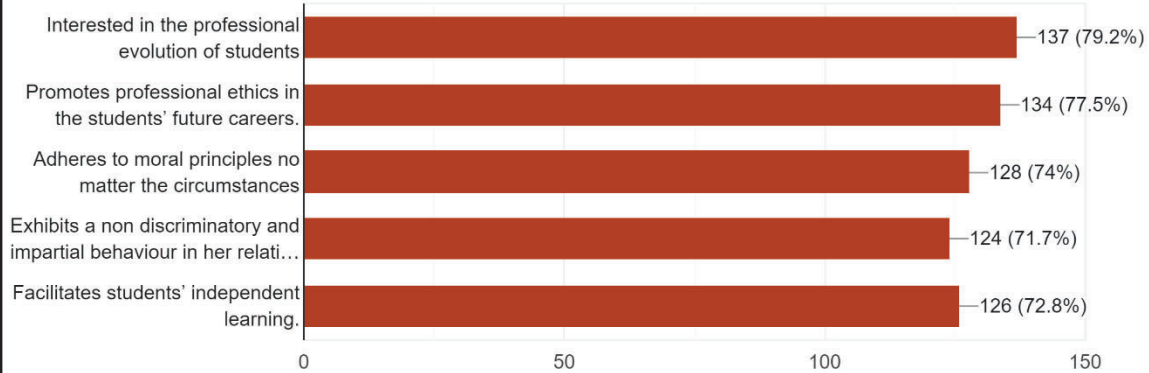
Comprehensive knowledge in the teaching field

173 responses



Deontology and availability for teacher-student communication

173 responses

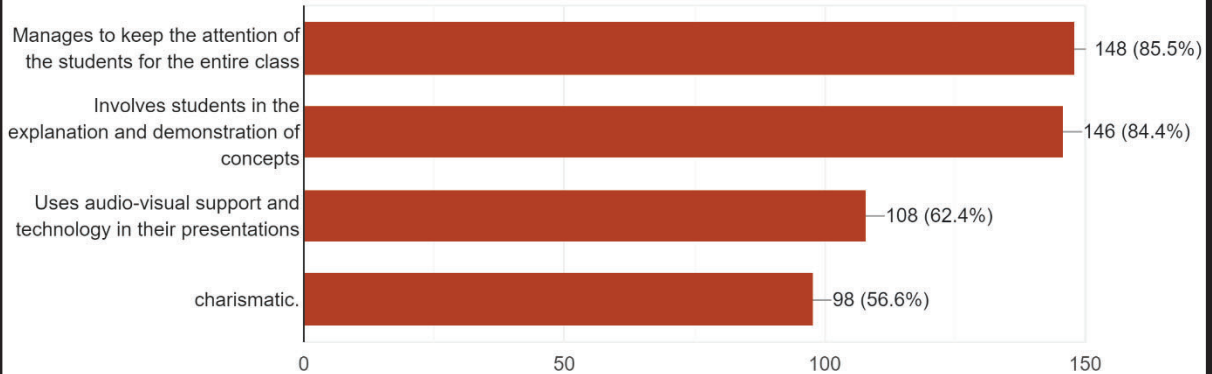




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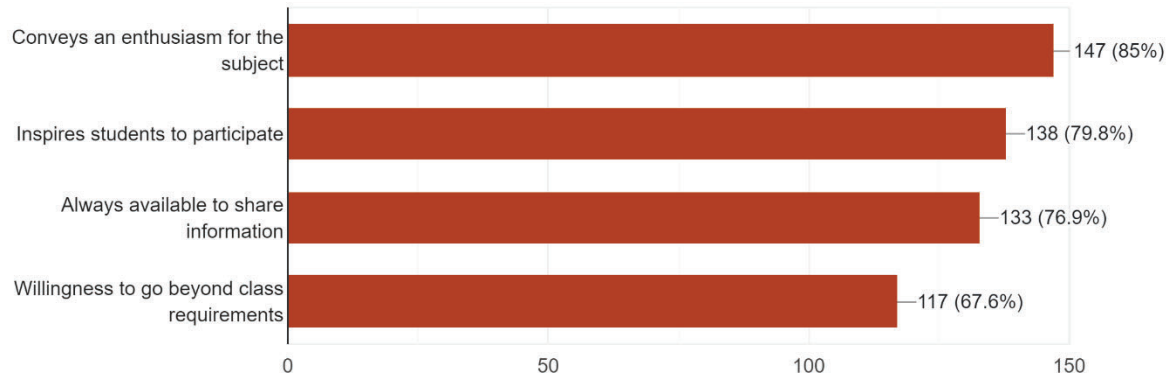
Presentation skills

