



Estd:1964

# LEKSHMIPURAM COLLEGE OF ARTS & SCIENCE

MONDAICADU BHAGAVATHI AMMAN TEMPLE ROAD,  
LEKSHMIPURAM - 629 802, K.K.DIST., TAMILNADU.

Dr. M. SANKARI, M.Sc., M.Phil., Ph.D  
Principal

Phone: 04651-222224, 213337  
Cell: 9444960963  
e-mail: college\_lpc@outlook.com

## 6.3.5 : PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

### UPLOAD 1: ANY RELEVANT INFORMATION

S.No	Category of Staff	Performance Appraisal Format	No of Faculty
1	Teaching Staff	CAS format	13
2	Teaching Staff (appointed prior to 2014)	CAS format simplified with API Score	64
3	Non -Teaching Staff	Format evaluated by the Superintendent and Principal	26

**Note:** Filled Performance Appraisal report uploaded in metric 6.3.5 (upload) and the remaining are uploaded in the university website.



*M. Sankari*

**PRINCIPAL**

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE  
NEYYOOR, 629802.

**Performance Appraisal**

Dr. T. Manjusha, Assistant Professor of Tamil  
2023-2024.

Part - A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

- |  |   |   |
|--|---|---|
| 1. Name (in Block Letters)                     | : | Dr. T.MANJUSHA  |
| 2. a. Father's Name                            | : | Mr. S. THANUPILLAI  |
| b. Mother's Name                               | : | Mrs. S. BABY  |
| 3. Department                                  | : | TAMIL   |
| 4. College Presently Working in                | : | Lekshmipuram College of Arts and Science, Neyyoor(P.O), K.K.Dist. 629 802 |
| 5. Date of Birth                               | : | 22.06.1978  |
| 6. Gender                                      | : | FEMALE  |
| 7. Category                                    | : | BC  |
| 8. Date of appointment / Career Advancement as | : |   |
| a. Assistant Professor (Pay Level 10)          | : | 21.07.2014  |
| b. Senior Assistant Professor (Pay Level 11)   | : | 21.07.2018  |

**LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE  
NEYYOOR- 629802**

**PERFORMANCE APPRAISAL**

Dr. S.ELAMARAN.,  
Assistant Professor ( Selection Grade)  
Department of Tamil

**PART - A**  
**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

- |   |   |  |
|---|---|--|
| 1. Name (in Block Letters)                      | : | <b>Dr. S. ELAMARAN</b>   |
| 2. a. Father's Name                             | : | <b>Mr. S. SUBBIYAN</b>   |
| b. Mother's Name                                | : | <b>Mrs. S. PANCHALI</b>  |
| 3. Department                                   | : | <b>TAMIL</b>   |
| 4. College Presently Working in                 | : | <b>LEKSHMIPURAM COLLEGE OF<br/>ARTS AND SCIENCE<br/>NEYYOOR- 629802</b>                            |
| 5. Date of Birth                                | : | <b>20.04.1983</b>  |
| 6. Gender                                       | : | <b>MALE/<del>FEMALE</del></b>  |
| 7. Category (tick the category)                 | : | <b>OC/BC/BC(M) / MBC/ <input checked="" type="checkbox"/> SC <input type="checkbox"/> SC(A)/ST</b> |
| 8. Date of appointment / Carrier Advancement as |   |  |
| a. Assistant Professor (Pay Level 10)           | : | <b>21.07.2014</b>  |
| b. Senior Asst. Professor (Pay Level 11)        | : | <b>21.07.2018</b>  |
| c. Selection Grade Asst. Prof.(Pay Level 12 )   | : | <b>21.07.2023</b>  |
| 9. Current Designation & Pay Level              | : | <b>Senior Assistant Professor<br/>(Pay Level 11)</b>   |
| 10. a. Position and Pay Level applying for      | : | <b>Selection Grade Assistant Professor<br/>(Pay Level 12)</b>                                      |
| b. Date of eligibility for Carrier Advancement: |   | <b>21.07.2023</b>  |

11. Address for correspondence (with Pin code): **Dr. S. ELAMARAN.,  
ASSISTANT PROFESSOR ,  
DEPARTMENT OF TAMIL,  
LEKSHMIPURAM COLLEGE OF  
ARTS AND SCIENCE,  
NEYYOOR - 629802**

12. Permanent Address (with Pin code) : **25/160 D, NULLIVILAI,  
KARANKADU POST,  
KALKULAM TALUK,  
KANNIYAKUMARI - 629809.  
Email: [maranlpc@gmail.com](mailto:maranlpc@gmail.com)  
Mobile No.: 9787302211**

13. Academic Qualifications (copies of certificates to be enclosed):

Examination	Subject(s)	Name of the Board / University	Year of Passing	% of marks obtained	Division / Class / Grade	Certificate Number
SSLC	Tamil, English, Maths, Science Social Science	Board of Secondary Education, Tamil Nadu	April 1998	69.8	First	5175279
HSC	Tamil, English, History, Commerce, Economics, Accountancy	Board of Higher Secondary Examinations, Tamil Nadu	March 2000	75.9	First	00000169
Under Graduate	Tamil	M.S University, Tirunelveli	April 2004	68	First	00004122
Post Graduate	Tamil	M.S University, Tirunelveli	April 2006	65.5	First	00002325
Post Graduate	Linguistics	Annamalai University	May 2011	64	First	314663

14. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M. Phil. Tamil	செவ்வியல் பண்பும் பண்பாடும்	06-12-2007	M.S University, Tirunelveli
Ph. D. Tamil	செவ்வியல் இலக்கியங்களில் திணைக்கோட்பாடு	25.03.2011	M.S University, Tirunelveli

15. Particulars of NET / JRF / SLET / SET / GATE etc.

Name of the Test	Conducting Body	Month & Year	Roll Number	Subject
SET	Bharathiar University , Coimbatore, Tamilnadu	March 2006	06280058	Tamil
NET	UGC- New Delhi	December 2006	R321863	Tamil
UGC- JRF	UGC- New Delhi	June 2010	09260184	Tamil



16. Designation held and Colleges worked after joining Government Collegiate Service:

Designation	Department	College	Date		Grade pay
			From	To	
Assistant Professor	Tamil	Lekshmipuram College of Arts and Science Neyyoor-629802	21.07.2014	20.07.2018	AGP Rs.6000 (Level 10)
Assistant Professor (Senior Scale)	Tamil	Lekshmipuram College of Arts and Science Neyyoor-629802	22.07.2018	Till Date	AGP Rs.7000 (Level 11)

17. Teaching experience (Government /Government-Aided)

P.G. level : N/A

U.G. level : 9Years& 3 Months

18. Research Experience

(Excluding years spent in pursuing M.Phil / Ph.D.,)

: 6 Years

19. Fields of Specification under the Subject / Discipline : **Classical & Devotional Literature**

20. Orientation / Refresher / Other Courses attended\* :

(Enclose copies of the courses attended)

Name of the Course	Academic Staff College, University	Duration	Date
100 <sup>th</sup> Orientation Programme	UGC - HRDC Bharathiar University, Coimbatore - 641046	28 days	17.11.2017 to 14.12.2017
Refresher Course in Tamil	UGC - HRDC Bharathiar University, Coimbatore - 641046	21 days	17.05.2018 to 06.06.2018
Refresher Course in Tamil	UGC - HRDC Bharathiar University, Coimbatore - 641046	14 days	20.06.2019 to 03.07.2019
Refresher Course in Tamil	UGC - HRDC Bharathiar University, Coimbatore - 641046	14 days	05.07.2023 to 18.07.2023

\*Note : 1. Please refer to 6.4 (B) of UGC Regulations 2018, issued on 18.07.2018, Page No. 80 - 82, and G.O.(Ms).No.5, dated 11.01.2021, Page No. 37-40, regarding the list of courses / programmes that shall be considered as eligibility criteria for the CAS for college teachers.

\*Note: 2. As referred in G.O.(Ms).No.5, dated 11.01.2021, Page No. 37, under para 6.3.VII, the requirement for RC and OC for promotion due under CAS shall not be mandatory upto 31<sup>st</sup> December 2018.

Date: 18-12-2024

Signature of the Teacher

**PART B:**  
**ACADEMIC PERFORMANCE INDICATORS (API)**  
**FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS 2018**

**Category I: Teaching**

Academic Year	No. of hours Allotted during the Academic Year	Actual No. of hours spent during the Academic year	Grading* (Good/Satisfactory/ Not Satisfactory)
2023-2024 (01.06.2023 to 20.07.2023)	180 days / 6 days =30 weeks 30 x 16 hours =480 hours	480 hours = 100%	GOOD
<b>Over all Grading (for Assessment Period)</b>			<b>GOOD</b>
<ul style="list-style-type: none"> <li>• Grading Criteria : [No. of Classes taught / total classes assigned) x 100%]</li> <li>• More than 80% = Good, 70 - 80% = Satisfactory, Less than 70% = Not Satisfactory.</li> <li>• Classes Taught includes Sessions of tutorials, lab and other teaching related activities.</li> <li>• Periods of duration spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</li> </ul> <p><i>Note : For further information, please refer to 'Annexure II - Table 1 (Assessment Criteria and Methodology for University/College Teachers) - Activity 1' of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms).No.5, dated 11.01.2021, Appendix -Table 1, S.No.1, Page No. 58-59.</i></p>			

**Criteria II: Involvement in the Students Related / Research Activities**

Academic Year	Activities	Grading
2023-2024	<p><b>(1) <u>Administrative Responsibilities</u></b></p> <p>(a) Member of Discipline Committee            (b) Member of Planning &amp; Monitoring Committee            (c) Member of Cultural committee            (d) Member of Book Review Club            (e) Member of Library Committee            (f) Member of Consumer Club            (g) Member of Quiz Club            (h) Member of College Record Bureau            (i) Member of Committee of Student Magazine            (j) Member of SC/ST Welfare Committee</p>	<b>GOOD</b>

	<p><b>(2) <u>Examination and Evaluation duties assigned</u></b></p> <p>(a) Internal Question paper Setting and Valuation (b) University Examinations Invigilation and Paper Valuation</p> <p><b>(3) <u>Student related co-curricular, extension, and field based activities</u></b></p> <p>(a) Member in the Committee of Convocation/Sports/ Annual day and Cultural Activities</p> <p><b>(4) <u>Other College activities</u></b></p> <p><b>(a) <i>Doctoral Committee (DC) Meeting -</i></b></p> <p>DONISHA .M MSU/21113014022010/Oct 07,2021 Research Centre of Tamil, Annai Velankanni College, Tholayavattam-629157</p> <p><b>(b) <i>Attending seminars / Conferences :</i></b></p> <p>Participated in the the National Seminar conducted by Lekshmipuram College of Arts &amp; Science, Neyyoor and jointly with NCBH, Chennai held on April 28, 2023.</p> <p><b>3. <u>Publication in peer-reviewed/UGC list of Journals</u></b></p> <p>4. <b>Dr.S.Elamaran</b>, Published a Paper entitled on " இயேசு காவியத்தில் உயிரிரக்கம்" in the UGC Care List Journal of 'Pudhupunal' Volume:14 Issue:6,June 2023,P.144-145 ( ISSN:2278-1614).</p> <p>5. <b>Dr.S.Elamaran</b>, Published a Paper entitled on " ஆற்றுப்படையில் செல்விருந்து" in the UGC Care List Journal of 'Pudhupunal' Volume:14 Issue:7,July 2023,P.250-252( ISSN:2278-1614).</p> <p>6. <b>Dr.S.Elamaran</b>, Published a Paper entitled on " அறத்தின் குறியீடு செங்கோல்" in the UGC care listed journal of Puthiya Avaiyam, Volume:7 Issue:2 ;June 2023, P.44-46 ( ISSN:2456-821X)</p> <p>7. <b>Dr.S.Elamaran</b>, Published a Paper entitled on " அற இலக்கியங்களில் கள்ளுண்ணாமை" in the UGC Care List Journal of 'Pudhupunal' Volume:14 Issue:8 ,August 2023,P.145-147 ( ISSN:2278-1614).</p>	
--	--	--

8. **Dr. S. Elamaran's** paper titled "குமரி மாவட்ட நாயர் இன மக்களின் சடங்கு முறைகள்" ("Ritual Practices of the Nair Community in Kanyakumari District") was published in the **UGC Care List journal Pudhupunal**, Volume 14, Special Issue 10, in September 2023, on pages 224-227. The ISSN for the journal is 2278-1641.
9. **Dr. S. Elamaran's** paper titled "எட்டுத்தொகை நூற்களில் உப்பு உமணர் வணிகமும்" ("Salt and Merchant Trade in the Eight Anthologies of Tamil Literature") was published in the **Open Access Journal for Tamil Studies, Chenkaantal**, Volume 1, Special Issue 3, in October 2023, on pages 50-57. The ISSN for the journal is 2583-0481.
10. **Dr. S. Elamaran's** paper titled "கவிஞர் மு. உலகநாதனின் அன்னிமிஞ்சிவி" ("The Poem Anniminili by Poet M. Ulakanathan") was published in the **UGC Care List journal Pudhupunal**, Volume 14, Issue 10, in October 2023, on pages 224-227. The ISSN for the journal is 2278-1641.
11. **Dr. S. Elamaran's** paper titled "புறநானூற்றில் வள்ளல்களின் ஈகை அறம்" ("The Charitable Virtue of the Chieftains in Purananuru") was published in the **peer-reviewed, bilingual journal for arts and humanities, Puthiya Avaiyam**, Volume 7, Issue 3, in December 2023, on pages 371-379. The ISSN for the journal is 2456-821X.
12. The paper titled "Challenges of Inclusive Education in India" by G. P. Suja & **S. Elamaran** is scheduled for publication in January 2024 in the **Shanlax International Journal of Arts, Science and Humanities**, Volume 11, Issue 3, on pages 98-104.
13. The paper titled "Challenges Towards Blended Mode of Learning in Higher Education" by G. P. Suja & **S. Elamaran** will be published in the **International Journal of Multidisciplinary Educational Research (IJMER)**, a peer-reviewed and refereed journal, in January 2024. It will appear in Volume 13, Issue 1(4), on pages 12-16. The ISSN for the journal is 2277-7881, and it has an Impact Factor of 8.017.



14. The paper titled "குமரி மாவட்ட நெய்தல் நில சமகால பெண் ஆளுமைகள்" ("Contemporary Women Leaders in the Coastal Areas of Kanyakumari District") by A. Sahaya Susi and **Dr. S. Elamaran** is scheduled to be published in the **Pandian Journal of Women's Studies, a peer-reviewed journal**, in May 2024. It will appear in Volume 4, Issue 1, on pages 12-21.

#### 4. PAPER PRESENTATIONS

1. Presented a paper titled "பத்துப்பாட்டில் திணைச்சூழலியல்" at the National Conference held on 30th October 2023, organized by the International Journal of Tamil Research Kavimugi - a peer-reviewed printed journal, and the Department of Tamil, Government College of Arts and Science for Women, Kodaikanal-624101.

2. Presented a paper titled "இறை அடியார்களின் பக்தி நெறியில் மனம் கொண்ட பட்டினத்தார்" at the International Conference held on March 26 and 27, 2024, organized by the Department of Philosophy, Tamil University, Thanjavur, and the University of Malaysia, Department of Indian Research.

3. Presented a paper titled "அன்னி மகள் நாடகத்தில் விழாக்கள்" at the 20th International Conference held on May 18 and 19, 2024, organized by Varar Tamizh Aayu Mantram and the Department of Tamil, Mother Teresa Women's University, Kodaikanal.

#### 5. SEMINAR ATTENDED

1. I attended the National Seminar on the topic of 'Bhakti Literature and Culture' held on 6th March 2024, organized by the Department of Tamil at Pioneer Kumaraswamy College, Nagercoil-629003.

2. I attended a on the topic of 'New Trends in Tamil Short Stories,' jointly organized by Sahitya Akademi and the Department of Tamil, Lekshmipuram College of Arts and Science, Neyyoor, on 9th February 2024.

	<p><b>6. FDP PROGRAM</b></p> <p>1. I attended a 5-day Faculty Development Programme organized by the Naan Muthalvan Scheme of the Government of Tamil Nadu on 'Content Writing and Marketing,' conducted at Manonmaniam Sundaranar University, Tirunelveli, from 24th July to 28th July 2023.</p> <p>2. I attended a 5-day Faculty Development Programme organized by the Naan Muthalvan Scheme of the Government of Tamil Nadu on 'Graphic Design,' conducted at Manonmaniam Sundaranar University, Tirunelveli, from 8th to 12th January 2024.</p> <p><b>7. WORKSHOP</b></p> <p>I attended a 3-day Literacy Workshop organized by the Research Center of Tamil, Lekshmipuram College of Arts and Science, Neyyoor, from 3rd to 5th April 2024.</p>	
<b>Overall Grading (for the Assessment Period)</b>	<b>GOOD</b>	
<p><i>Grading Criteria: From among the below categories, Active participation in at least 3 activities = Good; 1 - 2 activities = Satisfactory; Not Involved / undertaken any of the activities = Not Satisfactory. (Number of activities can be within or across the broad categories of activities)</i></p>		
<p><i>List of Activities: (a) Administrative responsibilities such as Head, Chair Person, Coordinator, Warden, etc. (b) Examination and evaluation duties assigned by the college / University or attending the examination paper evaluation. (c) Student Related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS, YRC, RRC and other community services. (d) Organizing seminars / conferences/workshops and other college activities (e) Evidence of actively involved in guiding MPhil/PhD students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of journals.</i></p>		
<p><b>Note:</b> For further information, please refer to 'Annexure II - Table 1 (Assessment Criteria and Methodology for University / College Teachers) - Activity 2', of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms.)No.5, dated 11.01.2021, Appendix -Table 1, S.No.2, Page No. 58-59.</p>		

**Any Other Relevant Information***(Give details of any other credentials, significant contributions, awards received, etc.)*

<b>Academic Year</b>	<b>Details</b> <i>(Enclose copies of relevant certificates/documents)</i>
2023-2024	<ol style="list-style-type: none"> <li>1. I received the 'Radhakrishnan Best Teacher Award 2023' from the Indian Academic Researchers Association, Tiruchirappalli, Tamil Nadu, on 23rd December 2023.</li> <li>2. I received the 'Best Library User among Staff - Prof. V. Selvin David Memorial Prize' from Lekshmipuram College of Arts &amp; Science, Neyyoor, on 29th April 2024.</li> </ol>

**Summary of API Grading**

<b>Criteria No.</b>	<b>Criteria</b>	<b>Overall API Grading for the Assessment period</b>
<b>I</b>	<b>Teaching Learning and Evaluation related activities</b>	<b>GOOD</b>
<b>II</b>	<b>Involvement in the Students related / research activities</b>	<b>GOOD</b>
<b>Overall Grading by the Screening-cum-Evaluation Committee</b>		<b>GOOD</b>
<p><b>Overall Grading: <u>Good</u>: Good in Criteria No. I and satisfactory or good in Criteria No. II;</b>  <b><u>Satisfactory</u>: Satisfactory in Criteria No. I and good or satisfactory in Criteria No.II;</b>  <b><u>Not Satisfactory</u>: If neither good nor satisfactory in overall grading</b>  <i>*For further information, refer to '6.3.VII.Table-B' of UGC Regulations 2018, dt. 18.07.2018, Page No. 78-79; G.O.(Ms.)No.5, Hr. Edn(H1) Dept., dated 11.01.2021, Appendix –Table 1, Page No. 58-59.</i></p>		

**Undertaking**

I certify that the information provided above is correct as per records available and to the best of my knowledge.

