



# OUR LADY COLLEGE OF EDUCATION

(A Christian Minority Institution)

(Approved by NCTE (1) M.Ed. - F.No.SRC / NCTE / TN / APSO6241 / M.Ed. / 392nd / 2020 / 121887

(2) B.Ed. - F.No. SRC / NCTE / TN / APSO 3023 / B.Ed. / 392nd / 2020 / 121878

NAAC Accredited with "B" Grade (CGPA of 2.89)

Our Lady Nagar, Maduravoyal, Chennai - 600 095. Phone. 044-2378 0899

## Key Indicator

### 6.3 Faculty Empowerment Strategies

#### Metric No. 6.3.5

*The institution has a performance appraisal system for teaching and non-teaching staff*

**Performance Appraisal Report of any three teaching and non-teaching staff with seal and signature of the principal**



Dr. Y. STANLY SELVAKUMAR  
PRINCIPAL  
Our Lady College of Education  
Our Lady Nagar,  
Maduravoyal, Chennai - 600 095



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## 6.3.5 Performance Appraisal Report of any three teaching and non-teaching staff with seal and signature of the principal

### NON-TEACHING STAFF SELF APPRAISAL FORM

Dear Staff Members,

As a part of AQAR (Quality up gradation of the institution), kindly fill in the following questionnaire based on the scales given.

A score of one is low and score of five is high. NA — Not Applicable

S.NO.	STATEMENT	1	2	3	4	5
1	I am helpful to the teachers whenever they approach me for help.				✓	
2	I am patient to the needs of the public (Parents, Business Associates, Vendors, Well-wishers of the institution).				✓	
3	I develop a good rapport with the public especially during admission process.					✓
4	I respond quickly to the needs of the student, faculty and institution.					✓
5	I carry out the tasks/ areas of management assigned to me in a responsible manner.				✓	
6	My absence does not affect the system in the institution.		✓			✓
7	I always give proper information to my HOD during leave (planned & unplanned).					✓
8	I voluntarily help my colleagues when they are burdened with work.			✓		
9	I complete the work for the day on time.					✓
10	If needed I extend my work timings to complete the task assigned.					✓
11	I positively respond to any instruction, guidance, correction and discipline by my superiors.				✓	
12	I can immediately locate the files (for which I am responsible) when asked for data.					✓
13	I report on time to work.					✓

**D. V. STANLY SELVARUMAN**  
 PRINCIPAL  
 Our Lady College of Education  
 Our Lady Nagar,  
 Maduravoyal, Chennai - 600 095

## RATING SCALE

1-Poor/ Unsatisfactory — Performance does not meet expectations.

Performance improvement Plan required.

2-Satisfactory - Performance meets the expectations


3-Good - Performance meets requirements and satisfies the expectations of the position

4-Excellent - Performance consistently superior and exceeds expectations

5-Outstanding - Any Outstanding Contribution made by the Employee



Supervisor's Signature:

  
Employee's Signature

Date



PRINCIPAL

Dr. Y. STANLY SELVAKUMAR  
PRINCIPAL  
Our Lady College of Education,  
Our Lady Nagar,  
Maduravoyal, Chennai-68



### TEACHER PERFORMANCE APPRAISAL FORM

Date: \_\_\_\_\_  
 Teacher's name : Mrs. P. Latha  
 Class handled : B.Ed.  
 Subject specialization: Biology.  
 Subject handled: Pedagogy of Biological Science

Rating Key: 4 Very good  
 3 Good  
 2 Average  
 1 Below average  
 0 Unsatisfactory

	Teacher's skill/attribute	Rating
1	Communicational clarity	4
2	Listing of clear, realistic objectives attainable by children	3
3	Chalkboard work	4
4	Teacher pupil interaction that makes the lesson concept interesting to children	4
5	Appropriate eliciting strategies (such as brainstorming, group discussion and pupil initiated questioning) based on pupils' experiences	4
6	Usage of whole class demos with teaching aids	3
7	Use of group activities (with clear expectations)	4
8	Explanation of lesson concepts by using contextually relevant and concrete teaching learning materials (If this is not possible, use of multimedia teaching aids)	3
9	Review of lesson concept using an effective Q A session (teacher initiated, pupil initiated or both)	3
10	Maintenance of Classroom discipline	4
11	Effective preparation and implementation of schemes Of Work *	4
12	Effective preparation and implementation of Lesson plan *	4
13	Marking of Class work (with teacher explanation)	4
14	Marking of Home work (with teacher explanation)	3
15	Remedial work	4
16	Maintaining wall display of pupils' work	4
17	Gender equity in all classroom processes	4
18	Being sensitive to pupils' cognitive and emotional needs	4
19	Maintenance of mark registers: Promptness, correctness and neatness	3
20	40 minute time management (Segmentation)	3


Total score: 73

[\* These can be filled in the light of both classroom processes and the respective documents].

Strong points about the teacher: Excellent in teaching

Issues that require improvement: Nil

Suggestions for improvement: -

  
**D. Y. STANLY SELVARAJ**  
**PRINCIPAL**  
**Jurady College of Education,**  
**Ourlady Nagar**  
**Maduravoyal, Chennai-45**

Date:


Signature of Academic Supervisor/Mentor:



Signature of Principal/Deputy Principal with his comments/suggestions:

~~Signature of Inspecting Officer (from District/Regional Department of Education etc) with his comments/suggestions:~~

Teacher's feedback and signature:



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## PROMOTION LETTER

Dear Dr. Kalachelvi,

Congratulations.

Our lady college of education is pleased to inform you that you have been promoted from Assistant professor to Associate professor in our Institution.

Also your monthly remuneration has been revised.

It shall be effective from 11-11-2020.

We appreciate the efforts put in by you and expect that you would continue to take up the new challenges with same enthusiasm in the future as well

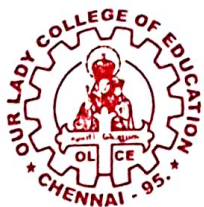
Sincerely

  
( HR DEPARTMENT )

Accepted on 11.11.2020.

G. Kalaiichelvi

Dr. Y. STANLY SELVAKUMAR  
PRINCIPAL  
Our Lady College of Education,  
Our Lady Nagar,  
Maduravoyal, Chennai-95



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## PROMOTION LETTER

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Congratulations.

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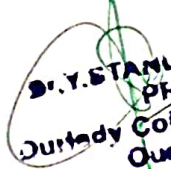
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Sincerely

  
(HR DEPARTMENT )

Accepted on 11.11.2020  


  
Dr. Y. STANLY SELVARUMAN  
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