

**PERFORMANCE APPRAISAL**  
**(Teaching Staff)**



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Annamalai University, Chidambaram || An ISO 9001:2015 Certified Institution  
Recognized under section 2(f) of the UGC Act, 1956.

## Performance Based Appraisal System (PBAS) for Academic Year (2022-2023)

### GENERAL INFORMATION

1.	Name(in Black Letters)	
2.	Institute and department	
3.	Date of joining	
4.	Current designation	
5.	Any degree or fresh qualification acquired during the year	
6.	Higher Professional Qualification .	
7.	Field of Specialization in Subject/Discipline	

### SUMMARY OF API SCORES

Academic year 2022-2023

Category	Criteria	API SCORE
I	Teaching, Learning & Evaluation related activities	
II	Co-curricular, Extension, Professional Development.	
	<b>Total (Categories I ((145) +II (75))</b>	
III	Research & Academic contribution	
IV	Student Experience & Feedback	
	<b>Total (I (145) +II (75) + III (150) + IV (75))</b>	



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# RAAK ARTS AND SCIENCE COLLEGE

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## PART-A: ACADEMIC PERFORMANCE INDICATORS (Please see detailed Instructions before filling out this Performa)

### CATEGORY-I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

(Maximum Total Score: 150; Minimum Score required: 75)

1.0 Lectures (L), Seminars (S), Tutorials (T), Practical's (P), Contract Hours (C)

(Give semester-wise details, where necessary) Max. Score: 50)

Sr. No	Course Code	Course Title	Credit Units	Level (UG/PG/Ph.D)	Mode of Teaching (Theory/ Practical/ Tutorial)	No. of Sections Taught	Teaching load per section per week	Total Assigned Teaching Load for Semester	Actual Teaching hours per week	Percentage Completion	API
1											
2											
3											
4											
5											
6											
7											
8											

2.0 Teaching Load in excess of university norms (Max score: 10)

Sr. No	Course Code	Course Title	Credit Units	Level (UG/PG/Ph.D)	Mode of Teaching (Theory/ Practical/ Tutorial)	Number of extra teaching hours per week	Total for the Semester	API
1								
2								

Not: (a) please refer the PBAS Instruction for score calculation (i.e.: category I, Part II)

3.0 Result /Academic Performance (Max. score: 10)

S.no	Programme	Semester	Course Title	Total students appeared	Total students passed	Academic Performance	API	Average API
1								
2								
3								
4								



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## 4.0 Adherence to Academic Processes & Schedules (Negative Marking)

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-I, Part IV,)};

Course:		Polymer chemistry, organic, in-organic chemistry, Nano chemistry				
S.No.	Course	Mandatory Resource	Y/N	Director's Remarks Y/N	If No Number of Days Delay	API Score
1						
2						
3						
4						
5						
6						
		Total API Score				

## 5.0 Use of Participatory and innovative Teaching- Learning Methodologies, Updating of subject content, Course Improvement etc. (Max. Score: 50 points)

S.No	Short Description	API Score
1		
2		
Total Score		50

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-I, Part 5, Serial No 5.1)};

## 6.0 Examination Duties Assigned and Performed (Maximum Score:25)

S.No	Type of Examination Duties	Duties Assigned	Extend to which Carried out (%)	API Score
1				
2				
		TOTAL		



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Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-I, Part 6)}

Total Score Earned for Category-I (1+2+3+4+5+6) :	
Total Max. Score for Category-I ( 1 to 6): Minimum score required :	100

## CATEGORY-II: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT

(Max. Total Score: 75; Min. Score required: 50)

1 Extension, Co-curricular & Field-based Activities (Maximum Score: 15) (Mentoring Activities, Club/Committee activities)

**1.1 Positions held/Leadership role played in organisation linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity ( each activity 5 points up to max. of 10 points)**

S.No	Type of Activity	Role	Average Hrs./Week	API Score
1				
2				
3				
4				
<b>Total API Score</b>				

Activity	Score
Positions held	5 points
leadership role played in organisation linked with Extension Work and NSS	5 points
NCC, NSO or any other similar activity	5 points



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## 1.2 Contribution to campus publication for internal newsletter/blog/Magazine

S.No	Types of Activity	Role	Average Hrs./Week	API Score
1				
<b>Total API Score</b>				

Activity	Score
Magazine /Newsletter	10 points

## 1.3 Community work such as values of National Integration, Yoga day Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought

S.No	Types of Activity	Role	Average Hrs./Week	API Score
1				
<b>Total API Score</b>				

Activity	Score
Community Work such as values of National integration	2.5 points
Yoga Day environment Democracy	2.5 points
Socialism	2.5 points
Human Rights	2.5 points
Peace	2.5 points

## 2 Institution Building: Contribution to Corporate Life and Management of the Institution (Max. Score: 45)

2.1 Collaborate with industry on projects and take accountability of delivery of as per the agreed timelines, budgets and deliverables (each project 5 points)

