



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	G. Durai			
DESIGNATION	Lab Instructor			
DEPARTMENT/SECTION	Mechanical Department			
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	Missed	✓		
Interaction with colleagues and students		✓		

**Not applicable for Attenders and Housekeeping Staff

*Applicable for Attenders and Housekeeping Staff

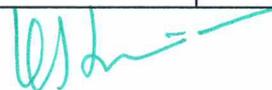
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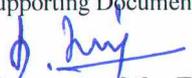
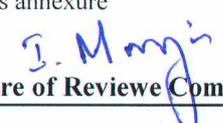
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MOHAMED SATHAK A.J. COLLEGE OF ENG'
34, Rajiv Gandhi Road (OMR), Siruseri, 13

Mohamed Sathak AJ College of Engineering, Chennai - 603 103

Faculty Appraisal Form-Non teaching

Name					
G. Durai					
Father / Husband Name :				Occupation:	
P. Govindasamy				—	
DOB :		AGE :		Gender : Male / Female	
16-05-1974		48		Male	
Present Address :			Permanent Address :		
← do →			No. 28, Bharathi street Sentamil Nagar, Maripalayam, Chennai-600 129		
Contact No:		Mail Id:			
984172867		amuthadurai1216@gmail.com			
Department					
Mechanical					
Designation					
Lab Instructor					
Date of Joining in this Institution:			10.09.2002		
Academic Qualifications					
Name of the Degree	College & University	Specialization	Month & Year of Passing	(%) Marks & Class	Mode*
Degree	ITI NAC	Fitter ACT apprentice	1991 1995	66% 74%	Regular Regular
Diploma	KSOU	Mechanical	July 2013	73%	Distance education
12th	—	—	—	—	—
10th	Govt School	—	1989	63%	Regular
Professional Experience					
Name of the Institution / Industry	Period	Designation	Years	Total Years	
L2T	1992-1994	Assistant Fitter	2 yrs	2 yrs	
Balmain lawrie 2CO Ltd	1994-1995	Industrial Trainee	1 yr	1 yr	
BLFC EVP Koff-college	1997-2001 2001-2002	Technician Lab assistant	4 yrs 1 yr	4 yrs 1 yr	
MSASCE	2002 till date	Lab Assistant	19 yrs	19 yrs	
II Self Growth (20%)				<u>27 yrs</u>	
(Workshop / Training / Courses) Attended					
Title of the Programme	Organized By	Duration	Sponsored By		
Welder	Indian institute of welding technology	(1 week) (2012)	IIWT		


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III Department Development Activities (30%)			
Responsibilities Assigned in department level	Outcome	Remarks	
Stocks Invoice Maintenance	Maintained stocks invoice in proper manner.		
Fabrication & welding work	Assist in cutting, fitting etc whenever required.		
Student Project	Assist in welding, cutting, grinding area.		
Inter college development work	other department fabrication work help.		
IV Institutional Development (35%)			
Responsibilities Assigned in College level	Outcome	Remarks	
Unnathi bhavathi Abiyah	often visited to village activity.		
Exam cell	Filling Proforma, Absentees statement.		
Admission activity	stall - motivational talk, Lab counselling.		
Consolidated Report			
Sl.No	Category	Marks Awarded	Marks Obtained
I	HoD Recommendation	30	30
II	Self Growth	20	NA
III	Department Development	30	25
IV	Institutional Development	20	20
	Total	100	75
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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 Chennai-603 103.