NIRMALA COLLEGE
MUVATTUPUZHA

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FOURTH CYCLE NAAC ACCREDITATION 2019

CRITERION 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3.5 Institution has Performance Appraisal System for teaching and non–teaching staff
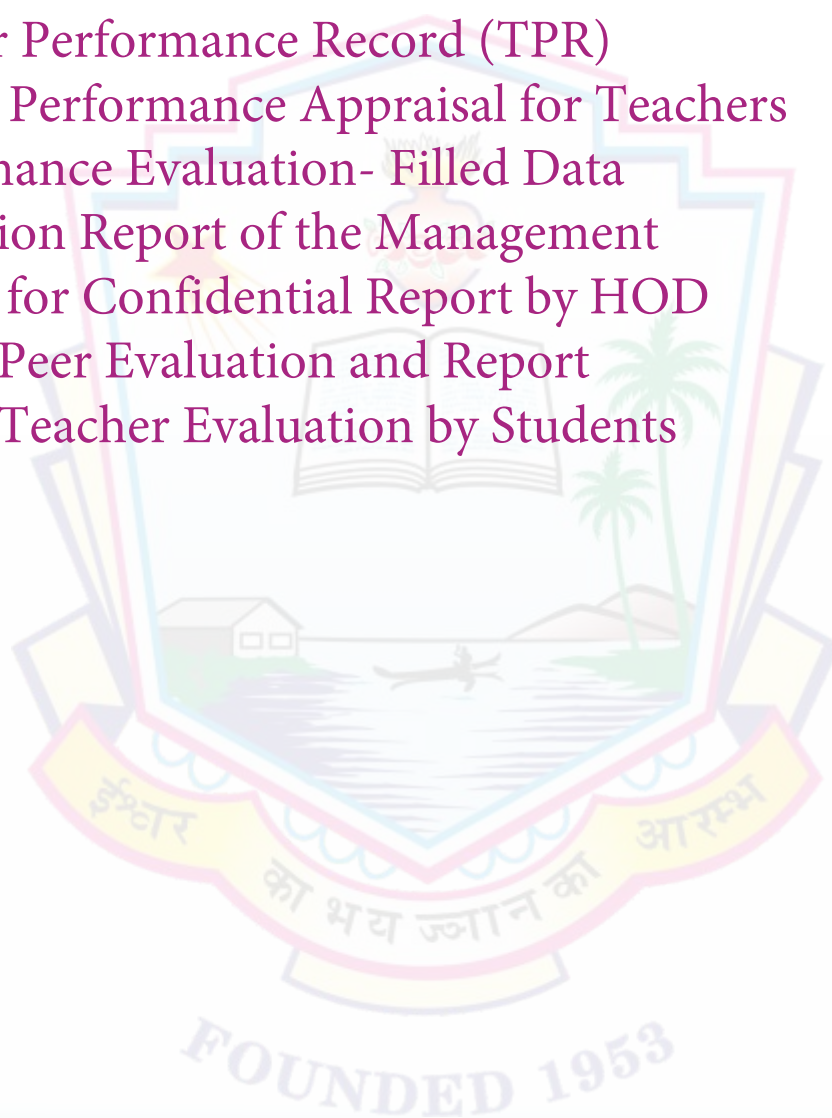
Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

CRITERION 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

NIRMALA COLLEGE, MUVATTUPUZHA
TEACHER PERFORMANCE RECORD
2017 - 2018

Name: ————————————————————————

Department: ————————————————————————

Address: ————————————————————————

PIN: ————————————————————————

Tel: Mob: ————————————————————————

E-mail: ————————————————————————

TEACHER'S PRAYER

Help me to remember that I am shaping
The lives of tomorrow's generation.
Please give me strength to be the best model.
And the best example that I can possibly be.
Give me love to overcome adversity
And patience to overcome trials.
Give me wisdom to overcome my shortcomings
And faith to overcome dark hours
And, as I find my rest tonight, help me to love my students
And to remember them in my prayers
Give me strength to be equal to tomorrow's task
For I depend on your strength
Just as my students depend on me.

TEACHER'S CREED

I believe that my students shall pass through

my classes but once. If there is anything, therefore,

that I can do to help them live useful lives,

let me not delay it nor neglect it....

for they shall not pass my way again.

OBJECTIVES OF THE TEACHER'S PERFORMANCE RECORD

1. To record honestly every curricular / co-curricular activity of a teacher

2. To record details of students under tutorial system.

3. To record the teaching plan of the teacher

4. To subject the teacher for the performance based appraisal

WORK LOAD OF A TEACHER AS PER UGC GUIDELINES

No.	Activity	NON-LABORATORY SUBJECTS Average number of Hours per week	LABORATORYSUBJECTS Average number of Hours per week
1	Teaching	16	16
2	Test Papers	2	2
3	Tutorials	4	4
4	Preparation of Teaching	10	10
5	Supervision of Academic Work	4	4
6	Administration	4	2
7	Laboratory and Preparation		2
	Total	40 Hours	40 Hours

TIME TABLE - ODD SEMESTER

Day	Tutorial	1	2	3	Tutorial	4	5	Tutorial
I								
II								
III								
IV								
V								

TIME TABLE - EVEN SEMESTER

Day	Tutorial	1	2	3	Tutorial	4	5	Tutorial
I								
II								
III								
IV								
V								

PERSONAL DATA 2017-18

1	Name			
2	Designation			
3	Residential Address			
4	Date of Birth			
5	Date of Joining			
6	Date of Promotion to the present post			
7	Academic Qualifications			
8	Research: (a)Title of the Thesis, (b)University No. and date of the Uty. Order	M.Phil		PhD	
	(d) Research Guidance.	No. of Ph.Ds produced.		Ongoing	
9	Research Projects: (a) Title of the Major / Minor Project	Period of the project	Approved amount	Funding agency	
10	Publications	No. of books	No. of Research Publications		
11	Workshops or Seminars (National or International) (a) No. of Seminars or workshops	Attended	Papers presented	Organized	
12	No. of Orientation / Refresher Courses attended			

THE TEACHER PERFORMANCE RECORD (TPR)

Item	Activity	Nature of work
Unit I: Lecture/ Practical (L/P)	Classroom teaching, practical, extension work if it is an integral part of the course	L/P may be entered in short form, eg: code - class - hours = L - C1 - 2
Unit II : Tutorial (TU):	Supervision of students, field work and guidance of students project work, assignment, internal examination	Assignments Guiding students in project work
Unit III : Extension (ET):	Administration, participation in extra-curricular and institutional supporting activities, monitoring learner progression, monitoring other learning processes, Board of Studies	Contribution to the students for academic / cultural / social activities Conducting extra classes Organizing seminar / conference / workshops Attending workshop related to curriculum design Conducting discussions / debates Career oriented coaching Contribution in curriculum design Contribution in administrative activities Conducting /Visit various camps Motivating students for higher courses/ competitive exams /jobs Visit Research dept./industries Conducting mock viva / interview Conducting programs (academic / cultural / social activities) Remedial Coaching Setting up new syllabus for advanced topics
Unit IV: Examination (Ex.):	Setting Question papers, attending Board of Exams, Evaluation and invigilation works of university Examinations.	Conducting Quiz Evaluating university exam / practical / theory / viva Evaluation papers / Setting Question Papers Conducting seminar in class Evaluating Seminars
Unit V : Research (RE):	Own research work, sanctioned project work, extension Activity, Consultancy, guidance to research Scholars	Participation seminar/ conference / workshop Presentation papers in seminar/ conference/ workshop Publishing papers / conference/journals Preparation of publication work Guiding research work Own Research work
Unit VI: Preparation (PR):	Lesson planning, Library reference, laboratory Work Preparation of study materials, Designing Audio-Video teaching aids, consultation with other Scholars	Preparation for informative method PowerPoint presentation Preparation for Quiz- Questions

1)Please enter No. of Hours for Units II to VI.
2) Please make regular entries in your work record for better convenience and greater accuracy.
3) Please mention the working day (W) / Holiday (H)/nature of Leave (L) in the remarks column. 4) Please ensure that all entries are supported by necessary document.

PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY/ COLLEGE TEACHERS

0.0.1 CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

S.L No.	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated*	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge/ instruction as per curriculum; syllabus enrichment by providing additional resources to students20	20
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment	25
	Total Score	125
	Minimum API Score Required	75

Note:*: Lecture and tutorials allocation add up to the UGC norm for particular category of teacher. University may prescribe minimum cut-off (net due leaves), say 80 percent for 1 and 5 above, below which no scores may be assigned in these sub-categories.

0.0.2 CATEGORY lI: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

S.L No.	Nature of Activity	Maximum Score
1	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advices and counselling)	20
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of association, dissemination and general articles, not covered in Category lll below)	15
	Minimum API Score Required	15

0.0.3 CATEGORY lll: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sl No	APIs	Faculties of Languages Arts/Humanities/ Social Sciences/ Library/ Physical Education /Management	Max.points for University and college teacher position
lll(A)	Research Papers publish in:	Refereed Journals*	15/publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication
lll(B)		Research Publications (books, chapters in books other than refereed journal articles) Text or Reference Books Published by International Publishers with an established peer review system	50/sole author; 10/chapter in an edited book
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers	25/sole author, and 5/chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers	15/sole author, and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10/Chapter
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5/Chapter
lll(C)	RESEARCH PROJECTS		
lll(C)i	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above 5.0 lakhs	20/each Project
		Major Projects amount mobilized with minimum of Rs.3.00 lakhs up to Rs. 5.00 lakhs	15/each Project
		Minor Projects (Amount mobilized with grants above Rs.25, 000 up to Rs. 3 lakhs)	10/each Project
II(C)(ii)	Consultancy projects carried out/ongoing	Amount mobilized with minimum of Rs.2.0 lakhs	10 per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively
III(C)(iii)	Completed projects Quality Evaluation	Completed project report (Accepted by funding agency)	20/each major project and 10/each minor project
III(C)(iv)	Projects Outcome/ Outputs	Major Policy document of Govt. Bodies at Central and State level	30/each national level output or patent and 50/each for International level

III (D)	RESEARCH GUIDANCE		
III (D)(i)	M.Phil.	Degree awarded only	3/each candidate
III (D)(ii)	Ph.D	Degree awarded	10/each candidate
		Thesis submitted	7/each candidate
III (E)	TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS		
III(E) (i)	Refresher courses, Methodology	(a) Not less than two weeks duration	20/each
III(E) (ii)	Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes (Max: 30 points)	(b) One week duration	10/each
III (E) (iii)	Papers in Confer-ences/ Seminars/ workshops etc.**	Participation and Presentation of research papers (oral/poster) in Participation and Presentation of research papers (oral/poster) in	
		a) International conference	10 each
		b) National	7.5/each
		c) Regional/State level	5 /each
		d) Local-University/College leve	3/each
III (E) (iv)	Invited lectures or presentations for con- ferences/ symposia	(a) International	10/each
		(b) National level	5

*Wherever relevant to any specific discipline, the API score for paper in referred journal would be augmented as follows: (i) indexed journals- by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points. **If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue-for the publication (III) (a)) and not under presentation (III) (e)(ii)).

