



# 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

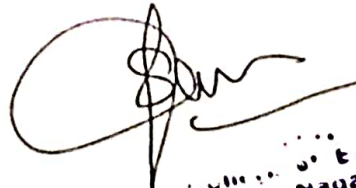
### 6.3 Faculty Empowerment Strategies

#### Metric No. 6.3.5

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

**Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the principal**



  
Dr. Y. STANLEY SRINIVASAN  
PRINCIPAL,  
Our Lady College of Education,  
Our Lady Nagar,  
Maduravoyal, Chennai-45



# 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

## 6.3.5 Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the principal

### Performance Appraisal for Non-Teaching Staff

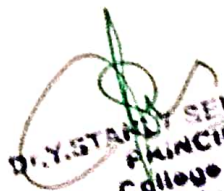
1. Name -
2. Designation -
3. Qualification -
4. Date of joining -
5. Details of current responsibilities -

Characteristics				
Aspects	Excellent	Good	Satisfactory	Dissatisfactory
<b>Self-discipline</b>				
Ability to adapt to the work culture				
Neatness in work				
Team spirit				
<b>Professional Competence</b>				
Works to full potential				
Ability to maintain files /records				
Knowledge of rules, regulation and procedure				
Technical skills				
<b>Time Management</b>				
Punctuality				
Execution of work within the stipulated time.				
Accuracy & speed of work				
<b>Quality of Work</b>				
Completion of work on schedule				
Ability to learn new work				
Interaction with colleagues and students				

Signature of staff

**D.Y. STANLEY SELVAKUMAR**  
 PRINCIPAL  
 Our Lady College of Education,  
 Our Lady Nagar,  
 Maduravoyal, Chennai-95.

A. General Information			
(a)	Name		
(b)	Address (Residential)		
(c)	Designation		
(d)	Department		
(e)	Date of Birth		
(f)	Area of Specialization		
B. Academic Qualification			
Qualification	Year	Subjects	Board/University
High School			
Higher Secondary			
Bachelor's Degree(s)			
Bachelor's Degree(s)			
B.Ed.			
Master's Degree(s)			
M.Ed.			
M.Phil.			
Ph.D.			
Other (Diplomas/ Certificate etc., National Eligibility Test)			
C. Research Experience & Training			
Research Stage	Title of work / Thesis	University where the works are carried out	
M.Phil.			
Ph.D.,			
Training (Please specify)			
Publication			

  
**DR. Y. STARATHY SELVAKUMAR**  
**PRINCIPAL**  
**Julian College of Education**  
**Our Lady Nagar**  
**Mamburajoyai, Chennai-68**



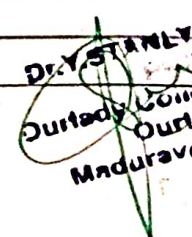
D. Research Projects carried out:		

E. Seminars, Conferences, Symposia workshop etc., attended		
Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date

Paper Presented		
Organizer and Theme	Title of the Paper	Date

F. Teaching Experience		
Courses Taught	Name of University / College / Institution	Duration

Total Teaching Experience		
a	Under-Graduation	
b	Under-Graduate (Hons.)	
c	Post-Graduate	

  
**DR. Y. STANLEY SELVAKUMAR**  
 PRINCIPAL  
 Ourlady College of Education  
 Ourlady Nagar  
 Maduravoyal, Chennai-46

G. Research Guidance	
Programme	No of Students Guided
M.Ed	
M.Phil	
Ph.D	
H. Innovations / Contributions in Teaching	
(a) Design of curriculum	
(b) Teaching methods	
(c) Laboratory experiment	
(d) Evaluation methods	
(e) Preparation of resource materials including books reading materials, laboratory manuals etc.,	
(f) Remedial Teaching / Student Counseling (Academic)	
(g) Any other	
I. Extension work / Community service: Please give a short account of your contribution to:	
(a) Community work such as values of national integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc	
National Literacy mission	
(b) Positions held / Leadership role played in organization like with Extension works and National service scheme (NSS) or NCC or any other similar activity	
J. Participation in Corporate Life: Please give a short account of your contribution to:	
(a) College	
(b) Co-curricular activities	

**D.Y. STANLEY SELVAKUMAR**  
**PRINCIPAL**  
**Oursady College of Education**  
**Maduravoyal, Chennai-117**

(c)	Enrichment of campus life (Hostels, Sports, Games, cultural activities)	
(d)	Students' welfare and Discipline	
(e)	Membership/participation in bodies/ committees on education and National Development	
(f)	Professional organization of Teachers	
(g)	(a) Membership of Professional Bodies, Societies etc., (b) Editorship of Journals	
(h)	Any other information	

SIGNATURE OF THE TEACHER

J. Verification of Factual Data	
A	General information
B	Teaching
C	Details of innovations or contribution in teaching, during the year
D	Improvement of professional competence
E	Research contributions
F	Extension works or community service
G	Participation in corporate life

Recommended and Forwarded

Signature of the Principal

Signature of the Person Authorized



A handwritten signature in black ink, appearing to read "Dr. Y. Stanley Selvakumar".

Dr. Y. STANLY SELVAKUMAR  
PRINCIPAL  
Our Lady College of Education  
Our Lady Nagar,  
Madhavoyai, Chennai-43