



Holy Cross College (Autonomous) Nagercoil – 629 004

Affiliated to Manonmaniam Sundaranar University, Tirunelveli
Nationally Accredited with A+ Grade (CGPA 3.35) by NAAC IV Cycle
An ISO 9001:2015 Certified Institution

SSR
2019-2020
to
2023-2024

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development/ progression

Performance Appraisal - Sample Forms

ANNUAL PERFORMANCE APPRAISAL REPORT

Faculty Self – Appraisal Form

Month & Year of Performance Appraisal

GENERAL DETAILS

1.	Name of the Institution	
2.	Name of the Faculty/ Faculty ID	
3.	Qualifications	
4.	Department	
5.	Date of Joining our Institution	
6.	Designation (at the time of joining)	
7.	Present Designation	

RESIDENTIAL ADDRESS

COUMMUNICATON ADDRESS:

Phone Number:

Mobile Number: +91

E-mail ID: _____ (Official)

E-mail ID: _____ (Personal)

TEACHING EXPERIENCE DETAILS (Starting from the latest)

S. No.	Name of the Institution	Designation	Period (From)	Period (To)	No. of Years & Months
1.					__Y & __M
2.					__Y & __M
3.					__Y & __M
4.					__Y & __M
Total					

NAAC V Cycle Self Study Report (SSR)

INDUSTRIAL/RESEARCH EXPERIENCE (Starting from the latest)

S. No	Name of the Industry/Institution	Designation	Period		No. of Years & Months
			From	To	
1.					___Y&___M
2.					___Y&___M
			Total		___Y&___M

LEAVE DETAILS (From 01st Jan2022 to 31st Dec 2022)

Calendar Year	Total No. of Working Days	Availed Leave Details					Total Leave Availed	On Duty Availed	Effective Attendance	Attendance Percentage
		CL	EL	ML	LoP	VL				
2022										%

Name of the faculty & Designation:

Department:

College:

Appraisal Date:

ACADEMIC DETAILS (For Acad. Year) – Provide details only for theory courses of End Semester Examinations
April/May 2022 & Nov/Dec 2022

S. No	Course Code	Course Title	UG/PG	Year, Degree, Branch	No. of Students	Month & Year of Exam	No. of Pass	No. of Fail	Pass %
1.									
2.									
3.									
4.									
5.									
6.									

STUDENT'S FEEDBACK DETAILS (For Acad. Year) – Provide details only for Theory courses
April/May 2022 & Nov/Dec 2022

S. No	Course Code	Course Title	UG/PG	Year, Branch, Section	Month /Year of Exam	Grade given by students	Remarks
1.							
2.							
3.							
4.							
5.							
6.							

NAAC V Cycle Self Study Report (SSR)

STUDENT SUPPORT ACTIVITIES

S.No	Particulars of mentoring the students in the current academic year (2022-2023)	
1.	No. of allotted students	
2.	No. of Slow Learners identified	
3.	No. of Fast Learners identified	
4.	No. of Potential University Rank Holders (if applicable)	
5.	No. of students passed without arrears in APR 2022 Exams & Nov 2022	
6.	No. of students having arrears in APR & NOV 2022 Exams:	
	Single arrear Two arrears More than two arrears Total:	
7.	No. of students allotted for arrear coaching class	
8.	Average % of attendance in arrear coaching class	
9.	a. Mention your action plan to improve student's academic performance	
	b. Your inputs/ ideas to improve the academic performance of the students	
10.	No. of eligible students for placement	
11.	No. of students placed as on 31.01.2023	
12.	Mention your action plan/initiatives to improve student's placement	
	1. 2.	
13.	Your inputs/ideas to improve the placement performance of the students	
	1. 2.	

Name of the faculty & Designation:

Department:

College:

Appraisal Date:

DEVELOPMENT ACTIVITIES

S. No	Criteria	Details
1.	Are you pursuing any higher studies	Yes/No
	If Yes, name of the degree	
	Name of the Institution/ University	
	Probable year of completion	
2.	Name of the Company/Industry which you have initiated collaboration.	
	a) If not, what are your plans & proposals to have better collaboration in the coming years?	
	b) Please mention the ways from your perspective to have better Industry – Institute Relationship	

NAAC V Cycle Self Study Report (SSR)

3.a)	Mention your contribution apart from teaching for the past 10/5/3/2 years based on your DoJ. (The faculty should produce the evidences at the time of verification)	
	a) For the Department	
	b) For the Institution	
3.b)	Mention your achievements apart from teaching for the past 10/5/3/2 years based on your DoJ. (The faculty should produce the evidences at the time of verification)	
	a) For the Department	
	b) For the Institution	
4.	List out the possible achievements that can be made by you for the development in future.	
	a) Individual level	
	b) Department level	
	c) Institution level	
5.	List out the Notable changes you have witnessed among the students during this year.	Positive: 1. 2. Negative: 1. 2.
6.	Please mention your field of interest that can be taught by you to the students beyond syllabus (Value addition, Open electives)	
7.	List out the best ways you could adopt, by which the attitude of the students can improve	
8.	Any significant contribution made for effective administration and enrolment of students	

ANNUAL PERFORMANCE APPRAISAL REPORT

Faculty Self- Appraisal Form (2022-2023)

Instructions

1. Please go through the Faculty Annual Appraisal Form attached herewith.
2. You are required to duly fill the details in the softcopy of the appraisal form.
3. The duly filled soft copy of the appraisal form is to be printed on the A4 (front &back) sheets.
4. The duly filled appraisal form should not have any writing/over writing in the data filled.
5. All the supporting documents are to be arranged sequentially and submitted.
6. The duly filled form along with the supporting documents, after verification by the respective HOD is to be submitted to the Crossian Human Resource Development Centre (CHRDC) Coordinators of our college on or before the due date (13.02.2023)
7. The verification of the documents of all the faculty members shall be done by an external committee which will be announced shortly.

NAAC V Cycle Self Study Report (SSR)

8. If no relevant documents are provided for a particular parameter
9. , the score will not be accounted.
10. For (Research Component), the first page of every publication/funded project/patent/consultancy to be submitted as proof. The research details are to be submitted in the EXCEL format given in Annexure -I. The Soft Copy of the same can be sent to Crossian Human Resource Development Centre (CHRDC) Coordinator.

Performance Appraisal – Non-teaching

திருச்சிலுவைக் கல்லூரி - நாகர்கோவில்

ஆசிரியர்லா பணியாளர் பணி மதிப்பீடு

2023-2024

வ.எண்		மிக நன்று 76-100	நன்று 51-75	திறுப்தி 26-50	திறுப்தி இல்லை 0-25
1	செய்யும் பணியைப் பற்றிய அறிவுத்திறன்				
2	பணியை திட்டமிட்டு குறிப்பிட்ட நேரத்தில் முடிக்கும் திறமை				
3	உடன் பணியாளர்கள் கூறுவதை கேட்டு புரிந்து, விட்டுக் கொடுத்து பணி செய்யும் மனப்பக்குவம்				
4	பொறுப்புடனும், நம்பகரத் தன்மையுடனும் பணியாற்றுவதல்				
5	காலந்தவறாமையும் வருகை பதிவும்				
6	பிறருக்கு பணியில் உதவிக்கரம் நீட்டும் பண்பு				
7	பணியை முன்னின்று நடத்தும் திறன்/ செய்யும் பணியில் தீர்மானம் எடுக்கும் திறமை				
8	கல்லூரியின் மதிப்பீடுகளின் அடிப்படையில் பணியில் அர்ப்பணத்தன்மை				
9	நிர்வாகம், மாணவிகள், உடன் பணியாளர், ஆசிரியைகள் ஆகியோருடன் கொண்டுள்ள உறவு				
10	தினமும் என்னிடம் ஒப்படைக்கப்பட்ட பணிகளை குறித்த நேரத்தில் முடிக்க கின் நேனா அல் லது தள் ளி போடுகின்றேனா				

ஆ. கடந்த ஓராண்டில் நீங்கள் உங்கள் வளர்ச்சிக்காக எடுத்த புதிய முயற்சியும் அதன் விளைவுகளும்

இ. எந்தெந்த வழிகளில் உங்கள் பணி அமைந்தால் கல்லூரி வளர்ச்சி மேம்படும் என கருதுகிறீர்கள் ?

ஈ. எந்தெந்த வழிகளில் நிர்வாகத்தின் செயல்பாடுகள் அமைந்தால் கல்லூரி வளர்ச்சி மேம்படும் என கருதுகிறீர்கள்?

உ. நிர்வாகம் தங்களுக்கு அளிக்கும் பயிற்சி பாசறைகள் பயன் உள்ளதாக இருக்கிறதா?

ஊ. எதிர் காலத்தில் நீங்கள் பணிபுரியும் நிறுவனம் வளர்ச்சியடைய நீங்கள் கற்று கொள்ள விரும்பும் பயிற்சி பாசறைகள் சிலவற்றை குறிப்பிடுக?



NAAC V Cycle Self Study Report (SSR)

HOLY CROSS COLLEGE (AUTONOMOUS), NAGERCOIL

NON-TEACHING STAFF PERFORMANCE APPRAISAL

2023-24

S. No	Criteria	Excellent 76-100	Good 51-75	Satisfactory 26-50	Not Satisfactory 0-25
1.	Knowledge about the task at hand				
2.	Ability to complete the given task within the stipulated time				
3.	Willingness to listen, understand, accept and work with colleagues				
4.	Working with responsibility and integrity				
5.	Punctuality and Regularity				
6.	The trait of helping others in their work				
7.	Ability to lead a task/ make decisions				
8.	Dedication in work based on the values of the college				
9.	Relationship with management, students, colleagues & faculty members				
10.	Do I complete the daily tasks assigned to me? Do I procrastinate?				

- B. What are the novel efforts you have made for your growth in the last one year and its results?**
- C. How do you think you should do your tasks to aid in the betterment of the college?**
- D. What efforts do you think should be taken by the management for the betterment of the institution?**
- E. Are the training sessions provided by the management useful to you?**
- F. Mention some of the trainings you would like to receive in the future, that would be beneficial for your institution.**