1-15 JUNE 2017

Date & Day	8.45 - 9.45 AM	9.45 - 10.45 AM	10.45 - 11.45 AM	11.45 - 12.45 AM
WORKING HOURS				
1 THU				
2 FRI				
3 SAT				
4 SUN				
5 MON				
6 TUE				
7 WED				
8 THU				
9 FRI				
10 SAT				
11 SUN				
12 MON				
13 TUE				
14 WED				
15 THU				

Total No. of hours spent for: Lecture ☐   Practical ☐   Tutorial ☐   Extension ☐

Signature of the Teacher

Signature of the HOD

WORKING HOURS				Remarks
12.45 - 1.45 PM	**1.45 - 2.45 PM**	**2.45 - 3.45 PM**	**3.45 - 4.45 PM**	**W/H/L**

Examination [ ]   Research [ ]   Preparation [ ]   Any other [ ]

Signature of the Principal

TEACHING PLAN

Module	Topic	Anticipated date of completion	Actual date of completion

STUDENTS UNDER TUTORIAL / MENTORING SYSTEM

Sl No.	Class	Class No.	Name	Date	Time	Problem Discussed	Remarks

SELF APPRAISAL REPORT

INTERNAL QUALITY ASSURANCE CELL
NIRMALA COLLEGE, MUVATTUPUZHA
PROFORMA FOR THE ANNUAL SELF-ASSESSMENT FOR PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)
(To be completed and submitted at the end of each academic year)

Session / Year: 2017-18

Part A: GENERAL INFORMATION and ACADEMIC BACKGROUND

1 Name (in Block Letters):

2 Father's/Mother's Name:

3 Department:

4 Current Designation & Grade Pay:

5 Date of Last Promotion

6 Which position and Grade pay are you an applicant under CAS?

7 Date of Eligibility for Promotion:

8 Date and Place of Birth:

9 Sex:

10 Marital Status:

11 Nationality:

12 Indicate whether belongs to SC/ST/OBC category:

13 Address for correspondence (with Pin code)

14 Permanent Address (with pin code)

Telephone Number: e-mail:

15. Academic Qualifications (Matric till post-graduation):

Examinations	Name of the Board/University	Year of Passing	Percentage of marks obtained	Division/Class/Grade	Subject
High School/ Matric					
Intermediate					
B.A./B. Sc/ B.Com/ B. Mus					
M.A./M. Sc/ M.Com/ M. Mus					
Other examination, if any					

16. Research Degree

Degrees	Title	Date of award	University
M. Phil			
Ph. D/ D. Phil			
D. Sc/ D. lit			

17. Appointments held prior to joining this institution

Designation	Name of the Employer	Date of		Salary with grade	Reason of Leaving
		Joining	Leaving		

18. Posts held after appointment at this institution:

		Date of Actual Joining		
Designation	Department	From	To	Grade / Salary

19. Period of teaching experience at PG level (in years) ☐ UG level (in years) ☐

20. Research experience excluding years spent for M. Phil/ Ph. D (in years) ☐

21. Fields of Specialization under the subject/ Discipline

a)

b)

22. Academic Staff College Orientation/ Refresher Course attended

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

GUIDELINES FOR FILLING UP PART B

Part B of the Application Form is based on Appendix-III, Table 1 of the UGC Regulations - 2010, 2013.

For each category, even though several avenues of activities and their API scores are given to provide choice/opportunity to the teacher, the maximum limit of scores that can be given or carried forward under the respective category is indicated at the respective place.

The self-assessment scores are subject to verification by the Screening/Verification Committee or Selection Committee of the University.

CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I.1   Lecture/Seminars/Practicals/Tutorials/Contact classes taken should be based on verifiable records. No score should be assigned if a teacher has taken less than 80% of the assigned classes. Universities may give allowance for periods of leave where alternative teaching arrangements have been made.
`   **Maximum score of 50 if there is 100% performance.**

I.2   If a teacher has taken classes exceeding UGC norm, two points to be assigned for each extra hour of classes/credit
        Maximum score of 10 if there is 100% performance.

I.3   Imparting of knowledge/instruction as per curriculum with the prescribed material (Text book/Manual etc)Max Score: 10Syllabus enrichment by providing additional resources to students
        (100% compliance = Max Score : 20

Indicators/Activities	Maximum Score
Updating of courses, design of curriculum,	10
Participatory and innovative teaching-learning process with materials for problem based learning, case studies, group discussions etc.	10
Use of ICT in Teaching-Learning process with computer aided methods like PowerPoint / Multimedia/Simulation/Software etc., (Use of any one of these in addition to Chalk and Board: 5 points)	10
Developing and imparting Remedial/Bridge Courses (Each activity: 5 points)	10
Developing and imparting soft skills/communication skills/personality development courses/modules (Each activity : 5points)	10
Developing and imparting specialized teaching-learning programmes in physical education, library; innovative compositions and creations in music, performing and visual arts and other traditional areas (Each activity : 5points)	10
Organising and conducting of popularization programmes/training courses in computer assisted teaching/web-based learning and e-library skills to students (a) Workshop /Training course : 10 points each (b) Popularization program : 5 points each	10
Maximum Aggregate Limit	**20**

I.5 Examination Related Work

Indicators	Max. score
College/University end semester/Annual Examination work as per duties allotted. (Invigilation – 10 points; Evaluation of answer scripts – 5 points; Question paper setting – 5 points). (100% compliance = 20)	20
College/University examination/Evaluation responsibilities for internal/continuous assessment work as allotted (100% compliance = 10 points)	10
Examination work such as coordination, or flying squad duties etc. (maximum of 5 or 10 depending upon intensity of duty) (100% compliance = 10 points	10
Maximum Aggregate Limit	**25**

CATEGORY II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES
II.1 Co-curricular, extension and field based activities Indicators

Indicators	Max. score
a. Institutional Co-curricular activities for students such as field studies/educational tours, industry – implant training and placement activity (5 points each)	10
b. Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity (Each activity 10 points)	10
c. Students and Staff Related Socio-cultural and Sports Programmes, Campus Publications (Departmental level 2 points each, University/College level 5 points each)	10
d. Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points each)	10
Maximum Aggregate Limit	**20**

II.2 Contribution to Corporate Life and Management of the Institution

Indicators	Max. score
a. Contribution to Corporate life in University/ College through meetings, popular lectures, subject related events, articles in college magazine and University volumes (2 points each)	10
b. Institutional Governance responsibilities like, Dean, Director, HOD, Warden, IQAC Director/Co-coordinator, Promotor, Coordinator SSA or any other additional responsibility etc(10 points each)	10
c. Participation in committees concerned with any aspect of departmental or institutional management such as admission committee, campus development, library committee etc(5 points each)	10
d. Responsibility for, or participation in committees for Students Welfare, Counselling and Discipline (5 points each)	10
Maximum Aggregate Limit	**15**

II. 3 Professional Development Related Activities

Indicators/ Activities	Max. score
a. Membership in profession related committees at state and national level i) At national level : 3 points each ii) At state level : 2 points each	10
b. Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 points)	10
c. Participation in short term training courses of less than one week duration in educational technology, curriculum development, professional development, examination reforms, institutional governance (Each activity : 5 points)	10
d. Membership / participation in State / Central Bodies / Committees on Education, Research and National Development (Each activity: 5 points)	10
e. Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; television programmes etc.(Each activity: 1 point)	10
Maximum Aggregate Limit	**15**

CATEGORY-III:
RESEARCH AND ACADEMIC CONTRIBUTIONS

This is to be rolled as per Appendix III Table-I, Category III of the UGC Regulations 2010. The API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication III (a) and not under presentation III (f)(ii)).

The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

PART B : API SCORE INDICATORS/SELF-ASSESSMENTS FOR CATEGORIES I, II AND III

APPLICABLE FOR ASSOCIATE PROFESSOR AND ASSISTANT PROFESSOR ONLY

API SELF-ASSESSMENT PROFORMA ON PERFORMANCE-BASED APPRAISAL SYSTEM
(to be submitted by every applicant as per UGC Regulations - 2010, 2013)

Minimum API Score Required for Direct Recruitment of Professor	Consolidated API score of 400 Points from Category III of API
Minimum API Score Required for Direct Recruitment in Associate Professor	Consolidated API Score of 300 Points from Category III of API

CATEGORY I :
TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Explanation : *Based on the teacher's self-assessment, API scores are proposed for*
(a) Teaching related activities;
(b) Domain knowledge;
(c) Participation in examination and evaluation;
(d) Contribution to innovative teaching, new courses etc.
The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.

Sl. No	Nature of Activity	Max. admissible Score	#Self-assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	50		
2	Lectures or other teaching duties in excess of the UGC norms	10		
3	Preparation and Imparting of knowledge instruction as per curriculum; syllabus enrichment by providing additional resources to students	20		
4	Use of participatory and innovative teaching learning methodologies; updating of subject content, course improvement etc.	20		
5	Examination duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment.	25		
	Total Score	125		
	Minimum API Score Required	75		

 # See : Guidelines for filling up Part B"; supporting data to be entered in Part C

(Signature of the teacher)

CATEGORY II :
CO-CURRICULAR, EXTENSION AND PROFESSIONAL
DEVELOPMENT RELATED ACTIVITIES

Explanation: *Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by Candidate for eligibility is 15. A list of items and proposed scores is given below. It will be noticed that all Candidates can earn scores from a number of items, whereas some activities will be carried out only by one or a few Candidates. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all Candidates. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.*

Sl. No.	Nature of Activity	Max. admissible Score	#Self-assessment Score (to be filled by applicant)	Verified API Score (for official use)
1	Student related co-curricular, extension and field based activities (such as extension work through NSS / NCC and other channels, cultural activities, subject related events, advisement and counselling)	20		
2	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15		
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15		
	Total Score	50		
	Minimum API Score Required	15		

 # See : Guidelines for filling up Part B"; supporting data to be entered in Part C

(Signature of the teacher)

CATEGORY-III:
RESEARCH AND ACADEMIC CONTRIBUTIONS

Explanation: *Based on the candidate's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by candidate from this category is different for different levels of post. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.*

Sl. No.	Contributions qualifying for API	Sciences	Languages/Arts/ Humanities/Social Sciences	API Scores		
				Max admissible	As per self-assessment	Verified API score
III (A)	Research Papers (in Journals, Conf. Proceedings etc.)	Total number of papers in Refereed Journals = N		15/paper	$N \times 15 =$	
		*Papers in indexed journals, out of $N = N_1$		5/paper	$N_1 \times 5 =$	
		*Papers with impact factor between 1 and 2, out of $N = N_2$		10/paper	$N_2 \times 10 =$	
		*Papers with impact factor between 2 and 5, out of $N = N_3$		15/paper	$N_3 \times 15 =$	
		*Papers with impact factor between 5 and 10, out of $N = N_4$		25/paper	$N_4 \times 25 =$	
		*Papers in non-refereed, but recognized and reputable journals/periodicals, having ISBN/ISSN numbers, out of $N = N_5$		10/paper	$N_5 \times 10 =$	
		*Papers as full papers in Conference proceedings, etc. (Abstracts not to be counted) $= N_6$		10/paper	$N_6 \times 10 =$	
		Total of III (A)				
		API Cap for III (A) = 30% of total verified API score in Category III				

*Wherever relevant to any specific discipline, the API score for paper in refereed journal are to be augmented as follows: (i) indexed journals -- by 5 points; (ii) papers with impact factor between 1 and 2 -- by 10 points; (iii) papers with impact factor between 2 and 5 -- by 15 points; (iv) papers with impact factor between 5 and 10 -- by 25 points.