**Signature of the Teacher**

Designation : Assistant Professor

Date:18-12-2024





LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE  
NEYYOOR, 629802.  
CAREER ADVANCEMENT SCHEME  
PERFORMANCE APPRAISAL  
C.R.V.SINDHU, ASSISTANT PROFESSOR OF ENGLISH  
2023-2024

I	Senior Assistant Professor (Pay Level 10 to 11)	
II	Selection Grade Assistant Professor (Pay Level 11 to 12)	✓
III	Associate Professor (Pay Level 12 to 13A)	

(Tick whichever is applicable)

Part A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) : Mrs. C.R.V. SINDHU
- a. Father's Name : Mr. N. VELAYUDHAN
- b. Mother's Name : Mrs. A. RAJAMMA
3. Department : English
4. College Presently Working in : Lekshmipuram College of Arts and Science, Neyyoor - 629802
5. Date of Birth : 21.09.1978
6. Gender : Female
7. Category : SC
8. Date of appointment / Career Advancement as
  - a. Assistant Professor (Pay Level 10) : 05.12.2007
  - b. Senior Assistant Professor (Pay Level 11) : 04.12.2012
  - c. Selection Grade Asst. Professor (Pay Level 12) : 08.12.2017
9. Current Designation & Pay Level : Senior Assistant Professor &

Pay Level -11

10. a. Position and Pay Level applying for : Selection Grade Assistant  
Professor Pay Level - 12
- b. Date of eligibility for Career Advancement : 08.12.2017
11. Address for correspondence (with pin code) : Lekshmipuram College of Arts and Science, Neyyoor- 629802. Kanyakumari District.
12. Permanent Address (with pin code) : 4-121/2, Kulathuvilaiveedu, Nerniakulathenkarai, Kalkurichi, Thuckalay (P.O) Pin- 629175.

Mobile No.: 9865925217

Landline No.:

Email: sindhurajavel009@gmail.com

13. Academic Qualifications (copies of certificates to be enclosed):

Examination	Subject(s)	Name of the Board / University	Year of Passing	Registration No	Percentage of marks obtained	Division / Class / Grade
SSLC	Tamil English Mathematics Science Social Science	Board of Secondary Education, Tamil Nadu	1994	021819	79.2%	First
HSC	Tamil English Physics Chemistry Biology Mathematics	Board of Higher Secondary Education, Tamil Nadu	1996	514696	54%	Second
Under Graduate	English	Manonmaniam Sundaranar University	1999	9621186	51%	Second
Post Graduate	English	Annamalai University	2001	013T16302943	53%	Second
Other Academic Qualifications(if any, specify)		Nil				

## 14. Research Degrees (Copies of certificates to be enclosed):

Degrees	Title	Date and year of award	Reg. No.	University
M. Phil.	Romance and Retribution in Arundhati Roy's <i>The God of Small Things</i> .	April 2004	A3C6079001	Madurai Kamaraj University
Ph.D.				
Post Doctoral	Nil			

## 15. Particular of NET / JRF / SLET / SET / GATE etc.

Name of the Test	Conducting Body	Month & Year	Roll Number	Subject	Score, if applicable

## 16. Designation held &amp; Colleges worked after joining Government College Service:

Designation	Department	College	Date		Grade Pay
			From	To	
Assistant Professor	English	Lekshmipuram College	05.12.2007	04.12.2012	Rs. 6000
Senior Assistant Professor	English	Lekshmipuram College	05.12.2012	08.12.2017	Rs. 7000

## 17. Teaching experience (Government / Government Aided): Government Aided

P.G. level : Nil

U.G. level : 10 years

18. Research experience : Nil  
(Excluding years spent in pursuing MPhil / PhD)

## 19. Fields of Specification under the subject / Discipline

- a) Indian Writing in English
- b) Poetry

20. Orientation / Refresher / Other Courses attended\* :  
(Enclose copies of the courses attended)

Name of the Course	Academic Staff College, University	Duration in Days	Date
Orientation Course	UGC – HRDC Kerala University	28	03.05.2010 to 31.05.2010
Refresher Course	UGC – HRDC Kerala University	21	28.05.2013 to 17.06.2013
Refresher Course	UGC – HRDC Madurai Kamaraj University	21	16.11.2018 to 06.12.2018
Live Online Refresher Course	UGC – HRDC Kerala University	14	03.11.2020 to 16.11.2020
*Note : 1	<i>Please refer to 6.4(B) of UGC Regulations 2018, issued on 18.07.2018, Page No. 80 – 82, and G.O.(Ms). No.5, dated 11.01.2021, Page No. 37-40, regarding the list of courses / programmes that shall be considered as eligibility criteria for the CAS for college teachers.</i>		
2.	<i>As referred in G.O.(MS). No.5, dated 11.01.2021, page No.37, under para 6.3 VII, the requirement for RC and OC for promotion due under CAS shall not be mandatory up to 31<sup>st</sup> December 2018.</i>		

Date:12-12-24

C.R.V.SINDHU  
Signature of the Teacher



**PART B**  
**ACADEMIC PERFORMANCE INDICATORS (API)**  
**FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS 2018**

Category 1 : Teaching

Academic Year	No. of hours allotted during the Academic year	Actual No. of hours spent during the Academic year	Percentage	Grading* (Good/Satisfactory/ Not Satisfactory)
<u>2023-2024</u>	<u>30 weeks x 16 hours= 480 hours</u>		100%	<u>Good</u>
Overall Grading (for Assessment Period)				
<ul style="list-style-type: none"> <li>• Grading Criteria : (No. of Classes taught / total classes assigned ) x 100%</li> <li>• More than 80% = Good, 70 – 80% = satisfactory, less than 70% =Not satisfactory.</li> <li>• Classes taught includes sessions of tutorials, lab and other teaching related activities.</li> <li>• Periods of duration spent on different kinds of paid leaves such Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</li> </ul> <p><b>Note : For further information, please refer to 'Annexure II – Table 1(Assessment Criteria and Methodology for University/College Teachers) – Activity 1' of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms).No.5, dated 11.01.2021, Appendix – Table 1, S.No.1, Page No. 58-59.</b></p>				

Criteria II : Involvement in the Students related / research activities

Academic Year	Activities	Grading
2023– 2024	<p><b>A. Examination and Evaluation Duties:</b>            1) Invigilation duty done during Nov 2023 &amp; April 2024 MS University examinations.</p> <p>2) Valuation of answer scripts also done during Nov 2023 &amp; April 2024 MS University examinations.</p> <p><b>B. Student Related Services:</b>            1. Student Magazine            2.SC/ST Welfare Committee</p> <p><b>C. Other College Activities:</b>            1. Photography Club            2. Nature Club/Green Club            3. Women Cell            4. Human Resources Development Cell</p> <p><b>D. NAAN MUDHALVAN PROGRAMME</b></p> <p>Participated in the FDP on STEP Content Writing and Marketing from 24<sup>th</sup> July 2023 to 28<sup>th</sup> July 2023</p> <p><b>B. Student related activities:</b>            1.Fine Arts Forum            2.SC/ST Welfare Committee            3. Free Noon Meal Scheme Committee</p>	<p>Active participation in 4 activities</p> <p style="text-align: center;">GOOD</p>

Overall Grading (for the Assessment Period)	
---	--

**Grading Criteria:** From among the below categories, Active participation in at least 3 activities = Good, 1 – 2= satisfactory; Not involved / Undertaken any of the activities = Not satisfactory, (Number of activities can be within or across the broad categories of activities)

List of Activities: (a) Administrative responsibilities such as Head, Chair Person, Coordinator, Warden, etc. (b) Examination and evaluation duties assigned by the College / University or attending the examination paper evaluation. (c) Student related co-curricular, extension and field bases activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS YRC, RRC and other community services. (d) Organizing seminars / Conferences / Workshops and other college activities (e) Evidence of actively involved in guiding MPhil / PhD students, (f) Conducting minor or major research project sponsored by national or international agencies, (g) At least one single or joint publication in peer-reviewed or UGC list of journals.

**Note :** For further information, please refer to 'Annexure II – Table 1(Assessment Criteria and Methodology for University/College Teachers) – Activity 2' of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms).No.5, dated 11.01.2021, Appendix – Table 1, S.No.1, Page No. 58-59.

#### Summary of API Grading

Criteria No.	Criteria	Over all API Grading for the Assessment period
I	Teaching Learning and Evaluation related activities	
II	Involvement in the students related / research activities	
<b>Overall Grading by Screening-cum-Evaluation Committee</b>		
<p><b>Overall Grading:</b> Good ..... Good in Criteria No. 1 and satisfactory or good in Criteria No. II; Satisfactory ..... Satisfactory in Criteria No.1 and good or satisfactory in Criteria No. II; Not Satisfactory .. If neither good nor satisfactory in overall grading</p> <p>*For further information, refer to '6.3. VII Table-B of UGC Regulation 2018, dt. 18.07.2018, Page No. 78 – 79; G.O. (Ms) No.5, Hr. Edn(H1)Dept., dated 11.01.2021, Appendix – Table 1, Page No. 58-59.</p>		

#### **Undertaking:**

I certify that the information provided above is correct as per records available and to the best of my Knowledge.

C.R.V.SINDHU  
Signature of the Teacher

Date:12-12-24

Designation: Assistant Professor of English,  
Lekshmiipuram College of Arts and Science, Neyyoor.





## Lekshmipuram College of Arts and Science, Neyyoor

### GENERAL INFORMATION AND ACADEMIC BACKGROUND

i	Senior Assistant Professor (Pay Level 10 to 11)	<input checked="" type="checkbox"/>
ii	Selection Grade Assistant Professor (Pay Level 11 to 12)	<input type="checkbox"/>
iii	Associate Professor (Pay Level 12 to 13A)	<input type="checkbox"/>

*(Tick whichever is applicable)*

1. Name (in Block Letters) : Dr. R. RAJASEKAR
2. a. Father's Name : N.Rajamony  
b. Mother's Name : C.Sarojini
3. Department : English
4. College Presently Working in : Lekshmipuram College of Arts & Science,  
Neyyoor-629802.
5. Date of Birth : 25-12-1986
6. Gender : Male
7. Category (tick the category) : OC / BC / BM(M) / MBC / SC / SC(A) / ST
8. Date of appointment / Carrier Advancement as
  - a. Assistant Professor (Pay Level 10) : 21-07-2014
  - b. Senior Assistant Professor (Pay Level 11) : 21-07-2019
  - c. Selection Grade Asst. Professor (Pay Level 12) :
9. Current Designation & Pay Level : Assistant Professor & Pay Level 10

10. a. Position and Pay Level applying for : Senior Assistant Professor and Pay Level 11  
 b. Date of eligibility for Carrier Advancement : 21-06-2021

11. Address for correspondence (with Pin code) : 10-20,Devarvilai, Palavilai,  
 Kuzhithurai Post,  
 VilavancodeTaulk, Kanyakumari-629163.

12. Permanent Address (with Pin code) : '10-20,Devarvilai, Palavilai,  
 Kuzhithurai Post,  
 VilavancodeTaulk, Kanyakumari-629163.

Mobile No : 8903038868 Landline No. ....

Email : [rajasekarmtm@gmail.com](mailto:rajasekarmtm@gmail.com)

13. Academic Qualifications (copies of certificates to be enclosed): Yes

Examination	Subject(s)	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade
SSLC	General	St.JHSSC-TN	2002	72%	I Class
HSC	Computer science	St.JHSSC-TN	2004	57%	II Class
Under Graduate	English	MSU- Tirunelveli	2007	58%	II Class
Post Graduate	English	University of Madras	2009	59%	II Class
Other Academic Qualifications (if any, Specify)					

14. Research Degree (s) (copies of certificates to be enclosed): Yes

Degrees	Title	Date and year of award	University
M.Phil.	Black Consciousness: A Feministic Approach to Tony Morrison's Sula and Love	27 December 2010	MSU- Tirunelveli
Ph.D.	Representing the Second Sex: Apoc colonial Reading in the select novels of Buchi Emecheta	20 January 2021	Annamalai University

Post Doctoral			
---------------	--	--	--

15. Particulars of NET / JRF / SLET / SET / GATE etc.

Name of the Test	Conducting Body	Month & Year	Roll Number	Subject	Score, if Applicable
SET	Bharathiar University , Coimbatore, Tamilnadu	August 2011	06070294	English	

16. Designation held & Colleges worked after joining Government Collegiate Service:

Designation	Department	College	Date		Grade pay
			From	To	
Assistant Professor	English	Lekshmpuram College of Arts & Science, Neyyoor-629802	21-07- 2014	Till date	6000

17. Teaching experience (Government / Government-Aided) :

P.G. level : ..... Years

U.G. level : 09 Years

18. Research Experience :  
(Excluding years spent in pursuing M.Phil / PhD)

19. Fields of Specification under the Subject / Discipline:

(a) African American Literature

(b) Indian Writing in English

20. Orientation / Refresher / Other Courses attended\* : Yes  
(Enclose copies of the courses attended)

Name of the Course	Academic Staff College, University	Duration	Date
Orientation Programme	UGC-HRDC, Bharathiar University, Coimbatore.	28 Days	17.05.2018 to 13.06.2018
Short Term Course	UGC-HRDC, Bharathiar University, Coimbatore.	7 Days	07-06-21 To 13-06-21
Short Term Course	UGC-HRDC, Bharathiar University, Coimbatore.	7 Days	14-06-21 to 20-06-21
Refresher Course	Teaching Learning Centre, Ramanujan College, University of Delhi	14 Days	05-07-21 to 19-07-21
Refresher Course	UGC-HRDC, Mizoram University, Mizoram.	14 Days	20-07-21 to 02-08-21
*Note : 1.	<i>Please refer to 6.4 (B) of UGC Regulations 2018, issued on 18.07.2018, Page No. 80 – 82, and G.O.(Ms).No.5, dated 11.01.2021, Page No. 37-40, regarding the list of courses / programmes that shall be considered as eligibility criteria for the CAS for college teachers.</i>		
2.	<i>As referred in G.O.(Ms).No.5, dated 11.01.2021, Page No. 37, under para 6.3.VII, the requirement for RC and OC for promotion due under CAS shall not be mandatory upto 31<sup>st</sup> December 2018.</i>		

**PART B:**  
**ACADEMIC PERFORMANCE INDICATORS (API)**  
**FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS 2018**

**Category I : Teaching**

Academic year	No. of hours allotted during the Academic year	Actual No. of hours spent during the Academic year	Grading* (Good / Satisfactory / Not Satisfactory)
<b>2014-15</b> ( 21-07-2014 to 20-07-2015)	16Hrs x 30 Weeks = 480Hours		
<b>2015-16</b> ( 21-07-2015 to 20-07-2016)	16Hrs x 30 Weeks = 480Hours		
<b>2016-17</b> ( 21-07-2016 to 20-07-2017)	16Hrs x 30 Weeks = 480Hours		
<b>2017-18</b> ( 21-07-2017 to 20-07-2018)	16Hrs x 30 Weeks = 480Hours		
<b>2018-19</b> ( 21-07-2018 to 20-07-2019)	16Hrs x 30 Weeks = 480Hours		
<b>2019-20</b> ( 21-07-2019 to 20-07-2020)	16Hrs x 30 Weeks = 480Hours		
<b>2020-21</b> ( 21-07-2020 to 20-07-2021)	16Hrs x 30 Weeks = 480Hours		
<b>Overall Grading (for Assessment period)</b>			
<ul style="list-style-type: none"> <li>• Grading Criteria : [No. of Classes taught / total classes assigned] x 100%</li> <li>• More than 80% = Good, 70 – 80% = Satisfactory, Less than 70% = Not Satisfactory.</li> <li>• Classes Taught includes Sessions of tutorials, lab and other teaching related activities.</li> <li>• Periods of duration spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</li> </ul> <p><i>Note : For further information, please refer to 'Annexure II – Table 1 (Assessment Criteria and Methodology for University/College Teachers) – Activity 1' of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O. (Ms).No.5, dated 11.01.2021, Appendix –Table 1, S.No.1, Page No. 58-59.</i></p>			



