SUPPORTING DOCUMENT

NON - TEACHING STAFF APPRAISAL FORM

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SNMV COLLEGE OF ARTS & SCIENCE AND INSTITUTE OF MANAGEMENT
(SHRI NEHRU MAHA VIDYALAYA)
Approved by AICTE, New Delhi & Affiliated to Bharathiar University
Re-Accredited (3rd Cycle) with "A" Grade by NAAC
Sponsors

Performance Appraisal – Non Teaching (AY:2022 - 23)

Name of the Staff: Mr. SENTHIL KUMAR
Department: ADMIN
Designation: ELECTRICIAN

S.No	Parameters	Marks (10 Each)
1	Competency required for the job	9
2	Punctuality	9
3	Quality of Work	8
4	Ability to learn and efficiency	8
5	Politeness towards students and faculty	9
	Sub Total	43
6	Immediate Supervisors Remarks and mark (25 marks) Punctuality and work quality are good. Signature:	21
7	Administrative Officers observation (25 Marks) Punctuality and work quality are excellent and he is Polite to Students and Faculty Signature: admn	23
	Total	87 / 100 marks

Principal

House Keeping

SNMV COLLEGE OF ARTS & SCIENCE AND INSTITUTE OF MANAGEMENT
(SHRI NEHRU MAHA VIDYALAYA)
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Sponsors

Performance Appraisal – Non Teaching (AY:2022 - 23)

Name of the Staff: Mr. RAJAMARTHANDAM

Department: ADMIN

Designation: MAINTENANCE SUPERVISOR

S.No	Parameters	Marks (10 Each)
1	Competency required for the job	9
2	Punctuality	9
3	Quality of Work	9
4	Ability to learn and efficiency	9
5	Politeness towards students and faculty	10
	Sub Total	46
6	Immediate Supervisors Remarks and mark (25 marks) Punctuality and work quality are good. Signature:	20
7	Administrative Officers observation (25 Marks) Punctuality and work quality are excellent and he is polite to Students and Faculty Signature:	23
	Total	89 / 100 marks

Principal

Lab Technician

SNMV COLLEGE OF ARTS & SCIENCE AND INSTITUTE OF MANAGEMENT
(SHRI NEHRU MAHA VIDYALAYA)
Approved by AICTE, New Delhi & Affiliated to Bharathiar University
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Sponsors

Performance Appraisal – Non Teaching (AY:20 22 - 23)

Name of the Staff: Mr. GANESH

Department: ADMIN

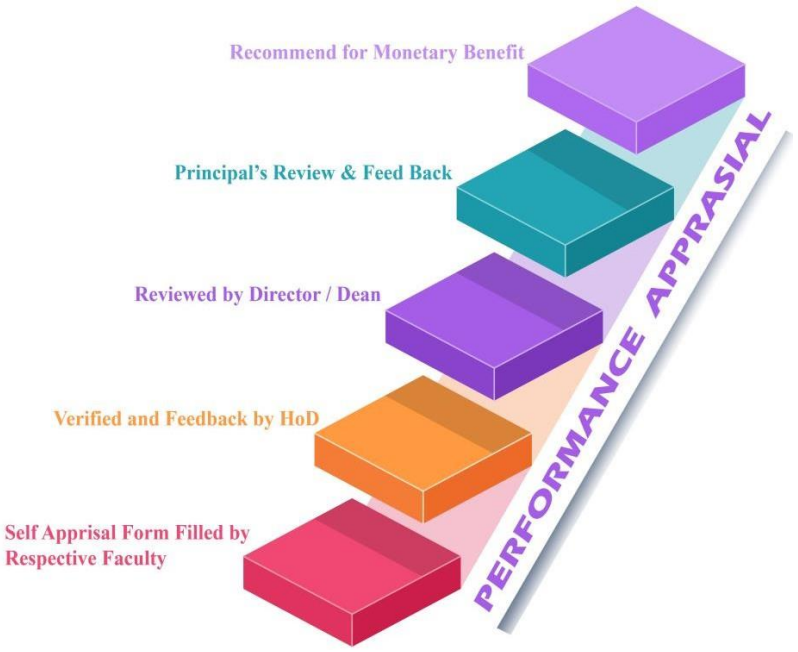
Designation: LAB TECHNICIAN

S.No	Parameters	Marks (10 Each)
1	Competency required for the job	8
2	Punctuality	9
3	Quality of Work	8
4	Ability to learn and efficiency	8
5	Politeness towards students and faculty	9
	Sub Total	42
6	Immediate Supervisors Remarks and mark (25 marks) Punctuality and work quality is good. Signature:	20
7	Administrative Officers observation (25 Marks) Punctuality and work quality are excellent and he is polite to students and faculty Signature:	21
	Total	83 / 100 marks

Principal

PERFORMANCE APPRAISAL

I. Performance Appraisal for Teaching Faculty



The area in which faculties performance is assessed is on

1. Teaching, Learning and Assessment
2. Research, Consultancy and Innovation
3. Professional Development
4. Co-curricular, Extension and Institutional building
5. Students Feedback
6. Principals Observation

I. Teaching, Learning and Assessment (73

POINTS)<u>Teaching</u>

How well a faculty is used towards participatory and innovative teaching and learning methodology and how a faculty use innovative ideas in developing course material, videosand e-content development is considered by an appraisal system.

<u>Learning</u>

How good a faculty in upgrade their qualification. The monetary benefits are absolutely based on the additional qualification gained by the faculty during the service period. If a facultycompletes Ph. D during the service period, they are provided with special monetary worth of Rs.5000/and faculties are provided with monetary benefit worth Rs.1000/- if they clear UGC NET/SLET exams and any additional certificate course completed in a year is also considered for appraisal.

Assessment

The Appraisal system that also consider how quality the faculty is in setting question paper and evaluating the answer scripts. Overall pass percentage is also considered in evaluating the performance of the faculty

II. Research, consultancy and innovation (57 POINTS)

The assessment techniques also considered the research as one of the important criteria infaculty assessment. If faculties have received any grands or fund from any institutional body worth more than 50,000-1,00,000 is considered for assessment

Research

The number of Ph. D produced during the tenure and numbers of ongoing Ph. D is also considered. Moreover, if a faculty has served as a special chair or invitee for the conferenceand served as a member in editorial board and been as the resource person for several conference and seminar is also considered for the purpose of assessment

Publication

The Publication done by the faculty takes the top priority in the faculty assessment i.e. the number of book published, publication in a UGC listed journal/SCOPUS/SCI/SCIE/SSCI Indexed international journal is included for the assessment.