*If a paper presented in Conference/Seminar is published in the form of Proceedings, the API score points would accrue for the publication under III (A) and not under III (E)(ii).

*API scores for joint publications are to be calculated in the following manner : Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

Sl. No.	Contributions qualifying for API	Sciences	Languages/Arts/ Humanities/Social Sciences	API Scores		
				Max admissible	As per self-assessment	Verified API score
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system a)No. of sole author book(s) = M_1 b)No. of chapter(s) in edited book(s) = M_2		50 /sole author book; 10/Chapter in an edited book	M_1 x 50 = M_2 x 10 =	
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers a) No. of sole author book(s) = M_3 b) No. of Chapter(s) in edited book(s) = M_4		25 /sole author; 5/Chapter in an edited book	$M_3(5)$ x 25 = $M_4(13)$ x 5 =	
		Subject Books by other local publishers with ISBN/ ISSN numbers a)No. of sole author book(s) = M_5 b)No. of Chapter(s) in edited book(s) = M_6		15 /sole author book; 3/Chapter in edited book	$M_5(1)$ x 15 = M_6 x 3 =	
		Chapters contributed to edited knowledge based volumes published by International Publishers No. of Chapter(s) = M_7		10/Chapter	M_7 x 10 =	
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers & with numbers of national & international directories No. of Chapter(s) = M_8		5/Chapter	M_8 x 5 =	
		Total of III (B)				
		API Cap for III (B) = 25% of total verified API score in Category III				

III (C)	RESEARCH PROJECTS					
	(Max. Score: 20 % of the total verified API score in Category III)					
Sl. No.	APIs	Sciences	Languages/ Arts / Humanities / Social Sciences	Max. points for University teacher position		
				API Score allotted	Self appraisal Score	Verified API Score
III (C) (i)	Sponsored Projects carried out/ ongoing	Major Projects -- amount mobilized with grants :		20 / Project	$P_1(1)$ x20 =	
		above 30 lakhs : No. of Project(s) = P_1	above 5 lakhs : No. of Project(s) = P_1			
		Major Projects -- amount mobilized with grants		15 / Project	P_2 x 15 =	
		above 5 lakhs up to 30 lakhs : No. of Project(s) = P_2	Min. Rs. 3 lakhs up to Rs. 5 lakhs : No. of Project(s) = P_2			
		Minor Projects -- amount mobilized with grants		10 / Project	$P_3(3)$x10 =	
		above Rs. 50,000 up to Rs. 5 lakhs : No. of Project(s) = P_3	above Rs. 25,000 up to Rs. 3 lakhs : No. of Project(s) = P_3			
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with		10/ every Rs.10 lakhs and Rs.2 lakhs respectively	R x 10 =	
		min. of Rs.10 lakhs : No. of projects = R	min. of Rs.2 lakhs : No. of projects = R			
III (C) (iii)	Completed projects : Quality Evaluation	Completed project ; Report accepted by funding agency				
		No. of completed & accepted Major project (s) = Q_1		20/major project	$Q_1(2)$x20 =	
		No. of completed & accepted Minor project(s) = Q_2		10/ minor project	$Q_2(2)$x10 =	
III (C) (iv)	Projects Outcome / Outputs	Patent/Technology transfer/Product / Process	Major Policy document of Govt. Bodies at Central and State Level	output or patent		
		No. of national level output = O_1		30 /natl.level	O_1 x 30 =	
		No. of international level output = O_2		50/intl. level	O_2 x 50 =	
			Total of III (C)			
		API Cap for III (C) = 20% of total verified API score in Category III				

(Signature of the teacher)

III (D)	RESEARCH GUIDANCE					
	Max. Score: 10 % of the total verified API score in Category III)					
Sl. No.	APIs	Sciences	Languages/ Arts / Humanities / Social Sciences	Max. points for University teacher position		
				API Score allotted	Self appraisal Score	Verified API Score
III (D) (i)	M.Phil.	Degree awarded; No. of Candidates = D_1		3/candidate	$D_1(2)$ x 3 =	
III (D) (ii)	Ph.D.	Degree awarded; No. of Candidates = D_2		10/candidate	$D_2(3)$ x10 =	
		Thesis submitted; No. of Candidates = D_3		7/ candidate	D_3 x 7 =	
			Total of III (D)			
	API Cap for III (D) = 10% of total verified API score in Category III					

(Signature of the teacher)

III (E)	TRAINING COURSES AND CONFERENCE /SEMINAR/ WORKSHOP PAPERS					
	(Max. Score: 15 % of the total verified API score in Category III)					
Sl. No.	APIs	Sciences	Languages/ Arts / Humanities / Social Sciences	Max. points for University teacher position		
				API Score allotted	Self appraisal Score	Verified API Score*
III (E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes	Not less than two weeks duration : No. of Programme(s) = T_1		20 each	$T_1(4)$ x20=	
		One week duration ; No. of Programme(s) = T_2		10 each	$T_2(1)$ x 10 =	
III (E) (ii)	Papers in Conferences/ Seminars/ workshops etc. (that are not included in III (A) or III (E) (i & iii)	Participation and Presentation of research papers (oral/poster) in				
		International conference : No. of Papers = C_1		10 each	$C_1(1)$ x 10 =	
		National conference : No. of Papers = C_2		7.5 each	$C_2(17)$x7.5=	
		Regional /State level conference : No. of Papers = C_3		5 each	C_3 (3) x 5 =	
		Local/ University/ College level conference No. of Papers = C_4		3 each	C_4 X 3 =	
III (E) (iii)	Invited lectures or presentations for conferences/ symposia	International lecture (s) and/or Presentation(s) = L_1		10 each	L_1 (1) x 10 =	
		National lecture (s) and/or Presentation(s) = L_2		5 each	L_2 X 5 =	
			Total of III(E)			
	API Cap for III (E) = 15% of total verified API score in Category III					

(Signature of the teacher)

IV. SUMMARY OF API SCORES

Sl. No.	Criteria	Percentage of Capping on the Cumulative Total of API Category – III (Verified API Score)	Value on the Total API Score after capping
III	Research and Academic Contributions (III)		
III(A)	Research Papers (Journals, etc.)	30%	
III(B)	Research Publications (Books etc.)	25%	
III(C)	Research Projects	20%	
III(D)	Research Guide	10%	
III(E)	Training Courses and Conf./Seminar, etc.	15%	
	Total Score under Category III only		

(Signature of the teacher)

PART C : SUPPORTING DATA FOR API SELF-ASSESSMENT SCORES GIVEN IN PART B

CATEGORY I :TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

I.Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

Sl. No.	Course/Paper	Level	Mode of teaching*	Hours per week allotted	% of classes taken as per documented record

Sl. No.	Activity	API Score
(a)	Classes Taken (**max score: 50** for 100% Performance & proportionate score up to 80% performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norm (**max score: 10**)	

Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

II. Reading/ Instructional material consulted and additional knowledge resources provided to students

Sl. No.	Course/Paper	Consulted	Prescribed	Additional Resource provided
API score based on preparation and imparting of knowledge/ instruction as per curriculum & syllabus enrichment by providing additional resources to students (**max score: 20**)				

III.Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Contents, Course Improvement etc.

Sl. No.	Short Description	API Score
	Total (max Score: 20)	

III.Examination Duties Assigned and Performed

Sl. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out(%)	API Score
	(Invigilation – 10 points; Evaluation of answer scripts – 5 points; Question paper setting – 5 points).	Evaluation of answer scripts		
	Evaluation responsibilities for internal/continuous assessment work as allotted	Seminars & Assignments		
	Total (max Score: 25)			

CATEGORY II :
CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Please mention your contribution to the following:

Sl. No.	Type of Activity		
	i) Field studies/educational tours	Average Hrs/ week	API Score
	Student -related Socio-cultural and Sports Programmes, Campus Publications (University level 5 points each)		
	Total (max score: 20)		
	ii) Contribution to Corporate Life and management of the Institution		
	Meetings, popular lectures, subject related events, articles in college magazine and University volumes		
	Institutional Governance responsibilities		
	Participation in admission committee, campus development.		
	Total (max score : 15)		
	iii) Professional Development Activities		
	Membership in profession related committees at state and national level At national level : 3 points each At state level : 2 points each		
	Participation in subject associations, conferences, seminars without paper presentation (Each activity : 2 points)		
	Membership / participation in State / Central Bodies / Committees on Education, Research and National Development (Each activity: 5 points)		
	Publication of articles in newspapers, magazines or other publications (not covered in category 3); radio talks; televisions programmes etc.(Each activity: 1 point)		
	Total (max score : 15)		
	Total (i+ii+iii) (max score : 50)		

CATEGORY-III:
RESEARCH AND ACADEMIC CONTRIBUTIONS

(A)(i) Research Papers in Journals

Sl. No.	Title with page no.	Name of the Journal	ISSN/ISBN No.	Whether peer reviewed? Impact Factor, if any	No. of co-author (s)	Whether you are the main author	API Score

(A) (ii) Research Papers in Conference Proceedings

Sl. No.	Title with page nos.	Details of Conference Publication	ISSN/ISBN No.	No. of co-authors	Whether main/co-author	API Score

(B)(i) Research Publications (Books)

Sl. No.	Title with page no.	Books, Title, Editor & Publisher	ISSN/ISBN No.	Whether peer reviewed? Impact Factor, if any	No. of co-author (s)	Whether you are the main author	API Score

(B)(ii) Books published as sole author or as editor

Sl. No.	Title with page no.	Type of Book & Authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed? Impact Factor, if any	No. of co-author (s)	Whether you are the main author	API Score
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

(C)(i) Sponsored Projects – Carried out/on-going

Sl. No.	Title	Funding Agency	Period	Amount mobilised in Rs.	API Score
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

(C) (ii) Consultancy Projects - Carried out/on-going

Sl. No.	Title	Funding Agency	Period	Amount mobilised in Rs.	API Score

(C) (iii) Completed Projects : Quality Evaluation

Sl. No.	Title	Funding Agency	Period	Amount mobilised in Rs.	Major/Minor Projects	API Score

(C) (iv) : Projects outcome/output/patent

Sl. No.	Title	Funding Agency	Period	Amount mobilised in Rs.	National/ International level output/ patent	API Score

III (D) Research Guidance

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	Supervisor/Jt. Supervisor	API Score

III (E) Training Courses and Conference/Seminar/Workshop/Papers

Sl. No.	Programme	Duration	API Score
III (E) (i)	Refresher courses, training, teaching-learning evaluation, faculty development programmes, etc.		
1.			
2.			
3.			
4.			
5.			
6			
7			
8			
9			
10			
Sl. No.			
III (E) (ii)	Papers in Conferences/Seminars/Workshops not included in III (A) – Participation and presentation of oral/poster paper		
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

III (E) (iii) Invited Lectures/Presentations in Conferences/Symposia

Sl. No.	Title of Conference/ Seminar etc.	National	International	No. of lectures/ presentations	API Score
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions not mentioned earlier

Sl. No	Details (Mention Year, value etc. wherever relevant)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

LIST OF ENCLOSURES: (*Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

I certify that the information provided is correct as per records documents enclosed along with the duly filled up API p*roforma.*

Signature of the teacher
Designation, Place & Date

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled API *proforma.*

Signature of HoD/School Chairperson/Principal
Place & Date

MAHATMA GANDHI UNIVERSITY
KOTTAYAM

PBAS Proforma for promotion under UGC Career Advancement Scheme
For Physical Education Teachers in Colleges
(In accordance with UGC regulations 2010)

College: ....