173 responses



Passion for teaching

173 responses

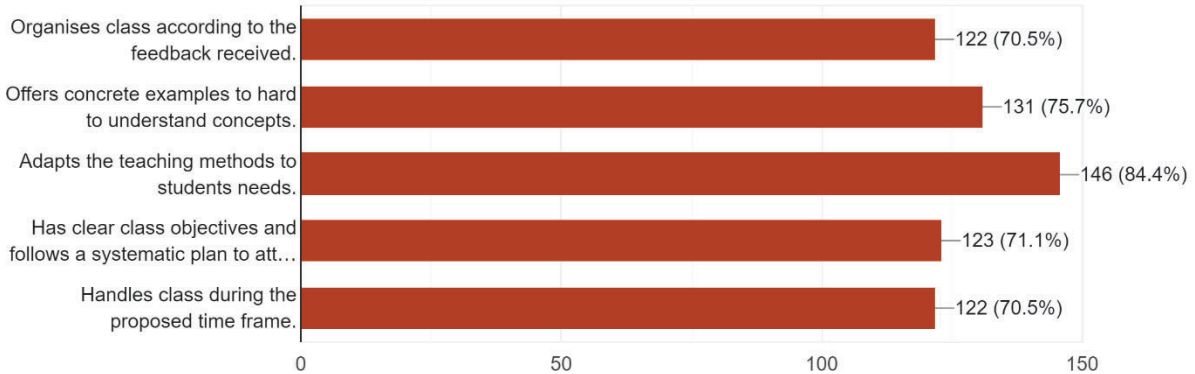




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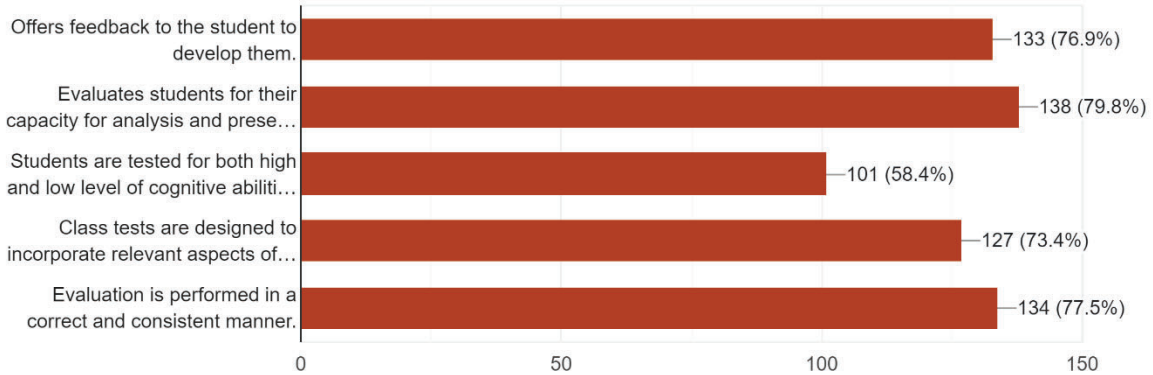
Class preparation and management