S.No	Contribution to corporate life (Max points: 10)	Role	Unit(committee/Lecture/Workshop)	API Score
1				
<b>Total API Score</b>				

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-II, Serial No.2.1 to 2.4)}

2.2 Seek feedback from industry on skill requirements/ trends and ensure program alignment (Each format forum 5 points)

Sr. No	Formal Forum	Skill Identified	Unit (committee/Lecture/Workshop)	API Score
1				
2				
3				
<b>Total API Score</b>				<b>15</b>



  
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2.3 Generate industry co-sponsorship in academic collaborations (e.g. projects, paces, research etc.)  
(Each Collaboration 5 points)

Sr. No	Projects /spaces/research etc.	Role	No. of collaboration	Max API Score
1				
<b>Total API Score</b>				

2.4 Student Enrolment Support through Entrance test prep, Interviews, Workshops (20 points)

Sr. No	Type of Activity	No. of Projects	Max API Score
1			
<b>Total API Score</b>			

- I. Boot camps/Seminar (2 points per activity)
- II. Students evaluation (2 points per 50 students evaluated)
- III. Open house (2 points per activity)

*Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-II, Serial No. 2.5)}*

2.5 students Placement (20 points)

Sr. No	Type of Activity	No. of Activity	Max API Score
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
<b>Total API Score</b>			<b>42</b>

- I. Support resume writing/ portfolio development ( 2 points per 50 students)



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- II. Workshops for interview prep ( 2 points per activity)
- III. Role of a Mentor (2 points per 10 students)
- IV. Leverage on professional network and champion conversations with organizations (2 points per presence of a corporate)
- V. Assess post internship evaluations (vivas /reports) ( 2 points per 50 students)
- VI. Inviting corporate to career fairs/job fairs (2 points per presence of a corporate)
- VII. Organizing committee for career fairs / Job fairs (2 points per activity)

## 2.6 Alumni Engagement (10 points)

Sr. No	Type of Activity	No. of Activity	Max API Score
1			
2			
<b>Total API Score</b>			

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-II, Serial No. 2.6-2-7)}

- I. Current students engagement through alumni (2 points per activity)
- II. Inviting alumni to be mentors ( 1 points per Alumnus invited)
- III. Alumni event (chapter wise) (2 points per activity)

2.7 Membership and measurable contribution to committees concerned with any aspect of department or institutional management such as FDP Committee, NAAC/Accreditation committee, admission committee, campus development. Library committee

Sr. No	Name of the Committee	Role	No. of Activity	Max API Score
1				
2				
3				
4				
<b>Total API Score</b>				

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-II, Serial No. 2.6-2-7)}



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### 3 Professional Development Activities (Maximum Score: 10)

3.1 Membership in profession related committees at state and national level Maximum of 10 points for (a+b)

Sr. No	Type of Activity (Membership in profession)	No. of committees	API Score
1			
<b>Total API Score</b>			

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-III, Serial No.3.1)}

3.2 Participation in subject related association, conferences, and seminars without paper presentation (each activity: 2 points: Max. 10 points)

Sr. No	Type of Activity	No. of Event	API Score
1			
2			
3			
4			
5			
6			
<b>Total API Score</b>			

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-III, Serial No.3.2)}

3.3 Membership /participation in State/Central Bodies/Committee on Education, Research and National Development (5 points each: maximum 10 points)

Sr. No	Type of Activity	No. of Event	API Score
1			
<b>Total API Score</b>			

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-III, Serial No.3.3)}

3.4 Publication of articles in newspapers, magazines or other publications (not covered in category-III; radio talks; television programmes (1 point each, up to maximum 10 points)

Type of Activity	No. of Activity	API Score
<b>Total API Score</b>		



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Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-III, Serial No.3.4)}

<b>Total Score Earned for Category-II (1+2+3) : (15+59+10)</b>	<b>84</b>
<b>Total Max. Score for Category-II (1+2+3) : 75</b>	<b>75</b>
<b>Minimum Score required : 50</b>	<b>50</b>

## CATEGORY-III: RESEARCH, PUBLICATIONS & ACADEMIC CONTRIBUTIONS

1.0 Research Papers published in Journals:

S.No	Title with page number	Journals	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-Authors	Whether you are the main author	API Score
1							
2							
4							
<b>Total API Score</b>							

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-III, Serial No.1.1)}

(b) Supporting documents for research paper to be enclosed as Annexure Cat-III (1.1)

1.2 Full papers in Conference Proceedings:

S.No	Title with page number	Details of conference publications	ISSN/ISBN No.	No. of Co-Authors and Date of publication	Whether you are the main author	API Score
1						
<b>Total API Score</b>						

Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No.1.2)}

Supporting documents for research paper to be enclosed as Annexure Cat-III (1.2)

1.3 Articles/Chapters published in Books

S.No	Title with page number	Book title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-Authors and Date of publication	Whether you are the main author	API Score
1							
<b>Total API Score</b>							

Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No.1.3)}



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## 1.3 Books published as Author or as Editor/Translator