Application for promotion from:
Assistant Professor (Stage 1 to Stage 2 or Stage 2 to Stage 3),
Assistant Professor (Stage 3) to Associate Professor (Stage 4),
Associate Professor (Stage 4 to Professor/equivalent cadres Stage 5)
Professor (Stage 5 to Stage 6).
_____
(Please indicate whichever is applicable)

Period of Assessment for promotion:	From_____to _____

1	Name (in Block Letters)	
2	Father's Name/Mother's Name	
3	Nationality	
4	Date and Place of Birth	
5	Sex	
6	Marital Status	
7	Indicate category: SC/ST/OBC /General category	
8	Date and Post of Joining service at College with UO reference PF No:	
9	Date of Last Promotion with Post/Grade promoted to	
10	Current Designation and Grade pay	
11	Which position and grade pay are you an applicant under CAS?	
12	Date of eligibility for promotion	

13	Permanent Address with PINCODE	
14	Address for Communication with PINCODE	
15	Phone numbers (Off. Res. Mob) Email	

16.   Academic Qualifications:

Qualification	Subjects/ Specialization/Title	University/ Board	Year of Passing	Date of award	% of marks obtained
Masters Degree					
M.Phil*					
Ph.D.*					
D.Sc./D.Litt.*					
Other Qualifications (if any)					

*In case of M.Phil/Ph.D/ D.Sc/D.Litt., an attested copy of the degree & result notification for the same is to be attached.

17. Record of Previous Regular Service

Note: Please indicate in a separate sheet attached, whether in previous service has to be counted:
a)   The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC.
b)   The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor, Associate Professor or Professor as the case may be
c)   Whether applied through proper channel.
d)   Whether possess the same minimum qualifications as prescribed by the UGC for appointment to the post.
e)   The post was filled in accordance with the prescribed selection procedure as laid

			down in the Regulations of University/State Government/Central Government/Concerned Institution, for such appointments.
f)		The previous appointment was not as guest lecture for any duration, or an ad-hoc or in a leave vacancy of less than one year duration

Details of prior service (Attach relevant experience certificate)

Sl.No.	Institution	Designation	Essential qualifications for the post at the time of appointment	Pay-Scale and Grade	Period	Reasons for Leaving

Details of Service at Present college

Sl.No.	Designation	Essential qualifications for the post at the time of appointment	Pay-Scale and Grade	Period	U.O. Number

18. Post doctoral experience within the country and abroad (please attach separate sheet, if required:

19. Period of teaching Experience:

P.G. Classes (in Years and months)

U.G. Classes (in Years and months)

20. Research Experience excluding years spent in M.Phil /Ph.D. (in Years and months)

21. Fields of Specialization under the Subject/Discipline

    (a)

    (b)

22. Orientation/Refresher/Winter/Summer Courses attended *:

Nature of the course/Summer School	Place	Duration	Sponsoring Agency

(*Attach certificate copies)

23. Any other relevant information:

Declaration

    I certify that the information provided is correct as per records available with the college and/or documents enclosed along with this filled in Proforma.

        Name and Signature

Place:_____

Date: _____

FOR USE BY
Head of the Institution

VERIFIED AND COUNTERSIGNED

Place   Principal of the college

Date: (Office Stamp)

CATEGORY: I.

TEACHING, COACHING & INFLUENCING SOCIAL COGINITIVE LEARNING RELATED
ACTIVITIES

For Category I and II the forms have to be submitted for each year from 1st July 2010 onwards. The average of yearly API scores for Category I and II for the years under consideration from 1st July 2010 shall be taken as the API score for Category I and II for the purpose of CAS. In all cases for Category III only one form for the whole period under consideration for CAS promotion need be submitted.

(i) **Teaching, coaching, training & coordinating health & recreation related activities for the students** (give semester-wise details, where necessary)

		API Score	Max score 50
(a)	Classes Taken-Average for the year (max 15 for 100% performance & Proportionate Score upto80% performance, below which no score may be given)		
(b)	Coaching & training (max score:35)		
(c)	Managing other health & recreation related activities (max score 40)		

(ii) **Extending service to institution, organization & community in excess to norms.**

		API Score	Max score 15
(a)	External assignments for university, state & country		
(b)	Community & institutional service besides norm		

(iii) **Management & conduct of sporting events at college.**

		API Score	Max score 30
(a)	Conduct of International, national, interuniversity competitions		
(b)	State level competitions		
(c)	Intercollegiate/District competitions (15 per event)		
(d)	University/ state coaching camps		

(iv) **Use of participatory & innovative teaching/ coaching methodologies & facilities**

		API Score	Max score 20
(a)	Use of ICT for teaching coaching		

(b)	Updating course, design for curriculum	
(c)	Preparation of resource materials, fresh reading materials, training manuals	
(d)	Maintenance of playfield	
(e)	Developing/ assigning/imparting remedial/ correctional/bridge/counseling sessions	
(f)	Developing, imparting, and organizing soft skills, psychological skills & personality development programmes for sportsperson	
(g)	Talent identification programme development & conduct	

(v)   **Examination related work**

S. No.	Type of Examination Duties	Duties Assigned	API Score	Total Score (Max. 10)
(a)	University examination			
(b)	College examination			
(c)	Other exam works			

CATEGORY: II
CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

S. No.	Type of Activity	Average Hrs/week	API Score
(i)	Extension, Co-curricular & Field based activities		
	Total (Max.: 20)		
(ii)	Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibility	API Score
	Total (Max.: 15)		
(iii)	Professional Development Activities		API Score
	Total (Max.: 15)		
	Total Score (i + ii + iii) (Max: 25)		

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

A. Published Papers in Journals

S. No.	Details of the Publication - Authors, Title, Name of the Journal , Issue (month and year) and Page nos	ISSN/ ISBN No.	Whether peer reviewed.	International/National /Regional	Impact factor, indexed if any	API score
1						
2						
3						

B. (i) Articles/Chapters published in Books

S. No.	Details of the Publication- Authors, Title, Name of the Book, Issue (month and year) and Page nos	Editor & Publisher and other information	ISSN / ISBN No.	Whether peer reviewed.	Publisher International /National /Regional	API score
1						
2						
3						

B (ii) Full Papers published in Conference Proceedings

S. No.	Details of the Publication- Authors, Title, Page nos	Details of Conference Publication - Title of Conference, Date, Publisher	ISSN / ISBN No.	International /National /Regional	API score
1					
2					
3					

B (iii) Books published as author or as editor

S. No.	Title of the Book, Name of Editir/Author	Type of Book & Authorship, Publisher etc	ISSN / ISBN No.	International /National /Regional	API score
1					
2					
3					

C. Ongoing /Completed Research Projects and Consultancies

C. (i& ii). Ongoing /Completed projects and consultancies

S. No.	Title	Agency	Period	Principal Investigator or Co-PI	Grant/ Amount in (Rs Lakhs)	API Score

C. (iii & iv) Completed Projects/Consultancies

S. No.	Title	Agency	Period	Principal Investigator or Co-PI	Report Accepted / Patent/ Technology transferred	API Score

D. Research/Thesis/Dissertation   Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score
M. Phil				
Ph. D				
P.G				

E. (i)Training courses, teaching-learning-evaluation technology, faculty evaluation technology, faculty development programmes attended

S. No.	Programme	Duration	Organized by	API Score

E. (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

S. No.	Title of the paper Presented	Title of Conference/Seminar	Organised by	International /National /Regional/ Usty or College level	API score
1					
2					

E (iii) Invited Lectures/ Refresher/Orientation course class and Chairmanships at National or International Conference/Seminars

S. No.	Title of Lecture/Academic Session	Title of the Conference/Seminar /Event	Organized by	Class / Talk or Chair	International /National /Regional	API score
1						
2						
3						
4						
5						

OTHER RELEVANT INFORMATION

Please give details of any other significant contributions, awards etc. not mentioned earlier in this Performa.

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

<u>Decleration</u>

I certify that the information provided is correct as per records available with the college and/or documents enclosed along with this filled in Proforma.

Place

Date

Name and Signature of the Candidate

_____

FOR USE BY
Head of the Institution

Specific Remarks if any:

VERIFIED AND COUNTERSIGNED

Place   Principal of the college

Date: (Office Stamp)

IV. YEARWISE SUMMARY OF PART B: API SCORES FOR CATEGORY I AND II
(To be filled for each academic year in the assessment Period)

College: _____

Name and Designation of Applicant :_____

Application for promotion from:_____

Period of Assessment for promotion: From_____to _____

Category I: **Teaching, coaching & influencing social cognitive learning related activities**

Max score allowed:125   Min score required: 75

Sl No	Period/Academic year	Total Score Claimed	Total Score Awarded*

Category II: Co-curricular, Extension, Professional development related activities

Max score allowed:125   Min score required: 25

Sl No	Period/Academic year	Total Score Claimed	Total Score Awarded*

* - To be filled by the screening/selection committee

V. SUMMARY OFPART B: ACADEMIC PERFRMANCE INDICATORS
(For Use by Screening cum Evaluation/Selection Committee)

College: _____

Name and Designation of Applicant   :_____

Application for promotion from:_____

Period of Assessment for promotion: From_____to _____	

Summary of API Scores

Category	Criteria	Last Academic Year	Total – API score for Assessment Period	Annual Av.API score for Assessment Period
I	Teaching, coaching & influencing social cognitive learning related activities			
II	Co-curricular, Extension, Professional development etc			
	Total I+II			

Category III: Research and Academic contributions for entire Assessment Period

For the period _____ to _____ Min Score required:

Sl No	Nature of Activity	Score Claimed*	Score Awarded
A	Publications in Journals		
B (i)	Publications in Books		
B (ii)	Publications in Conference Proc.		
B (iii)	Books Published		
C (i)& (ii)	Research & Consultancy-Ongoing		
C (iii)&(iv)	Research & Consultancy-Completed		
D	Research Guidance		
E (i)	Training courses, FDP -attended		
E (ii)	Conf. Papers presented only		
E(iii)	Invited talks/ session chair ay Conf.		
	Total Score		

* To be filled by the Candidate

Suggestions &Recommendations:

Name and Signatures of Members

1.