173 responses



Student Examination

173 responses

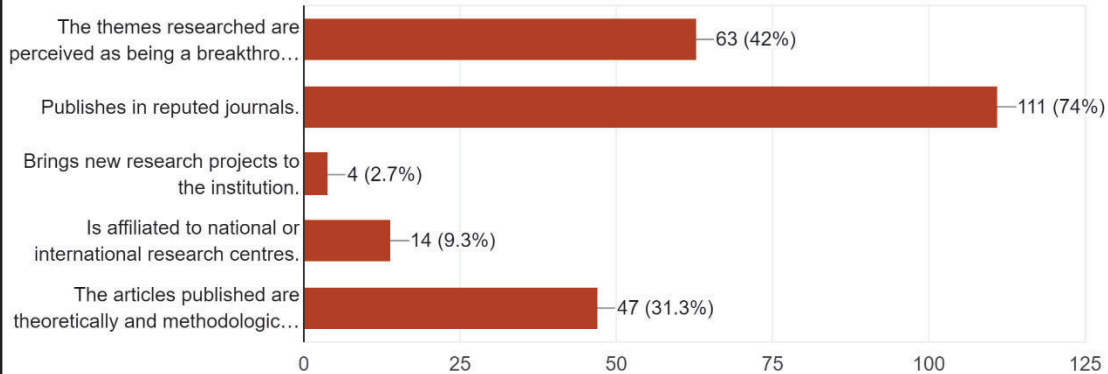




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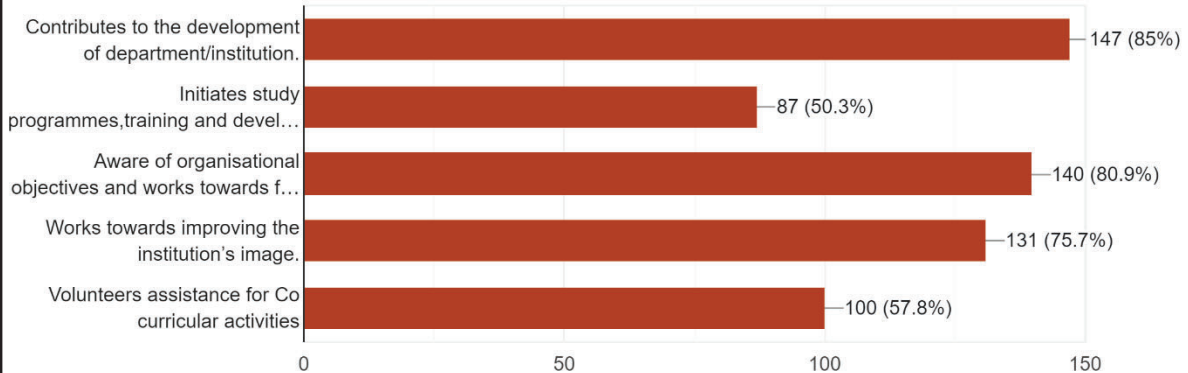
Research and scientific productivity

150 responses



Administrative skills

173 responses

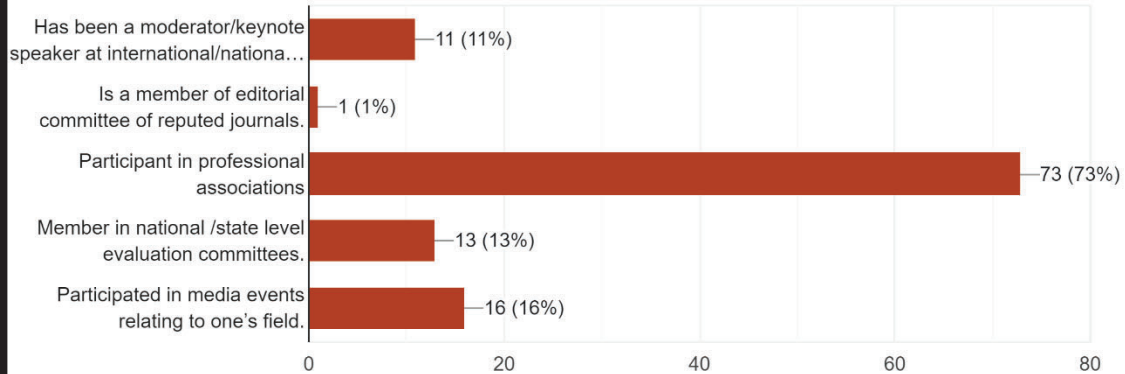




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Academic Expertise

100 responses





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PERFORMANCE APPRAISAL -NON-TEACHING FACULTY



Performance Appraisal of non-teaching
staff 2021-22

IQAC-- ANNA ADARSH COLLEGE FOR WOMEN, ANNA NAGAR CHENNAI 40.

 shirlinedavid@annaadarsh.edu.in (not shared) [Switch account](#)



* Required

Name *

Your answer

Designation *

Your answer

Department *

Your answer



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Details of current responsibilities *

Your answer

1. Professional Competence *

	Excellent	Good	Satisfactory	Poor
Knowledge of rules, regulations and procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to organise work and carry it out	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Willingness to assume additional duties in times of exigencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Willingness to learn and keep abreast with evolving technologies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervisory capacity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepts feedback from superiors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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Quality of work *

	Excellent	Good	Satisfactory	Poor
Capable of Documenting and Record keeping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quick and accurate execution of work assigned	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finishing work within given time frame	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Capable of working as a team member.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diligent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Personal traits *

	Excellent	Good	Satisfactory	Poor
Regularity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Punctuality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