**Criteria II : Involvement in the Students related / research activities**

Academic Year	Activities	Grading
2014-15	<u>1. Administrative responsibilities</u> Consumer Club Committee- Member	
	<u>2. Examination and evaluation</u> a) Internal question paper setting and valuations b) Internal exam Invigilation	
	<u>3. Student Related co-curricular, extension</u> Member in the committee of cultural activities	
	<u>4. Other college activities</u> Attending seminars / Conferences- 2	
2015-16	<u>1. Administrative responsibilities</u> Consumer Club Committee- Member	
	<u>2. Examination and evaluation</u> a) Internal question paper setting and valuations b) Internal exam Invigilation	
	<u>3. Student Related co-curricular, extension</u> Debate Club and Essay Writing-Member	
	<u>4. Other college activities</u> Attending seminars / Conferences- 3	
2016-17	<u>1. Administrative responsibilities</u> Consumer Club Committee- Member	
	<u>2. Examination and evaluation</u> a) Internal question paper setting and valuations b) Internal exam Invigilation	
	<u>3. Student Related co-curricular, extension</u> Debate Club and Essay Writing-Member	
	<u>4. Other college activities</u> Attending seminars / Conferences- 2	



2017-18	<p><u>1. Administrative responsibilities</u></p> <p>a) Campus Amenity Committee-Member b) Consumer Club Committee- Member</p>	
	<p><u>2. Examination and evaluation</u></p> <p>a) Internal question paper setting and valuations b) Internal exam Invigilation</p>	
	<p><u>3. Student Related co-curricular, extension</u></p> <p>Debate Club and Essay Writing-Member</p>	
	<p><u>4. Other college activities</u></p> <p>Study Tour</p>	
2018-19	<p><u>1. Administrative responsibilities</u></p> <p>a) Campus Amenity Committee-Member b) Consumer Club Committee- Member</p>	
	<p><u>2. Examination and evaluation</u></p> <p>a) Internal question paper setting and valuations b) Internal exam Invigilation</p>	
	<p><u>3. Student Related co-curricular, extension</u></p> <p>Debate Club and Essay Writing-Member</p>	
	<p><u>4. Other college activities</u></p> <p>Study Tour</p>	
2019-20	<p><u>1. Administrative responsibilities</u></p> <p>a) Co-ordinator Youth Red Cross b) Campus Amenity Committee-Member c) Consumer Club Committee- Member</p>	
	<p><u>2. Examination and evaluation</u></p> <p>a) Internal question paper setting and valuations b) Internal exam Invigilation</p>	
	<p><u>3. Student Related co-curricular, extension</u></p> <p>Debate Club and Essay Writing-Member</p>	
	<p><u>4. Other college activities</u></p> <p>Attending seminars / Conferences- 1</p>	

<b>2020-21</b>	<p><u>1. Administrative responsibilities</u></p> <p>a) Co-ordinator Youth Red Cross</p> <p>b) Campus Amenity Committee-Member</p> <p>c) Consumer Club Committee- Member</p>	
	<p><u>2. Examination and evaluation</u></p> <p>a) Internal question paper setting and valuations</p> <p>b) Internal exam Invigilation</p>	
	<p><u>3. Student Related co-curricular, extension</u></p> <p>a) Debate Club and Essay Writing-Member</p>	
	<p><u>4. Other college activities</u></p> <p>Attending seminars / Conferences/Refresher courses- 2</p>	
<b>Overall Grading (for the Assessment period)</b>		
<p><b>Grading Criteria:</b> From among the below categories, Active participation in at least 3 activities = Good; 1 – 2 activities = Satisfactory; Not Involved / undertaken any of the activities = Not Satisfactory. (Number of activities can be within or across the broad categories of activities)</p>		
<p><b>List of Activities :</b> (a) Administrative responsibilities such as Head, Chair Person, Coordinator, Warden, etc. (b) Examination and evaluation duties assigned by the college / University or attending the examination paper evaluation. (c) Student Related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS, YRC, RRC and other community services. (d) Organizing seminars / conferences / workshops and other college activities (e) Evidence of actively involved in guiding MPhil / PhD students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of journals.</p>		
<p><b>Note:</b>For further information, please refer to 'Annexure II – Table 1 (Assessment Criteria and Methodology for University / College Teachers) – Activity 2', of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms.)No.5, dated 11.01.2021, Appendix –Table 1, S.No.2, Page No. 58-59.</p>		

**Any Other Relevant Information**

---

*(Give details of any other credentials, significant contributions, awards received, etc.)*

<b>Academic Year</b>	<b>Details</b> <i>(Enclose copies of relevant certificates / documents)</i>

### Summary of API Grading

Criteria No.	Criteria	Overall API Grading for the Assessment period
I	Teaching Learning and Evaluation related activities	
II	Involvement in the Students related / research activities	
<b>Overall Grading by the Screening-cum-Evaluation Committee</b>		
<p><i>Overall Grading: Good: ..... Good in Criteria No. I and satisfactory or good in Criteria No. II;</i>  <i>Satisfactory: ..... Satisfactory in Criteria No. I and good or satisfactory in Criteria No. II;</i>  <i>Not Satisfactory: If neither good nor satisfactory in overall grading</i>  <i>*For further information, refer to '6.3.VII.Table-B' of UGC Regulations 2018, dt 18.07.2018, Page No. 78-79;</i>  <i>G.O.(Ms.)No.5, Hr. Edn(HI) Dept., dated 11.01.2021, Appendix –Table 1, Page No. 58-59.</i></p>		

### Undertaking:

I certify that the information provided above is correct as per records available and to the best of my knowledge.

**Signature of the Teacher**

Date:

Designation :

### **Screening-cum-Evaluation Committee**

S.No.	Name and Designation	Recommendation (Recommended / Not Recommended)	Signature
1	Subject Expert - 1		
2	Subject Expert - 2		
3	Head of the Department		
4	Principal of the College		

### Note:

- The Individual API proforma duly filled along with all enclosures will only be verified by the College and placed before the Screening-cum-Evaluation (Ref: Ref: Para 5.1.X.B, D and F as the case may be as per G.O.(Ms.)No.5, Hr. Edn(HI) Dept., dated 11.01.2021, p.28) / Selection Committee for assessment.
- The applicants of Library Information and Science / Physical Education may refer to 'Appendix- II, Table- 4 / 5' of UGC Regulations 2018, No. F.1-2/2017(EC/PS), dated 18<sup>th</sup> July, 2018 (available in the UGC / DCE website) and G.O.(Ms.)No.5, dated 11.01.2021 for weightages and API Scores.
- For further information, the applicants may go through the UGC Regulations 2018, issued on 18.07.2018, and G.O.(Ms.)No.5, Hr. Edn(HI) Dept., dated 11.01.2021.



**LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE  
NEYYOOR, 629802.**

**Performance Appraisal**

**PART-A**

**GENERAL INFORMATION AND ACADEMIC PROFILE**

1. Name (in Block Letters) : G. HARIBASKAR
2. a. Father's Name : S. GOVINDARAJ  
b. Mother's Name : G. PORKODI
3. Department : HISTORY
4. College Presently working in : LEKSHMIPURAM COLLEGE OF  
ARTS SCIENCE NEYYOOR
5. Date of Birth : 16-06-1980
6. Gender : MALE
7. Category : SC
8. Date of appointment/Career Advancement as  
a. Assistant Professor (pay level 10) : 05.12.2007  
b. Senior Assistant Professor(Pay level 11) : 05.12.2012  
c. Selection Grade Assistant Professor (Pay level 12) : 08.12.2017
9. Current Designation & Pay level : Selection Grade Assistant  
Professor Pay Level-12  
b. Date of eligibility for Career Advancement : 08.12.2017
11. Address for correspondence (with pin code) : Lekshmipuram College of Arts  
& Science, Neyyoor. Pin-629802  
Kanyakumari Dist
12. Permanent Address (with pin code) : 88 SENDHU KINARU STREET,  
VANDRANTHANGAL  
KATPADI TK., VELLORE DT.  
Pin-632059

Mobile No. : 9789256426

E.Mail. : [harigovind.ghari@gmail.com](mailto:harigovind.ghari@gmail.com)



Academic Qualification

Examination	Subject(s)	Name of Board/University	Year of Passing	% of marks	Division /Class /Grade	Certificate/ registration Number	Genunity
SSLC	Tamil English Mathematics Science Social Science	Board Of Secondary Education Tamil Nadu	1995	49.8.	II	539233	
HSC	Tamil English History Economics Commerce Advanced Tamil	Board of Higher Secondary Education, Tamil Nadu	1998	61.83	I	730470	
B.A	History	University of Madras	2001	55.27	II	1802473	
Post Graduate	History	University of Madras	2004	56.7	II	K110293	

14. Research Degree(s)

Degree	Title	Date and Year of Award	University	Certificate/ registration No.	Genunity
M.Phil	The Role of Non-Governmental Organization in Vellore District- A Study	20/08/2004	University of Madras	23200309	I
Ph.D.	-	-	-	-	-

15. Particulars of NET/JRF/SLET/SET/GATE ETC.,

Name of the Test	Conducting Body	Month & Year	Roll Number	Subject	Score, if Applicable
-	-	-	-	-	-
-	-	-	-	-	-

16. Designation held & Colleges worked after joining Government Collegiate Service:

Designation	Department	College	Date From To	Grade pay

Assistant Professor	History	Lekshmipuram College	05-12-2007	Rs. 6000
Senior Assistant Professor	History	Lekshmipuram College	05-12-2012	Rs. 7000
Selection Grade Assistant Professor Pay Level-12	History	Lekshmipuram College	05-12-2017	Rs.8000

17. Teaching Experience (Government) Government Aided)

Postgraduate Level : -

Undergraduate Level : 17 Years

18. Research Experience

(Excluding Years spent in pursuing M.Phil/Ph.D) : 10 Years

19. Fields of Specification under the Subject/Discipline a. **Socio - Economic History**

20. Orientation/Refresher/other courses attended\* :

(Enclose copies of the courses attended)

Name of the Course	Academic Staff College university	Duration in Days	Date
Orientation Course	UGC-HRDC UNIVERSITY OF MADRAS	28	01-02-2012 to 28-02-2012
Refresher Course in Women's Studies	UGC-HRDC KERALA UNIVERSITY	21	05-11-2013 to 25-11-2013
Refresher Course in History	UGC-HRDC KERALA UNIVERSITY	21	11-03-2015 to 31-03-2015

Date: 16/12/24

  
Signature of the Teacher

**ACADEMIC PERFORMANCE INDICATORS(API)  
FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS – 2018**

**CRITERIA – I : TEACHING**

Academic Year	No. of hours allotted during the academic Year	Actual No. of hours spent during the academic Year	Percentage	Grading* (Good/Satisfactory/not Satisfactory)
2023 – 24	30 weeks x 16 hours = 480 hours	480	100%	Good
<b>Overall Grading (for assessment period)</b>				
<p><input type="checkbox"/> Grading Criteria : <math>\frac{\text{No of Class taught}}{\text{Total Classes Assigned}} \times 100\%</math></p> <p><input type="checkbox"/> More than 80% = Good, 70 – 80 % = Satisfactory, Less than 70% = Not Satisfactory.</p> <p><input type="checkbox"/> Classes taught include sessions of tutorials, lab and other teaching related activities.</p> <p><input type="checkbox"/> Periods of duration spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</p> <p><b>Note: For further information, please refer to “annexure – II – Table 1 (assessment criteria and Methodology for University / College Teachers) – activity – 1” of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms).No.5, dated 11.01.2021, appendix – Table 1, S.No.1, Page No. 58 – 59.)</b></p>				

**CRITERIA – I : TEACHING**

**INVOLVEMENT IN THE COLLEGE STUDENTS RELATED ACTIVITIES /  
RESEARCH ACTIVITIES**

Academic Year	Activities	Grading
2023 – 24	<b>1. <u>Administrative responsibilities</u></b> a) Department Admission Committee Member a) Department Discipline Committee Member	Good
	<b>2. <u>Examination and evaluation</u></b> a) Internal question paper setting and valuations b) Internal exam Invigilation C) University Exam Invigilation d) University Exam Valuation e) MSU Question Paper Setter.	Good
	<b>3. <u>Student Related co-curricular, extension</u></b> a) Placement Officer b) Quiz Club c) SC/ST Welfare Committee-Member d) Consumer Club	Good
<b>Overall Grading (for assessment period)</b>		

**Grading Criteria:** From among the below categories, active participation in at least 3 activities = Good, 1 – 2 = Satisfactory, Not involved / undertaken any of the activities = Not Satisfactory. (Number of activities can be within or across the broad categories of activities)

**List of activities:**

- (a) Administrative responsibilities such as Head, Chair person, coordinator, Warden, etc.,
- (b) Examination and evaluation duties assigned by the college / University or attending the examination paper valuation.
- (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS, YRC, RRC, and other community services.
- (d) Organizing seminars / conferences / workshops and other college activities.
- (e) Evidence of activity involved in M.Phil / Ph. D students.
- (f) Conducting minor or major research project sponsored by National or International agencies.
- (g) At least one single or joint publication in peer-reviewed or UGC list of journals.

**Note:** For further information, please refer to "annexure – II – Table 1 (assessment criteria and methodology for University/ College Teachers) – activity – 1' of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms).No.5, dated 11.01.2021, appendix – Table 1, S.No.1, Page No. 58 – 59.)

**Undertaking:**

I declare that the information provided above is correct as per records available and to the best of my knowledge.

Signature of the Teacher

Designation: Assistant Professor (SG)

Date: 16/12/24

Mohan Kumar  
Principal  
16/12/24

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE, NEYYOOR  
PERFORMANCE APPRAISAL-2023-2024

**PART - A**

1. Name (in Block Letters) : **Dr. S. JAYANTHI**
2. a. Father's Name : **Mr. N.SELVANAYAGAM**
- b. Mother's Name : **Mrs. V.ROSE ANNA BAI**
3. Department : **HISTORY**
4. College Presently Working in : **LEKSHMIPURAM COLLEGE OF ARTS AND  
SCIENCE, NEYYOOR- 629802**
5. Date of Birth : **14.06.1978**
6. Gender : **FEMALE**
7. Category (tick the category) : **BC**
8. Date of appointment / Carrier Advancement as
- a. Assistant Professor (Pay Level 10) : **21.07.2014**
- b. Senior Asst. Professor (Pay Level 11) : **21.07.2018**
- c. Selection Grade Asst. Prof.(Pay Level 12): **21.07.2023**
9. Current Designation & Pay Level : **Senior Assistant Professor (Pay Level 11)**
10. a. Position and Pay Level applying for : **Selection Grade Assistant Professor  
(Pay Level 12)**
- b. Date of eligibility for Carrier Advancement: **21.07.2023**

11. Address for correspondence (with Pin code) :

**Dr. S. JAYANTHI**

**ASSISTANT PROFESSOR,**

**DEPARTMENT OF HISTORY**

**LEKSHMIPURAM COLLEGE OF**

**ARTS AND SCIENCE, NEYYOOR - 629802**

12. Permanent Address (with Pin code) :

**W/O.T.JAYAPAL,4-18/A2**

**Sasthankarai,**

**Colachel Post,**

**KANNIYAKUMARI – 629251**

**Mobile No.: 9443424368**

**Email: jayanthi19781@gmail.com**

13. Academic Qualifications :

Examination	Subject(s)	Name of the Board / University	Year of Passing	% of marks obtained	Division / Class / Grade	Certificate Number
SSLC	Tamil, English, Mathematics, Science, Social Science	Board of Secondary Education, Tamil Nadu	April 1993	55.8%	II	0502835
HSC	Tamil, English, History, Political Science, Economics, Advanced Language	Board of Higher Secondary Examinations, Tamil Nadu	March 1995	64.7%	I	1204956
Under Graduate	History	M.S University, Tirunelveli	April 1998	58.8%	II	016861
Post Graduate	History	M.S University, Tirunelveli	April 2000	62.1%	I	00000654

14. Research Degree (s) (copies of certificates to be enclosed):



Degrees	Title	Date and year of award	University
M. Phil. History	<b>History of Vellimalai</b>	Apr-2001	M.S University, Tirunelveli
Ph.D.	THE TWELVE SIVA TEMPLES OF KANYAKUMARI DISTRICT-A STUDY	Dec-2010	M.S University, Tirunelveli

15. Designation held and Colleges worked after joining Government Collegiate Service:

Designation	Department	College	Date		Grade pay
			From	To	
Assistant Professor	History	Lekshmipuram College of Arts and Science Neyyoor-629802	21.07.2014	20.07.2018	AGP Rs.6000 (Level 10)
Assistant Professor (Senior Scale)	History	Lekshmipuram College of Arts and Science Neyyoor-629802	22.07.2018	Till Date	AGP Rs.7000 (Level 11)

16. Teaching experience (Government /Government-Aided)

P.G. level :-

U.G. level :10 years

Research Experience : 6 Years

(Excluding years spent in pursuing M.Phil / Ph.D.,)

17. Fields of Specification under the Subject / Discipline: Socio-Religious History

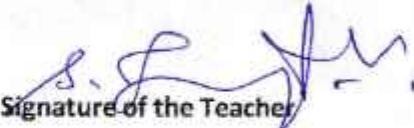
18. Orientation / Refresher / Other Courses attended\* :

(Enclose copies of the courses attended)

Name of the Course	Academic Staff College, University	Duration	Date

<b>Refresher Course in Multi Disciplinary</b>	<b>Ministry of Education – University of Delhi</b>	<b>14 days</b>	<b>21-06-2023 – 05-07-2023</b>
<i>*Note : 1. Please refer to 6.4 (B) of UGC Regulations 2018, issued on 18.07.2018, Page No. 80 – 82, and G.O.(Ms).No.5, dated 11.01.2021, Page No. 37-40, regarding the list of courses / programmes that shall be considered as eligibility criteria for the CAS for college teachers.</i>			
<i>*Note: 2. As referred in G.O.(Ms).No.5, dated 11.01.2021, Page No. 37, under para 6.3.VII, the requirement for RC and OC for promotion due under CAS shall not be mandatory upto 31<sup>st</sup> December 2018.</i>			

Date: 17-12-2024

  
Signature of the Teacher

*M. Lakshmi*  
17/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

**PART B:**

**ACADEMIC PERFORMANCE INDICATORS (API)**

**Category I: Teaching**

Academic Year	No. of hours Allotted during the Academic Year	Actual No. of hours spent during the Academic year	Grading* (Good/Satisfactory/ Not Satisfactory)
2023-2024	180 days / 6 days =30 weeks 30 x 16 hours =480 hours	480 hours = 100%	Good
<b>Over all Grading (for Assessment Period)</b>			
<ul style="list-style-type: none"><li>• <i>Grading Criteria : [No. of Classes taught / total classes assigned] x 100%</i></li><li>• <i>More than 80% = Good, 70 – 80% = Satisfactory, Less than 70% = Not Satisfactory.</i></li><li>• <i>Classes Taught includes Sessions of tutorials, lab and other teaching related activities.</i></li><li>• <i>Periods of duration spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</i></li></ul> <p><b>Note :</b> For further information, please refer to 'Annexure II – Table 1 (Assessment Criteria and Methodology for University/College Teachers) – Activity 1' of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms).No.5, dated 11.01.2021, Appendix –Table 1, S.No.1, Page No. 58-59.</p>			

**Criteria II: Involvement in the Students Related / Research Activities**

Academic Year	Activities	Grading
---------------	------------	---------

2023-2024	<p><b>(1) <u>Administrative Responsibilities</u></b></p> <p>(a) College Anti Drug Committee Member</p> <p>(b) Grievances Redressal Bureau Committee-Member</p> <p>(C) Nature Club/Green Club Committee Member</p> <p>(d) Free Noon Meal Scheme Committee ( e ) College Newsletter</p>	Good
	<p><b>(2) <u>Examination and Evaluation duties Assigned</u></b></p> <p>(a) Internal Question paper Setting and Valuation</p> <p>(b) University Examinations Invigilation and Paper Valuation</p>	Good
	<p><b>(3) <u>Student related co-curricular, extension, and field based activities</u></b></p> <p>(a) Member in the Committee of Convocation/ Annual day and Cultural Activities</p>	Good
	<p><b>(4) <u>Other College activities</u></b></p> <p><b>Workshops</b></p> <ol style="list-style-type: none"> <li>1. Participated in the District Level workshop for NSS Program Officers under Naan Mudhalvan Scheme organized by the School Education Department, Kanniyakumari District on 16-02-2024.</li> <li>2. Participated in the NSS Program Officer's Meet at Manonmaniam Sundaranar University, Trinelveli.</li> <li>3. Participated in the Red Ribbon Club PO'S meet.</li> <li>4. Completed 30 hours of Train the Trainer program on Digital Productivity and AI Fluency under the Faculty Development Programme conducted by Naan Mudhalvan in partnership with Microsoft from 28-08-2023 to 01-09-2023 .</li> </ol>	Good



	<p>5. Participated in the nss progra</p> <p>6. <u>Evidence of actively involved in guiding Ph.D. students</u></p> <p>(a) <i>Guiding Ph.D., Students</i></p> <p>1. T.SALU KUMAR / Reg.No:19123111081026</p> <p>SIGNIFICANCE OF FOREST RESOURCES AND PROMOTION OF ECO TOURISM IN KANYAKUMARI DISTRICT</p>	<p>Good</p>
--	---	-------------

**Undertaking**

I certify that the information provided above is correct as per records available and to the best of my knowledge.

Signature of the Teacher



Designation : Assistant Professor

Date:17/12/2024

M. Lakshmi  
17/12/24  
Principal

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

**LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE  
NEYYOOR – 629 802**

**PERFORMANCE APPRAISAL**

**Dr. C. SENTHAMARAI** Assistant Professor of History  
2023-2024

**PART - A**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters) : **Dr. C. SENTHAMARAI**
2. a. Father's Name : **Mr. P. CHIDAMBARAM**  
b. Mother's Name : **Mrs. C. CHINTHAMANI**
3. Department : **HISTORY**
4. College Presently Working in : **LEKSHMIPURAM COLLEGE OF  
ARTS AND SCIENCE  
NEYYOOR- 629802**
5. Date of Birth : **03-06-1980**
6. Gender : **FEMALE**
7. Category (tick the category) : **~~OC/BC/BC(M)~~ /  MBC / ~~SC/SC(A)~~/ST**
8. Date of appointment / Carrier Advancement as
  - a. Assistant Professor (*Pay Level 10*) : **04.09.2014**
  - b. Senior Asst. Professor (*Pay Level 11*) : **04.09.2018**
  - c. Selection Grade Asst. Prof. (*Pay Level 12*): **04.09.2023**
9. Current Designation & Pay Level : **Senior Assistant Professor  
(Pay Level 11)**
10. a. Position and Pay Level applying for : **Selection Grade Assistant Professor  
(Pay Level 12)**  
b. Date of eligibility for Carrier Advancement: **04.09.2023**



11. Address for correspondence (with Pin code) :

Dr. C. SENTHAMARAI  
ASSISTANT PROFESSOR  
DEPARTMENT OF HISTORY  
LEKSHMIPURAM COLLEGE OF  
ARTS AND SCIENCE  
NEYYOOR - 629802

12. Permanent Address (with Pin code) :

D/O P. CHIDAMBARAM  
SIRUKALATHUR POST  
SENDURAI TALUK  
ARIYALUR DISTRICT - 621710  
Mobile No.: 7639125961  
Email: [senthamarai1980@gmail.com](mailto:senthamarai1980@gmail.com)

13. Academic Qualifications (copies of certificates to be enclosed):

Examination	Subject(s)	Name of the Board / University	Year of Passing	% of marks obtained	Division / Class / Grade
SSLC	Tamil, English, Maths, Science Social Science	Board of Secondary Education, Tamil Nadu	March 1995	41%	III Class
HSC	Tamil, English, Maths, Physics, Chemistry, Biology	Board of Higher Secondary Examinations, Tamil Nadu	March 1998	44%	III Class
Under Graduate	History	Bharathidasan University, Trichy	April 2002	49%	III Class
Post Graduate	History	Bharathidasan University, Trichy	April 2005	61%	I Class
M.Phil.	History	Bharathidasan university, Trichy	August 2006	67%	I Class

14. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M. Phil. History	The Forest Policy of the British Government in Madras Presidency	05-10-2006	Bharathidasan University, Trichy
Ph. D. History	Conservation of Forest Environment in Tamilnadu	31-10-2014	Madras University, Chennai

15. Particulars of NET / JRF / SLET / SET / GATE etc.

Name of the Test	Conducting Body	Month & Year	Roll Number	Subject	Score, if Applicable
--	--	--	--	--	--

16. Designation held and Colleges worked after joining Government Collegiate Service:

Designation	Department	College	Date		Grade pay
			From	To	
Assistant Professor	History	Lekshmipuram College of Arts and Science Neyyoor-629802	04.09.2014	03.09.2018	AGP Rs.6000 (Level 10)
Assistant Professor (Senior Scale)	History	Lekshmipuram College of Arts and Science Neyyoor-629802	05.09.2018	Till Date	AGP Rs.7000 (Level 11)

17. Teaching experience (Government /Government-Aided)

P.G. level : N/A

U.G. level : 9 Years & 2 Months

18. Research Experience

(Excluding years spent in pursuing M.Phil / Ph.D.,)

: 9 Years & 2 Months

19. Fields of Specification under the Subject / Discipline

: a. History of Europe

20. Orientation / Refresher / Other Courses attended\* :

b. Introduction to Archaeology

(Enclose copies of the courses attended)

Name of the Course	Academic Staff College, University	Duration	Date
103 <sup>rd</sup> Orientation Programme	UGC - HRDC Bharathidasan University, Trichy- 620023	28 days	18.05.2018 to 14.06.2018
Refresher Course in History	UGC - HRDC Bharathidasan University, Trichy - 620023	14 days	23.10.2019 to 05.11.2019
UGC-Sponsored Online Refresher Course in History & Cultural Studies (Interdisciplinary)	UGC - HRDC Bharathidasan University Trichy -620023	14 days	22.09.2021 to 05.10.2021
Interdisciplinary Refresher Course on Research Methodology and Data Analysis	Teaching Learning Centre, Ramanujan College University of Delhi	14 days	28.07.2023 to 10.08.2023

\*Note : 1. Please refer to 6.4 (B) of UGC Regulations 2018, issued on 18.07.2018, Page No. 80 - 82, and G.O.(Ms).No.5, dated 11.01.2021, Page No. 37-40, regarding the list of courses / programmes that shall be considered as eligibility criteria for the CAS for college teachers.

\*Note: 2. As referred in G.O.(Ms).No.5, dated 11.01.2021, Page No. 37, under para 6.3.VII, the requirement for RC and OC for promotion due under CAS shall not be mandatory upto 31<sup>st</sup> December 2018.

Date: 17/12/2024

  
Signature of the Teacher



**PART B:**  
**ACADEMIC PERFORMANCE INDICATORS (API)**  
**FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS 2018**

**Category I: Teaching**

Academic Year	No. of hours Allotted during the Academic Year	Actual No. of hours spent during the Academic year	Grading* (Good/Satisfactory/ Not Satisfactory)
2023-2024 (01.06.2023 to 20.07.2023)	180 days / 6 days =30 weeks 30 x 16 hours =480 hours	480 hours = 100%	Good
<b>Over all Grading (for Assessment Period)</b>			Good
<ul style="list-style-type: none"> <li>• Grading Criteria : [No. of Classes taught / total classes assigned) x 100%]</li> <li>• More than 80% = Good, 70 – 80% = Satisfactory. Less than 70% = Not Satisfactory.</li> <li>• Classes Taught includes Sessions of tutorials, lab and other teaching related activities.</li> <li>• Periods of duration spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</li> </ul> <p><i>Note : For further information, please refer to 'Annexure II – Table 1 (Assessment Criteria and Methodology for University/College Teachers) – Activity 1' of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms).No.5, dated 11.01.2021, Appendix –Table 1, S.No.1, Page No. 58-59.</i></p>			

M. Banerjee  
17/12/24


2023-2024	<p><b>(1) <u>Administrative Responsibilities</u></b></p> <p>(a) Member of Photography Club  (b) Member of Campus Amenity Committee  (c) Member of Book Review Club</p>	Good
	<p><b>(2) <u>Examination and Evaluation duties assigned</u></b></p> <p>(a) Internal Question paper Setting and Valuation  (b) University Examinations Invigilation and Paper Valuation</p>	
	<p><b>(3) <u>Student related co-curricular, extension, and field based activities</u></b></p> <p>(a) Member in the Committee of Convocation/Sports/ Annual day and Cultural Activities</p>	
	<p><b>(4) <u>Other College activities</u></b></p> <p>(a) <i>Attending seminars / Conferences : 02</i></p>	

## Summary of API Grading

Criteria No.	Criteria	Overall API Grading for the Assessment period
I	Teaching Learning and Evaluation related activities	Good
II	Involvement in the Students related / research activities	Good
Overall Grading by the Screening-cum-Evaluation Committee		Good
<p><b>Overall Grading: Good:</b> Good in Criteria No. I and satisfactory or good in Criteria No. II; <b>Satisfactory:</b> Satisfactory in Criteria No. I and good or satisfactory in Criteria No. II; <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading *For further information, refer to '6.3.VII Table-B' of UGC Regulations 2018, dt. 18.07.2018, Page No. 78-79; G.O.(Ms.)No.5, Hr. Edn(HI) Dept., dated 11.01.2021, Appendix -Table 1, Page No. 58-59.</p>		

### Undertaking

I certify that the information provided above is correct as per records available and to the best of my knowledge.

  
Signature of the Teacher

Designation : Assistant professor

Date: 17/12/2024

M. Anka.  
17/12/24



**LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE  
NEYYOOR,629802**

**Performance Appraisal**

**Dr.S.SRIDEVI ,Assistant Professor of History**

**2023-2024**

**PART - A**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters) : **Dr. S. SRIDEVI**
2. a. Father's Name : **Mr. K SANTHALINGAM**  
b. Mother's Name : **Mrs. K. SAMANTHI**
3. Department : **HISTORY**
4. College Presently Working in : **LEKSHMIPURAM COLLEGE OF  
ARTS AND SCIENCE  
NEYYOOR- 629802**
5. Date of Birth : **04.06.1977**
6. Gender : **MALE / FEMALE**
7. Category (tick the category) : **OC/BC/BC(M) / MBC/ SC ✓ /SC(A)/ST**
8. Date of appointment / Carrier Advancement as
  - a. Assistant Professor (Pay Level 10) : **07.10.2014**
  - b. Senior Asst. Professor (Pay Level 11) : **07.10.2018**
  - c. Selection Grade Asst. Prof.(Pay Level 12) : **07.10.2023**
9. Current Designation & Pay Level : **Senior Assistant Professor (Pay Level 11)**
10. a. Position and Pay Level applying for : **Selection Grade Assistant Professor (Pay  
Level 12)**  
b. Date of eligibility for Carrier Advancement : **07.10.2023**
11. Address for correspondence (with Pin code) : **Dr. S. SRIDEVI  
ASSISTANT PROFESSOR  
DEPARTMENT OF HISTORY  
LEKSHMIPURAM COLLEGE OF ARTS  
AND SCIENCE, NEYYOOR - 629802**
12. Permanent Address (with Pin code) : **SCHOOL STREET  
IRULANCHERI VILLAGE  
NARASINGAPURAM POST  
TIRUVALLUR DISTRICT- 631402  
Mobile No.: 9445346396  
Landline: NIL  
Email: [sridevis461977@gmail.com](mailto:sridevis461977@gmail.com)**
13. Academic Qualifications (copies of certificates to be enclosed):

Examination	Subject(s)	Name of the Board / University	Year of Passing	% of marks obtained	Division / Class / Grade
SSLC	Tamil, English, Maths, Science Social Science	Board of Secondary Examinations, Tamil Nadu	April 1992	69.60	First
HSC	Tamil, English, Maths, Physics, Chemistry, Biology	Board of Higher Secondary Examinations, Tamil Nadu	Sept. 1994	54.75	Second
Under Graduate	History	University of Madras Chennai	April 1999	60.44	First
Post Graduate	History	University of Madras Chennai	April 2001	63.19	First
Other Academic Qualifications (if any, Specify)	--	--	--	--	--

14. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M. Phil.	Women in small scale industries in Tamilnadu	June, 2003	Mother Theresa Women's University Kodaikanal
Ph. D.	தமிழக நாட்டுப்புற நடனக்கலையும் இசைக்கலையும் - ஓர் வரலாற்றுப்பார்வை	April 2014	University of Madras Chennai

15. Particulars of NET / JRF / SLET / SET / GATE etc.

Name of the Test	Conducting Body	Month & Year	Roll Number	Subject	Score, if Applicable
--	--	--	--	--	--
--	--	--	--	--	--

**PART B:**  
**ACADEMIC PERFORMANCE INDICATORS (API)**  
**FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS 2018**

**Category I: Teaching**

Academic Year	No. of hours Allotted during the Academic Year	Actual No. of hours spent during the Academic year	Grading* (Good/Satisfactory/ Not Satisfactory)
<b>2023-2024</b> <small>(01.06.2023 to 06.10.2023)</small>	<b>180 days / 6 days =30 weeks</b> <b>30 x 16 hours =480 hours</b>	<b>480 hours = 100%</b>	<i>Good</i>
<b>Over all Grading (for Assessment Period)</b>			<i>Good</i>
<ul style="list-style-type: none"> <li>• <i>Grading Criteria : [No. of Classes taught / total classes assigned) x 100%]</i></li> <li>• <i>More than 80% = Good, 70 – 80% = Satisfactory, Less than 70% = Not Satisfactory.</i></li> <li>• <i>Classes Taught includes Sessions of tutorials, lab and other teaching related activities.</i></li> <li>• <i>Periods of duration spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</i></li> </ul> <p><i>Note : For further information, please refer to 'Annexure II – Table 1 (Assessment Criteria and Methodology for University/College Teachers) – Activity 1' of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms).No.5, dated 11.01.2021, Appendix –Table 1, S.No.1, Page No. 58-59.</i></p>			



**Criteria II: Involvement in the Students Related / Research Activities**

Academic Year	Activities	Grading
2023-2024	<p><b><u>1) Administrative Responsibilities</u></b>                      (a) Member of SC/ST Welfare Committee                      (b) Member of Grievances Redressal Bureau                      (c) Member of Women cell                      (d) Member of Career guidance cell</p> <p><b><u>2) Student related co-curricular, extension, and field based activities</u></b>                      (a) Member in the committee of convocation/sports/ annual day and cultural activities</p> <p><b><u>3) Examination and Evaluation duties assigned</u></b>                      (a) Internal and Model Examinations question paper setting and valuations                      (b) Theory - University Examination, Internal/Model Examinations Invigilation                      (c) University Examination -Theory Paper Valuation</p> <p><b><u>(4) Other college activities</u></b>                      (a) Attending seminars / Conferences : 2</p> <p><b><u>5) Publication in peer-reviewed/UGC list of Journals</u></b>                      a) Number of publication international journal 1:                      (Scopus indexed)                      Historic perspective of the Art and Architecture under the Nayakas. Publisher : Otjivanda Presse essen ISSN : 1863-5954                      E- ISSN : 2197-5523</p>	Exact
<b>Overall Grading (for the Assessment period)</b>		
<p><b>Grading Criteria:</b> From among the below categories, Active participation in at least 3 activities = Good; 1 – 2 activities = Satisfactory; Not Involved / undertaken any of the activities = Not Satisfactory. (Number of activities can be within or across the broad categories of activities)</p>		
<p><b>List of Activities:</b> (a) Administrative responsibilities such as Head, Chair Person, Coordinator, Warden, etc. (b) Examination and evaluation duties assigned by the college / University or attending the examination paper evaluation. (c) Student Related co-curricular, extension and field based activities such as student clubs, career counseling, study visits, student seminars and other events, cultural, sports, NCC, NSS, YRC, RRC and other community services. (d) Organizing seminars / conferences/workshops and other college activities (e) Evidence of actively involved in guiding MPhil/PhD students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of journals.</p>		
<p><b>Note:</b> For further information, please refer to 'Annexure II – Table 1 (Assessment Criteria and Methodology for University / College Teachers) – Activity 2', of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms.)No.5, dated 11.01.2021, Appendix –Table 1, S.No.2, Page No. 58-59.</p>		

Summary of API Grading

Criteria No.	Criteria	Overall API Grading for the Assessment period
I	Teaching Learning and Evaluation related activities	Good
II	Involvement in the Students related / research activities	Good
Overall Grading by the Screening-cum-Evaluation Committee		
<p><b>Overall Grading: <u>Good:</u></b> Good in Criteria No. I and satisfactory or good in Criteria No. II; <b><u>Satisfactory:</u></b> Satisfactory in Criteria No. I and good or satisfactory in Criteria No. II; <b><u>Not Satisfactory:</u></b> If neither good nor satisfactory in overall grading <i>*For further information, refer to '6.3.VII.Table-B' of UGC Regulations 2018, dt. 18.07.2018, Page No. 78-79; G.O.(Ms.)No.5, Hr. Edn(HI) Dept., dated 11.01.2021, Appendix -Table 1, Page No. 58-59.</i></p>		

Undertaking

I certify that the information provided above is correct as per records available and to the best of my knowledge.

S. S. S.

Signature of the Teacher

Designation : Assistant Prof. of History

Date: 17.12.2024

M. Sankar  
17/12/24



**LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE**  
**NEYYOOR – 629802**

**Performance Appraisal: 2023-2024**

**Dr. R.SUBRAMONIAM, Assistance Professor of Mathematics**

**PART - A:**  
**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1. Name (in Block Letters) : **Dr. R.SUBRAMONIAM**
2. a. Father's Name : **S.RAMASWAMY PILLAI**  
b. Mother's Name : **R.JANAKI**
3. Department : **MATHEMATICS**
4. College Presently Working in : **LEKSHMIPURAM COLLEGE OF  
ARTS ANDSCIENCE  
NEYYOOR - 629802**
5. Date of Birth : **19/09/1975**
6. Gender : **MALE**
7. Category (tick the category) : **BC**
8. Date of appointment / Carrier Advancement as
  - a. Assistant Professor (Pay Level 10) : **21.07.2014**
  - b. Senior Assistant Professor (Pay Level 11) : **21.07.2018**
  - c. Selection Grade Asst. Professor(Pay Level 12) : **21.07.2023**
9. Current Designation &Pay Level  
Level 11) : **Senior Assistant Professor (Pay**

10. a. Position and Pay Level applying for (Pay Level 12) : Selection Grade Asst. Professor

b. Date of eligibility for Carrier Advancement : 21-07-2023

11. Address for correspondence (with Pin code) : Dr.R.SUBRAMONIAM,  
ASSISTANT PROFESSOR,  
DEPT. OF MATHEMATICS,  
LEKSHMIPURAM COLLEGE OF  
ARTS AND SCIENCE,  
NEYYOOR -629802

12. Permanent Address (with Pin code) : Dr.R.SUBRAMONIAM,  
3-93A, CHADAVALAI,  
NEYYOOR - 629802  
KANYAKUMARI DISTRICT

Mobile No: 9443133015  
Email: subs19@gmail.com

13. Academic Qualifications (copies of certificates to be enclosed):

Examination	Subject(s)	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade
SSLC	Tamil, English Maths, Science, Social Science	Board of Secondary Examinations, Tamil nadu	April 1991	78%	I
HSC	Tamil, English Maths, Physics, Chemistry, Biology	Board of Higher Secondary Examinations, Tamilnadu	March 1993	67%	I
Under Graduate	Mathematics	Manonmaniam Sundaranar University	May 1996	59%	II
Post Graduate	Mathematics	Manonmaniam Sundaranar University	Nov 1999	57%	II
B.Ed	Mathematics	Manonmaniam Sundaranar University	May 1999	---	II

14. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M.Phil.	COMPLETE COLORINGS	May 2007	Manonmaiam Sundaranar University
Ph.D.	APPLICATION OF STOCHASTIC PROCESSES TO ALMOST IDEAL DEMAND SYSTEM(AIDS) MODEL	October 2012	Vinayaka Mission University

15. Particulars of NET / JRF / SLET / SET / GATE etc.

Name of the Test	Conducting Body	Month & Year	Roll Number	Subject	Score, if Applicable
---	---	---	---	---	---

16. Designation held & Colleges worked after joining Government Collegiate Service:

Designation	Department	College	Date		Grade pay
			From	To	
Assistant Professor	Mathematics	Lekshmipuram College of Arts and Science, Neyyoor- 629802	21.07.2014	20.07.2018	6000
Assistant Professor (Senior Scale)	Mathematics	Lekshmipuram College of Arts and Science, Neyyoor- 629802	21.07.2018	Till date	7000

17. Teaching experience (Government / Government-Aided) :

P.G. level :Nil

U.G. level :9Years3 Months

18. Research Experience (Excluding years spent in pursuing MPhil / PhD) :9 Years3 Months

19. Fields of Specification under the Subject / Discipline:

Graph Theory  
Statistics

20. Orientation / Refresher / Other Courses attended\* :

Name of the Course	Academic Staff College, University	Duration (Days)	Date
Orientation Programme	UGC-HRDC Bharathiar University Coimbatore	28	17.11.2017 to 14.12.2017
Refresher Programme	UGC-HRDC Bharathiar University Coimbatore	21	13.02.2019 to 5.03.2019
Short Term Course	Teaching Learning Centre, Ramanujan College, University of Delhi	10	07.06.2021 to 16.06.2021
Short Term Course	Teaching Learning Centre, Ramanujan College, University of Delhi	07	30.06.2021 to 06.07.2021
Refresher Programme	UGC-HRDC Bharathiar University Coimbatore	21	08.09.2021 to 21.09.2021
Refresher Programme	UGC-HRDC Madurai Kamaraj University Madurai	21	10.08.2022 to 23.08.2022
*Note : 1.	<i>Please refer to 6.4 (B) of UGC Regulations 2018, issued on 18.07.2018, Page No. 80 - 82, and G.O.(Ms).No.5, dated 11.01.2021, Page No. 37-40, regarding the list of courses / programmes that shall be considered as eligibility criteria for the CAS for college teachers.</i>		
2.	<i>As referred in G.O.(Ms).No.5, dated 11.01.2021, Page No. 37, under para 6.3.VII, the requirement for RC and OC for promotion due under CAS shall not be mandatory upto 31<sup>st</sup> December 2018.</i>		

Date: 18.12.24

R. Subramonian  
Signature of the Teacher

M. Anand  
18/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.





**PART B:**  
**ACADEMIC PERFORMANCE INDICATORS (API)**  
**FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS 2018**

Category I: Teaching

Academic Year	No. of hours Allotted during the Academic Year	Actual No. of hours spent during the Academic year	Grading* (Good/Satisfactory/ Not Satisfactory)
2023-2024	180 days / 6 days =30 weeks 30 x 16 hours =480 hours	480 hours = 100%	Good
<b>Over all Grading (for Assessment Period)</b>			Good
<ul style="list-style-type: none"> <li>• Grading Criteria : [No. of Classes taught / total classes assigned) x 100%]</li> <li>• More than 80% = Good, 70 – 80% = Satisfactory. Less than 70% = Not Satisfactory.</li> <li>• Classes Taught includes Sessions of tutorials, lab and other teaching related activities.</li> <li>• Periods of duration spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</li> </ul> <p><i>Note :For further information, please refer to 'Annexure II – Table 1 (Assessment Criteria and Methodology for University/College Teachers) – Activity 1' of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms).No.5, dated 11.01.2021, Appendix –Table 1, S.No.1, Page No. 58-59.</i></p>			

CriteriaII :Involvement in the Students related / research activities

Academic Year	Activities	Grading
2023-2024	<b>1. Administrative Responsibilities</b> (a) UG Admission <b>2. Examination and Evaluation duties Assigned</b> (a) University Examinations Invigilation and paper valuation <b>3. Students related co-curricular, extension, and field based activities</b> (a) Member in the Remedial Programme (b) Member in the Healthy Practices (c) Member in the committee of sports/ annual day and cultural activities <b>4. Other College activities</b> (a) Doctoral Committee (DC) Member – Dept. of Mathematics, MS University (b) Doctoral Committee (DC) Member – Dept. of Mathematics, MS University	Good
<b>Overall Grading (for the Assessment period)</b>		Good



Summary of API Grading

Criteria No.	Criteria	Overall API Grading for the Assessment period
I	Teaching Learning and Evaluation related activities	Good
II	Involvement in the Students related / research activities	Good
Overall Grading by the Screening-cum-Evaluation Committee		Good

**Overall Grading:** Good: Good in Criteria No. I and satisfactory or good in Criteria No. II;  
Satisfactory: Satisfactory in Criteria No. I and good or satisfactory in Criteria No. II;  
Not Satisfactory: If neither good nor satisfactory in overall grading  
\*For further information, refer to '6.3.VII Table-B' of UGC Regulations 2018, dt. 18.07.2018, Page No. 78-79; G.O.(Ms.)No.5, Hr. Edn(H1) Dept., dated 11.01.2021, Appendix-Table I, Page No. 58-59.

Undertaking

I certify that the information provided above is correct as per records available and to the best of my knowledge.

R. Subramoniam  
Signature of the Teacher

Date: 18-12-24

Designation: Assistant Professor



M. Anika  
18/12/24

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

# LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

NEYYOOR – 629802

## PERFORMANCE APPRAISAL

**Dr.T. SUTHAN**  
**Assistant Professor**  
**Department of Physics**

**2023-2024**

### PART - A :

#### GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters) : Dr.T. SUTHAN
2. a. Father's Name : T. THANULINGAM  
b. Mother's Name : S.M. RADHA
3. Department : PHYSICS
4. College Presently Working in : LEKSHMIPURAM COLLEGE OF ARTS  
AND SCIENCE, NEYYOOR - 629802
5. Date of Birth : 19.11.1984
6. Gender : Male
7. Category (tick the category) : BC
8. Date of appointment/ Carrier Advancement as
  - a. Assistant Professor (Pay Level 10) : 23.07.2014
  - b. Senior Assistant Professor (Pay Level 11) : 23.07.2018
  - c. Selection Grade Asst. Professor (Pay Level 12) : 23.07.2023
9. Current Designation & Pay Level : Assistant Professor Senior Scale & 11

10. a. Position and Pay Level applying for : Assistant Professor Selection Grade  
Pay level 12

b. Date of eligibility for Career Advancement : 23.07.2023

11. Address for correspondence (with Pin code) : Dr.T. Suthan,  
Assistant Professor,  
Department of Physics,  
Lekshmpuram College of Arts and  
Science, Neyyoor – 629802

12. Permanent Address (with Pin code) : Dr.T. Suthan,  
10/102, TTR Bhavanam,  
Moonkilvilai, Kalpadi Post – 629204  
Kanyakumari District

Mobile No : 9486783163

Email : suthantr@yahoo.co.in

13. Academic Qualifications (copies of certificates to be enclosed):

Examination	Subject(s)	Name of the Board / University	Year of Passing	Percentage of marks obtained	Division / Class / Grade
SSLC	Tamil, English, Mathematics, Science, History & Geography	Board of Matriculation Examination, Tamil Nadu	2000	59.09 %	Second
HSC	Tamil, English, Mathematics, Physics, Chemistry, Biology	Board of Higher Secondary Education, Tamilnadu	2002	68.5%	First
Under Graduate (B.Sc)	Physics	Manonmaniam Sundaranar University, Tirunelveli	2005	67 %	First
Post Graduate (M.Sc)	Physics	Madurai Kamaraj University, Madurai	2007	72 %	First
Other Academic Qualifications (if any, Specify)					

14. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M.Phil.	Crystal Growth and Characterization of Naphthalene Single Crystals	19.11.2008	Manonmaniam Sundaranar University, Tirunelveli
Ph.D.	Growth and Characterization of Organic Single Crystals by Modified Vertical Bridgman Technique	20.07.2011	Anna University, Chennai
Post Doctoral			

15. Particulars of NET / JRF / SLET / SET / GATE etc.

Name of the Test	Conducting Body	Month & Year	Roll Number	Subject	Score, if Applicable

16. Designation held & Colleges worked after joining Government Collegiate Service:

Designation	Department	College	Date		Grade Pay
			From	To	
Assistant Professor	Physics	Lekshmipuram College of Arts and Science, Neyyoor	23.07.2014	22.07.2018	AGP Rs.6000 (Level 10)
Assistant Professor (Senior Scale)	Physics	Lekshmipuram College of Arts and Science, Neyyoor	23.07.2018	Till date	AGP Rs.7000 (Level 11)

17. Teaching experience (Government / Government-Aided) :

P.G. level : ..... Years

U.G. level : .....9.4..... Years

18. Research Experience : .....13..10..... Years  
(Excluding yearsspent in pursuing MPhil / PhD)



19. Fields of Specification under the Subject / Discipline:

- (a) Solid State Physics, Spectroscopy, Crystal Growth and Characterization  
 (b) Materials synthesis and Nano materials.


20. Orientation / Refresher / Other Courses attended\* :  
 (Enclose copies of the courses attended)

Name of the Course	Academic Staff College, University	Duration	Date
126 <sup>th</sup> Orientation Course	UGC HRDC, Academic Staff College, Pondicherry University	28	02.11.2018 to 29.11.2018
Refresher Course in Materials Science	UGC HRDC, Academic Staff College, Kerala University	14	21.11.2019 to 04.12.2019
Refresher Course in Physics	UGC HRDC, Academic Staff College, Pondicherry University	14	04.08.2021 to 17.08.2021
Refresher Course in Physics	UGC-Human Resource Development Centre University of Hyderabad	14	05.12.2022 to 17.12.2022
*Note : 1.	Please refer to 6.4 (B) of UGC Regulations 2018, issued on 18.07.2018, Page No. 80 - 82, and G.O.(Ms).No.5, dated 11.01.2021, Page No. 37-40, regarding the list of courses / programmes that shall be considered as eligibility criteria for the CAS for college teachers.		
2.	As referred in G.O.(Ms).No.5, dated 11.01.2021, Page No. 37, under para 6.3.VII, the requirement for RC and OC for promotion due under CAS shall not be mandatory upto 31 <sup>st</sup> December 2018.		

Date: 17/12/24

  
 Signature of the Teacher



  
 17/12/24  
 PRINCIPAL  
 LEKSHMIPURAM COLLEGE  
 NEYYOOR



**PART B:**  
**ACADEMIC PERFORMANCE INDICATORS (API)**  
**FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS 2018**

**Category I : Teaching**

Academic year	No. of hours allotted during the Academic year	Actual No. of hours spent during the Academic year	Grading* (Good / Satisfactory / Not Satisfactory)
2023-2024	30 weeks x 16 hours = 480 hours	480 hours, 100%	Good
<b>Overall Grading (for Assessment period)</b>			Good
<ul style="list-style-type: none"> <li>• Grading Criteria : [No. of Classes taught / total classes assigned) x 100%]</li> <li>• More than 80% = Good, 70 – 80% = Satisfactory, Less than 70% = Not Satisfactory.</li> <li>• Classes Taught includes Sessions of tutorials, lab and other teaching related activities.</li> <li>• Periods of duration spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</li> </ul> <p><b>Note :</b> For further information, please refer to 'Annexure II – Table I (Assessment Criteria and Methodology for University/College Teachers) – Activity 1' of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms).No.5, dated 11.01.2021, Appendix –Table 1, S.No.1, Page No. 58-59.</p>			



M. Lakshmi  
17/12/24

**PRINCIPAL**  
LEKSHMIPURAM COLLEGE  
NEYYOOR

**Criteria II : Involvement in the Students related / research activities**

Academic Year	Activities	Grading
2023-2024	<b>1. Administrative Responsibilities</b> a. Discipline Committee – Member b. Anti Drug Committee – Member c. Eco Club – Member d. Remedial Programme - Member e. Trekking Club – Convener f. Lekshmi Research Cell - Member	Good
	<b>2. Examination and evaluation duties assigned</b> a. University and College Level Invigilation and Evaluation Duties	
	<b>3. Student-related co-curricular, extension and field-based activities</b> a. Associate NCC Officer	
	<b>4. Publication of research articles in peer-reviewed or UGC-CARE listed journals</b> a. Paper Published in International Journals – 01 1. Journal of Materials Science: Materials in Electronics, Vol. 34, Issue 10, pp. 884, 2023 (I.F: 2.8).	
<b>Overall Grading (for the Assessment period)</b>		
<b>Grading Criteria:</b> From among the below categories, Active participation in at least 3 activities = Good;1 – 2 activities = Satisfactory; Not Involved / undertaken any of the activities = Not Satisfactory. (Number of activities can be within or across the broad categories of activities)		
<b>List of Activities :</b> (a) Administrative responsibilities such as Head, Chair Person, Coordinator, Warden, etc. (b) Examination and evaluation duties assigned by the college / University or attending the examination paper evaluation. (c)Student Related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS, YRC, RRC and other community services. (d) Organizing seminars / conferences / workshops and other college activities (e) Evidence of actively involved in guiding MPhil / PhD students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of journals.		
<b>Note:</b> For further information, please refer to ‘Annexure II – Table 1 (Assessment Criteria and Methodology for University / College Teachers) – Activity 2’, of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms.)No.5, dated 11.01.2021, Appendix –Table 1, S.No.2, Page No. 58-59.		

**Any Other Relevant Information**

(Give details of any other credentials, significant contributions, awards received, etc.)


Academic Year	Details (Enclose copies of relevant certificates/documents)
	I.

Criteria No.	Criteria	Overall API Grading for the Assessment period
I	Teaching Learning and Evaluation related activities	Good
II	Involvement in the Students related / research activities	Good
Overall Grading by the Screening-cum-Evaluation Committee		Good

**Overall Grading: Good:** Good in Criteria No. I and satisfactory or good in Criteria No. II;  
**Satisfactory:** Satisfactory in Criteria No. I and good or satisfactory in Criteria No.II;  
**Not Satisfactory:** If neither good nor satisfactory in overall grading  
\*For further information, refer to '6.3.VII.Table-B' of UGC Regulations 2018, dt. 18.07.2018, Page No. 78-79; G.O.(Ms.)No.5, Hr. Edn(H1) Dept., dated 11.01.2021, Appendix –Table 1, Page No. 58-59.

**Undertaking**

I certify that the information provided above is correct as per records available and to the best of my knowledge.

  
Signature of the Teacher  
Designation : Assistant Professor

Date: 17/12/24



Milanka  
17/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE  
NEYYOOR



**LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE**  
**NEYYOOR – 629802**

**Performance Appraisal: 2023-2024**

**Dr. P. MUTHIRULAN, Assistance Professor of Chemistry**

**PART - A**  
**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

- |   |   |   |
|---|---|---|
| 1. Name (in Block Letters)                              | : | <b>Dr. P. MUTHIRULAN</b>  |
| 2. a. Father's Name                                     | : | <b>Mr. M. PANDI</b>   |
| b. Mother's Name  | : | <b>Mrs. P. JEYAPACKIAM</b>  |
| 3. Department   | : | <b>CHEMISTRY</b>  |
| 4. College Presently Working in                         | : | <b>LEKSHMIPURAM COLLEGE OF<br/>ARTS AND SCIENCE<br/>NEYYOOR- 629802</b> |
| 5. Date of Birth  | : | <b>15.06.1982</b>   |
| 6. Gender   | : | <b>MALE/<del>FEMALE</del></b>   |
| 7. Category (tick the category)                         | : | <b><del>OC/BC/BC(M) / MBC</del>✓/ <del>SC/SC(A)/ST</del></b>            |
| 8. Date of appointment / Carrier Advancement as         |   |   |
| a. Assistant Professor ( <i>Pay Level 10</i> )          | : | <b>04.09.2014</b>   |
| b. Senior Asst. Professor ( <i>Pay Level 11</i> )       | : | <b>04.09.2018</b>   |
| c. Selection Grade Asst. Prof. ( <i>Pay Level 12</i> ): |   | <b>04.09.2023</b>   |
| 9. Current Designation & Pay Level                      | : | <b>Senior Assistant Professor<br/>(Pay Level 11)</b>                    |
| 10. a. Position and Pay Level applying for              | : | <b>Selection Grade Assistant Professor<br/>(Pay Level 12)</b>           |
| b. Date of eligibility for Carrier Advancement:         |   | <b>04.09.2023</b>   |



11. Address for correspondence (with Pin code) :

**Dr. P. MUTHIRULAN**  
**ASSISTANT PROFESSOR**  
**DEPARTMENT OF CHEMISTRY**  
**LEKSHMIPURAM COLLEGE OF**  
**ARTS AND SCIENCE**  
**NEYYOOR - 629802**

12. Permanent Address (with Pin code) :

**77, NAZARPULIYAN KULAM**  
**MUSTAKURUCHI POST**  
**KARIYAPATTI TALUK**  
**VIRUDHUNAGAR – 626106**  
**Mobile No.: 8940303090**  
**Email: [pmuthirulan@gmail.com](mailto:pmuthirulan@gmail.com)**

13. Academic Qualifications (copies of certificates to be enclosed):

Examination	Subject(s)	Name of the Board / University	Year of Passing	% of marks obtained	Division / Class / Grade	Certificate Number
SSLC	Tamil, English, Maths, Science Social Science	Board of Secondary Education, Tamil Nadu	April 1997	70.80	First	4474931
HSC	Tamil, English, Maths, Physics, Chemistry, Biology	Board of Higher Secondary Examinations, Tamil Nadu	March 1999	70.83	First	2773589
Under Graduate	Chemistry	Madurai Kamaraj University, Madurai	April 2002	70.26	First	990717
Post Graduate	Chemistry	Madurai Kamaraj University, Madurai	April 2005	65.22	First	10036329

14. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University	Certificate Number
M. Phil. Chemistry	Photocatalytic degradation of alizarin cyanine green dye on semiconductors by UV- radiation	April, 2006	Madurai Kamaraj University, Madurai	20014959
Ph. D. Chemistry	Development of conducting polymer-semiconductors based nanocomposites for smart corrosion resistant coatings	July, 2014	Madurai Kamaraj University, Madurai	50003972

15. Particulars of NET / JRF / SLET / SET / GATE etc.

Name of the Test	Conducting Body	Month & Year	Roll Number	Subject	Score, if Applicable
--	--	--	--	--	--

16. Designation held and Colleges worked after joining Government Collegiate Service:

Designation	Department	College	Date		Grade pay
			From	To	
Assistant Professor	Chemistry	Lekshmpuram College of Arts and Science Neyyoor-629802	04.09.2014	03.09.2018	AGP Rs.6000 (Level 10)
Assistant Professor (Senior Scale)	Chemistry	Lekshmpuram College of Arts and Science Neyyoor-629802	04.09.2018	Till Date	AGP Rs.7000 (Level 11)

17. Teaching experience (Government /Government-Aided)

P.G. level : N/A  
U.G. level : 9 Years & 2 Months

18. Research Experience

(Excluding years spent in pursuing M.Phil / Ph.D.,)

: 9 Years & 2 Months

19. Fields of Specification under the Subject / Discipline

: **PHYSICAL CHEMISTRY**  
(Environmental Chemistry)

20. Orientation / Refresher / Other Courses attended\* :

(Enclose copies of the courses attended)

Name of the Course	Academic Staff College, University	Duration	Date
100 <sup>th</sup> Orientation Programme	UGC – HRDC Bharathiar University, Coimbatore - 641046	28 days	17.11.2017 to 14.12.2017
Refresher Course in Chemistry	UGC – HRDC Bharathiar University, Coimbatore - 641046	14 days	20.06.2019 to 03.07.2019
Interdisciplinary Refresher Course on Advanced Instrumentation Techniques (Chemical Sciences, Life Sciences, Pharmaceutical Sciences and Physical Sciences)	UGC – HRDC Guru Jambheshwar University of Science & Technology, Hisar-125001 Haryana	14 days	07.02.2022 to 19.02.2022
Refresher Course in Chemistry	UGC-HRDC, Pondicherry University Puducherry - 605014	14 days	05.07.2023 to 18.07.2023


\*Note : 1. Please refer to 6.4 (B) of UGC Regulations 2018, issued on 18.07.2018, Page No. 80 – 82, and G.O.(Ms).No.5, dated 11.01.2021, Page No. 37-40, regarding the list of courses / programmes that shall be considered as eligibility criteria for the CAS for college teachers.

\*Note: 2. As referred in G.O.(Ms).No.5, dated 11.01.2021, Page No. 37, under para 6.3.VII, the requirement for RC and OC for promotion due under CAS shall not be mandatory upto 31<sup>st</sup> December 2018.

Date: 16/12/2024



Signature of the Teacher

  
16/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



**PART B:**  
**ACADEMIC PERFORMANCE INDICATORS (API)**  
**FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS 2018**

**Category I: Teaching**

Academic Year	No. of hours Allotted during the Academic Year	Actual No. of hours spent during the Academic year	Grading* (Good/Satisfactory/Not Satisfactory)
2023-2024 (01.06.2023 to 03.09.2023)	180 days / 6 days =30 weeks 30 x 16 hours =480 hours	480 hours = 100%	
<b>Over all Grading (for Assessment Period)</b>			
<ul style="list-style-type: none"> <li>• <i>Grading Criteria : [No. of Classes taught / total classes assigned) x 100%]</i></li> <li>• <i>More than 80% = Good, 70 – 80% = Satisfactory, Less than 70% = Not Satisfactory.</i></li> <li>• <i>Classes Taught includes Sessions of tutorials, lab and other teaching related activities.</i></li> <li>• <i>Periods of duration spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.</i></li> </ul> <p><i>Note : For further information, please refer to 'Annexure II – Table 1 (Assessment Criteria and Methodology for University/College Teachers) – Activity 1' of UGC Regulations 2018, dated 18.07.2018, Page No. 104; G.O.(Ms).No.5, dated 11.01.2021, Appendix –Table 1, S.No.1, Page No. 58-59.</i></p>			

**Criteria II: Involvement in the Students Related / Research Activities**

Academic Year	Activities	Grading
2023-2024	<p><b><u>(1) Administrative Responsibilities</u></b></p> <p>(a) Member of Eco Club                      (b) Member of Library Committee                      (c) Member of Career Guidance Cell                      (d) Member of Lekshmi Research Cell                      (e) Convenor of Student Magazine Committee                      (f) Member of Information Communication Technology Cell                      (g) Member of Sports Committee</p>	
	<p><b><u>(3) Examination and Evaluation duties assigned</u></b></p> <p>(a) University Examinations – Theory: Invigilation and paper valuation                      (b) University Examinations – Practical: Internal, External Examiner/Skilled Assistant</p>	
	<p><b><u>(2) Student related co-curricular, extension, and field based activities</u></b></p> <p>(a) Member in the committee of convocation/sports/ annual day and cultural activities</p>	
	<p><b><u>(4) Other College activities</u></b></p> <p>(a) Doctoral Committee (DC) Member – Dept. of Chemistry, MS University                      (b) Doctoral Committee (DC) Member – Bharathiar University, Coimbatore                      (c) Technical Reviewer for ICSTCE-2023, Pune                      (d) Attending seminars / Conferences : 1</p>	
	<p><b><u>(5) Evidence of actively involved in guiding Ph.D. students</u></b></p> <p>(a) Guiding Ph.D., student – 3                      (b) Viva Voce Completed - 1</p>	
	<p><b><u>(6) Publication in peer-reviewed/UGC list of Journals</u></b></p> <p>(a) Number of Publication: International Journal – 3 (Scopus Indexed)                      Biomass Conversion and Biorefinery - Taylor and Francis Publisher and                      Advanced Engineering Materials – Wiley-VCH-GmbH Publisher</p>	
	<b>Overall Grading (for the Assessment Period)</b>	
<p><i>Grading Criteria: From among the below categories, Active participation in at least 3 activities = Good; 1 – 2 activities = Satisfactory; Not Involved / undertaken any of the activities = Not Satisfactory. (Number of activities can be within or across the broad categories of activities)</i></p>		

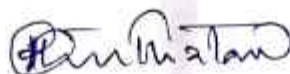


### Summary of API Grading

Criteria No.	Criteria	Overall API Grading for the Assessment period
I	Teaching Learning and Evaluation related activities	GOOD
II	Involvement in the Students related / research activities	GOOD
<b>Overall Grading by the Screening-cum-Evaluation Committee</b>		GOOD
<p><b>Overall Grading: Good:</b> Good in Criteria No. I and satisfactory or good in Criteria No. II;  <b>Satisfactory:</b> Satisfactory in Criteria No. I and good or satisfactory in Criteria No. II;  <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading  <i>*For further information, refer to '6.3.VII.Table-B' of UGC Regulations 2018, dt. 18.07.2018, Page No. 78-79; G.O.(Ms.)No.5, Hr. Edn(H1) Dept., dated 11.01.2021, Appendix -Table 1, Page No. 58-59.</i></p>		

#### Undertaking

I certify that the information provided above is correct as per records available and to the best of my knowledge.



**Signature of the Teacher**

Designation: Assistant Professor

Date: 26/12/2024

M. Anand

16/12/24

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

**LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE**  
**NEYYOOR-629802**  
**PERFORMANCE ASSESSMENT YEAR-2023-24**

**PART - A**  
**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

<b>S.NO</b>		
<b>1</b>	Name (in Block Letters)	<b>Mr.R. SARAVANAVEL</b>
<b>2</b>	a. Father's Name	<b>Mr. S.RAMALINGAM</b>
	b. Mother's Name	<b>Mrs.R.RENUGA</b>
<b>3</b>	Department	<b>BOTANY</b>
<b>4</b>	College Presently Working in	<b>LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE NEYYOOR- 629802</b>
<b>5</b>	Date of Birth	<b>25-06-1981</b>
<b>6</b>	Gender	<b>MALE</b>
<b>7</b>	Category	<b>MBC</b>
<b>8</b>	Date of appointment / Carrier Advancement as:	
	Assistant Professor ( <i>Pay Level 10</i> )	<b>05-12-2007</b>
	:	
	Senior Asst. Professor ( <i>Pay Level 11</i> )	<b>06-12-2012</b>
	Selection Grade Asst. Prof.( <i>Pay Level 12</i> )	<b>08-12-2017</b>
	:	
	Associate professor (pay level 13A)	<b>N/A</b>
<b>9</b>	Current Designation &Pay Level	<b>Senior Asst.Professor(Pay Level -11)</b>
<b>10</b>	Position and Pay Level applying for	<b>Selection Grade Asst. Prof.(Pay Level- 12)</b>
<b>11</b>	Date of eligibility for carrier advancement	<b>08.12.2017</b>
<b>12</b>	Address for correspondence (with Pin code)	<b>Assistant Professor, Department of Botany, Lekshmipuram College, Neyyoor-629802</b>
<b>13</b>	Permanent Address (with Pin code)	<b>Sigappu-ChinnaPonnuillam South street, Samattikuppam, Kurinjipadi-T.k, Cuddalore-District</b>

14. Academic Qualifications (copies of certificates to be enclosed):

Examination	Subject(s)	Name of the Board / University	Year of Passing	% of marks obtained	Division / Class / Grade
SSLC	Tamil, English, Maths, Science Social Science	Board of Secondary Education, Tamil Nadu	April 1996	66	First
HSC	Tamil, English, Maths, Physics, Chemistry, Biology	Board of Higher Secondary Examinations, Tamil Nadu	March 1998	49	Second
Under Graduate	Botany	Madras University, Chennai	April 2002	53	Second
Post Graduate	Botany	Annamalai University, Chidambaram	April 2004	64	First
Other Academic Qualifications	--	--	--	--	--

15. Research Degree (s) (copies of certificates to be enclosed):

Degrees	Title	Date and year of award	University
M.Phil. Botany	EFFECT OF SODIUM CHLORIDE ON BIO CHEMICAL CHANGES AND PHOTO SYNTHETIC PIGMENTS OF AVICENNIA OFFICINALIS	Dec, 2005	Annamalai University, Chidambaram
Ph.D. Botany	DISTRIBUTION AND DIVERSITY OF MARINE MACRO ALGAE IN MANAVALAKURICHI AND AROKIYAPURAM COAST KANYAKUMARI DISTRICT SOUTH INDIA	pursuing	Manonmaniam Sundaranar University Tirunelveli

16. Particulars of NET / JRF / SLET / SET / GATE etc. NIL

17. Designation held and Colleges worked after joining Government Collegiate Service:

Designation	Department	College	Date		Grade pay
			From	To	
Assistant Professor	Botany	Lekshmipuram College of Arts and Science, Neyyoor-629802	05.12.2007	05-12-2012	AGP Rs.6000 (Level 10)
Assistant Professor	Botany	Lekshmipuram College of Arts and Science, Neyyoor-629802	05-12-2012	08-12-2017	AGP Rs.7000 (Level 11)
Selection Grade Assistant Professor	Botany	Lekshmipuram College of Arts and Science, Neyyoor-629802	09-12-2017	10-12-2020	AGP Rs.8000 (Level 12)



- 18 Teaching experience (Government /Government-Aided) 17Years  
 U.G. level  
 P.G. level N/A
- 19 Research Experience(Excluding years spent in pursuing M.Phil / Ph.D) N/A
- 20 Fields of Specification under the Subject / Discipline **BIO TECNOLOGY, BIODIVERSITY**

21. Orientation / Refresher / Other Courses attended\*:  
 (Enclose copies of the courses attended)

Name of the Course	Academic Staff College, University	Duration	Date
Orientation	Pondicherry University Pondicherry	28	19-08-2010to 15-09-2010
Refresher	Kerala University Kerala	21	05-07-2012to 26-07-2012
Refresher	Kerala University Kerala	14	10-02-2021to 23-02-2021

Date: 17-12-24

  
 Signature of the Teacher

**PART B:**  
**ACADEMIC PERFORMANCE INDICATORS (API)**  
**FOR PROMOTIONS UNDER CAS OF UGC REGULATIONS 2018**

**Category I: Teaching**

Academic Year	No. of hours Allotted during the Academic Year	Actual No. of hours spent during the Academic year	Grading* (Good/Satisfactory/ Not Satisfactory)
2023-2024 (05.12.2012 to 04.12.2013)	180 days / 6 days = 30 weeks x 16 hours = 480 hours	480 hours/100%	GOOD
<b>Over all Grading (for Assessment period)</b>			

- Grading Criteria : [No. of Classes taught / total classes assigned) x 100%]
- More than 80% = Good, 70 – 80% = Satisfactory, Less than 70% = Not Satisfactory.
- Classes Taught includes Sessions of tutorials, lab and other teaching related activities.
- Periods of duration spent on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment.



  
**PRINCIPAL**  
 LEKSHMIPURAM COLLEGE OF  
 ARTS & SCIENCE  
 NEYYOOR.



LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non-Teaching Staff

Year of Appraisal:

Part A

1. Name : T. Pichumathy
2. Designation : Lab Assistant
3. Department : Information Technology (M.S)
4. Section/Department : I.T
5. Date of Appointment : 07-12-2009
6. Details of current responsibilities : Lab Incharge, computer maintenance, students help.

Signature

T. Pichumathy

M. Lakshmi  
Principal  
18/12/24

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR

Part – B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence				
1	Knowledge of Rules, Regulations and Procedure			✓	
2	Ability to organize and to carry out			✓	
3	Ability to willingness to take up additional work in time of exigencies			✓	
4	Ability to learn new duties			✓	
5	Capacity to supervise			✓	
6	Response to instructions and guidance of supervisor			✓	
7	Response to feedback of supervisor			✓	
	Quality of Work				
8	Ability to maintain files and records			✓	
9	Accuracy and speed of work			✓	
10	Neatness and tidiness of work			✓	
11	Completion of work schedule			✓	
12	Execution of work with Team spirit			✓	
	Personal Characteristics				
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students		✓		
16	Overall performance		✓		

*M. Lakshmi*  
 PRINCIPAL  
 LEKSHMIPURAM COLLEGE OF  
 ARTS & SCIENCE  
 NEYYOOR.

LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal:

Part A

1. Name : M. Poonkodi
2. Designation : Lab Assistant
3. Department : M. S. C Physics
4. Section/Department : -
5. Date of Appointment : 28-7-2010
6. Details of current responsibilities :
  1. Responsible for apparatus and regards in lab.
  2. Maintain cleanliness of laboratory Tools, apparatus and all belongings in lab.

M. Poonkodi  
Signature

Principal  
3. Provide apparatus and Electronic components to student during practical

M. Poonkodi  
17/12/24

PRINCIPAL  
LEKSHMI  
ARTS  
NETTYOOR.  
COLLEGE OF  
SCIENCE

IQAC



Part - B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence				
1	Knowledge of Rules, Regulations and Procedure			✓	
2	Ability to organize and to carry out			✓	
3	Ability to willingness to take up additional work in time of exigencies		✓		
4	Ability to learn new duties			✓	
5	Capacity to supervise		✓		
6	Response to instructions and guidance of supervisor			✓	
7	Response to feedback of supervisor			✓	
	Quality of Work			✓	
8	Ability to maintain files and records			✓	
9	Accuracy and speed of work			✓	
10	Neatness and tidiness of work			✓	
11	Completion of work schedule				
12	Execution of work with Team spirit			✓	
	Personal Characteristics				
13	Regularity		✓		
14	Punctuality			✓	
15	Interaction with colleagues and students			✓	
16	Overall performance			✓	

*Alhanka*

*12/12/24*

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal:

Part A

1. Name : S. KOLAPPAN
2. Designation : LAB ASSISTANT
3. Department : INFORMATION TECHNOLOGY
4. Section/Department : D.T
5. Date of Appointment : 01/08/2006
6. Details of current responsibilities : Lab Incharge, Computer maintenance  
Students help.

S. Kolappa  
Signature

M. Lakshmi  
Principal  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR

IQAC



Part - B

S.No		Excellent	Good	Satisfactory	Poor
	<b>Professional Competence</b>				
1	Knowledge of Rules, Regulations and Procedure			✓	
2	Ability to organize and to carry out			✓	
3	Ability to willingness to take up additional work in time of exigencies		✓		
4	Ability to learn new duties		✓		
5	Capacity to supervise			✓	
6	Response to instructions and guidance of supervisor			✓	
7	Response to feedback of supervisor		✓		
	<b>Quality of Work</b>				
8	Ability to maintain files and records		✓		
9	Accuracy and speed of work		✓		
10	Neatness and tidiness of work		✓		
11	Completion of work schedule		✓		
12	Execution of work with Team spirit				
	<b>Personal Characteristics</b>				
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students		✓		
16	Overall performance		✓		

*M. Anand*

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802


Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal: 2024-2025

Part A

1. Name : S.KUMAR.
2. Designation : Asst. Superintendent
3. Department : Self. fin. office.
4. Section/Department : office.
5. Date of Appointment : 16.04, 2003
6. Details of current responsibilities : Admission, Examinations; Salary, EPF and Supervising (Pending documents)

  
Signature

  
Principal  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

Part - B

S.No		Excellent	Good	Satisfactory	Poor
	<b>Professional Competence</b>		✓		
1	Knowledge of Rules, Regulations and Procedure		✓		
2	Ability to organize and to carry out			✓	
3	Ability to willingness to take up additional work in time of exigencies			✓	
4	Ability to learn new duties		✓		
5	Capacity to supervise		✓		
6	Response to instructions and guidance of supervisor			✓	
7	Response to feedback of supervisor			✓	
	<b>Quality of Work</b>				
8	Ability to maintain files and records			✓	
9	Accuracy and speed of work			✓	
10	Neatness and tidiness of work			✓	
11	Completion of work schedule		✓		
12	Execution of work with Team spirit		✓		
	<b>Personal Characteristics</b>				
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students		✓		
16	Overall performance		✓		

*M. Chacko*

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal:

Part A

1. Name : A. Priya
2. Designation : Typist cum Junior Asst
3. Department : Self - financing office .
4. Section/Department : office .
5. Date of Appointment : 16-06-2005
6. Details of current responsibilities : Type the Tamil and English .

Signature

*M. Anand*

Principal

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

## Part - B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence				
1	Knowledge of Rules, Regulations and Procedure			✓	
2	Ability to organize and to carry out			✓	
3	Ability to willingness to take up additional work in time of exigencies			✓	
4	Ability to learn new duties			✓	
5	Capacity to supervise			✓	
6	Response to instructions and guidance of supervisor		✓		
7	Response to feedback of supervisor		✓		
	Quality of Work				
8	Ability to maintain files and records			✓	
9	Accuracy and speed of work			✓	
10	Neatness and tidiness of work			✓	
11	Completion of work schedule			✓	
12	Execution of work with Team spirit			✓	
	Personal Characteristics				
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students		✓		
16	Overall performance		✓		

*M. Anand*  
 PRINCIPAL  
 LEKSHMIPURAM COLLEGE OF  
 ARTS & SCIENCE  
 NEYYOOR.

LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non-Teaching Staff

Year of Appraisal:

Part A

1. Name : K. Hema
2. Designation : Junior. ASST
3. Department : self-financing office
4. Section/Department : office
5. Date of Appointment : 16-05-2008
6. Details of current responsibilities : Book stall collection, cash book & Ledger posting. (Audit work).

*K. Hema*  
Signature

*M. Anandhan*

Principal  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

## Part - B

S.No		Excellent	Good	Satisfactory	Poor
	<b>Professional Competence</b>				
1	Knowledge of Rules, Regulations and Procedure		✓		
2	Ability to organize and to carry out		✓		
3	Ability to willingness to take up additional work in time of exigencies			✓	
4	Ability to learn new duties			✓	
5	Capacity to supervise			✓	
6	Response to instructions and guidance of supervisor			✓	
7	Response to feedback of supervisor		✓		
	<b>Quality of Work</b>				
8	Ability to maintain files and records		✓		
9	Accuracy and speed of work		✓		
10	Neatness and tidiness of work		✓		
11	Completion of work schedule			✓	
12	Execution of work with Team spirit		✓		
	<b>Personal Characteristics</b>				
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students		✓		
16	Overall performance		✓		

*M. Lakshmi*

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal:

Part A

1. Name : N. Anitha Bagawathi
2. Designation : Junior. Asst.
3. Department : Self-financing office
4. Section/Department : office
5. Date of Appointment : 16-05-2008
6. Details of current responsibilities : Daily fees collection, cashbook & Ledger posting. (Audit work).

  
Signature

  
Principal  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

Part – B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence		✓		
1	Knowledge of Rules, Regulations and Procedure		✓		
2	Ability to organize and to carry out			✓	
3	Ability to willingness to take up additional work in time of exigencies			✓	
4	Ability to learn new duties		✓		
5	Capacity to supervise		✓		
6	Response to instructions and guidance of supervisor		✓		
7	Response to feedback of supervisor		✓		
	Quality of Work				
8	Ability to maintain files and records		✓		
9	Accuracy and speed of work			✓	
10	Neatness and tidiness of work		✓		
11	Completion of work schedule		✓		
12	Execution of work with Team spirit		✓		
	Personal Characteristics				
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students		✓		
16	Overall performance		✓		

*M. Anand*  
 PRINCIPAL  
 LEKSHMIPURAM COLLEGE OF  
 ARTS & SCIENCE  
 NEYYOOR.

LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non-Teaching Staff

Year of Appraisal: 2023-2024

Part A

1. Name : M. Arunthathy
2. Designation : Record clerk
3. Department : Self-Financing office
4. Section/Department : office
5. Date of Appointment : 01-08-2013
6. Details of current responsibilities : staff attendance, fees collection

M. Arunthathy  
Signature



Principal

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

Part - B

S.No		Excellent	Good	Satisfactory	Poor
	<b>Professional Competence</b>				
1	Knowledge of Rules, Regulations and Procedure			✓	
2	Ability to organize and to carry out			✓	
3	Ability to willingness to take up additional work in time of exigencies			✓	
4	Ability to learn new duties			✓	
5	Capacity to supervise			✓	
6	Response to instructions and guidance of supervisor			✓	
7	Response to feedback of supervisor			✓	
	<b>Quality of Work</b>				
8	Ability to maintain files and records			✓	
9	Accuracy and speed of work			✓	
10	Neatness and tidiness of work		✓		
11	Completion of work schedule		✓		
12	Execution of work with Team spirit		✓		
	<b>Personal Characteristics</b>				
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students		✓		
16	Overall performance		✓		

*M. Lakshmi*

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal: 2023-2024

Part A

1. Name : P.K. SUDHA
2. Designation : LAB-ASSISTANT
3. Department : SELF-FINANCING OFFICE
4. Section/Department : OFFICE
5. Date of Appointment : 20-07-2005
6. Details of current responsibilities : UMIS Student detail, Nan Mutha Puthami Pen, Thavaputhalvan

P.K. Sudha  
Signature

M. Anandhan

Principal

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

## Part - B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence			✓	
1	Knowledge of Rules, Regulations and Procedure				
2	Ability to organize and to carry out		✓		
3	Ability to willingness to take up additional work in time of exigencies		✓		
4	Ability to learn new duties		✓		
5	Capacity to supervise			✓	
6	Response to instructions and guidance of supervisor			✓	
7	Response to feedback of supervisor		✓		
	Quality of Work				
8	Ability to maintain files and records			✓	
9	Accuracy and speed of work			✓	
10	Neatness and tidiness of work			✓	
11	Completion of work schedule		✓		
12	Execution of work with Team spirit		✓		
	Personal Characteristics				
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students		✓		
16	Overall performance		✓		

*M. Anand*  
 PRINCIPAL  
 LEKSHMIPURAM COLLEGE OF  
 ARTS & SCIENCE  
 NEYYOOR.

LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

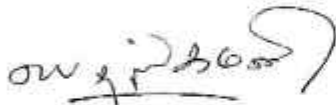
Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal: 2023-24

Part A

1. Name : P. THANGAMONY
2. Designation : SUPERINTENDENT
3. Department : OFFICE (ADMINISTRATION)
4. Section/Department : OVERALL
5. Date of Appointment : 13-07-1987
6. Details of current responsibilities : Supervising and checking all section files.

  
Signature

  
Principal  
PRINCIPAL  
LEKSHMIPURAM COLLEGE  
NEYYOOR



Part - B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence		✓		
1	Knowledge of Rules, Regulations and Procedure		✓		
2	Ability to organize and to carry out			✓	
3	Ability to willingness to take up additional work in time of exigencies			✓	
4	Ability to learn new duties			✓	
5	Capacity to supervise		✓		
6	Response to instructions and guidance of supervisor			✓	
7	Response to feedback of supervisor		✓		
	Quality of Work		✓		
8	Ability to maintain files and records			✓	
9	Accuracy and speed of work		✓		
10	Neatness and tidiness of work		✓		
11	Completion of work schedule		✓		
12	Execution of work with Team spirit		✓		
	Personal Characteristics		✓		
13	Regularity		✓		
14	Punctuality	✓			
15	Interaction with colleagues and students			✓	
16	Overall performance		✓		

*Mhandan*

*17/12/24*

PRINCIPAL

LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYCOR.





LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal: 2023-24

Part A

1. Name : S. UMA
2. Designation : Assistant
3. Department : Office
4. Section/Department : C1
5. Date of Appointment : 13.07.1987
6. Details of current responsibilities : Non Salary, General

S. Uma  
Signature

M. Lakshmi  
17/12/24  
Principal  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



Part – B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence		✓		
1	Knowledge of Rules, Regulations and Procedure		✓		
2	Ability to organize and to carry out		✓		
3	Ability to willingness to take up additional work in time of exigencies		✓		
4	Ability to learn new duties		✓		
5	Capacity to supervise		✓		
6	Response to instructions and guidance of supervisor		✓		
7	Response to feedback of supervisor				
	Quality of Work		✓		
8	Ability to maintain files and records		✓		
9	Accuracy and speed of work		✓		
10	Neatness and tidiness of work		✓		
11	Completion of work schedule		✓		
12	Execution of work with Team spirit		✓		
	Personal Characteristics				
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students		✓		
16	Overall performance		✓		

*K. Anand*  
 12/12/24  
 PRINCIPAL  
 LEKSHMIPURAM COLLEGE OF  
 ARTS & SCIENCE  
 NEYYOOR.



LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal: 2023-24

Part A

1. Name : M. Jayasree
2. Designation : Assistant
3. Department : Aided office
4. Section/Department : C2
5. Date of Appointment : 03.04.1996
6. Details of current responsibilities :
  1. UGC work
  2. Financial statement
  3. Typing work

M. Jayasree  
Signature

U. Shankar  
Principal 17/12/24

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

Part – B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence			✓	
1	Knowledge of Rules, Regulations and Procedure		✓		
2	Ability to organize and to carry out		✓		
3	Ability to willingness to take up additional work in time of exigencies			✓	
4	Ability to learn new duties			✓	
5	Capacity to supervise			✓	
6	Response to instructions and guidance of supervisor		✓		
7	Response to feedback of supervisor		✓		
	Quality of Work			✓	
8	Ability to maintain files and records		✓		
9	Accuracy and speed of work			✓	
10	Neatness and tidiness of work		✓		
11	Completion of work schedule		✓		
12	Execution of work with Team spirit		✓		
	Personal Characteristics		✓		
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students			✓	
16	Overall performance		✓		

*M. Anand*  
 PRINCIPAL  
 LEKSHMIPURAM COLLEGE OF  
 ARTS & SCIENCE  
 NEYYOOR.





LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE,

Neyyoor - 629802

Performance Appraisal Report for Non-Teaching Staff

Year of Appraisal: 2023-24

Part A

1. Name : S. Chellappan Pillai
2. Designation : Junior Asst (S.G)
3. Department : Office
4. Section/ Department : Admission
5. Date of Appointment : 08.02.1991
6. Details of current responsibilities : Admission Register,  
Conduct Certificate,  
Attendance Certificate,  
Course Certificate,  
Bonafide certificate,  
Transfer certificate,  
Meithanmai Santu,  
Tamil Vazhi Santu,  
Students 11<sup>th</sup> and 12<sup>th</sup> marks  
Sheet,  
Students related works,  
Other additional works

S. Chellappan Pillai  
Signature

M. Sankar  
15/12/24  
Principal

LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.-629802

IQAC

PART - B

S.No		Excellent	Good	Satisfactory	Poor
1.	Professional Competence		✓		
2.	Knowledge of Rules, Regulations and Procedure		✓		
3.	Ability to organize and to carry out		✓		
4.	Ability to willingness to take up additional work in time of exigencies		✓		
5.	Ability to learn new duties	✓			
6.	Capacity to supervise		✓		
7.	Response to instructions and guidance of supervisor		✓		
8.	Response to feedback of supervisor		✓		
9.	Quality of work	✓			
10.	Ability to maintain files and records		✓		
11.	Accuracy and speed of work		✓		
12.	Neatness and tidiness of work		✓		
13.	Completion of work schedule		✓		
14.	Execution of work with Team spirit		✓		
15.	Personal Characteristics		✓		
16.	Regularity		✓		
17.	Punctuality		✓		
18.	Interaction with colleagues and students		✓		
19.	Overall performace		✓		

*M. Lakshmi*  
 PRINCIPAL  
 12/12/24  
 LEKSHMIPURAM COLLEGE OF  
 ARTS & SCIENCE  
 NEYYOOR.



IQAC

LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE,

Neyyoor - 629802

Performance Appraisal Report for Non-Teaching Staff

Year of Appraisal: 2023 - 24

Part A

1. Name : VAISHNAVI N.B.
2. Designation : JUNIOR ASSISTANT
3. Department : ADMINISTRATION
4. Section/ Department : HR (Human Resource)
5. Date of Appointment : 07-08-2023.

6. Details of current responsibilities :

- 1) Pension
- 2) ACPF Loan, 75%, 90%, Closure.
- 3) EL & UEL on PA Surrenders
- 4) SPF 1984 & 2000
- 5) CPS
- 6) Increment order
- 7) Medical Leave order (ML & EL)
- 8) Refresher and Orientation Courses
- 9) Account Slip
- 10) No Dues (pension)
- 11) Appointment works
- 12) SR Book handling
- 13) Ledger, Registers, acquittance handling
- 14) Other Additional works.
- 15) Handling IFHRMS Works & Entries

N.B. Vaishnavi.

Signature

M. Sankar  
Principal  
PRINCIPAL  
LEKSHMIPURAM COLLEGE  
NEYYOOR

IQAC



PART - B

S.No		Excellent	Good	Satisfactory	Poor
1.	Professional Competence		✓		
2.	Knowledge of Rules, Regulations and Procedure		✓		
3.	Ability to organize and to carry out		✓		
4.	Ability to willingness to take up additional work in time of exigencies		✓		
5.	Ability to learn new duties	✓			
6.	Capacity to supervise		✓		
7.	Response to instructions and guidance of supervisor		✓		
8.	Response to feedback of supervisor		✓		
9.	Quality of work		✓		
10.	Ability to maintain files and records		✓		
11.	Accuracy and speed of work		✓		
12.	Neatness and tidiness of work		✓		
13.	Completion of work schedule		✓		
14.	Execution of work with Team spirit	✓			
15.	Personal Characteristics		✓		
16.	Regularity		✓		
17.	Punctuality		✓		
18.	Interaction with colleagues and students			✓	
19.	Overall performace		✓		

M. Lakshmi  
 T. Malika  
 LEKSHMIPURAM COLLEGE OF  
 ARTS & SCIENCE  
 NEYYOOR.





LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal:

Part A

- 1. Name : K. Kalaivani
- 2. Designation : Junior Assistant
- 3. Department : OFFICE
- 4. Section/Department : Salary Section
- 5. Date of Appointment : 01-03-2024
- 6. Details of current responsibilities : Salary Bill, Arrear Bill, F.A, Bonus, Income Tax, Anomaly, e.A.s, cps missing cred Grant Register, scale Register, cash Book ledges, Salary Ledger.