Innovation

Patent that are recognized by an competent authority for their innovation work captures thepriority for assessment

III. Professional Development (40 POINTS)

Faculties Professional Development is solely considered for performance appraisal. Underthis criterion the priority is given for number of FDPs /Refresher Course / conference
/Seminar /Symposium /Training attended.

Number of Certificate Course like NISM/NPTEL completed from the reputed institution, Membership in BOS (University &other institution) expert in setting question paper and Membership in Professional Bodies is given due importance under ProfessionalDevelopment

IV Cocurricular, Extension and Institutional Building

Cocurricular, Extension

If the faculty has served as a Convenor/Co-Ordinator of any organizing committee are seen as a member in organizing committee prioritized in appraisal system.

Institutional Building

A faculties contribution for the wellbeing of the organization like been as the members in various college committees like NCC/VET/NIRF/NAAC/IQAC/IIC/Alumni Association andif an faculty has organized any FDP/SDP/ATP/Workshops/Conferences/Seminar/Guest Lecture is considered under this criteria.

FEEDBACK

Faculties' feedback by HOD

All faculties performance are assessed by the concern department HOD and for the head of the department the assessment will be done by the Principal being the head of the institution.The feedback will bebased on their Punctuality, Quality of Teaching, SyllabusCompletion, CommunicationSkills, Class Room Management

The HODs performance is assessed by the Principal, the feedback will be based on completion of task assigned, Reporting and involvement in Departmental Activities, Maintaining cordial and professional relation with the students and colleagues and overallcontribution to the development of the Department/Institution

2.Performance Appraisal for Non -Teaching Faculty

The Performance Appraisal System also works for the Non -Teaching faculties and sub staffsworking in the institution include the office staffs, Lab technicians andothersub staffs likedrivers, plumber, carpenters, housekeepers, garderners their performance is directly assessed by Administrative officer.

TEACHING STAFF APPRAISAL FORM

SNMV COLLEGE OF ARTS AND SCIENCE
COIMBATORE - 641 050
Performance Appraisal of the Faculty Members for the Academic Year 2021-2022

Name: **Department:** **Designation:**

S.No	Component	Points	Points Earned	Maximum Points	Total Earned Points
	TEACHING, LEARNING AND ASSESSMENT (73 Points)				
1	Ph. D.	15		40	
	M. Phil.	4			
	NET/SLET	Each 10			
	PG	Each 6			
	Diploma	Each 3			
	Additional / Certificate Course (One Year)	Each 2			
2	Use of Participatory and Innovative Teaching - Learning Methodologies	Each 3		20	
	Online Course Material / Videos / e-Content Developed and Published in Institute Website or Common Platforms like YouTube etc.	Each 6			
	ICT Blogs created	Each 3			
	Syllabus Completion	Each 3			
	Remedial Classes	Each 3			
3	Quality of Question Paper Setting	Each 2		4	
	Quality of Evaluation of CIA Papers	Each 2			
4	**Aggregate Results**			9	
	75% - 85%	Each 4			
	86% - 95%	Each 6			
	96% - 99%	Each 8			
	100%	Each 10			
			Total Points	**73**	
	RESEARCH, CONSULTANCY AND INNOVATION (57 Points)				
5	**Research Projects Sanctioned / Ongoing /Completed (not to include funding claimed in earlier appraisal)**				
	Upto Rs.50,000	Each 5		22	
	Rs 50,000 to Rs 1,00,000	Each 7			
	More than Rs.1,00,000	Each 10			
	Research Guidance - Ph.D Awarded	Each 5			
	Research Guidance - Ph.D Ongoing	Each 2			
	Conference Chairs / Editor or Member in Editorial Boards	Each 5			
	Resource Person for Invited Talks / Seminars / Conferences	Each 3			
	Awards Received	Each 5			
6	**Publications**			25	
	Conference Proceedings with ISBN	Each 2			
	UGC CARE listed Journals	Each 5			
	Scopus or Equivalent Journals	Each 7.5			
	SCI / SCIE/ SSCI Indexed International Journals	Each 10			
	Book Chapters with ISBN	Each 5			
	Books Published / Edited with ISBN	Each 7.5			
	Publication in other Journals	Each 2			
7	**Patents**			10	
	Patent Granted	Each 7.5			
	Patent Published	Each 4			
			Total Points	**57**	
	PROFESSIONAL DEVELOPMENT (40 Points)				
8	FDP Attended (More than 7 Days)	Each 5		40	
	FDP Attended (Less than 7 Days)	Each 2			
	Refresher Courses (More than 5 days)	Each 2			
	Participation in Workshops / Seminars / Symposiums / Conference/ Trainings etc	Each 2			
	Paper Presented in National Conference	Each 3			
	Paper Presented in International Conference	Each 5			
	NPTEL / NISM / other Certificate Courses (30 Hours) completed from Reputed Institutions	Each 5			
	Member in BoS (University & other Instituions)	5			
	Question Paper Setting (University & other Instituions)	3			
	Membership in Professional Bodies	Each 3			
			Total Points	**40**	

COCURRICULAR, EXTENSION AND INSTITUTION BUILDING (40 Points)					
9	**Cocurricular & Extension Activities**				
	Convener / Co-ordinator of Organising Committee	Each 5		20	
	Member of Organising Committee	Each 3			
10	**Institution Building**				
	Co-ordinator for Centers / College Committees / NSS / YRC / NCC/VET/NIRF /NAAC/IQAC /IIC/ NAAC Criteria Managers / ISO/ DC/Alumni Association etc (College Level)	Each 5		20	
	Department co-ordinators /Members in College Committees / NSS /YRC/ NCC/VET/NIRF /NAAC/IQAC /IIC/ NAAC Criteria Managers / ISO / DC/ Alumni Association etc (Department Level)	Each 3			
	FDP / SDP / ATP / Workshops Organised	Each 3			
	Conference / Seminars Organised	Each 5			
	Guest Lectures Organised	Each 2			
	Other Contribution (Placement etc)	3			
	Tutorship	5			
	HoDs	10			
			Total Points	**40**	
			Sub Total	**210**	

Faculty **HoD**

FEED BACK (30 Points)					
Students, Feedback (To be filled by HoD , For HoDs to be filled by Principal)					
11	Punctuality	2		10	
	Quality of Teaching	2			
	Syllabus Completion	2			
	Communication Skills	2			
	Class Room Management	2			
HoD's Feed back (To be filled by HoD, For HoDs to be filled by Principal)					
12	Completion of Tasks Assigned, Reporting and Involvement in Departmental Activities	5		20	
	Maintaining cordial and Professional Relationship with Students and Colleagues	5			
	Overall Contribution to the Development of the Department / Institution	5			
	Attitude, Skills and Knowledge Possessed	5			
			Total Points	**30**	
			Sub Total	**240**	