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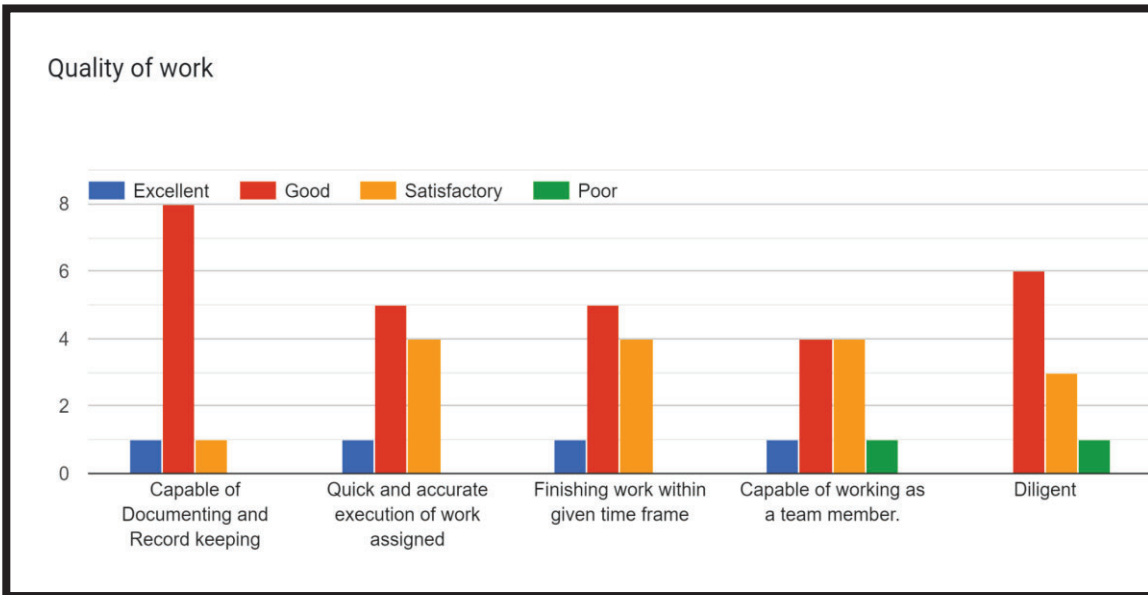
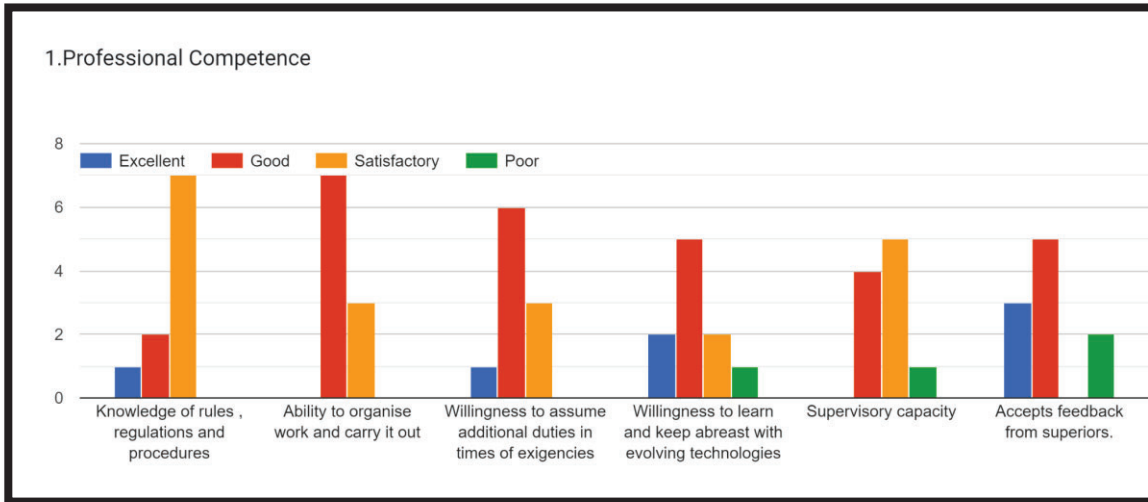
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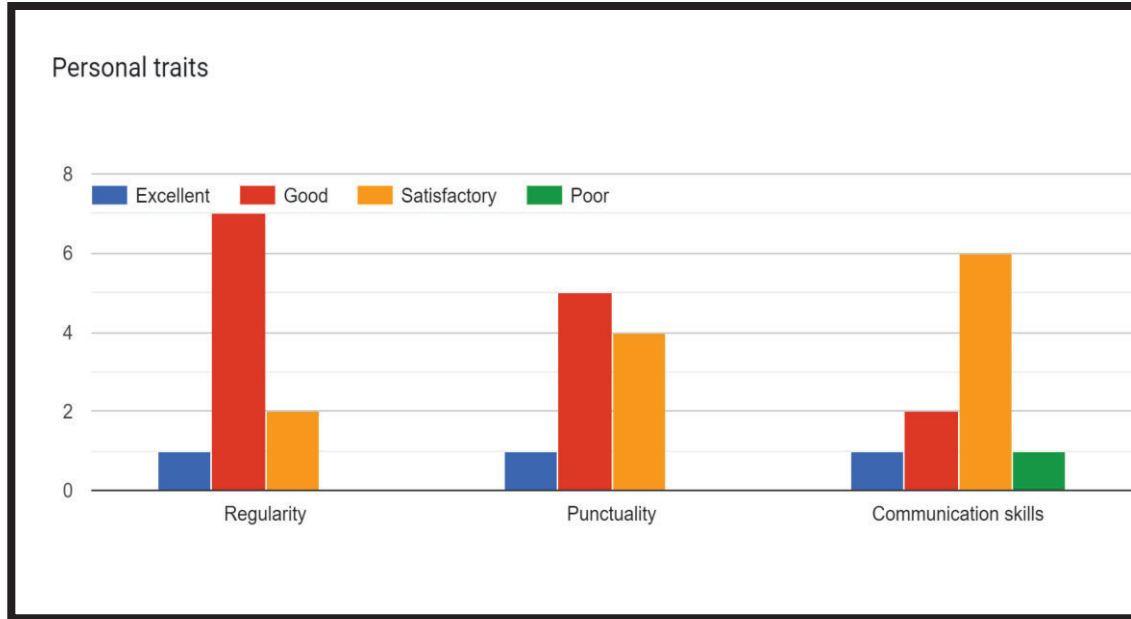
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PER FORMANCE APPRAISAL -NON-TEACHING FACULTY-ANALYSIS