S. No	Title with page number	Type of Book & Authorship	Publisher ISSN/ISBN No.	Whether peer reviewed.	No. of Co-Authors and Date of publication	Whether you are the main author	API Score
1							
<b>Total API Score</b>							

## 1.4 Chief Editor/Gust Editor/Editor/ Associate Editor, Member, Consultant Member of Editorial/Advisory Board of Journal and Reviews/Referee of a Journal

S.No	Referred Journal with/without ISBN/ISSN Numbers	Status	API Score
1			
<b>Total API Score</b>			

Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No.1.5)}

## 2.0 Research Projects, Consultancies and Assignments Sponsored Projects (Carried out/Ongoing)

S.No	Title	Agency	Period	Grant/Amount Mobilized (Rs.Laks)	API Score
1					
2					
3					
4					
<b>Total API Score</b>					

Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No.2.1-2.3)}

## 2.0-2.5 Consultancy Projects (Carried out/Outgoing/Completed)

S.No	Title	Agency	Period	Grant/Amount Mobilized (Rs.Laks)	Whether Policy documents/Patents outcome	API Score
1						
<b>Total API Score</b>						

Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No.2.2-2.3)}



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## 2.4 Filing & Award of Patents/ Policy Documents/ Technology Transfer Process

S.No	Type of patent	Filed		Awarded		API Score
		Date	File No.	Date	Patent No.	
1						
2						
<b>Total API Score</b>						

Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No. 2.4)}

## 2.5 Overseas Assignments

S.No	Title/Description of Assignment	Agency	Period	Fund /Amount (Rs.Laks)	Outcome	API Score
1						
<b>Total API Score</b>						

Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No. 2.5)}

## 3.0 Research Guidance

S.No	Degree	Number of scholar enrolled	Status	Degree Awarded	API Score
1					
<b>Total API Score</b>					

Not: (a) Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No. 3)}

## 4.0 Organizing/Participating in training courses, teaching-learning-evaluation technology in faculty development programmes.

4.1&4.2 Training Course. Teaching-learning-evaluation technology in faculty development programmes.

S.No	Programme	Duration	Organised	API Score
1				
<b>Total API Score</b>				

Not: (a) Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No. 4.1 and 4.2)}



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### 4.3 Paper Presentation conferences, seminars, workshops, symposia/session chaired, etc.

S. No	Title of the paper presentation	Title of conference /seminar etc.	Date of the event	Organised by	No .of co-authors	Whether you presented the paper	Whether International/ National/State/Regional/University or College level	API Score
1								
<b>Total API Score</b>								

Note: (a) if a paper presented in Conference seminar is published in the form of proceedings (Full paper), the points would accrue for the publication as Category III, (1, 2) and not under this heading.

b) Please refer the PBAS instruction for score calculation {i.e. Cat-III, Serial No.4.3}

### 4.3 Invited lectures (including extension) and chairmanship at national or international conference / seminars: office bearer/ advisory of registered professional Bodies.

S. No	Title of the lecture/ Academic session	Title of conference/ seminar etc.	Date of the event	Organised by	Whether International/ National status	API Score
1						
<b>Total API Score</b>						

Not: (a) Please refer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No. 4.4)}

### 4.4 Experience as Post-Doctoral fellow/ Research Associate/Visiting Professor

S.No	Research Associate/Post-Doctoral Fellow	Institution	Duration	Major Achievements	API Score
1					
<b>Total API Score</b>					

Please refer the PBAS instruction for score calculation {(i.e. Cat-III, serial No. 4.5)}

<b>Total Score Earned for Category-III</b>	<b>150</b>
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## CATEGORY-IV: STUDENT EXPERIENCE & FEEDBACK

(Max. Total Score: 100: Min. Score required: 75)

### 1.1 Student Experience related activities (Maximum Score: 50)

(Counselling, Orientation activities, Interviews, Controlling students attrition)

S.No	Type of Activity	Activity/Sem.	API Score
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Total API Score</b>			

Not: (a) Please prefer the PBAS instructions for score calculation {(i.e. Cat-VI, Serial No. 1.1 to 1.2)}

### 1.2 Student attrition (Maximum Score: 50)

S.No	Student attrition	API Score
1	Zero-50	
2	Between 1%-3%-5	5
3	Above 3%-Nil	

### 2.0 Students Feedback ( Maximum Score:25) (Aggregate feedback of Semester)

S.No	Type of Activity	Sem	API Score
1	Aggregate % Student feedback (75% and above)	I & II	25
2	Total API Score		25



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## OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mentioned earlier.

S.No	Details (Mention year, Value ,etc., where relevant)

I certify that the information provided is correct as per records available with the college or documents enclosed along with the newly filled PBAS proforma.