HoD **Principal**

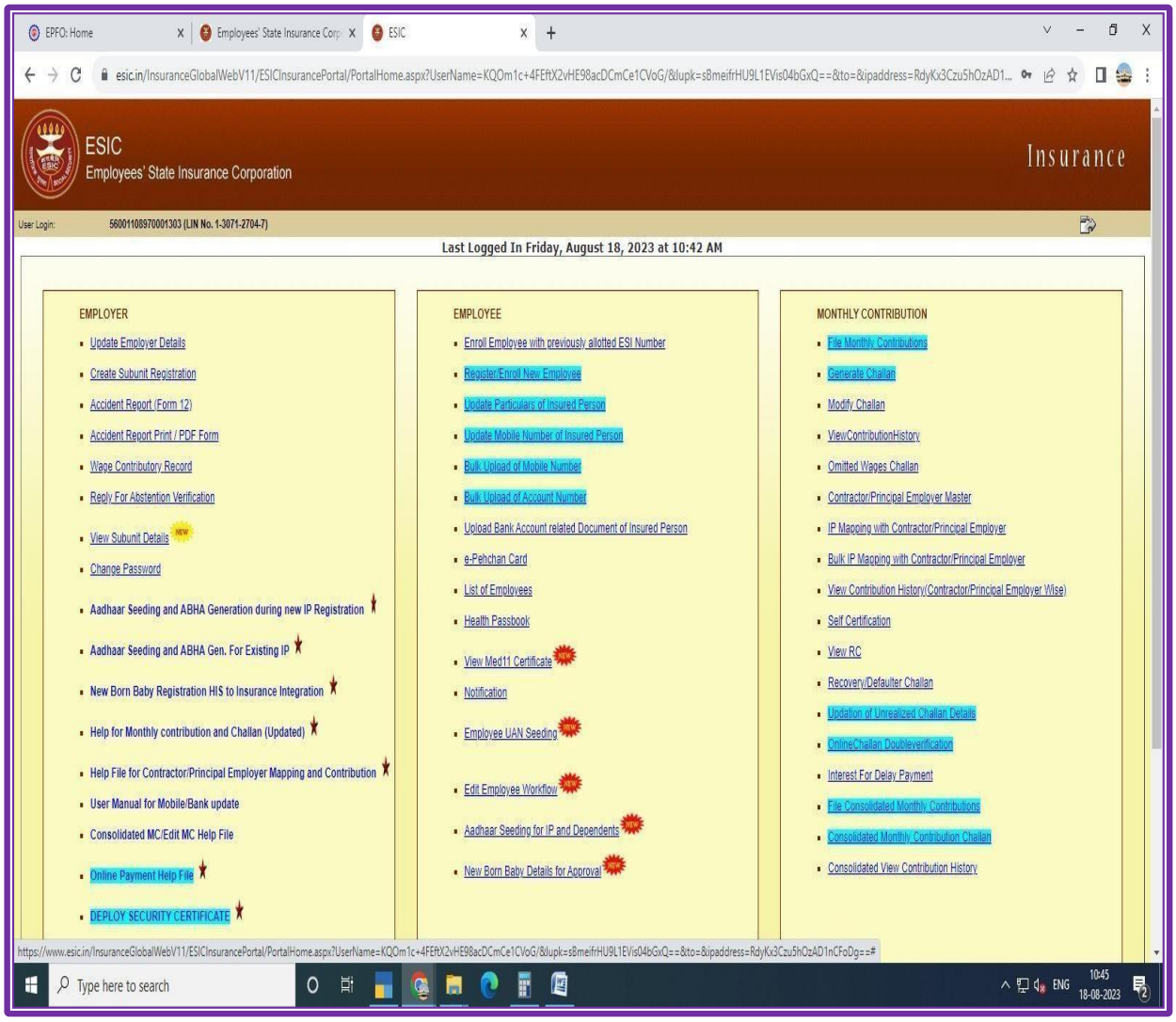
Principal's Observation (40 Points)					
13	Dress Code, Team Work and Obedience	5		20	
	Sincerity, Committement, Involment and New Initiatives	5			
	Professional Behaviour	5			
	Overall Contribution to the Development of the Institution	5			
Principal's Observation on Admissions					
14	Admission Team Member			10	
	For other Faculty Members	Each 2		10	
			Total Points	**40**	
			Sub Total Total	**280**	
Loss of Pay (For Office Use only)					
15	Nil LoP - 20 Points, for each LoP 4 points will be deducted from 20 points (5 or more than 5 days of LoP - 0 points)	20		20	
			Grand Total	**300**	

Principal's Remarks

Principal

WELFARE

ESI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Employees' State Insurance Corporation
Insurance
User Login:
5600110897000 1303 (LIN No. 1-3071-2704-7)
Last Logged In Friday, August 18, 2023 at 10:42 AM
EMPLOYER
Update Employer Details
Create Subunit Registration
Accident Report (Form 12)
Accident Report Print / PDF Form
Wage Contributory Record
Reply For Abstention Verification
View Subunit Details
Change Password
Aadhaar Seeding and ABHA Generation during new IP Registration
Aadhaar Seeding and ABHA Gen. For Existing IP
New Born Baby Registration HIS to Insurance Integration
Help for Monthly contribution and Challan (Updated)
Help File for Contractor/Principal Employer Mapping and Contribution
User Manual for Mobile/Bank update
Consolidated MC/Edit MC Help File
Online Payment Help File
DEPLOY SECURITY CERTIFICATE
EMPLOYEE
Enroll Employee with previously allotted ESI Number
Register/Enroll New Employee
Update Particulars of Insured Person
Update Mobile Number of Insured Person
Bulk Upload of Mobile Number
Bulk Upload of Account Number
Upload Bank Account related Document of Insured Person
e-Pehchan Card
List of Employees
Health Passbook
View Med11 Certificate
Notification
Employee UAN Seeding
Edit Employee Workflow
Aadhaar Seeding for IP and Dependents
New Born Baby Details for Approval
MONTHLY CONTRIBUTION
File Monthly Contributions
Generate Challan
Modify Challan
ViewContributionHistory
Omitted Wages Challan
Contractor/Principal Employer Master
IP Mapping with Contractor/Principal Employer
Bulk IP Mapping with Contractor/Principal Employer
View Contribution History(Contractor/Principal Employer Wise)
Self Certification
View RC
Recovery/Defaulter Challan
Updation of Unrealized Challan Details
OnlineChallan Doubleverification
Interest For Delay Payment
File Consolidated Monthly Contributions
Consolidated Monthly Contribution Challan
Consolidated View Contribution History
Type here to search
ENG
10:45
18-08-2023

