



MOHAMED SATHAK AJ COLLEGE OF ENGINEERING

(Approved by All India Council for Technical Education,
New Delhi and affiliated to Anna University, Chennai)
Siruseri IT Park, Egattur, Chennai - 603 103.
Ph: 27470021, 23, 24 & 25 Fax: 27470022

NAME				
DESIGNATION				
DEPARTMENT/SECTION				
APPRAISAL CATEGORY	EXCELLENT	GOOD	SATISFACTORY	POOR
	4	3	2	1
1. PROFESSIONAL COMPETENCE				
**Knowledge of rules, regulation and procedure				
Ability to organize work and carry it out				
Ability and willingness to take up additional load in times of exigencies				
Ability to learn new duties				
**Capacity to supervise				
*Response to instructions and guidance of supervisor				
*Response to feedback of supervisor				
2. QUALITY OF WORK				
**Ability to maintain Files /Records				
Accuracy & Speed of work				
Neatness and tidiness of work				
Completion of work on schedule				
*Execution of work with team spirit				
3. PERSONAL CHARACTERISTICS				
Regularity				
Punctuality				
Interaction with colleagues and students				

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**Not applicable for Attenders and Housekeeping Staff
*Applicable for Attenders and Housekeeping Staff

MOHAMED SATHAK A.J. COLLEGE OF ENGINEERING
3A Rajiv Gandhi Road (OMR), Siruseri, IT Park
Chennai-603 103.

HOD SIGN

Mohamed Sathak AJ College of Engineering, Chennai - 603 103**Faculty Appraisal Form-Non teaching**

Name					
Father / Husband Name :				Occupation:	
DOB :	AGE :	Gender : Male / Female			
Present Address :	Permanent Address :				
Contact No:		Mail Id:			
Department					
Designation					
Date of Joining in this Institution:					
Academic Qualifications					
Name of the Degree	College & University	Specialization	Month & Year of Passing	(%) Marks & Class	Mode*
Degree					
Diploma					
12th					
10th					
Professional Experience					
Name of the Institution / Industry	Period	Designation	Years	Total Years	
II Self Growth (20%)					
(Workshop / Training /Courses), Attended					
Title of the Programme	Organized By	Duration	Sponsored By		


PRINCIPAL

MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING
Siruseri Gandhi Road (OMR), Siruseri, IT Park
Chennai-603 103.

III Department Development Activities (30%)			
Responsibilities Assigned in department level	Outcome	Remarks	
IV Institutional Development (35%)			
Responsibilities Assigned in College level	Outcome	Remarks	
Consolidated Report			
Sl.No	Category	Marks Awarded	Marks Obtained
I	HoD Recommendation	30	
II	Self Growth	20	
III	Department Development	30	
IV	Institutional Development	20	
	Total	100	
Supporting Documents Required		1. Relevent Documents to support all claims as annexure	
Signature of the Faculty		Signature of Review Committee	

Format No :247



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 34, Rajiv Gandhi Road (OMR), Siruseri, IT Park
 Chennai-603 103.