Signature of the Faculty



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## Performance Based Appraisal System (PBAS) for Academic Year (2022-2023)

### GENERAL INFORMATION

1.	Name(in Black Letters)	Dr. G. SENTHILNATHAN
2.	Institute and department	RAAK Arts and Science College
3.	Date of joining	18/05/2019
4.	Current designation	HOD/CHEMISTRY
5.	Any degree or fresh qualification acquired during the year	NONE
6.	Higher Professional Qualification	Ph.D.
7.	Field of Specialization in Subject/Discipline	Polymer chemistry, organic, inorganic chemistry, Nano chemistry

### SUMMARY OF API SCORES

Academic year 2022-2023

Category	Criteria	API SCORE
I	Teaching, Learning & Evaluation related activities	135
II	Co-curricular, Extension, Professional Development.	50
	<b>Total (Categories I ((145) +II (75))</b>	<b>185</b>
III	Research & Academic contribution	180
IV	Student Experience & Feedback	75
	<b>Total (I (145) +II (75) + III (150) + IV (75))</b>	<b>440</b>



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### CATEGORY-I: TEACHING, LEARNING & EVALUATION RELATED ACTIVITIES

(Maximum Total Score: 150; Minimum Score required: 75)

1.0 Lectures (L), Seminars (S), Tutorials (T), Practical's (P), Contract Hours (C)

(Give semester-wise details, where necessary) Max. Score: 50

Sr. No	Course Code	Course Title	Credit Units	Level (UG/PG/Ph.D)	Mode of Teaching (Theory/ Practical/ Tutorial)	No. of Sections Taught	Teaching load per section per week	Total Assigned Teaching Load for Semester	Actual Teaching hours per week	Percentage Completion	API
1	22PCHEE16	Polymer Chemistry	3	PG	Theory	1	5	60	5	100%	50
2	22PCHEP14	Organic Chemistry practical-I	4	PG	Practical	1	3	12	3	100%	
3	22PCHEE26	Nano Chemistry	4	PG	Theory	1	5	60	5	100%	
4	22PCHEP25	In-Organic Chemistry practical	1	PG	Practical	1	3	24	3	100%	
5	21UCHEC33	General Chemistry	3	UG	Theory	1	6	60	6	100%	
6	21UCHEP44	In-Organic qualitative analysis	3	UG	Theory	1	5	60	5	100%	
7	CECH65B	Polymer chemistry	1	UG	Theory	1	3	36	3	100%	
8	CPCH70	Group Project Viva-voice	8	UG	Practical	1	6	36	6	100%	

### 2.0 Teaching Load in excess of university norms (Max score: 10)

Sr. No	Course Code	Course Title	Credit Units	Level (UG/PG/Ph.D)	Mode of Teaching (Theory/ Practical/ Tutorial)	Number of extra teaching hours per week	Total for the Semester	API
1								
2								

Not: (a) please refer the PBAS Instruction for score calculation (i.e.: category I, Part II)



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## 3.0 Result /Academic Performance (Max. score: 10)

S.no	Programme	Semester	Course Title	Total students appeared	Total students passed	Academic Performance	API	Average API
1	M.SC	First	Polymer Chemistry	26	26	100%	2.5	10
2	M.SC	First	Organic Chemistry practical-I	26	26	100%	2.5	
3	M.SC	Second	Nano Chemistry	26	26	100%	2.5	
4	M.SC	Second	In-Organic Chemistry practical	26	26	100%	2.5	
5	B.SC	Third	General Chemistry	41	41	100%	2.5	
6	B.SC	Fourth	In-Organic qualitative analysis	41	41	100%	2.5	
7	B.SC	Sixth	Polymer chemistry	24	24	100%	2.5	
8	B.SC	Sixth	Group Project Viva-voice	24	24	100%	2.5	

## 4.0 Adherence to Academic Processes & Schedules (Negative Marking)

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-I, Part IV,.)}

Course:		Polymer chemistry, organic, in-organic chemistry, Nano chemistry				
S.No.	Course	Mandatory Resource	Y/N	Director's Remarks Y/N	If No Number of Days Delay	API Score
1		1. Timely submission of session plan				
2		2. Timely submission assessment plan				
3		3. Timely submission course materials/lecture notes/reading materials				
4		4. Timely submission of student attendance				
5		5. Timely submission of internal assessment marks				
6		6. Timely submission of practical examination marks				
		Total API Score				



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5.0 Use of Participatory and innovative Teaching- Learning Methodologies, Updating of subject content, Course Improvement etc. (Max. Score: 50 points)

S.No	Short Description	API Score
1	Update online material (google links with QR code) (6 sem*2.5)	15
2	b) Dr.S.Kothainayaki &Dr. J.Jayabharathi Annamalai university c) project demo for Oriento 4 projects 4*5 d) orientation – first years 3*5	6 20 15
	Total Score	50

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-I, Part 5, Serial No 5.1)}

6.0 Examination Duties Assigned and Performed (Maximum Score:25)

S.No	Type of Examination Duties	Duties Assigned	Extend to which Carried out (%)	API Score
1	University exam paper evaluation/External to other colleges	Paper valuation/invigilation	100%	10
2	Evaluation /Submission of internal	Assessment	100%	10
3	NIELIT Exam	Coordinator	100%	5
		TOTAL		25