ESIC
Employees' State Insurance Corporation

Insurance

0

Monthly Contribution > Online Challan Form

Transaction Details * Required Fields

Transaction status:	Completed successfully.
Employer's Code No:	56001108970001303
Employer's Name:	SHRI NEHRU MAHA VIDYALAYA COLLEGE OF ARTS & SCIENCE,
Challan Period:	jul-2023
Challan Number :	05623130065386
Challan Created Date	15-08-2023 13:55:44
Challan Submitted Date	15-08-2023 13:56:17
Amount Paid:	96351
Transaction Number:	CPACZRBQM5

Print Close

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Insurance

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Monthly Contribution > Online Challan Form

Transaction Details * Required Fields

Transaction status:	Completed successfully.
Employer's Code No:	56001108970001303
Employer's Name:	SHRI NEHRU MAHA VIDYALAYA COLLEGE OF ARTS & SCIENCE,
Challan Period:	jul-2023
Challan Number :	05623130065386
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Challan Submitted Date	15-08-2023 13:56:17
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Transaction Number:	CPACZRBQM5

Print Close

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S N M V COLLEGE OF ARTS AND SCIENCE

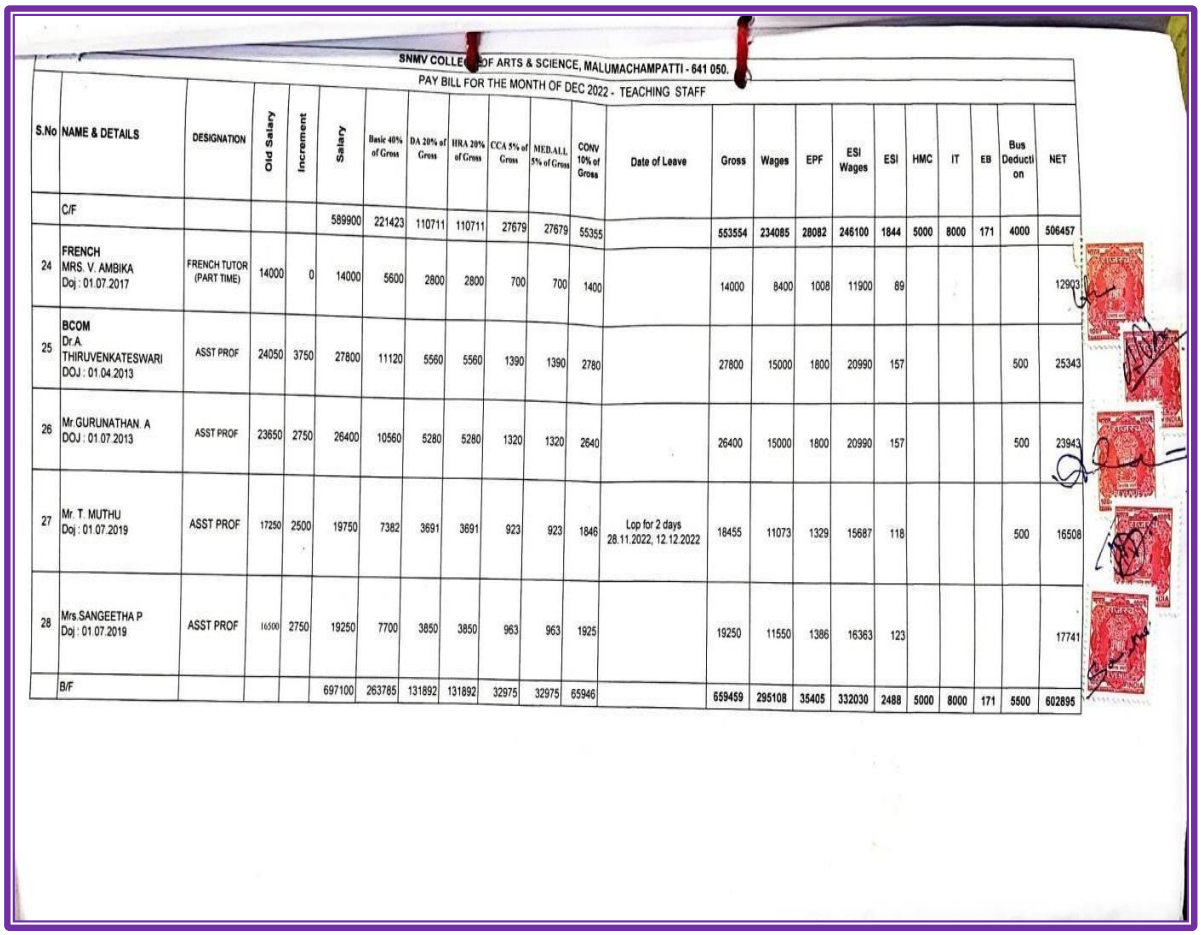
ESI CONSOLIDATED STATEMENT FOR THE MONTH OF JUNE 2022

EE Share 0.75%		
1	MBA	765
2	TEACHING	11012
3	NON-TEACHING	3238
4	HOSTEL	314
5	TRANSPORT	2512
	TOTAL	**17841**

ESI WAGES		
1	MBA	101882
2	TEACHING	1476212
3	NON-TEACHING	433512
4	HOSTEL	41764
5	TRANSPORT	334409
	TOTAL	**2387779**

ER Share 3.25%		
	TOTAL	77605

6.3.1 **A Comprehensive 360- degree Performance Appraisal System (PAS) is followed to assess the performance of Teaching and Non- teaching staff annually.**



SNMV COLLEGE OF ARTS & SCIENCE, MALUMACHAMPATTI - 641 050.