2.

3.

4.

5.

Place:
Date:

Instructions for Filling up PART B ,Category –I, II & III of the PBAS Proforma

(i) The proforma is to be filled as per the instructions given in tables given below, and self-assessment score given. For each category, even though several avenue of activities and their API scores are given to provide choice / opportunity to the teacher, maximum limit of scores can be given or carried forward under each category / area is indicated in the Table.

(ii) For Category-I and Category II, for a teacher eligible for CAS promotion in 2010, one year API scores 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period.

(iii) For Category III detailed information for the entire assessment period is to be provided. In case of promotion to Professor the publication requirement shall be met over the two previous stages.

(iv) The self-assessment scores are subject to verification by the University / College, and by theScreening Committee cum Verification Committee as the case may be. The minimum academic performance and service requirements are based on Appendix III, Table III of UGC Regulations 2010.

(v) The candidates should offer themselves for assessment for promotion. If they fulfill the minimum API score they can apply three months before the due date.

Category I: **Teaching, coaching & influencing social cognitive learning related activities**
Maximum Scores Allocated: 125
Minimum API Scores Required   : 75

	Nature of Activity	Max. Score
(i)	**Teaching, coaching, training & coordinating health & recreation related activities for the students**	
(a)	Teaching Classes Taken-Average for the year (max 15 for 100% performance & Proportionate Score upto 80% performance, below which no score may be given)	15
(b)	Coaching & training	35
(c)	Managing other health & recreation related activities	40
	Maximum aggregate limit	**50**
(ii)	**Extending service to institution, organization & community in excess to norms**	
(a)	External assignments for university, state & country	10
(b)	Community & institutional service besides norm	20
	Maximum aggregate limit	**15**

(iii)	Management & Conduct of sports competition at college	
(a)	Conduct of International, national, interuniversity competitions	30
(b)	State level competitions	15
(c)	Intercollegiate/District competitions (15 per event)	15
(d)	University/ state coaching camps	5
	Maximum aggregate limit	**30**
(iii)	**Use of participatory and innovative teaching, coaching & training methodologies; updating of subject content, facilities, etc.**	
	Use of ICT for teaching coaching, web-based learning and e-library skills to students	10
	Updating course, design for curriculum	10
	Preparation of resource materials, fresh reading materials, training manuals	5
	Maintenance of playfield	5
	Developing/ assigning/imparting remedial/ correctional/bridge/counseling sessions	5
	Developing, imparting, and organizing soft skills, psychological skills & personality development programmes for sportsperson	5
	Talent identification programme development & conduct	5
	Maximum Aggregate Limit	**20**
(iv)	**Examination Related Work**	
	College/University end semester/Annual Examination work as per duties, allotted. (invigilation – 10 points per duty taken, Evaluation of answer scripts – 5 points/subject/per exam; Question paper setting-3 points/ per subject/exam. 5 points per lab/Viva exam conducted as examiner.) (100% compliance = 25 points)	10
	Maximum Aggregate Limit	**10**

Category II: Co-Curricular, Extension and Professional Development Related Activities.
Maximum Scores Allocated: 50
Minimum API Score Required: 15

S.No.	Nature of Activity	Max. Score
(i)	**Extension and Co-curricular , Extension and Professional Development Related Activities**	
	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training, Placement etc (5 points	10

	each)		
	Positions held/Leadership role played in organization linked with Extension Work and National service Scheme (NSS), NCC, Employment Bureau or any other similar activity at University level (each activity 10 points). Similar roles at college/Department level will get 3 points.		10
	Students and Staff Related Socio Cultural and Sports Programmes, Campus publications (departmental level 2 points, Institutional level 5 points)		10
	Community work such as values of National Integration, Environment democracy, socialism, Human Rights, peace, scientific temper; flood or, drought relief, small family norms etc. (5 points)		10
	Maximum Aggregate Limit		**20**
(ii)	**Contribution to Corporate Life and Management of the Institution**		
	Contribution to Corporate life in Universities/colleges through popular lectures, subject related events, articles in college magazine and University volumes (2 point each)		10
	Institutional Governance responsibilities like Member of Syndicate/ Academic Council/Senate, Registrar, Controller of Examinations, Dean, Director IRAA/CIRM, Chief Warden , IQAC Coordinator, Principal (10 points each)		15
	Departmental level Administrative responsibilities, Head of Dept, Director of School (10 points each) Chief superintendent of exams, Chairman Passing Board/Valuation Camp, Placement Co-ordinator (5 points each) Dept. Council secretary, Member BOS, Member of faculty Admission, Library, Campus development (3 points, Member passing board- 2 points)		10
	Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline (3 points each), Batch co-ordinator-2 points.		10

	Organization of Conference/Refresher/ Training as Chairman/Organizational Secretary/Treasurer:
	    (a) International (10 points) National/regional (5 points)
	    (b) As member of the organizing committee (1 point each)
			10

	Maximum Aggregate Limit		**15**
(iii)	**Professional Development Related Activities**		
	Membership in profession related committees at state and national level a) At national level : 5 points each b) At state level : 3 points each c) At University Level : 2 Points		10
	Participation in subject associations, conferences, seminars without paper presentation (each activity : 2 points)		10
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (each activity : 5 points)		10
	Membership/participation in State/Central Bodies/Other University Bodies Committees on Education, Research and National Development (5 points each)		10
	Publication of articles in newspapers, magazines or other publications (not covered in category III); radio talks; television programmes (1 point each)		10
	Maximum Aggregate Limit		**15**

Note: *For the above Activities wherever activities jointly conducted Principal organizer ets gⁿ70% points, Co-organizers share the remaining 30% points from total points allocable if activity performed by a single person.*

CATEGORY –III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API Scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

Minimum Score Requirement for entire assessment Period
Assistant Professor Stage 1 to 2 :40
Assistant Professor Stage 2 to 3 : 100
Assistant Professor Stage 3 to 4, Associate Professor : 80
Associate Professor Stage 4 to stage 5, Professor : 120
Professor Stage 5 to Professor state 6 : 500

S.N.	APIs	Engineering/Agriculture/ Veterinary Science/Sciences/Medical Sciences	Faculties of Languages Arts/Humanities/Social Sciences/Library/ Physical education/Management	Max. points for University and college teacher position
(A)	Research Papers (Published in Journals)	Refereed Journals*	Refereed Journals*	15 / Publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10 / Publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	Conference proceedings as full papers, etc. (Abstracts not to be included)	10 / Publication
(B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system.	Text or Reference Books Published by International Publishers with an established peer review system.	50/book; 10 /chapter in an edited book
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	25/Book, and 5 / chapter in edited book
		Subject Books by Other local publishers with ISBN/ISSN numbers	Subject Books by Other local publishers with ISBN/ISSN numbers	15 /Book, and 3 / chapter in edited book

		Chapters contributed to edited knowledge based volumes published by International Publisher	Chapters contributed to edited knowledge based volumes published by International Publisher	10 / Chapter
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 / Chapter
C	**Research Projects**			
C (i)	Sponsored Projects carried out/ ongoing	a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 / each Project
		b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major Projects amount mobilized with minimum of Rs.3.00 lakhs up to Rs.5.00 lakhs	15 / each Project
		c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakh)	Minor Projects (Amount mobilized with grants above Rs. 25,000 up to Rs. 3 lakh)	10 / each Project
		d. Proposal Prepared and won for departmental projects like SAP, Special funding Project etc	d. Proposal Prepared and won for departmental projects like SAP, Special funding Project etc	10 per each project proposal
C (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs.10.00 lakh	Amount mobilized with minimum of Rs.2.00 lakhs	10 points per every Rs.10.0 lakhs and Rs.2.0 lakhs, respectively

C (iii)	**Completed projects :**	Completed Project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20 / each major project and 10 / each minor project not covered in anywhere else
C (iv)	**Projects Outcome/Outputs**	Patent/Technology transfer/ Product Process	Major Policy document of Govt. Bodies at Central and State level	25/ each national level output or patent. 40/each for international level output

D	Research Guidance			
D (i)	**M.Phil**	Degree Awarded only	Degree Awarded only	3 Points for each candidate
D (ii)	**Ph.D**	Degree Awarded only	Degree Awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	7 Points for each candidate
		Ongoing Guidance of candidates(Except those submitted the thesis) subject to a maximum of 5 marks.	Ongoing Guidance of candidates(Except those submitted the thesis) subject to a maximum of 5 marks.	1 point for each candidate
D (iii)	**P.G**	Evaluated PG Project/Thesissubject to a maximum of 5 marks.	Evaluated PG Project/Thesissubject to a maximum of 5 marks.	1 point for each candidate
E	**TRAINING COURSES AND CONFERENCE / SEMINAR / WORKSHOP PAPERS** Attended (Not less than one week duration)			
E(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20 points each
		(b) One week duration	(b) One week duration	10 points each
E (ii)	Papers in Conference/ Seminars/ workshops etc.	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International Conference	a) International Conference	10 Points each
		b) National	b) National	7.5 Points each
		c) Regional/State level	c) Regional/State level	5 Points each
		d) Local- University/College level	d) Local-University/ College level	3 Points each

E (iii)	Invited lectures or presentations for conferences/ symposia or talks in refresher courses	(a) International	(a) International	10 Points each
		(b) National Level	(b) National Level	5 Points each

Note: **1.** For Publications and paper presentations involving multiple authors, API calculations among the faculty members would be as given: The First/Principal author and the corresponding author/Supervisor/ Mentor would get 60% of the total score and the remaining 40% would be shared equally among the remaining authors.Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor above 5 by 25 points.

2. For Projects and Consultancy involving multiple persons in Investigator role, API calculations would be as given: Principal Investigator gets 70% of the points, Co-investigators share the remaining 30% of the points.

3. If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (A)) and not under presentation (III(E)(ii)).

Annexure:

Detailed explanation of indicators / activities for CAS for Teacher in **Physical education of Colleges**

CATEGORY I:

TEACHING COACHING & INFLUENCING SOCIAL COGINITIVE LEARNING RELATED ACTIVITIES

Brief explanation: based on the teachers self assessement api score proposed for (a) teaching, coaching related activities, (b) contribution to the health & social wellbeing of the stakeholders, (c) domain knowledge, (d) contribution to innovative teaching, new courses (e) participation in examination & evaluation etc. The minimum api score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be finalised by the screening / selection committee.