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-I, Part 6)}

Total Score Earned for Category-I (1+2+3+4+5+6) :	(50+10+50+25)
Total Max. Score for Category-I ( 1 to 6):	135
Minimum score required :	100



  
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## CATEGORY-II: CO-CURRICULAR, EXTENSION & PROFESSIONAL DEVELOPMENT

(Max. Total Score: 75; Min. Score required: 50)

I Extension, Co-curricular & Field- based Activities (Maximum Score: 15) (Mentoring Activities, Club/Committee activities)

**1.1 Positions held/Leadership role played in organisation linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity ( each activity 5 points up to max. of 10 points)**

S.No	Type of Activity	Role	Average Hrs./Week	API Score
1	Chemistry department	Head of the Department	30	5
2	University Representative (thiruvalluvar and Annamalai university)	Representative	6	5
3	College Nodal Officer for Sc/St Scholarship	Nodal Officer	4	5
4	Faculty recruitment	Panel member	2	5
<b>Total API Score</b>				<b>10</b>

Activity	Score
Positions held	5 points
leadership role played in organisation linked with Extension Work and NSS	5 points
NCC,NSO or any other similar activity	5 points

**1.2 Contribution to campus publication for internal newsletter/blog/Magazine**

S.No	Types of Activity	Role	Average Hrs./Week	API Score
1	College website updation	Co-Ordinator	1	10
<b>Total API Score</b>				<b>10</b>

Activity	Score
Magazine /Newsletter	10 points



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## 1.3 Community work such as values of National Integration, Yoga day Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought

S. No	Types of Activity	Role	Average Hrs./Week	API Score
1	Charity-buds of heaven with students	Donated/served	1	2.5
<b>Total API Score</b>				

Activity	Score
Community Work such as values of National integration	2.5 points
Yoga Day environment Democracy	2.5 points
Socialism	2.5 points
Human Rights	2.5 points
Peace	2.5 points

## 2 Institution Building: Contribution to Corporate Life and Management of the Institution (Max. Score: 45)

2.1 Collaborate with industry on projects and take accountability of delivery of as per the agreed timelines, budgets and deliverables (each project 5 points)

S.No	Contribution to corporate life (Max points: 10)	Role	Unit(committee/Lecture/Workshop)	API Score
1				
<b>Total API Score</b>				

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-II, Serial No.2.1 to 2.4)}

2.2 Seek feedback from industry on skill requirements/ trends and ensure program alignment (Each format forum 5 points)

Sr. No	Formal Forum	Skill Identified	Unit (committee/Lecture/Workshop)	API Score
1	Vanakkam HR-TPO Meet-11 <sup>th</sup> February 2023(Chennai)	HR's connects	committee	5
2	Bridge conference (14 <sup>th</sup> March 2023 (Chennai)	Industry academia gap	lecture	5
3	Umagine meet (23 <sup>rd</sup> March 2023 Chennai)	HRs connects	Expo-industry	5
<b>Total API Score</b>				<b>15</b>

2.3 Generate industry co-sponsorship in academic collaborations (e.g. projects, paces, research etc.) (Each Collaboration 5 points)

Sr. No	Projects /spaces/research etc.	Role	No. of collaboration	Max API Score
1	Our shoulders foundation – Google	Co-Ordinator		5
<b>Total API Score</b>				<b>5</b>



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## 2.4 Student Enrolment Support through Entrance test prep, Interviews, Workshops (20 points)

Sr. No	Type of Activity	No. of Projects	Max API Score
1			
<b>Total API Score</b>			

- I. Boot camps/Seminar (2 points per activity)
- II. Students evaluation (2 points per 50 students evaluated)
- III. Open house (2 points per activity)

*Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-II, Serial No. 2.5)}*

## 2.5 students Placement (20 points)

Sr. No	Type of Activity	No. of Activity	Max API Score
1			
<b>Total API Score</b>			

- I. Support resume writing/ portfolio development ( 2 points per 50 students)
- II. Workshops for interview prep ( 2 points per activity)
- III. Role of a Mentor (2 points per 10 students)
- IV. Leverage on professional network and champion conversations with organizations (2 points per presence of a corporate)
- V. Assess post internship evaluations (vivas /reports) ( 2 points per 50 students)
- VI. Inviting corporate to career fairs/job fairs (2 points per presence of a corporate)
- VII. Organizing committee for career fairs / Job fairs (2 points per activity)

## 2.6 Alumni Engagement (10 points)

Sr. No	Type of Activity	No. of Activity	Max API Score
1	Alumni talk-video	1	2
2	Alumni – google reviews	1	2
<b>Total API Score</b>			<b>4</b>

*Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-II, Serial No. 2.6-2-7)}*



  
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- I. Current students engagement through alumni (2 points per activity)
- II. Inviting alumni to be mentors ( 1 points per Alumnus invited)
- III. Alumni event (chapter wise) (2 points per activity)