PAY BILL FOR THE MONTH OF DEC 2022 - TEACHING STAFF

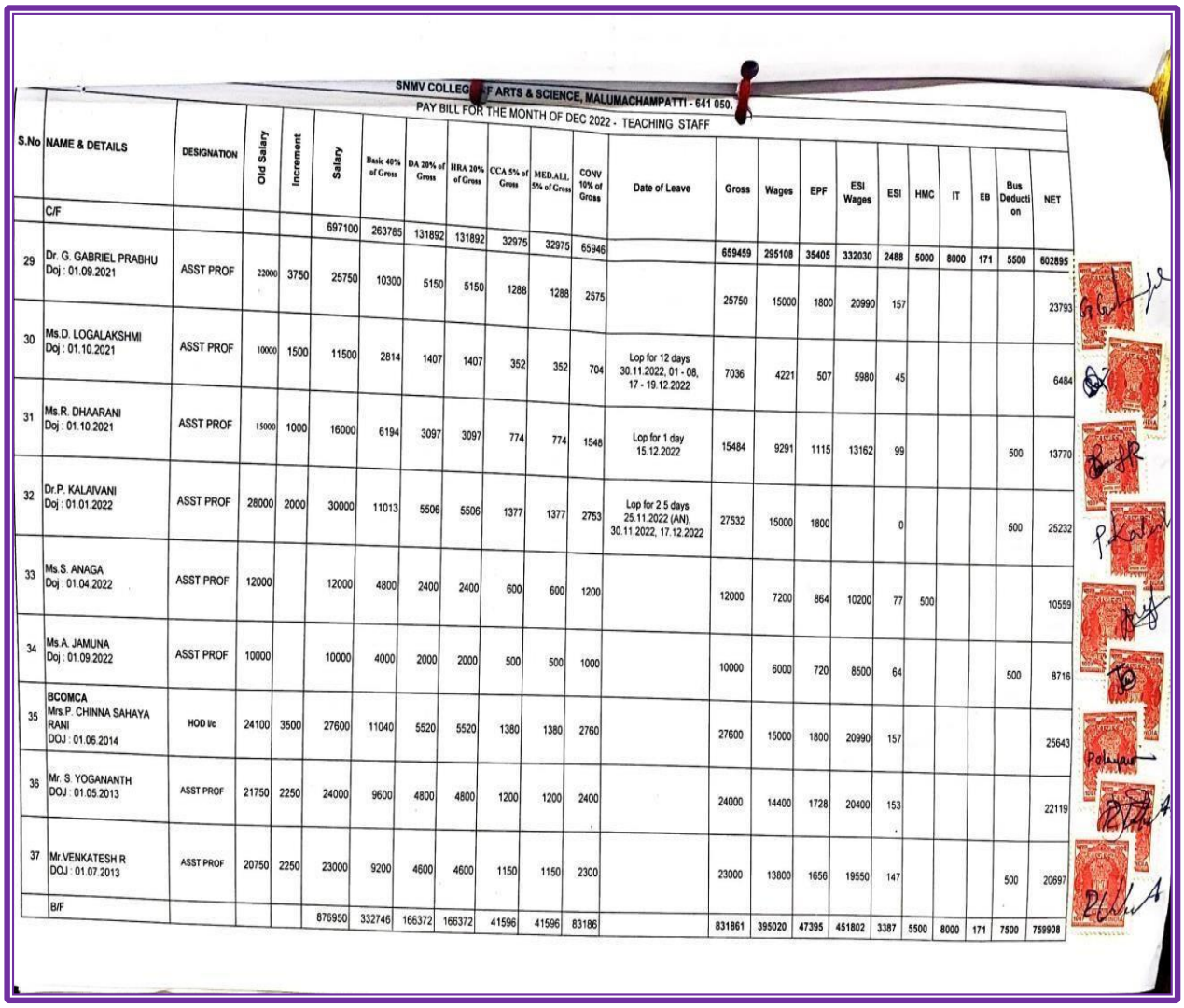
S.No	NAME & DETAILS	DESIGNATION	Old Salary	Increment	Salary	Basic 40% of Gross	DA 20% of Gross	HRA 20% of Gross	CCA 5% of Gross	MED.ALL 5% of Gross	CONV 10% of Gross	Date of Leave	Gross	Wages	EPF	ESI Wages	ESI	HMC	IT	EB	Bus Deduction	NET
	C/F				589900	221423	110711	110711	27679	27679	55355		553554	234085	28082	246100	1844	5000	8000	171	4000	506457
24	FRENCH MRS. V. AMBIKA Doj : 01.07.2017	FRENCH TUTOR (PART TIME)	14000	0	14000	5600	2800	2800	700	700	1400		14000	8400	1008	11900	89					12903
25	BCOM Dr.A. THIRUVENKATESWARI DOJ : 01.04.2013	ASST PROF	24050	3750	27800	11120	5560	5560	1390	1390	2780		27800	15000	1800	20990	157				500	25343
26	Mr.GURUNATHAN. A DOJ : 01.07.2013	ASST PROF	23650	2750	26400	10560	5280	5280	1320	1320	2640		26400	15000	1800	20990	157				500	23943
27	Mr. T. MUTHU Doj : 01.07.2019	ASST PROF	17250	2500	19750	7382	3691	3691	923	923	1846	Lop for 2 days 28.11.2022, 12.12.2022	18455	11073	1329	15687	118				500	16508
28	Mrs.SANGEETHA P Doj : 01.07.2019	ASST PROF	16500	2750	19250	7700	3850	3850	963	963	1925		19250	11550	1386	16363	123					17741
	B/F				697100	263785	131892	131892	32975	32975	65946		659459	295108	35405	332030	2488	5000	8000	171	5500	602895

