



## **NEHRU COLLEGE OF MANAGEMENT COIMBATORE**

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### **Annual Quality Assurance Report – (AQAR) 2020-2021**

#### **Criteria – VI**

### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**



**Nehru College of Management**  
 Affiliated to Bharathiar University & Approved by AICTE, New Delhi  
 Accredited by NAAC with “B++” grade Recognized by UGC with 2(f) 12(B)  
 An ISO 14001:2004 & 9001: 2015 Certified Institution,  
 “Nehru Gardens “Thirumalayampalayam, Coimbatore - 641 105.



### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff Participative certificate Sample

**NEHRU GROUP OF INSTITUTIONS**  
**FACULTY ANNUAL PERFORMANCE RATING**

Date:

1. Name :
2. Gender:
3. Department & College:
4. Designation:
5. Date of Birth & Age:
6. Educational Qualification (from college level only):

Degree	College where studied	University	Year of Passing	% of marks and class obtained	Rank / Distinction	Regular / Part Time / Distance

7. Additional qualification obtained during the year (5 marks)

(M. Phil / Ph. D, Postdoctoral, PG Diploma etc.,)

(Ph. D – 2 / **Ph. D pursuing** – 1, ME/M. Phil/SLET/NET – 2, PG Dip – 1, Certificate – 1) 1mark

8. Total Experience: 11years

Category	Institutions/ Industry	Experience		Total	
		From	To	Year	Months
College Teaching					
Industry					

9. Experience at NGI:

5 marks

Experience		Total	
From	To	Year	Months

(1 mark / year: Max 5 marks)

10. Teaching

Pass Percent in subjects handled during the preceding semesters

10 marks

(2 marks per subject securing above 95 percent pass: Max – 10 marks)

(Difficult subjects 75 % and above to be identified by HOD / Principal)

Subjects (%)	Marks

Attendance in subjects handled during the preceding semesters **5 marks**  
(2 marks / subject having 80 percent student's attendance and above: Max – 5 marks)

Subjects (%)	Marks

Course Planning and Execution

**19 marks**

Particulars	Submitted	Marks
Course file		
Semester Planning		
Lesson plan prepared		
Notes of lesson		
Syllabus completion		
Internal Exam & Evaluation		
Question bank		
Assignments & evaluation		
Library Usage		

Indicate University ranks if any: (1 mark per rank)

To be given to each faculty member & HOD

12. Other achievements (Max limited to 10 marks)

Research projects /consultancy services undertaken  
(2.5 marks / project: Max 5)

Workshops/Conferences/Seminars/Symposia organized during the year  
(Only when acted as convener / member of the committee 2 per event:  
Max 4 marks) **(Conference: International Conferences & Genesis)**

**4 Marks**

Workshops/Conferences/Seminars/ Symposium participated during the year  
(1 per event Max 2 marks)

**2 Marks**

Articles published: (If accepted for publications half the marks can be given)

National Journals:

International Journals

National Proceedings:

International Proceedings: **Innovative Practices in Global Business**

(Limited to a max 5 marks)

Books published (with names of authors):(5 marks)

**If accepted for publication half the marks can be given**

Awards, Medals / recognitions, honours etc: (5 marks)

Membership in professional bodies: (One each – Max 2 marks)

Acting as Resource Personnel: (1 mark)

13. Campus activities during the year: **(Max limited to 10)**

Faculty involvement in:

Additional Academic Responsibilities (2 each – max 4)  
**(Project Guide, Class advisor & Transport incharge)**

**4 Marks**

Value added courses: (2 each Max 2)

Students counseling:

**2 marks**

Contribution to NGI : (2 each Max 6) **6 marks**

Summer project : **2 mark**

Placement Training: (2 each Max 4 )  
Placement arrangement:  
(4 each Max 8)

Extracurricular: (NCC/NSS/Sports) (2 each Max 2)

**14. Off Campus Activities: (Limited to Max 10 Marks)**

Industrial visits: (2 each Max 6 marks)  
(Arranged and Accompanied) **6 marks**

Guest Lecturer (1 each Max 4 marks)

Visiting faculties (2 each Max 4 marks)

On the Job Training (2 each Max 4 marks)

Job & Education Melas (2 each Max 4 marks) –

**2 Marks**

Student Projects (Additional: Collaborative)  
(2 each Max 4 marks)

**Total:**

**15. Your Own assessment of your performance during the year ( Tick the appropriate one)**

Excellent                      Good                      Average                      Poor

**Certificate**

Certified that the informations furnished above by me have been verified and are true to the best of my knowledge.

**Signature of Faculty**

**CONFIDENTIAL**

**16. Feedback 20 marks**

1. Students overall feedback **(10 marks)**  
(To be awarded by the committee)
2. HOD's overall feedback **(5 marks)**
3. Principal's overall feedback **(5 marks)**

**Note :**

1. Attach separate sheets wherever necessary
2. Awarding marks by HOD's should be as per details indicated under each item.
3. Proof / evidence for the particulars furnished have to be verified wherever necessary before awarding marks by the HODs.

To be filled by the Committee Members			
		Marks Allotted	Marks Awarded
1	Additional Qualification		
2	Experience at NGI		
3	Teaching		
4	Other achievements		
5	Campus Activities during the year		
6	Off Campus Activities during the year		
7	Students Overall feedback		
8	HODs Overall feedback		
9	Principals Overall feedback		
Total			

**NEHRU GROUP OF INSTITUTIONS**  
**PERFORMANCE APPRAISAL BY PANEL MEMBERS - 2021**

Institution: NEHRU COLLEGE OF MANAGEMENT								Department: MBA	
Sl.No	Name	Total Marks in Form (100) C	Cross Verification of Column C Total Marks by Panel (100) D	Communication (10) E	Dress Code (5) F	General Impression (5) G	Interaction (5) H	Panel Overall Marks Total (125)	Panel Ranking (Excellent, Good, Average, Poor)
1	Dr.L.Karthikeyan								
2	Dr. E. Muthu Kumar								
3	Mr.P.Siva Kumar								
4	Mr.S.R.Sathyanarayanan								
5	Mr.B.R.Manoj Kumar								
6	Ms.Sreeja								
7	Mr.D.Victorseeelan								

Signature  
Panel Member

Signature  
Panel Member

**Guidelines to Panel Members**

- Col. C Total Marks as per form to be entered  
Col. D The marks claimed has to be check - verified for its correctness and with the supporting documents and panel members are to award their own marks  
Col. E Communication : Fluency, Clarity, Accent ( 10 marks)  
Col. F Dress Code - Neat with tie, presentable ( 5 marks)  
Col. G General Impression -Physique, behavioral mannerism, Body Language (5 marks)  
Col. H Interaction : Good listening, sharp response, brief and answering to the point (5 marks)  
Col. I Total (overall) out of 125 marks (Col D + Total of col E, F, G, H)  
Col. J Ranking by the panel members (Excellent, Good, Average, Poor)



**PRINCIPAL**

**Dr. L. Moses Daniel, MBA., Ph.D., PGDCA, 2008**  
**Principal**  
**Nehru College of Management**  
**Nehru Gardens, Thirumalayempalayam**  
**Coimbatore - 641 105**