2.7 Membership and measurable contribution to committees concerned with any aspect of department or institutional management such as FDP Committee, NAAC/Accreditation committee, admission committee, campus development. Library committee (5 points each, Max15 points)

Sr. No	Name of the Committee	Role	No. of Activity	Max API Score
1	Discipline	Member	1	5
2	Governing body	Member	1	5
3	Admission	Member	1	5
4	Anti-ragging	Member	1	5
<b>Total API Score</b>				<b>15</b>

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-II, Serial No. 2.6-2-7)}

### 3 Professional Development Activities (Maximum Score: 10)

3.1 Membership in profession related committees at state and national level Maximum of 10 points for (a+b)

Sr. No	Type of Activity (Membership in profession)	No. of committees	API Score
1	SESD (Life time member -National)	1	5
<b>Total API Score</b>			<b>5</b>

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-III, Serial No.3.1)}

3.2 Participation in subject related association, conferences, and seminars without paper presentation (each activity: 2 points: Max. 10 points)

Sr. No	Type of Activity	No. of Event	API Score
1	Workshop on Digital Creativity Skills	1	2
2	Seminar on Awareness and Attitude towards Crypto currencies in India	1	2
3	FDP-understanding students' behavior	1	2
4	National seminar – 2 days-23 and 24 <sup>th</sup> /march/23	1	2
5	National seminar-fundamental chemistry-22/April/23	1	2
6	IIC regional meet-Chennai-poster presentation-31/Jan/23	1	2
<b>Total API Score</b>			<b>10</b>



  
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Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-III, Serial No.3.2)}

### 3.3 Membership /participation in State/Central Bodies/Committee on Education, Research and National Development (5 points each: maximum 10 points)

Sr. No	Type of Activity	No. of Event	API Score
1			
<b>Total API Score</b>			

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-III, Serial No.3.3)}

### 3.4 Publication of articles in newspapers, magazines or other publications (not covered in category-III; radio talks; television programmes (1 point each, up to maximum 10 points)

Type of Activity	No. of Activity	API Score
<b>Total API Score</b>		

Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-III, Serial No.3.4)}

<b>Total Score Earned for Category-II (1+2+3) : (15+39+10)</b>	<b>64</b>
<b>Total Max. Score for Category-II (1+2+3) : 75</b>	<b>75</b>
<b>Minimum Score required : 50</b>	<b>50</b>

## CATEGORY-III: RESEARCH, PUBLICATIONS & ACADEMIC CONTRIBUTIONS

### 1.0 Research Papers published in Journals:

S.No	Title with page number	Journals	ISSN/ISBN No.	Whether peer reviewed. Impact factor, if any	No. of Co-Authors	Whether you are the main author	API Score
1	Synthesis, Characterization and Thermal Studies of Poly(5-Indanyl Methacrylate-co- Glycidyl Methacrylate)	International Journal of Chem Tech Research	ISSN: 0974-4290	Peer Reviewed	3	YES	15
2	5-Indanyl Methacrylate monomer: Synthesis, Characterization and Copolymerization with Methyl Methacrylate and its Thermal	International Journal of Pharmace utical and Clinical Research	ISSN: P-ISSN: 2664-7591	Peer Reviewed	1	YES	15
<b>Total API Score</b>							<b>30</b>



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- Not: (a) Please refer the PBAS Instruction for score calculation {(i.e. Cat-III, Serial No.1.1)}  
(b) Supporting documents for research paper to be enclosed as Annexure Cat-III (1.1)

## 1.2 Full papers in Conference Proceedings:

S.No	Title with page number	Details of conference publications	ISSN/ISBN No.	No. of Co-Authors and Date of publication	Whether you are the main author	API Score
1						
<b>Total API Score</b>						

- Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No.1.2)}  
Supporting documents for research paper to be enclosed as Annexure Cat-III (1.2)

## 1.3 Articles/Chapters published in Books

S. No	Title with page number	Book title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed.	No. of Co-Authors and Date of publication	Whether you are the main author	API Score
1							
<b>Total API Score</b>							

- Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No.1.3)}

## 1.3 Books published as Author or as Editor/Translator

S. No	Title with page number	Type of Book & Authorship	Publisher ISSN/ISBN No.	Whether peer reviewed.	No. of Co-Authors and Date of publication	Whether you are the main author	API Score
1							
<b>Total API Score</b>							



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1.4 Chief Editor/Guest Editor/Editor/ Associate Editor, Member, Consultant Member of Editorial/Advisory Board of Journal and Reviews/Referee of a Journal

S.No	Referred Journal with/without ISBN/ISSN Numbers	Status	API Score
1		Completed	10
<b>Total API Score</b>			10

Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No.1.5)}

2.0 Research Projects, Consultancies and Assignments Sponsored Projects (Carried out/Ongoing)

S.No	Title	Agency	Period	Grant/Amount Mobilized (Rs.Laks)	API Score
1	Online exam	AFCAT	3 Days	65,908	10
2	Online exam	CETPAC	2 Days	36,302	10
3	Offline exam	Alaggapa university( DDE)	24 Days	4,00,000	10
4	Online exam	AMIRTHA	4 Days	41,000	20
<b>Total API Score</b>					50

Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No.2.1-2.3)}

**2.0-2.5 Consultancy Projects (Carried out/Outgoing/Completed)**

S.No	Title	Agency	Period	Grant/Amount Mobilized (Rs.Laks)	Whether Policy documents/Patents outcome	API Score
1						
<b>Total API Score</b>						

Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No.2.2-2.3)}



  
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## 2.4 Filing & Award of Patents/ Policy Documents/ Technology Transfer Process

S.No	Type of patent	Filed		Awarded		API Score
		Date	File No.	Date	Patent No.	
1	Zno Nanoparticle Blended 5-Indanyl Methacrylate Homo Polymer For Protective coating Applications On Welded Surfaces	15/08/2022		16/09/2022	(U/S 11A)	30
2	A Mixture Of Fish Amino Acid Produced From Waste Molasses, Pulverized Egg Shell, Zinc Oxide, And Silver Nanoparticles For The Agricultural Field's Fertility	15/08/2022		16/09/2022	(U/S 11A)	30
3	Synthesis, characterization, biological, nlo and corrosion inhibition applications of novel single crystal 3-((2,4-dioxothiazolidin-5-yl)methyl)-4-methoxy-n-phenylbenzamide Ref no: (u/s 11a) 16/09/2022)	15/08/2022		16/09/2022	(U/S 11A)	30
<b>Total API Score</b>						90

Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No. 2.4)}

## 2.5 Overseas Assignments

S.No	Title/Description of Assignment	Agency	Period	Fund /Amount (Rs.Laks)	Outcome	API Score
1						
<b>Total API Score</b>						

Not: Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No. 2.5)}

## 3.0 Research Guidance

S.No	Degree	Number of scholar enrolled	Status	Degree Awarded	API Score
1					
<b>Total API Score</b>					



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Not: (a) Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No. 3)}

4.0 Organizing/Participating in training courses, teaching-learning-evaluation technology in faculty development programmes.

4.1&4.2 Training Course, Teaching-learning-evaluation technology in faculty development programmes.

S.No	Programme	Duration	Organised	API Score
1				
<b>Total API Score</b>				

Not: (a) Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No. 4.1 and 4.2)}

**4.3 Paper Presentation conferences, seminars, workshops, symposia/session chaired, etc.**

S. No	Title of the paper presentation	Title of conference /seminar etc.	Date of the event	Organised by	No .of co-authors	Whether you presented the paper	Whether International/ National/State/Regional/University or College level	API Score
1								
<b>Total API Score</b>								

Note: (a) if a paper presented in Conference seminar is published in the form of proceedings (Full paper), the points would accrue for the publication as Category III, (1, 2) and not under this heading.

b) Please refer the PBAS instruction for score calculation {(i.e. Cat-III, Serial No.4.3)}

**4.3 Invited lectures (including extension) and chairmanship at national or international conference / seminars: office bearer/ advisory of registered professional Bodies.**

S. No	Title of the lecture/ Academic session	Title of conference/ seminar etc.	Date of the event	Organised by	Whether International/ National status	API Score
1						
<b>Total API Score</b>						

Not: (a) Please prefer the PBAS instructions for score calculation {(i.e. Cat-III, Serial No. 4.4)}



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## 4.4 Experience as Post-Doctoral fellow/ Research Associate/Visiting Professor

S.No	Research Associate/Post-Doctoral Fellow	Institution	Duration	Major Achievements	API Score
1					
	<b>Total API Score</b>				

Please refer the PBAS instruction for score calculation {(i.e. Cat-III, serial No. 4.5)}

<b>Total Score Earned for Category-III</b>	<b>180</b>
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## CATEGORY-IV: STUDENT EXPERIENCE & FEEDBACK

(Max. Total Score: 100: Min. Score required: 75)

### 1.1 Student Experience related activities (Maximum Score: 50)

(Counselling, Orientation activities, Interviews, Controlling students attrition)

S.No	Type of Activity	Activity/Sem.	API Score
1	G-20 Crossword completion 05/04/23	1	5
2	College Function Convenor	1	5
3	Students Sports Coordinator	1	5
4	National Science Day Expo Convenor	1	5
5	Students Counciller (Get/Raak)	1	5
6	NSS Programme Officer (Raak)	1	5
7	Admission Promotion Coordinator	1	5
8	Pongal festival	1	5
9	Ayudha pooja	1	5
10	Farewell-Chemistry department	1	5
	<b>Total API Score</b>		<b>50</b>

Not: (a) Please prefer the PBAS instructions for score calculation {(i.e. Cat-VI, Serial No. 1.1 to 1.2)}



  
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1.2 Student attrition (Maximum Score 50)

S.No	Student attrition	API Score
1	Zero-50	
2	Between 1% - 3%	5
3	Above 3%-Nil	

2.0 Students Feedback ( Maximum Score 25) (Aggregate feedback of Semester)

S.No	Type of Activity	Sem	API Score
1	Aggregate % Student feedback (75% and above)	I & II	25
2	Total API Score		25

## OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contribution, awards received etc. not mentioned earlier.

S.No	Details (Mention year, Value ,etc , where relevant)

I certify that the information provided is correct as per records available with the college or documents enclosed along with the newly filled PBAS proforma.