Shri Nehru Maha Vidyaaya College of Arts and Science

Criteria 6

Financial support provided to faculties

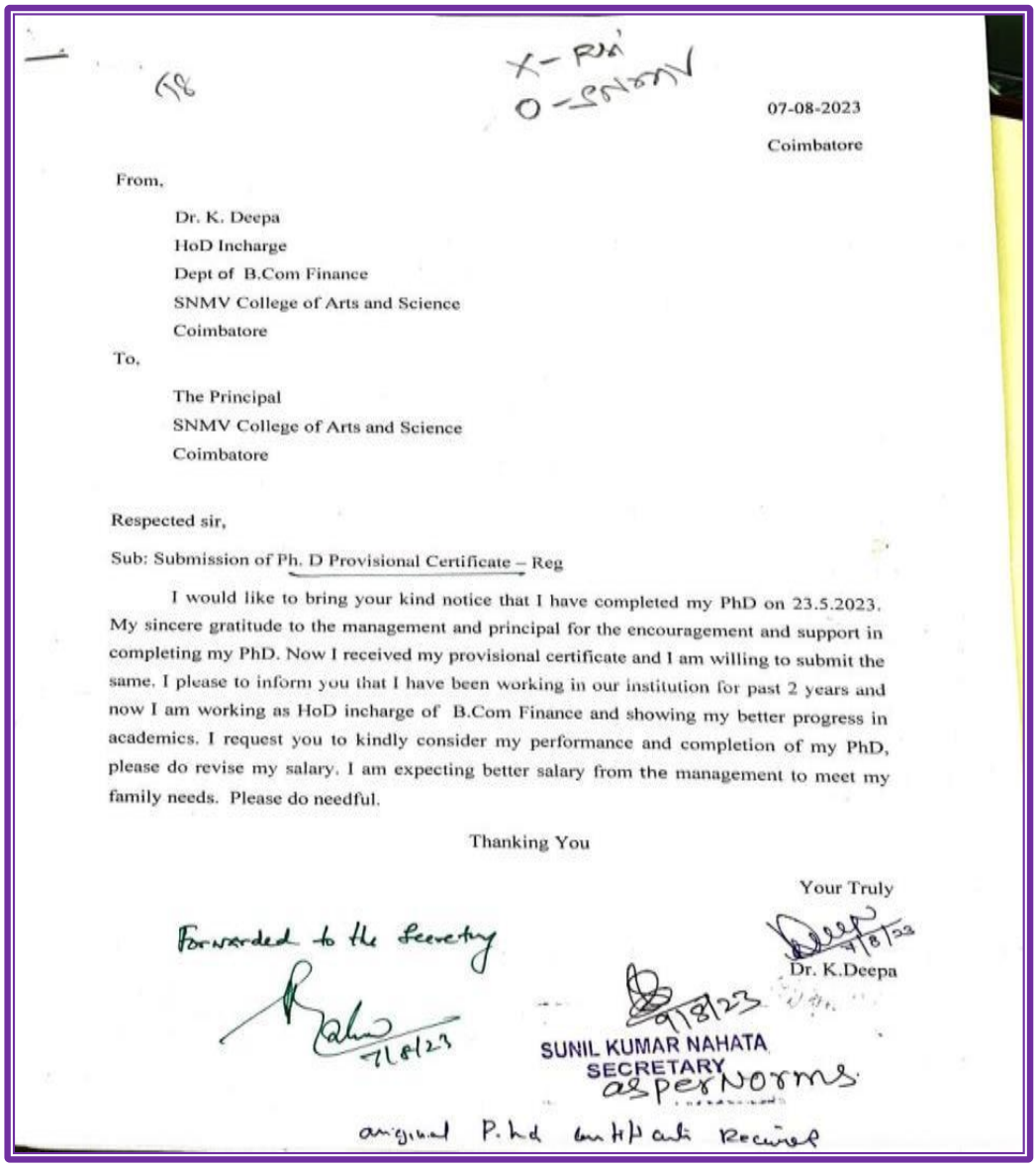
6.3.1 **A Comprehensive 360- degree Performance Appraisal System (PAS) is followed to assess the performance of Teaching and Non- teaching staff annually.**



SNMV COLLEGE OF ARTS & SCIENCE, MALUMACHAMPATTI - 641 050.

PAY BILL FOR THE MONTH OF DEC 2022 - TEACHING STAFF

S.No	NAME & DETAILS	DESIGNATION	Old Salary	Increment	Salary	Basic 40% of Gross	DA 20% of Gross	HRA 20% of Gross	CCA 5% of Gross	MED.ALL 5% of Gross	CONV 10% of Gross	Date of Leave	Gross	Wages	EPF	ESI Wages	ESI	HMC	IT	EB	Bus Deduction	NET
	C/F				697100	263785	131892	131892	32975	32975	65946		659459	295108	35405	332030	2488	5000	8000	171	5500	602895
29	Dr. G. GABRIEL PRABHU Doj : 01.09.2021	ASST PROF	22000	3750	25750	10300	5150	5150	1288	1288	2575		25750	15000	1800	20990	157					23793
30	Ms.D. LOGALAKSHMI Doj : 01.10.2021	ASST PROF	10000	1500	11500	2814	1407	1407	352	352	704	Lop for 12 days 30.11.2022, 01 - 08, 17 - 19.12.2022	7036	4221	507	5980	45					6484
31	Ms.R. DHAARANI Doj : 01.10.2021	ASST PROF	15000	1000	16000	6194	3097	3097	774	774	1548	Lop for 1 day 15.12.2022	15484	9291	1115	13162	99				500	13770
32	Dr.P. KALAIVANI Doj : 01.01.2022	ASST PROF	28000	2000	30000	11013	5506	5506	1377	1377	2753	Lop for 2.5 days 25.11.2022 (AN), 30.11.2022, 17.12.2022	27532	15000	1800		0				500	25232
33	Ms.S. ANAGA Doj : 01.04.2022	ASST PROF	12000		12000	4800	2400	2400	600	600	1200		12000	7200	864	10200	77	500				10559
34	Ms.A. JAMUNA Doj : 01.09.2022	ASST PROF	10000		10000	4000	2000	2000	500	500	1000		10000	6000	720	8500	64				500	8716
35	BCOMCA Mrs.P. CHINNA SAHAYA RANI DOJ : 01.06.2014	HOD I/c	24100	3500	27600	11040	5520	5520	1380	1380	2760		27600	15000	1800	20990	157					25643
36	Mr. S. YOGANANTH DOJ : 01.05.2013	ASST PROF	21750	2250	24000	9600	4800	4800	1200	1200	2400		24000	14400	1728	20400	153					22119
37	Mr.VENKATESH R DOJ : 01.07.2013	ASST PROF	20750	2250	23000	9200	4600	4600	1150	1150	2300		23000	13800	1656	19550	147				500	20697
	B/F				876950	332746	166372	166372	41596	41596	83186		831861	395020	47395	451802	3387	5500	8000	171	7500	759908



07-08-2023

Coimbatore

From,

Dr. K. Deepa
HoD Incharge
Dept of B.Com Finance
SNMV College of Arts and Science
Coimbatore

To,

The Principal
SNMV College of Arts and Science
Coimbatore

Respected sir,

Sub: Submission of Ph. D Provisional Certificate – Reg

I would like to bring your kind notice that I have completed my PhD on 23.5.2023. My sincere gratitude to the management and principal for the encouragement and support in completing my PhD. Now I received my provisional certificate and I am willing to submit the same. I please to inform you that I have been working in our institution for past 2 years and now I am working as HoD incharge of B.Com Finance and showing my better progress in academics. I request you to kindly consider my performance and completion of my PhD, please do revise my salary. I am expecting better salary from the management to meet my family needs. Please do needful.

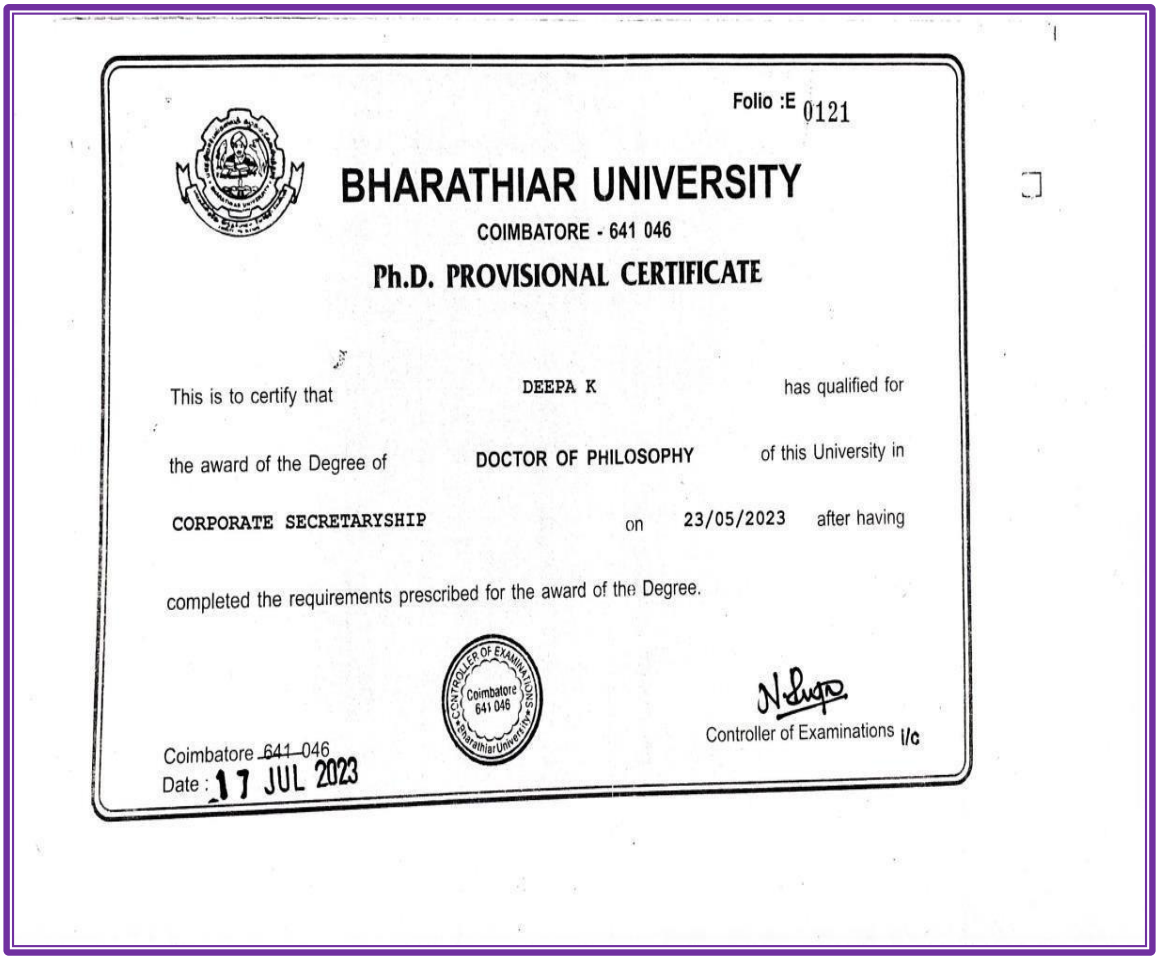
Thanking You

Your Truly

Dr. K.Deepa

Forwarded to the Secretary

SUNIL KUMAR NAHATA
SECRETARY
as per Norms



Folio :E 0121

BHARATHIAR UNIVERSITY

COIMBATORE - 641 046

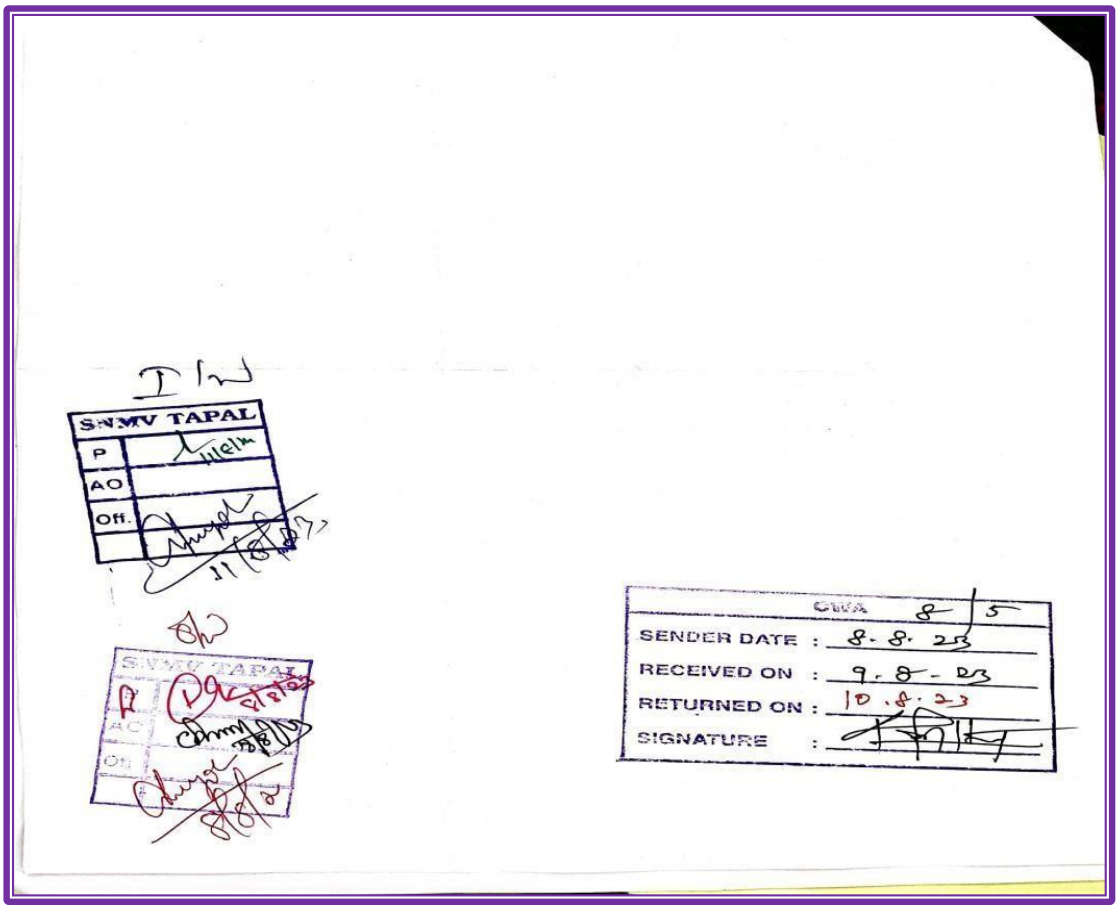
Ph.D. PROVISIONAL CERTIFICATE

This is to certify that **DEEPA K** has qualified for the award of the Degree of **DOCTOR OF PHILOSOPHY** of this University in **CORPORATE SECRETARYSHIP** on **23/05/2023** after having completed the requirements prescribed for the award of the Degree.