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Performance Appraisal Report

The faculty performance appraisal(2021-22) was carried out by IQAC. The analysis of the responses was undertaken, based on which the IQAC indicated a series of measures as outlined below;

Teaching Staff

Action taken report

<u>SNO</u>	<u>Domains/Areas</u>	<u>Action taken</u>
1	Orientation and refresher programmes	The faculty participated in need-based orientation and refresher programmes to enable them to stay informed on latest advancements in their field of specialization. Orientation Program on Online Admission process, NAAC preparatory process was organised.
2	Conferences/Seminars and workshops	Effective teaching results form the knowledge base of a teacher. With massive improvement taking place in all disciplines, teachers need to be updated. The institution encourages the faculty to participate in conferences/seminars and workshops, by providing leave (OD) and in some cases financial support.
3	Research Publications	Faculty members are incentivised to undertake research at National and International centres and publish research papers, develop research projects thereby contributing to the growth of knowledge in different fields.
4	Training	With the onset of pandemic, it becomes imperative to train the faculty in online teaching. The institution took up the task and was able to achieve significant success in this area. All the teachers are well equipped with the knowledge on latest ICT tools and using the institutional IT resources, they are able to carry on their teaching learning process seamlessly. Teachers were also acquainted with beyond classroom teaching. Proper evaluation techniques for identifying the cognitive level of students, academic and administrative skills were obtained.



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Non-Teaching Staff

Action taken report

<u>SNO</u>	<u>Domains/Areas</u>	<u>Action taken</u>
1	Training of Management Information System(MIS)	MIS in the college is upgraded continuously hence all the non-teaching staff are provided regular training on the MIS
2	Earn While You Learn scheme	To augment the human resources in the administration section, students are recruited under the scheme "Earn While You Learn". These students are then assigned to the administrative staff to assist them during admissions, examination and documentation.
3	IQAC support	The non-teaching staff of the institution play a vital role in assisting the IQAC in collecting, classifying and documenting details regarding faculty, students, infrastructure etc. The non-teaching staff are regularly trained on the data requirements NIRF, AISHE etc.
4	Welfare Measures	The administrative section has been airconditioned to provide a better working environment for non-teaching staff
5.	Enhancement of Communication skills	More faculty enrichment programs on communication skills to be conducted