*Jay*

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*Jay*  
Signature of the Faculty

**PERFORMANCE APPRAISAL**  
**(Non-Teaching Staff)**



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## Performance Appraisal Form for Non-Teaching Staff

### Section A-General Information

- 1) Name :
- 2) DOB & Age :
- 3) Designation :
- 4) Department :
- 5) Date of Joining :
- 6) Marital Status :
- 7) Appointments held prior to joining this institution:

Designation	Name of the employer	Date of Joining	Date of leaving	Reason for Leaving

### 8) Academic Qualification: (Form UG)

Examination	Name of Board/University	Year of Passing	% of Marks obtained	Division/Class/Grade



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9) Details of Administrative Training Programs attended in the past one year:

Name of the Programme	Place where held	Name of the Organizing Body	Dates/Duration	Remarks

10) Please give a short account of your contribution to: **(Previous Two Semester)**

a) College:

b) Students Welfare:

11) Any outstanding contribution made by the Employee:

12) Other Relevant Information Awards, Recognition received: **(Previous Two Semester)**

S.No	Details (year, type, value, Etc.,)	Remarks



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## Section B-Rate your Performance

1-Never, 2-Not often, 3-Sometime,4-Usually,5-Almost always

S.No	Attributes	Self	AO	Principal
1	I am fair with all students			
2	I am perceptive to the needs of the student, faculty and institution			
3	I reach the college on time			
4	I like it when students and faculty ask any details at any time			
5	I take leave only with prior permission of any Administration			
6	I positively respond to any instruction, guidance, correction and discipline by my superior.			
7	I involve in promotion of the brand image of the college			
8	I maintain records for academic details properly with updates.			
9	I maintain my workplace clean and neat			
10	I am proficient with the rules and regulations relevant to students and staff of the college.			
	<b>Total</b>	<b>/50</b>	<b>/50</b>	<b>/50</b>
	<b>Converted to 10%</b>	<b>/10</b>	<b>/10</b>	<b>/10</b>

To the best of my knowledge, the information given by me is true and correct.

Date:

Signature of Employee



  
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## Performance Appraisal Form for Non-Teaching Staff

### Section A-General Information

- 1) Name : Mrs. Swilya  
2) DOB & Age : 26.04.1992 & 33 years  
3) Designation : office Assistant  
4) Department : office  
5) Date of Joining : 01-02-2021  
6) Marital Status : Married  
7) Appointments held prior to joining this institution:

Designation	Name of the employer	Date of Joining	Date of leaving	Reason for Leaving
Team Leader	Sewoo Global Services	04-03-2012	30-4-2017	Family
Admin	HDFC Bank	2-5-2017	10-12-2020	Difference

### 8) Academic Qualification: (Form UG)

Examination	Name of Board/University	Year of Passing	% of Marks obtained	Division/Class/Grade
B-sc	Pondicherry University	2012	62%	I st class



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9) Details of Administrative Training Programs attended in the past one year:

Name of the Programme	Place where held	Name of the Organizing Body	Dates/Duration	Remarks
Stress and Time Management	Perambur	RAAK Arts and Science College	17/6/2021, 2 days	
Ethics and Positive Attitude at the workplace	Perambur	RAAK Arts and Science College	24/8/2022, 2 days	

10) Please give a short account of your contribution to: **(Previous Two Semester)**

a) College: *work effectively*

b) Students Welfare: *well planned activity*

11) Any outstanding contribution made by the Employee:

*Admission work*

12) Other Relevant Information Awards, Recognition received: **(Previous Two Semester)**

S.No	Details (year, type, value, Etc.,)	Remarks



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## Section B-Rate your Performance

1-Never, 2-Not often, 3-Sometime,4-Usually,5-Almost always

S.No	Attributes	Self	AO	Principal
1	I am fair with all students	4	4	5
2	I am perceptive to the needs of the student, faculty and institution	4	4	5
3	I reach the college on time	4	4	4
4	I like it when students and faculty ask any details at any time	5	5	4
5	I take leave only with prior permission of any Administration	4	5	5
6	I positively respond to any instruction, guidance, correction and discipline by my superior.	5	4	4
7	I involve in promotion of the brand image of the college	4	5	5
8	I maintain records for academic details properly with updates.	4	5	4
9	I maintain my workplace clean and neat	5	4	5
10	I am proficient with the rules and regulations relevant to students and staff of the college.	5	4	5
	<b>Total</b>	44/50	47/50	42/50
	<b>Converted to 10%</b>	88/100	94/100	84/100

To the best of my knowledge, the information given by me is true and correct.

Date: 11/8/2023

  
Signature of Employee



  
**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAL.