



## St. JOHN'S COLLEGE OF ARTS & SCIENCE

(An ISO 9001 : 2008 Certified Institution)  
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)  
(A Christian Minority Institution)

John's College Road, Ammandivilai, Kanyakumari District - 629 204,  
Tamil Nadu. Visit us at : [www.stjohnskk.ac.in](http://www.stjohnskk.ac.in)



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### Staff Welfare Measures and Staff Performance Appraisal System

## Staff Tour



## Christmas Day Celebration Lunch hosted by the Management





# St. John's College of Arts and Science

Ammandivilai – 629 204, Kanyakumari District

## Teaching Staff Self Evaluation

### I. GENERAL INFORMATION

- |                       |                        |
|-----------------------|------------------------|
| 1. Academic year:     | 2. Department:         |
| 3. Name of the Staff: | 4. Designation:        |
| 5. DOJ:               | 6. Address & Phone No. |

II. TEACHING LEARNING RELATED ACTIVITIES		Max. 20 Points
<i>2 points for each subject (Max. 15 Points)</i>		
1. Total No, of Subjects Taught (Odd Sem.):	2. Total No, of Subjects Taught (Even Sem.):	
3. Students Feedback Points (out of 5) (5 points):	<b>Total Points Scored:</b>	

III. RESEARCH ACTIVITIES		Max. 10 Points
1. Total No, of Research Article Published in UGC Care Listed Journal Group I:	<i>2 points for each publication</i>	
2. Total No, of Research Article Published in UGC Care Listed Journal Group II:	<i>4 points for each publication</i>	
3. Total No. of Research Papers Presented in Conferences approved by IQAC committee:	<i>2 points for each presented paper</i>	
<b>Total Points Scored:</b>		

IV. PROFESSIONAL & SELF DEVELOPMENT ACTIVITIES		Max. 10 Points
1. Resource Person/Speaker of any event outside college (list the events and role):	<i>4 points for each event</i>	
2. Membership in Professional Bodies:	<i>2 points for each</i>	
3. FDP/Short Training Courses Attended:	<i>2 points for each</i>	
4. Others (Subject to approval of IQAC):	<i>2 points for each</i>	
<b>Total Points Scored:</b>		

V. GENERAL ACTIVITIES AT COLLEGE		Max. 20 Points
1. Committee Member (Mention the Name of the Committee):	<i>2 points for each</i>	

2. Committee Convener (Mention the Name of the Committee):	<i>4 points for each</i>
3. Coordinator/In charge for a cell/club etc.	<i>4 points for each</i>
4. Other Administrative Work (Mention it):	<i>4 points for each</i>
<b>Total Points Scored:</b>	

VI. COMMUNITY & INDUSTRY ENGAGEMENT		Max. 10 Points
<i>List the activities (each carries 3 points)</i>		
<b>Total Points Scored:</b>		

VII. UNIVERSITY EXAMINATIONS RESULTS		Max. 10 Points
Even Semester of Previous Academic Year	a. No. of Students Appeared: b. No. of Students Passed:	
Odd Semester of Present Academic Year	c. No. of Students Appeared: d. No. of Students Passed:	
	e. Overall Result Percentage $\frac{b+d}{a+c} \times 100 =$	
<b>Total Points Scored:</b>	$\frac{e}{10} =$	

**Prepared by:**

**(Name & Signature of the Staff Member)**

Sl. No.	Self-Assessment Criteria	Max. Point Allotted	Scored Point	Remarks
1	Teaching Learning Related Activities	20		Taken from staff self-evaluation II to VII
2	Research Activities	10		
3	Professional & Self Development Activities	10		
4	General Activities at College	20		
5	Community & Industry Engagement	10		
6	University Examinations Results	10		
7	Evaluation of HOD (for HODs by Principal)	10		Based on: <ul style="list-style-type: none"> <li>• Mentoring and follow ups.</li> <li>• Time to time updates of files.</li> <li>• Participating in department activities and meetings.</li> <li>• Cooperating with colleagues.</li> <li>• Timing maintenance.</li> </ul>
8	IQAC Involvement	10		Estimated by IQAC.
Total		100		

**Verified by Head of the Department:**

**(Name & Signature)**

**& IQAC**

**Total Score:**

**Signatures of**

**Staff:**

**HOD**

**Principal**

**Secretary**



# St. John's College of Arts and Science

Ammandivilai – 629 204, Kanyakumari District

## Non-Teaching Staff Self Evaluation

### I. GENERAL INFORMATION

1. Academic year:
2. Department:
3. Name of the Staff:
4. Designation:
5. DOJ:
6. Address & Phone No.

### II. ACADEMIC SUPPORT ACTIVITIES

Max. 20 Points

	<i>4 points for each</i>
1	
2	
3	
4	
5	
6	
	<i>Total Points Scored:</i>

### III. PROFESSIONAL & SELF DEVELOPMENT ACTIVITIES

Max. 10 Points

	<i>2 points for each (Attending Staff Development Programme, Training, etc.)</i>
1	
2	
3	
4	
5	
6	
	<i>Total Points Scored:</i>

### IV. GENERAL ACTIVITIES AT COLLEGE

Max. 10 Points

	<i>2 points for each (Committee Activities, involvement in Programmes etc.)</i>
1	

2	
3	
4	
5	
	<b><i>Total Points Scored:</i></b>

**Prepared by:**

**(Name & Signature of the Staff Member)**

**Total Score:**

**Signatures of**

**Staff:**

**Vice Principal**

**Principal**

**Secretary**





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**Dr. M. EDWIN GNANADHAS, Ph.D**  
Principal

## DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge and belief.

Principal  
**Dr. M. EDWIN GNANADHAS**  
**PRINCIPAL**  
St. John's College of Arts and Science  
Ammandivilai- 629 204

### **Mission**

To provide accessible, affordable and personalized educational opportunities and character building founded on the Christian values of Faith, Hope and Love

### **Vision**

To create an environment in which our students can fulfill their potential, pursue excellence, overcome the challenges and be the global leaders of the future