



HINDUSTAN

COLLEGE OF ARTS & SCIENCE

Affiliated to University of Madras | NAAC Reaccredited | 2(f) Status by UGC
Christian Minority Institution | A Unit of Hindustan Group of Institutions
Rajiv Gandhi Salai (OMR), Padur, Kelambakkam, Chennai - 603 103.

6.3.5 – Institutions Performance Appraisal System for Teaching and Non-Teaching Staff

ADDITIONAL INFORMATION



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TEACHING STAFF PERFORMANCE APPRAISAL

**FACULTY PERFORMANCE SELF APPRAISAL FORM**

(Note: Strike out columns which are not applicable)

ACADEMIC YEAR 2021 - 2022 Date : 6/9/22

1. Name :Dr.R.JayaSuji
2. Department :Computer Science
3. Employee Code :CS-T155
4. Date Of Birth : 27/06/1981
5. Date Of Joining the College :02/12/2019
6. Present Designation and From Which date :Assistant Professor
7. Details Of Teaching workload handled by you:



Seme ster	Class	Subject Code	Subject Title	No. of Periods/Week					Students Evaluation Score (Feedback)	Percen tage of passes in the Univer sity Exam
				L	T	P	othe rs	TCH		
<u>ODD</u>										
III	II CS S1	SE23A SE231 TSSEG ENV4A	Java and DS , DS Lab Soft Skills EVS	1 1	6	3			Good	100/-
I	I MSC CS	PSD1A PSD11 SAE5C	Design Analysis of Algorithms &Lab Computer Organization		5	3				
V	III CS S2				3					
<u>EVEN</u>										
IV	II CS S1	SE24A SE241 TSSEH ENV4A	Web Technolgy WT Lab Soft skills EVS	1 1	6	3			Good	77/- 100/- 100/-
II	I MSC CS	PSDEA	Mobile computing		6					96/- 100/-
VI	III CS S2	SAE61	WebTech Lab			3				

8. A brief of your own observation about the performance above

- Satisfied with the performance of the students
- Motivated the students
- Completed the task which has assigned to me on time

9. Your impression about the scope of improvement and the support you expect from the organisation to achieve the same. ---

10. Details of Final Semester Projects (If applicable) guided by you

S.No	Course	Title Of Project	Roll No. & Name Of Students
1.	I MSC CS	An advanced ISS text based GPS	P2CS105 P.Deepak Raj
2.	I MSC CS	Classification and detection of fetal brain abnormalities	P2CS125 K.Manojkumar
3.	I MSC CS	Analysis of malicious in android devices	P2CS126 S.Thilagavathi

11. Details of Administrative Work load handled by you at the college level (E.g. N.C.C, N.S.S, Hostel Wardship Etc.,)

Involved in preparing documents for NAAC C Criteria 6.3.3

12. Details of Administrative Work load Handled by you at the departmental level (Eg., Class Teacher, Timetable in-charge, Lab in-charge etc.,)

Class Tutor II BSc CS Sec 1
Incharge for Department Exam Cell,
ISO File Maintenance

13. Sponsored Research Activities

Duration Years	Organisation	Project Title	Amount Received in Current Year	Total Amount Received
-	-	-	-	-

14. Consultancy Agencies

Duration Years	Organisation	Project Title	Amount Received in Current Year	Total Amount Received
-	-	-	-	-

15. Self-supporting Continuing Education Programme conducted in the college with you faculty as co-ordinator

Title of the Course	Duration	No. of Participants	Total course fees received
Wordpress 5.8	Oct 21-Mar 22	52	Rs.52000

16. Continuing Education Programme Sponsored and financially supported by UGC/MHRD or other agencies

Title of the Course	Duration	Sponsoring Agencies	Amount Received	No. of Participants
-	-	-	-	-

17. Your Participation in Continuing Education/Quality Improvement programs conducted in other Institutions.

Title of the Course	Institution	Duration	Sponsored by
1. Cyber forensics and Information Security	Dwark doss Govarthandoss Vaishnav College	24/2/22 to 3/3/22	Syed Ammal Arts & Science
2. Python flask framework	Syed Ammal Arts & Science	21/2/22 to 28/02/22	Dwark doss govarthan Vaishnav College
3. The Art of Publishing Research Papers	TNJFU Business Schools	20/11/21	TNJFU Business Schools

18. Your Other activities to update your knowledge or improve your educational qualifications -----

19. Publication of Books (Give full details) -----

20. Publication of Articles in Journals. (Give full details)

Journal: Journal of Asiatic Society of Mumbai
 Title: A fuzzy Rule based classification and PSO Algorithm for diagnosing oral cancer.

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21. Publication of Articles in proceedings of National/International Conferences /Symposium.(Give full details)

International Conference on Artificial Intelligence and Information Technology Paper titled 'Rule Based Classification for diagnosing oral cancer'

22. Details of membership of professional Bodies, Technical Committees, Societies, Academics with date from which you became member.

23. Honors and Awards obtained by you.

24. Any other curricular and extra curricular - activities which you feel to be taken into consideration in appraising your performance.

Prepared website documents for the Department
-Organized two webinars.(Digital marketing and Crypto currencies

25. If you feel that the college can make more use of academic and administrative talents than at present, please indicate in what ways this can be done.

- Teamwork

26. Details of leave availed by you during the academic year
(LOP-Loss of Pay, EL-Earn leave, SL- Sick leave, CL-Casual leave)

LOP	EL
-	-
SL	CL
1	2

27. Making an objective self-appraisal of your performance, please indicate your expectations with proper justifications regarding promotion to higher cadre and in increment to your remuneration.

--- Continuously strive for growth
--- Published Nine Research Papers in reputed journals
--- Produced good Academic Results

Date: 06.09.22 Name of Faculty:Dr.R.JayaSuji


Signature

28. OBSERVATION BY HEAD OF THE DEPARTMENT

VERY GOOD.
Actively participate in department activities. Finishes the work assigned on time.

Date: 0.6.09.22 Name: Dr. Y. Angelina


Signature

29. OBSERVATION BY PRINCIPAL

Satisfied in all aspects.

Date: 0.6.09.22


Signature

Dr. S. THIRUMAGAN
PRINCIPAL
HINDUSTAN COLLEGE OF ARTS & SCIENCE
Padur, Kelambakkam, Chennai-603 103.



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NON - TEACHING STAFF PERFORMANCE APPRAISAL

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PERFORMANCE APPRAISAL FORM FOR NON-TEACHING STAFF (2021-22)



Name : SHYNI MOLE P [ADNT002]
 Designation : SECRETARY TO DIRECTOR / DEPUTY DIRECTOR INTERNATIONAL STUDENTS CO-ORDINATOR
 Department/section : ADMINISTRATION

S.NO	APPRAISAL CATEGORY	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	VERY POOR
1	PROFESSIONAL COMPETENCIES					
	a) Knowledge about the rules and regulations	✓				
	b) Ability to take the responsibilities	✓				
	c) Abilities to learn new assignment	✓				
2	QUALITY OF WORK					
	a) Ability to maintain files/records		✓			
	b) Accuracy and speed of work	✓				
	c) Neatness	✓				
	d) Completion of the task in time		✓			
	e) Team spirit	✓				
3	PERSONAL CHARACTERISTICS					
	a) Regularity		✓			
	b) Punctuality		✓			
	Total					

Supervisor / HR Comment : Good

Signature

Principal

Dr. S. THIRUMAGAN
Principal
Hindustan College of Arts & Science
Rajiv Gandhi Salai (OMR), Padur
Kelambakkam, Chennai - 600 103