CONTROLLER OF EXAMINATIONS Coimbatore 641 046 Bharathiar University

Controller of Examinations I/c

Coimbatore 641 046
Date : 17 JUL 2023


SNMV TAPAL
P
AO
Off.
SENDER DATE : 8.8.23
RECEIVED ON : 9.8.23
RETURNED ON : 10.8.23
SIGNATURE :

SNMV College of Arts and Science

Shri Gambhirmal Bafna Nagar
Malumachampatti, Coimbatore – 50.
Ph : 0422 – 2610894, 895 Website : www. snmv.ac.in

****

10/02/2021

STAFF CIRCULAR

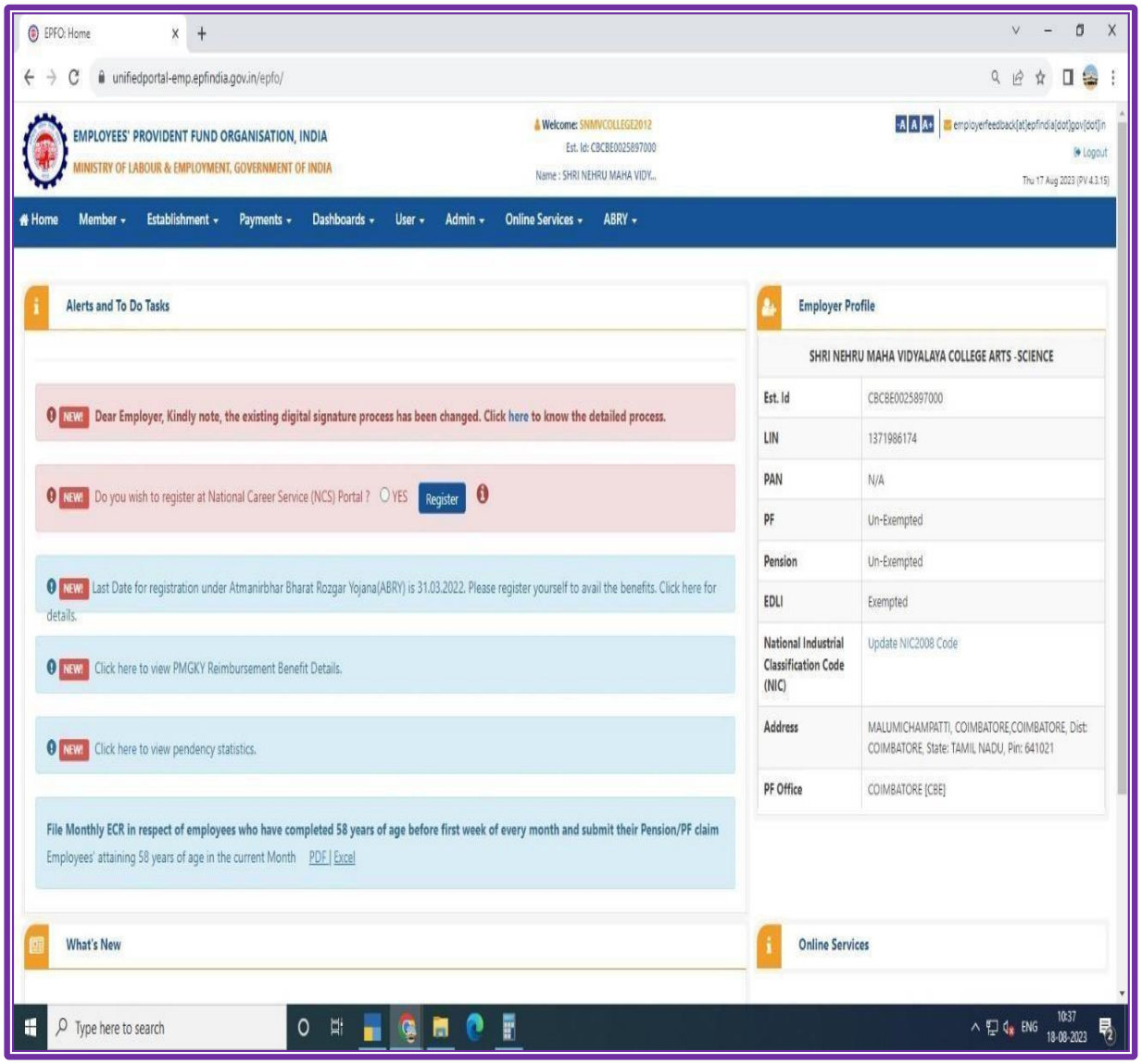
As per the direction of the Office Bearers of CWA, it has been resolved that the increment for the Staff who have completed Ph.D, M.Phil, SLET & NET will be as follows with effect from January 2021.

Programme	Discipline	Increment in Rs.
Ph.D	Commerce	2,000/-
	Bioscience/Science/MB/BT/Physics/ Biology/Chemistry/Maths/Biochemistry	
	Languages (Tamil/English/Hindi)	
	Computer Science	
	Management Science (MBA)	
M.Phil	In All Disciplines	500/-
SLET/NET	In All Disciplines	1,000/-

PRINCIPAL

Cc:
1. Circulated to All staff members
2. File

PROVIDENT FUND



S N M V COLLEGE OF ARTS AND SCIENCE

PF CONSOLIDATED STATEMENT FOR THE MONTH OF JUNE 2022

1	MBA	14030
2	TEACHING	152172
3	NON-TEACHING	43920
4	HOSTEL	3537
5	TRANSPORT	28327
	TOTAL	**241986**

GROSS WAGES

MBA	251512
TEACHING	2333380
NON-TEACHING	631124
HOSTEL	49133
TRANSPORT	393420
TOTAL	**3658569**

MAY '22	226
Deletion	5
Total	221
Addition	1
JUNE '22	222