K. Kalaivani  
Signature 12/12/24

Principal 17/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE  
NEYYOOR



Part - B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence			✓	
1	Knowledge of Rules, Regulations and Procedure			✓	
2	Ability to organize and to carry out			✓	
3	Ability to willingness to take up additional work in time of exigencies		✓		
4	Ability to learn new duties		✓		
5	Capacity to supervise		✓		
6	Response to instructions and guidance of supervisor		✓		
7	Response to feedback of supervisor		✓		
	Quality of Work		✓		
8	Ability to maintain files and records		✓		
9	Accuracy and speed of work		✓		
10	Neatness and tidiness of work		✓		
11	Completion of work schedule				
12	Execution of work with Team spirit		✓		
	Personal Characteristics		✓		
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students		✓		
16	Overall performance		✓		

M. Lakshmi  
19/12/24

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



Performance Appraisal Report for Non-Teaching Staff

Year of Appraisal:

Part A

1. Name : ATHIRA R.S.
2. Designation : Typist
3. Department : Administration
4. Section/ Department : Special Fees, Scholarship
5. Date of Appointment : 07.08.2023
6. Details of current responsibilities :
  - i) Special Fees collection
  - ii) Fees Register maintenance (DFC, TFC)
  - iii) Managing cashbook and Ledger for Special Fees.
  - iv) Bank Remittances.
  - v) Scholarship - Post Matric - BC/MBC/SC (both online and offline form for fresh and Renewal students)
  - vi) Despatch Register maintenance.
  - vii) Secretary office file maintenance.
  - viii) JRF Scholarship
  - ix) Examination clerical works and Typing
  - x) Other Additional Works.

B.S. Athira  
Signature

M. Lakshmi  
Principal 17/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE  
NEYYOOR



PART - B

S.No		Excellent	Good	Satisfactory	Poor
1.	Professional Competence			✓	
2.	Knowledge of Rules, Regulations and Procedure		✓		
3.	Ability to organize and to carry out		✓		
4.	Ability to willingness to take up additional work in time of exigencies		✓		
5.	Ability to learn new duties			✓	
6.	Capacity to supervise			✓	
7.	Response to instructions and guidance of supervisor		✓		
8.	Response to feedback of supervisor		✓		
9.	Quality of work		✓		
10.	Ability to maintain files and records		✓		
11.	Accuracy and speed of work			✓	
12.	Neatness and tidiness of work		✓		
13.	Completion of work schedule		✓		
14.	Execution of work with Team spirit		✓		
15.	Personal Characteristics		✓		
16.	Regularity		✓		
17.	Punctuality		✓		
18.	Interaction with colleagues and students		✓		
19.	Overall performace		✓		

*M. Hanthar*  
17/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



IQAC



PART - B

S.No		Excellent	Good	Satisfactory	Poor
1.	Professional Competence			✓	
2.	Knowledge of Rules, Regulations and Procedure		✓		
3.	Ability to organize and to carry out		✓		
4.	Ability to willingness to take up additional work in time of exigencies		✓		
5.	Ability to learn new duties			✓	
6.	Capacity to supervise			✓	
7.	Response to instructions and guidance of supervisor		✓		
8.	Response to feedback of supervisor		✓		
9.	Quality of work		✓		
10.	Ability to maintain files and records		✓		
11.	Accuracy and speed of work			✓	
12.	Neatness and tidiness of work		✓		
13.	Completion of work schedule		✓		
14.	Execution of work with Team spirit		✓		
15.	Personal Characteristics		✓		
16.	Regularity		✓		
17.	Punctuality		✓		
18.	Interaction with colleagues and students		✓		
19.	Overall performace		✓		

M. Hanthar  
17/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



IQAC

LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE,

Neyyoor - 629802

Performance Appraisal Report for Non-Teaching Staff

Year of Appraisal:

Part A

1. Name : JOTHI.V
2. Designation : TYPIST
3. Department : ADMINISTRATION
4. Section/ Department : EXAMINATION/UMIS
5. Date of Appointment : 01.08.2023

6. Details of current responsibilities :

1. I will enter student related information on University website.
2. Optional Paper Allocation (Allied, Elective)
3. Handling students Certificates.
  - i) Mark statement
  - ii) Provisional Certificate
  - iii) Degree Certificate
4. Conducting Annual Graduation Day.
  - i) Intimation letters to students
  - ii) Collecting Money from students.
5. Managing all the Model examination of University Semester examinations.
6. Account settlements
7. students Grievances
8. UMIS Data Entry
9. Typing & other works.

Jothi.V  
Signature

M. Anandhan  
17/12/24

Principal  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

PART – B

S.No		Excellent	Good	Satisfactory	Poor
1.	Professional Competence		✓		
2.	Knowledge of Rules, Regulations and Procedure		✓		
3.	Ability to organize and to carry out		✓		
4.	Ability to willingness to take up additional work in time of exigencies		✓		
5.	Ability to learn new duties		✓		
6.	Capacity to supervise				
7.	Response to instructions and guidance of supervisor			✓	
8.	Response to feedback of supervisor		✓		
9.	Quality of work		✓		
10.	Ability to maintain files and records		✓		
11.	Accuracy and speed of work		✓		
12.	Neatness and tidiness of work		✓		
13.	Completion of work schedule		✓		
14.	Execution of work with Team spirit			✓	
15.	Personal Characteristics		✓		
16.	Regularity		✓		
17.	Punctuality		✓		
18.	Interaction with colleagues and students		✓		
19.	Overall performance		✓		

M. Lakshmi  
17/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.





LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal:

Part A

- 1. Name : A. Sudhakani
- 2. Designation : Lab. Assistant
- 3. Department : Chemistry
- 4. Section/Department ✓ : Chemistry
- 5. Date of Appointment : 07.08.23
- 6. Details of current responsibilities : To maintains The all Equipment with Correct manner.

Signature A. Sudhal.

M. Lakshmi  
Principal 17/12/24

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.





Part - B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence			✓	
1	Knowledge of Rules, Regulations and Procedure			✓	
2	Ability to organize and to carry out			✓	
3	Ability to willingness to take up additional work in time of exigencies			✓	
4	Ability to learn new duties			✓	
5	Capacity to supervise			✓	
6	Response to instructions and guidance of supervisor			✓	
7	Response to feedback of supervisor			✓	
	Quality of Work			✓	
8	Ability to maintain files and records			✓	
9	Accuracy and speed of work			✓	
10	Neatness and tidiness of work			✓	
11	Completion of work schedule			✓	
12	Execution of work with Team spirit			✓	
	Personal Characteristics			✓	
13	Regularity			✓	
14	Punctuality			✓	
15	Interaction with colleagues and students			✓	
16	Overall performance			✓	

*K. Anand*  
17/12/24

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non-Teaching Staff

Year of Appraisal:

Part A

- 1. Name : S. Pradeesh
- 2. Designation : Lab Assistant
- 3. Department : Department of physics
- 4. Section/Department :
- 5. Date of Appointment : 07/08/2023
- 6. Details of current responsibilities : To maintain all Lab Apparatus with proper and correct manner.

Signature

PSM

*M. Hanumanth*  
Principal 17/12/2023

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

Part - B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence		✓		
1	Knowledge of Rules, Regulations and Procedure			✓	
2	Ability to organize and to carry out		✓		
3	Ability to willingness to take up additional work in time of exigencies			✓	
4	Ability to learn new duties			✓	
5	Capacity to supervise			✓	
6	Response to instructions and guidance of supervisor			✓	
7	Response to feedback of supervisor		✓		
	Quality of Work		✓		
8	Ability to maintain files and records		✓		
9	Accuracy and speed of work		✓		
10	Neatness and tidiness of work		✓		
11	Completion of work schedule		✓		
12	Execution of work with Team spirit		✓		
	Personal Characteristics		✓		
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students		✓		
16	Overall performance		✓		

M. Hanuman  
17/12/24

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.





LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE,

Neyyoor - 629802

Performance Appraisal Report for Non-Teaching Staff

Year of Appraisal:

Part A

1. Name : SUBHANYA R.J.
2. Designation : LABORATORY ASSISTANT
3. Department : ZOOLOGY
4. Section/ Department : Lab / Zoology
5. Date of Appointment : 07-08-2023
6. Details of current responsibilities :
  - (i) Maintaining Laboratory equipments
  - (ii) check, sort and distributing samples for testing.
  - (iii) Maintaining Records like (a) Library (Zoology Dept)  
(b) NAAC related files (14 files) like Result analysis  
(c) Specimen Record  
(d) Stock and Contingency book.
  - (iv) In addition to Lab work I work on Administrative work like (a) Admission, (b) VMIS Creation etc...
  - (v) Zoology, Botany Department garden Maintenance, ornamental fish <sup>maintenance</sup> and practical work preparation (Preparing samples).
  - (vi) In addition to that, I do type all the works related NAAC work and Zoology Dept related work.
  - (vii) Occasionally other lab works I perform... (Botany & physics)
  - (viii) helping students on learning (Biostatistics practical & NM project)
  - (ix) I will do all the works, which my HOD assigns. Completion

Subhanya R.J.  
Signature

M. Lakshmi  
11/12/24  
Principal  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



## PART - B

S.No		Excellent	Good	Satisfactory	Poor
1.	Professional Competence		✓		
2.	Knowledge of Rules, Regulations and Procedure		✓		
3.	Ability to organize and to carry out		✓		
4.	Ability to willingness to take up additional work in time of exigencies		✓		
5.	Ability to learn new duties			✓	
6.	Capacity to supervise			✓	
7.	Response to instructions and guidance of supervisor		✓		
8.	Response to feedback of supervisor		✓		
9.	Quality of work			✓	
10.	Ability to maintain files and records			✓	
11.	Accuracy and speed of work			✓	
12.	Neatness and tidiness of work		✓		
13.	Completion of work schedule		✓		
14.	Execution of work with Team spirit		✓		
15.	Personal Characteristics		✓		
16.	Regularity		✓		
17.	Punctuality		✓		
18.	Interaction with colleagues and students		✓		
19.	Overall performance		✓		



M. G. Lakshmi  
15/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

IQAC

LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE,

Neyyoor - 629802

Performance Appraisal Report for Non-Teaching Staff

Year of Appraisal:

Part A

1. Name : INDUJA.S.R
2. Designation : RECORD CLERK
3. Department : OFFICE
4. Section/ Department : Attendance/ Mail
5. Date of Appointment : 07.08.2023
6. Details of current responsibilities :

- \* Attendance Register and Register Maintenance for CL, RTI, OD and compensatory Leave
- \* Total College mail downloaded and uploaded to the all related office
- \* Mail related to Forward and Outward Registered maintaining
- \* Nann Mudhulavan
- \* Scheme for Tamil Puthalvan and Puthumai Penn
- \* UMIS
- \* Monthly Report for Antidrug and Ice
- \* Bus Pass related to circular
- \* Other related works

Signature

M. Hanumanth  
17/12/24  
Principal

PRINCIPAL  
LEKSHMIPURAM COLLEGE  
NEYYOOR

IQAC

PART - B

S.No		Excellent	Good	Satisfactory	Poor
1.	Professional Competence		✓		
2.	Knowledge of Rules, Regulations and Procedure		✓		
3.	Ability to organize and to carry out			✓	
4.	Ability to willingness to take up additional work in time of exigencies		✓		
5.	Ability to learn new duties			✓	
6.	Capacity to supervise			✓	
7.	Response to instructions and guidance of supervisor		✓		
8.	Response to feedback of supervisor		✓		
9.	Quality of work			✓	
10.	Ability to maintain files and records		✓		
11.	Accuracy and speed of work		✓		
12.	Neatness and tidiness of work		✓		
13.	Completion of work schedule		✓		
14.	Execution of work with Team spirit		✓		
15.	Personal Characteristics		✓		
16.	Regularity		✓		
17.	Punctuality		✓		
18.	Interaction with colleagues and students		✓		
19.	Overall performace		✓		

M. Lanka  
12/12/24

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



IQAC



LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal:

Part A

- 1. Name : M.S. Chinju
- 2. Designation : Library Assistant
- 3. Department : Library
- 4. Section/Department : Library
- 5. Date of Appointment : 07-08-2023
- 6. Details of current responsibilities : Assisting Customers with finding books. Maintaining records of Materials. Handling fines and registration. to updating existing registration.

Signature

*[Handwritten Signature]*

M. Sankar  
17/12/24

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.





Part – B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence			✓	
1	Knowledge of Rules, Regulations and Procedure		✓		
2	Ability to organize and to carry out		✓		
3	Ability to willingness to take up additional work in time of exigencies		✓		
4	Ability to learn new duties			✓	
5	Capacity to supervise			✓	
6	Response to instructions and guidance of supervisor		✓		
7	Response to feedback of supervisor		✓		
	Quality of Work			✓	
8	Ability to maintain files and records			✓	
9	Accuracy and speed of work			✓	
10	Neatness and tidiness of work		✓		
11	Completion of work schedule			✓	
12	Execution of work with Team spirit			✓	
	Personal Characteristics		✓		
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students		✓		
16	Overall performance		✓		

Mhanku  
17/12/24

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.



LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal:

Part A

1. Name : B. Monikandan
2. Designation : Lab Asst
3. Department : Commerce
4. Section/Department : Dept of Commerce
5. Date of Appointment : 14/05/2008
6. Details of current responsibilities : Computer monitoring  
Lab Monitoring

B. Monikandan  
Signature

M. Anand  
Principal  
17/12/23

Part - B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence				✓
1	Knowledge of Rules, Regulations and Procedure			✓	
2	Ability to organize and to carry out			✓	
3	Ability to willingness to take up additional work in time of exigencies			✓	
4	Ability to learn new duties			✓	
5	Capacity to supervise		✓		
6	Response to instructions and guidance of supervisor			✓	
7	Response to feedback of supervisor			✓	
	Quality of Work			✓	
8	Ability to maintain files and records		✓		
9	Accuracy and speed of work			✓	
10	Neatness and tidiness of work			✓	
11	Completion of work schedule			✓	
12	Execution of work with Team spirit		✓		
	Personal Characteristics		✓		
13	Regularity		✓		
14	Punctuality		✓		
15	Interaction with colleagues and students			✓	
16	Overall performance		✓		



*M. Hanuman*  
17/12/2021

PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal:

Part A

1. Name : K. UMA
2. Designation : Lab Assistant
3. Department : Biochemistry
4. Section/Department : Laboratory
5. Date of Appointment :
6. Details of current responsibilities : Assisting in Practicals, Lab cleaning and maintenance, Reagent preparation, Stock and classwares maintenance

Signature

K. Uma

Principal  
M. Lakshmi  
17/12/24



Part - B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence		✓		
1	Knowledge of Rules, Regulations and Procedure	✓			
2	Ability to organize and to carry out				
3	Ability to willingness to take up additional work in time of exigencies	✓			
4	Ability to learn new duties		✓		
5	Capacity to supervise		✓		
6	Response to instructions and guidance of supervisor		✓		
7	Response to feedback of supervisor		✓		
	Quality of Work				
8	Ability to maintain files and records	✓			
9	Accuracy and speed of work		✓		
10	Neatness and tidiness of work		✓		
11	Completion of work schedule		✓		
12	Execution of work with Team spirit	✓			
	Personal Characteristics				
13	Regularity	✓			
14	Punctuality	✓			
15	Interaction with colleagues and students	✓			
16	Overall performance		✓		



M. Lakshmi  
17/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.

LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non -Teaching Staff

Year of Appraisal:

Part A

1. Name : T. PADMINI
2. Designation : Lab. Assistant
3. Department : Biochemistry
4. Section/Department : Laboratory
5. Date of Appointment : 15:6:2005
6. Details of current responsibilities : Assisting in Practicals. Lab  
cleaning and maintenance. Reagent  
Preparation Stock and book maintenance

Signature

Principal

M. Anand  
17/12/24

Part - B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence				
1	Knowledge of Rules, Regulations and Procedure	✓	✓		
2	Ability to organize and to carry out				
3	Ability to willingness to take up additional work in time of exigencies				
4	Ability to learn new duties				
5	Capacity to supervise		✓		
6	Response to instructions and guidance of supervisor		✓		
7	Response to feedback of supervisor		✓		
	Quality of Work				
8	Ability to maintain files and records	✓			
9	Accuracy and speed of work		✓		
10	Neatness and tidiness of work		✓		
11	Completion of work schedule		✓		
12	Execution of work with Team spirit	✓			
	Personal Characteristics				
13	Regularity	✓			
14	Punctuality	✓			
15	Interaction with colleagues and students	✓			
16	Overall performance		✓		



M. Hanoka  
17/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOR.

LEKSHMIPURAM COLLEGE OF ARTS AND SCIENCE

Neyyoor-629802

Performance Appraisal Report for Non-Teaching Staff

Year of Appraisal: 2023 - 2024

Part A

1. Name : T. Kala
2. Designation : Lab Assistant
3. Department : Costume Design & Fashion.
4. Section/Department : Costume Design & Fashion.
5. Date of Appointment : 25/08/2014
6. Details of current responsibilities : Maintains by machines and Library books.

T. Kala  
Signature

Principal  
M. Anuska



Part - B

S.No		Excellent	Good	Satisfactory	Poor
	Professional Competence				✓
1	Knowledge of Rules, Regulations and Procedure			✓	
2	Ability to organize and to carry out			✓	
3	Ability to willingness to take up additional work in time of exigencies			✓	
4	Ability to learn new duties			✓	✓
5	Capacity to supervise			✓	
6	Response to instructions and guidance of supervisor				✓
7	Response to feedback of supervisor			✓	
	Quality of Work			✓	
8	Ability to maintain files and records			✓	
9	Accuracy and speed of work			✓	
10	Neatness and tidiness of work			✓	
11	Completion of work schedule			✓	
12	Execution of work with Team spirit			✓	
	Personal Characteristics			✓	
13	Regularity			✓	
14	Punctuality			✓	
15	Interaction with colleagues and students			✓	
16	Overall performance			✓	



*M. Chandan*  
17/12/24  
PRINCIPAL  
LEKSHMIPURAM COLLEGE OF  
ARTS & SCIENCE  
NEYYOOR.