The main parameters of evaluation in category i is shown in table below:

SL ,NO	NATURE OF ACTIVITY	MAXIMUM SCORE
1.	Teaching, coaching, training and coordinating the health & recreation related activities for the students	50
2.	Extending service to institution, organisations & community in excess to norms	15
3.	Organizing & conduct of sports event	30
4.	Use of participatory & innovative teaching, coaching & training methodologies & facilities.	20
5.	Examination duties as per allotment	10
	Total score	125
Minimum API score required – 75		

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Detailed explanation of indicators / activities of category I:

CATEGORY I: TEACHING, COACHING & INFLUENCING SOCIAL COGINITIVE LEARNING RELATED ACTIVITIES			
1. Teaching, coaching, training & coordinating health & recreation related activities for the students			
Sl.no	Nature of activity	Assigned score	Maximum score
1.1	Class room teaching as per allocation per academic year. <u>Total hours taken x 15</u> Total hours allocated	15	
1.2	Coaching & training		
1.2.1	Conduct of coaching camp at college for various disciplines with not less than 15 days duration. 10 marks per discipline	15	
1.2.2	Team securing position at various levels of competition	10	50
1.2.3	Individuals securing position at various levels of competitions	10	
1.3	Managing other health & recreation related activities		

For Sl.no 1.2.2:

COMPETITION	TEAM POSITION				
	I	II	III	IV	
Inter collegiate	3	2	1		
District championship	3	2	1		
State championship	5	3	1		
Inter university	7	5	3	1	

For Sl.no 1.2.3:

Competition	POSITION				
	I	II	III	IV	Partic Ipation
Inter collegiate	3	2	1		
District championship	3	2	1		
State championship	5	3	1		
Inter university/ National	7	5	3	2	1
International	10	7	5	3	2

1.3.1	Conduct of fitness awareness & assessment programme for college students	10	
1.3.2	Conduct of intramural programmes. 5 points per event	10	
1.3.3	Conduct of annual athletic meet	10	
1.3.4	Fielding college teams in inter collegiate competitions. 3 points pet team	10	

2. Extending service to institution, organisation & community in excess to norms

2.1	Assignments of university/state/national/international events	10	

PARTICULARS	UTY	STATE	NATIONAL	INTERNATIONAL
Acted as team selector	3	3	5	10
Acted as team coach/manager	5	3	5	10
Officiating	2	3	5	10

2.2	Community, institutional service		15
2.2.1	Coaching camp for school children during weekends, vacation of not less than 15 days duration	5	
2.2.2	Extending service & facility for conduct of school, comnity sport	5	
2.2.3	Conduct of health & fitness assessment , awareness & training for community/school	5	
2.2.4	First aid awareness class	5	

3. Conduct of sports event at college

3.1	International competitions	30	
3.2	Inter university competitions	30	
3.3	National level competitions	30	
3.4	State level competitions	15	30
3.5	Intercollegiate competitions per event	15	
3.6	District competitions	15	
3.7	Host for state/university coaching camps	5	

4. Use of participatory & innovative teaching/ coaching methodologies & facilities

4.1	Use of ICT for teaching, coaching	10	
4.2	Updating of course, design of curriculum	10	
4.3	Preparation of resource materials, fresh reading materials, training manuals	5	
4.4	Maintenance of playfield	5	
4.5	Developing/ assigning/imparting remedial/ correctional/bridge/counseling sessions	5	20
4.6	Developing, imparting, and organizing soft skills, psychological skills & personality development programmes for sportsperson	5	
4.7	Talent identification programme development & conduct	5	
5. Examination related works			
5.1	College/ university end semester examination- on work as per duties allotted: Invigilation -5 Evaluation of answer script - 5 Question paper setting - 5	10	
5.2	College examination/ evaluation, responsibilities for internal, continuous assessment work as allotted (100% compliance -10pts)	10	10
5.3	Exam works such as coordinator/ flying squad/external examiner (100% compliance – 10 pts)	10	

CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM

ANNUAL PERFORMANCE APPRAISAL FOR TEACHERS
(to be submitted to the Manager before 15thApril 2019)

Name of the College: Academic Year: Department:

Name of the Teacher   :

Designation   :   :

1. Teaching – Learning and Evaluation

No of working days in odd semester……..Even Semester…..

1	2	3	4	5	6	7	
Course /Paper handled in the	Hours per week allotted for each course	Mode of teaching With number of hours	Leave availed	No. of days worked in each semester	Actual days of work in each semester	Self-assessed API score	Verified API score by HOD
Odd Semester							
Even Semester							

<u>No of days present</u> x20   if <16 no score will be awarded

No of working days

Mode of teaching includes Lecture (L), Seminar(S), Tutorial(T), Practical (P) Case studies, simulation etc

Max. score 20 for100% and proportionate score up to 80 %; performance below which no score may be given.

Lectures/ Practical/ Tutorials, ICT enabled methods of teaching should be based on verifiable records.

Special leave for pursuing Ph.D. and Duty leave with alternative teaching arrangements will be exempted.

Leave availed

Details	C/L	Sp/CL	H.P.L	Com/L	LWA	Total
01.06.2018 to 31.03.2019						
	Duty Leave	On Duty	Earned leave	Other leaves		
1.6.2018 to 31.3.2019						

2. **University Exam Results of the past two semesters (Max score 20)**

Name of Course/Paper	Semester (UG/PG)	Pass percentage No. of students registered for the exam / No. of students passed	Self-assessed API score	Uty average of pass	Verified API score by HOD

Pass % >80 =20. Pass % >70 and <80=15. Pass % >60 and <70 =10. Pass % > 50 and <60 =5.Pass% <50 =4.

3. **Details of Examination duty in the college during the period 01-04-2018 to31-03-2019 (current academic year) (Max Score 20)**

Internal Examination		University Examination	
Number of days of duty allotted	Number of days of duty done	Number of days of duty allotted	Number of days of duty done

4. Additional Creative Teaching (Max. score 10)

	Provide the details of the following	No. of hours taken during the semester
1.	Special classes engaged to finish the modules	
2.	Remedial classes taken	
3.	Makeup test conducted to improve the results	
4.	Excess hours, in addition to the workload, for the above	

5. Instructional Material provided and syllabus enrichment programmes conducted (Max. score 10)

	Syllabus and Enrichment programmes conducted	Give details
1.	Provided Instructional material for the students	
2.	Conducted any enrichment programme such as seminar, workshop, guest lecture for the enrichment of the modules covered	
3.	Provided any additional resources and handouts for the above	

II. Institutional/ Co-curricular / Departmental/ responsibilities entrusted by the Principal during the period 01-04-2018 to 31-03-2019 (current academic year) Max. score 20

Sl. No.	Responsibility assigned	Specify the nature of activity done	No. of hours engaged	Number of students benefited
1.				
2.				
3.				
4.				
5.				
6.				

III. Publications and Research Contributions during the period   01-04- 2018 to 31-03-2019
   (Use Additional Sheets, Max. Score 30)

   a) Number of publications

   (Title, Name of the Journal/Book in which the article published, nature of the journal,

   refereed, non refereed, indexed, conference proceedings) journals   -

   b) Text books, Reference books published with the name and place of publishers

   c) Conference/workshop presentations with the details of the organisers of the conference.

   d) Research projects ongoing/ sanctioned/ completed during 01-04-2018 to 31-03-2019 with

   funding agency, date of sanction and Amount sanctioned.

   e) Research Thesis supervised or supervising with the name of the candidates and the topic

   of research

Verified with documents
Signature of IQAC Co-ordinator   Signature of the Teacher

                                                Principal

Place:
Date:

CORPORATE EDUCATIONAL AGENCY
Diocese of Kothamangalam
PERFORMANCE EVALUATION FOR THE ACADEMIC YEAR 2015- 2016
(Based on UGC regulation published in the Gazette of India, September 18, 2010)
Name of the Institution: Nirmala College Muvattupuzha
Academic Performance Indicators (API) and API Score

PERFORMANCE EVALUATION FOR THE ACADEMIC YEAR 2015 -2016

Name : ANU JOSSY JOY

Designation : Assistant Professor (on FIP w.e.f. 02/07/2015 to 01/07/2017)

Department : Commerce

Date of joining : 27/09/2010

Experience as on date : 5.8 Years

Assessment Year : 2015 -2016

Mobile Phone : 9495216382

Email : annajossyjoy@gmail.com

Academic Qualifications:

Sl. No	Qualification	Month and Year	% of Marks	Name of the Institution
1.	M.Phil	March 2007	A Grade(80-85%)	SMBS, M.G. University
2.	M.Com.	March 2005	90.7(1st Rank)	Nirmala College, Muvattupuzha
3.	B.Com	March 2003	88.8(2nd Rank)	"
4.	Pre Degree	March 2000	84.5(3rd Rank)	"
5.	SSLC	March 1998	84.5	Board of Public Exams, Kerala
6.	NET	JUNE 2006		UGC
7.	Certified Course in Computer applications and Tally			

Research Degree:

Duration	Place of Research	Guide	Topic
2006-2007 (M Phil) -One Year	School of Management and Business Studies, M.G.University, Kottayam	Dr. K. Sreeranganathan (Director, SMBS, M.G.University, Kottayam)	Housing finance Sector in Kerala: A comparative study of Public and Private sector banks.
Doing Ph.D from December 2013 onwards	P.G. and Research Dept. of Commerce, Nirmala College, Muvattupuyzha	Dr. Gireesh Kumar G.S.(Director of Continuing Education & Associate Professor, Nirmala College, Muvattupuzha)	Job Stress and Employee Performance : A study of IT Industry in Kerala

For Office Use only							
Calendar Year	CL	Duty Leave	On Duty	Com/Half Pay Leave	ML	Loss of Pay	Total
2015							

1

Category I
Teaching-Learning and Evaluation

1. Semester wise percentage of classes taken (Max. Score 50)

1	2	3	4	5	6	7
Course /Paper	Branch and Semester	Mode of teaching	Hours per week allotted	No. of working days in each Semester as per academic Calendar/ semester Plan	Percentage of classes taken as per documented record	API Score Claimed
Classes taken only for one month, i.e., june 2015						
Special accounting	B. Com Regular 5th Sem.	Lecture and Seminar	6	All working days on june		50

2. Lectures or teaching duties in excess of UGC norms (Max score 10)

Course/sem/paper.	Mode of Teaching	Days worked Semester wise	API score	API awarded
Nil				

3. Reading and Instructional material and Syllabus Enrichment by providing additional resources (Max.Score 20)

Course/sem/paper	Syllabus enrichment programmes	Readings & texts prescribed	Additional instructional material provided	API score	API awarded
III B.Com, 5th Sem. Special accounting	Discussion of audited accounts of banks	Accounting: 1.Jain & Narang 2.S.N. Mahesari 3.K.G.C.Nair 4. S.K.R. Paul 5. Gupta & Radhaswamy	Printed notes	20	

4. Participatory and Innovative Teaching- Learning Methodologies, Updating of subject content, course improvement etc. (Maximum Score 20)

1	2	3
Parameters	Subject and Details in each Semester No. of Hours	API Claimed
Participatory and innovative teaching learning process with materials for problem based learning, case studies, group discussions, developing E-Library skills, web based assignments etc.	One case study 1 hour	5
ICT enabled teaching like power point, multimedia, simulation, software etc (Each activity 5 points.)	Presentation 1 hour	5
Total		10

5. Examination Duties Assigned and Performed (Maximum Score 25)

1	2	3	4
Type of examination duties	Duties assigned	Extent to which carried out	API Claimed
Valuation of I P.G. and I B. Com University answer sheets (home valuation- no appointment order- only phone call)		Performed	5
External Examiner, B. Com Viva Voce Exam May 2016		Performed	5
Total			10

Category II.
Co-Curricular, Extension and Professional
Development Activities

(Maximum score: 20)

S. No.	Type of Activity	Average Hrs./ week	API Score
	(i) Extension, co-curricular & field based activities		
			Nil
	Total Score (max score: 20)		
	(ii) Contribution to corporate life & Management of the institution)	Yearly /Semester wise responsibilities	API Score
1.	Auditor, NARP		5
			5
	Total Score (max score: 15)		

	(iii)Professional Development Activities		
1.	NARP Member		5
2.	Nirmala Alumni Association member		5
3.	Participated in National workshop on Research Methodology & Statistical Analysis (3 days)		5
	Total Score (max score: 15)		15
	Total Score (i+ii+iii)(max : 20)		20

Category III.
Research, Publication and Academic Contributions

A. Published Papers in Journals

Sl. No.	Title with page No.	Name of the Journal	ISSN/ISBN No	Main author	peer reviewed, Impact Factor, if any	No. of Co-authors	API Score claimed
1.	Anu Jossy Joy, *Weather Derivatives: An emerging Trend in the Global Market*, PESQUISA, Vol. 1, Issue 1, Nov. 2015, pp 87-93.	PESQUISA Research Journal	ISSN-2455-0736	Self	Peer Reviewed Indexed Annual Journal	Nil	15

(E)(i)Training Courses, Teaching-Learning-Evaluation Technology Programs, Faculty Development Programs (not less than one week Duration)

Sl. No	Programme	Duration	Organized by	API Score
1.	National Level Knowledge Training Workshop for Researchers	One Week	Christ University Nodal Office, Thiruvananthapuram	10

(E)(ii)Papers presented in Conferences, Seminar, Workshops, Symposia

Sl. No.	Title of the paper presented	Title of conference/ Seminar	Organized by	International/ National/ State/ Regional/ College or University Level	API Score
1.	Impact of Job stress on Employee Performance in IT Sector: Formulation of Research Model	Innovative Trends in the Changing Indian Corporate Scenario	Dept. of Commerce, Nirmala College, Muvattupuzha	National level	7.5
2.	Job stress and employee Performance	Presentation for research Scholars in commerce	Dept. of Commerce, Nirmala College, Muvattupuzha	College Level	3

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Future Plan for the next academic year

Curricular

Cocurricular

Research & Publications
1. To Complete of Ph. D as early as possible.
2. To publish articles based on Review of literature on Job stress and Employee performance in IT sector in Kerala in referred journals.
3. To conduct paper presentations on the topic
4. To attend Research methodology workshops on Data analysis through SPSS.
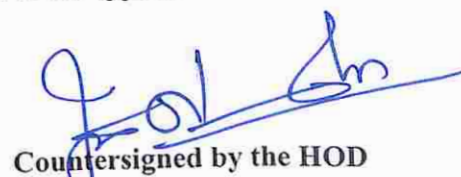
LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

1. FIP Order.
2. Appoint order B.Com Viva.
3. Certificate of UGC Sponsored 3 day National Workshop on Research methodology and statistical analysis conducted by RCSS.
4. Paper publication certificate.
5. Participation Certificate in One week National Level Knowledge workshop for researchers conducted by Christ University Nodal Office, Thiruvananthapuram.
6. Paper presentation certificate in the UGC sponsored 2 day National Seminar organised by Dept. of Commerce, Nirmala College, Muvattupuzha.

I certify that the information provided is correct as per records available with the university and/ or documents enclosed along with the duly filled PBAS proforma.

Signature of the applicant

Place : Muvattupuzha
Date : 08/07/2016

Countersigned by the HOD

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Remarks of the Screening/Selection Committee:-

Attached along with the Appraisal Summary
~~Summy~~ Summary Sheet.

Signature of the Screening/Selection Committee Members:-

1. Rev. Dr. George Olicaparam, Manager Ge Ole...

2. Rev. Dr. George Dhanathugavambil, Secretary

3. Rev. Fr. Paul Nedumpuvath, Member, Managing Board.

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विश्वविद्यालय अनुदान आयोग
नैरुत्य प्रादेशिक कार्यालय
UNIVERSITY GRANTS COMMISSION
SOUTH WESTERN REGIONAL OFFICE
P.K. Block, Palace Road, Gandhinagar
Bangalore-560 009.
ज्ञान-विज्ञान विमुक्तये
TF CODE: 65 Phone : (080) 2228 0380 Fax : (080) 2228 0381

.FIP/12th Plan/KLMG020 TF **65**

Principal
~~NIR~~MALA COLLEGE
~~MU~~VATTUPUZHA
~~ERN~~AKULAM DISTRICT - 686 661

"~~TH~~IS TF CODE SHOULD BE QUOTED IN ALL CORRESPONDENCE WITHOUT FAIL"

Sub:- Award of Teacher Fellowship under Faculty Development
Programme during XII th Plan period.

Based on the recommendations of the Selection committee/ University, the Commission conveys
approval for the award of Teacher Fellowship to MRS .ANU JOSSY JOY Dept of COMMERCE,
~~NIR~~MALA COLLEGE, MUVATTUPUZHA, ERNAKULAM DISTRICT under the XIIth plan period as
~~in~~ the details given below.

Name of the Teacher Fellow	Programme	Subject	Duration
			Two year
~~M~~RS ANU JOSSY JOY	GENERAL	COMMERCE	

1. The Research Center of the Teacher Fellow will be NIRMALA COLLEGE, MUVATUPUZHA.
~~on~~ joining in the Research Center the Teacher Fellow should submit the joining report to this office as
~~th~~e prescribed format (Annexure IV - FIP XI guidelines).

2. A teacher fellow will be eligible for reimbursement of actual contingency expenditure subject to a
~~max~~imum of Rs.15000/- per year.The contingency grant shall be released only on receipt of the
~~Utilis~~ation Certificate in the prescribed proforma (Annexure V, FIP XI Plan guideline) may be submitted
~~to th~~e SWRO, UGC.

3. The supervisor/guide of the Teacher Fellow must give a progress report in the mid of the period
~~for~~ which the fellowship is awarded. In case of negative report given by the Supervisor/ Guide, the
~~awa~~rded fellowship to the Teacher Fellow may be withdrawn by the UGC.

Contd..2.

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA

Manager
Bishop's House
Kothamangalam– 686 691
KERALA

Phone : (0485) 2861625, 2862236
Fax : (0485) 2861625
E-mail : kothamangalamcorporate@gmail.com

Corporate Educational Agency, Diocese of Kothamangalam

[Nirmala College,Muvattupuzha;Newman College,Thodupuzha]

No.CEK/HE/38/2016

To   24/11/2016

The Principal

Nirmala College, Muvattupzha

Sub: Proforma for Performance Based Appraisal System (PBAS), 2015-2016-
regarding

Sir,

I am forwarding the duly evaluated Proforma for *Performance Based Appraisal System*, 2015-16. An appraisal summary with remarks has been prepared for each faculty member, by a review committee.

Those who have submitted their Proforma for Performance Based Appraisal System for previous years will be considered later, for *Career Advancement Scheme*.

Note: *In the evaluation of the proforma, Errors and Omissions, if any, please bring to the notice of the Secretary.*

For Review Committee

Manager/Secretary

SECRETARY
(Higher Education)
Corporate Educational Agency
Diocese of Kothamangalam - 686 691

CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : Dr. Sr. Biji M P, Asst. Professor

Department : Malayalam

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

SI No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	47	47
2	Lectures / Duties in Excess of UGC Norms	10		
3	Additional Creative Teaching /Syllabus Enrichment	20	20	20
4	Innovative Teaching - Learning Methods	20	20	20
5	Examination Related Duties	25	20	20
	TOTAL	125	107	107
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20	20	20
2	Departmental Responsibilities	15		
3	Professional Responsibilities	15		
	TOTAL	50	20	20
	TOTAL for I & II	175	127	127
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)		160	160
2	Presentations in Conferences		7.5	7.5
3	Invited lectures		05	05
4	Research Projects / Other forms of Research Work			
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central			
V	STUDENTS' FEED BACK	10		7.3

The Review Committee Appreciates Your

- ➢ Performance in Class Room
- ➢ Performance in Curricular Activities
- ➢ Performance in Research Activities

The Review Committee believes that it would be desirable if the members of the Department make an effort

- ➢ To spare a few hours in Mentoring the students and for Remedial Coaching
- ➢ To adopt Innovative Teaching- Learning methods like PowerPoint presentations
- ➢ To undertake Syllabus Enrichment programmes by providing additional instructional materials
- ➢ To fulfill Institutional, Departmental and Professional responsibilities distributed among them in case of any failure in discharging them
- ➢ To foster a Research Ambience in the Department

For Review Committee

REV.DR.GEORGE THANATHUPARAMBIL
(HIGHER EDUCATION SECRETARY)

REV.FR.PAUL NEDUMPURATH
(MEMBER, MANAGING BOARD)

REV.DR.GEORGE OLIAPURAM
(MANAGER)

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation :   Seema Joseph, Asst. Professor

Department   :   Malayalam

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

SI No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	50	47
2	Lectures / Duties in Excess of UGC Norms	10		
3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
4	Innovative Teaching - Learning Methods	20	10	10
5	Examination Related Duties	25	25	25
	TOTAL	125	105	92
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20	20	20
2	Departmental Responsibilities	15	15	15
3	Professional Responsibilities	15	08	08
	TOTAL	50	43	43
	TOTAL for I & II	175	148	135
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)			
2	Presentations in Conferences			
3	Invited lectures			
4	Research Projects / Other forms of Research Work			
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V	STUDENTS' FEED BACK	10		6.9

The Review Committee Appreciates Your

 ➢ Performance in Class Room

 ➢ Performance in Co-Curricular Activities

The Review Committee believes that it would be desirable if the members of the Department make an effort

 ➢ To spare a few hours in Mentoring the students and for Remedial Coaching

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For Review Committee

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(HIGHER EDUCATION SECRETARY)

REV.FR.PAUL NEDUMPURATH
(MEMBER, MANAGING BOARD)

REV.DR.GEORGE OLIAPURAM
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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : **Neena Thomas, Asst. Professor**

Department : **Malayalam**

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

SI No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	50	47
	2	Lectures / Duties in Excess of UGC Norms	10		
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
	4	Innovative Teaching - Learning Methods	20	15	15
	5	Examination Related Duties	25	25	25
		TOTAL	125	110	97
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20	20	20
	2	Departmental Responsibilities	15	10	10
	3	Professional Responsibilities	15	05	05
		TOTAL	50	35	35
		TOTAL for I & II	175	145	132
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences			
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work			
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V		STUDENTS' FEED BACK	10		6.8

The Review Committee Appreciates Your

> Performance in Class Room

> Performance in Co-Curricular Activities

The Review Committee believes that it would be desirable if the members of the Department make an effort

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For Review Committee

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(HIGHER EDUCATION SECRETARY)

REV.FR.PAUL NEDUMPURATH
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REV.DR.GEORGE OLIAPURAM
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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation   :   **Sr. Lovely Abraham, Asst. Professor**

Department   :   **Malayalam**

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the framework adopted by the UGC.

Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	50	47
2	Lectures / Duties in Excess of UGC Norms	10		
3	Additional Creative Teaching /Syllabus Enrichment	20	20	20
4	Innovative Teaching - Learning Methods	20	20	20
5	Examination Related Duties	25	20	20
	TOTAL	125	110	107
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20		
2	Departmental Responsibilities	15		
3	Professional Responsibilities	15		
	TOTAL	50		
	TOTAL for I & II	175	110	107
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)			
2	Presentations in Conferences		7.5	7.5
3	Invited lectures			
4	Research Projects / Other forms of Research Work		10	10
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V	STUDENTS' FEED BACK	10		7.1

The Review Committee Appreciates Your

> Performance in Class Room

> Performance in Curricular Activities

> Performance in Research Activities

The Review Committee believes that it would be desirable if the members of the Department make an effort

> To spare a few hours in Mentoring the students and for Remedial Coaching

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : **Dr.J Georgi Neernal, Asso. Professor**

Department : **Economics**

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	47	47
2	Lectures / Duties in Excess of UGC Norms	10	10	10
3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
4	Innovative Teaching - Learning Methods	20	10	10
5	Examination Related Duties	25	25	25
	TOTAL	125	112	102
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20	10	10
2	Departmental Responsibilities	15	15	15
3	Professional Responsibilities	15	15	15
	TOTAL	50	40	40
	TOTAL for I & II	175	152	142
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)		20	20
2	Presentations in Conferences		10	10
3	Invited lectures			
4	Research Projects / Other forms of Research Work			
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V	STUDENTS' FEED BACK	10		7.2

The Review Committee Appreciates Your

➤ Performance in Class Room

➤ Performance in Curricular and Co-Curricular Activities

➤ Performance in Research Activities

The Review Committee believes that it would be desirable if the members of the Department make an effort

➤ To spare a few hours in Mentoring the students and for Remedial Coaching

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For Review Committee

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(MEMBER, MANAGING BOARD)

REV.DR.GEORGE OLIAPURAM
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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation   :   Liji George, Asst. Professor

Department   :   Economics

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	47	47
	2	Lectures / Duties in Excess of UGC Norms	10	10	10
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	20
	4	Innovative Teaching - Learning Methods	20	20	20
	5	Examination Related Duties	25	10	25
		TOTAL	125	107	122
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20	10	10
	2	Departmental Responsibilities	15	02	02
	3	Professional Responsibilities	15	04	04
		TOTAL	50	16	16
		TOTAL for I & II	175	123	138
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences		7.5	7.5
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work			
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V		STUDENTS' FEED BACK	10		6

The Review Committee Appreciates Your

> Performance in Class Room Teaching

> Performance in Curricular Activities

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For Review Committee

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : **Shaimon Joseph, Asst. Professor**

Department : **Economics**

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	47	47
2	Lectures / Duties in Excess of UGC Norms	10	10	10
3	Additional Creative Teaching /Syllabus Enrichment	20	20	20
4	Innovative Teaching - Learning Methods	20	10	10
5	Examination Related Duties	25	25	25
	TOTAL	125	112	112
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20	17	17
2	Departmental Responsibilities	15	15	15
3	Professional Responsibilities	15		
	TOTAL	50	32	32
	TOTAL for I & II	175	144	144
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)			
2	Presentations in Conferences			
3	Invited lectures			
4	Research Projects / Other forms of Research Work		10	10
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V	STUDENTS' FEED BACK	10		6

The Review Committee Appreciates Your

> Performance in Class Room Teaching

> Performance in Curricular Activities

The Review Committee believes that it would be desirable if the members of the Department make an effort

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For Review Committee

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(MEMBER, MANAGING BOARD)

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : **Deepa Abraham, Asst. Professor**

Department : **Economics**

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	47	47
	2	Lectures / Duties in Excess of UGC Norms	10	10	10
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	20
	4	Innovative Teaching - Learning Methods	20	10	05
	5	Examination Related Duties	25	15	25
		TOTAL	125	102	107
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20	05	05
	2	Departmental Responsibilities	15	05	05
	3	Professional Responsibilities	15	05	05
		TOTAL	50	15	15
		TOTAL for I & II	175	118	123
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences		7.5	7.5
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work		10	10
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V		STUDENTS' FEED BACK	10		5.5

The Review Committee Appreciates Your

➤ Performance in Curricular Activities

➤ Performance in Research Activities

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For Review Committee

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(HIGHER EDUCATION SECRETARY)

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : Alphonsa K Joy, Asst. Professor

Department : Economics

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	47	47
	2	Lectures / Duties in Excess of UGC Norms	10	10	10
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
	4	Innovative Teaching - Learning Methods	20	10	05
	5	Examination Related Duties	25	15	25
		TOTAL	125	102	97
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20	10	10
	2	Departmental Responsibilities	15	05	05
	3	Professional Responsibilities	15	04	04
		TOTAL	50	19	19
		TOTAL for I & II	175	121	116
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences			
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work		10	10
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V		STUDENTS' FEED BACK	10		6.2

The Review Committee Appreciates Your

➤ Performance in Class Room Teaching

The Review Committee believes that it would be desirable if the members of the Department make an effort

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For Review Committee

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CORPORATE EDUCATIONAL AGENCY

DIOCESE OF KOTHAMANGALAM

PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016

NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : Meera R, Asst. Professor

Department : Economics

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	**TEACHING –LEARNING ACTIVITIES**			
1	Workload and Percentage of attendance	50	47	47
2	Lectures / Duties in Excess of UGC Norms	10	10	10
3	Additional Creative Teaching /Syllabus Enrichment	20	20	20
4	Innovative Teaching - Learning Methods	20	20	20
5	Examination Related Duties	25	25	25
	TOTAL	125	122	122
II	**CO-CURRICULAR ACTIVITIES**			
1	Institutional Responsibilities	20	10	10
2	Departmental Responsibilities	15		
3	Professional Responsibilities	15	06	06
	TOTAL	50	16	16
	TOTAL for I & II	175	138	138
III	**RESEARCH AND PUBLICATIONS**			
1	Publications (Articles / Chapters / Books)			
2	Presentations in Conferences		15	15
3	Invited lectures			
4	Research Projects / Other forms of Research Work		10	10
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V	STUDENTS' FEED BACK	10		7.5

The Review Committee Appreciates Your

➢ Performance in Class Room

➢ Performance in Curricular Activities

➢ Performance in Research Activities

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➢ To spare a few hours in Mentoring the students and for Remedial Coaching

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation   :   Dr. Suja C, Asso. Professor

Department   :   Hindi

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	42	42
2	Lectures / Duties in Excess of UGC Norms	10	10	10
3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
4	Innovative Teaching - Learning Methods	20	10	05
5	Examination Related Duties	25	25	25
	TOTAL	125	107	92
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20		
2	Departmental Responsibilities	15	15	15
3	Professional Responsibilities	15		
	TOTAL	50	15	15
	TOTAL for I & II	175	122	107
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)			
2	Presentations in Conferences		7.5	7.5
3	Invited lectures			
4	Research Projects / Other forms of Research Work			
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V	STUDENTS' FEED BACK	10		8.1

The Review Committee Appreciates Your

➢ Performance in Class Room Teaching

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REV.DR.GEORGE OLIAPURAM
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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation   :   Jasmine Mary P G, Asst. Professor

Department   :   Hindi

APPRAISAL SUMMARY

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Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	47	47
	2	Lectures / Duties in Excess of UGC Norms	10	10	10
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
	4	Innovative Teaching - Learning Methods	20	10	13
	5	Examination Related Duties	25	25	25
		TOTAL	125	112	105
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20	05	05
	2	Departmental Responsibilities	15	05	05
	3	Professional Responsibilities	15	06	06
		TOTAL	50	16	16
		TOTAL for I & II	175	128	121
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)		15	12
	2	Presentations in Conferences			
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work			
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V		STUDENTS' FEEDBACK	10		6.4

The Review Committee Appreciates Your

- ➢ Performance in Class Room Teaching
- ➢ Performance in Curricular Activities

The Review Committee believes that it would be desirable if the members of the Department make an effort

- ➢ To spare a few hours in Mentoring the students and for Remedial Coaching
- ➢ To adopt Innovative Teaching- Learning methods like PowerPoint presentations
- ➢ To undertake Syllabus Enrichment programmes by providing additional instructional materials
- ➢ To fulfill Institutional, Departmental and Professional responsibilities distributed among them in case of any failure in discharging them
- ➢ To foster a Research Ambience in the Department

For Review Committee

REV.DR.GEORGE THANATHUPARAMBIL
(HIGHER EDUCATION SECRETARY)

REV.FR.PAUL NEDUMPURATH
(MEMBER, MANAGING BOARD)

REV.DR.GEORGE OLIAPURAM
(MANAGER)

CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : **Dr. Neerada Maria Kurian, Asst. Professor**

Department : **Hindi**

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	47	47
	2	Lectures / Duties in Excess of UGC Norms	10	10	10
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
	4	Innovative Teaching - Learning Methods	20	05	05
	5	Examination Related Duties	25	25	25
		TOTAL	125	107	97
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20	17	17
	2	Departmental Responsibilities	15	10	10
	3	Professional Responsibilities	15	15	09
		TOTAL	50	42	36
		TOTAL for I & II	175	149	133
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences			
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work		10	10
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V		STUDENTS' FEED BACK	10		7.1

The Review Committee Appreciates Your

> Performance in Class Room Teaching

> Performance in Co-Curricular Activities

The Review Committee believes that it would be desirable if the members of the Department make an effort

> To spare a few hours in Mentoring the students and for Remedial Coaching

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For Review Committee

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(MEMBER, MANAGING BOARD)

REV.DR.GEORGE OLIAPURAM
(MANAGER)

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : **Dr. Neerada Maria Kurian, Asst. Professor**

Department : **Hindi**

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	47	47
	2	Lectures / Duties in Excess of UGC Norms	10	10	10
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
	4	Innovative Teaching - Learning Methods	20	05	05
	5	Examination Related Duties	25	25	25
		TOTAL	125	107	97
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20	17	17
	2	Departmental Responsibilities	15	10	10
	3	Professional Responsibilities	15	15	09
		TOTAL	50	42	36
		TOTAL for I & II	175	149	133
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences			
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work		10	10
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V		STUDENTS' FEED BACK	10	-	7.1

The Review Committee Appreciates Your

 ➤ Performance in Class Room Teaching

 ➤ Performance in Co-Curricular Activities

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For Review Committee

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : **Shini Mathew, Asst. Professor**

Department : **Hindi**

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the framework adopted by the UGC.

Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	47	47
2	Lectures / Duties in Excess of UGC Norms	10		
3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
4	Innovative Teaching - Learning Methods	20		
5	Examination Related Duties	25	25	25
	TOTAL	125	92	82
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20		
2	Departmental Responsibilities	15		
3	Professional Responsibilities	15		
	TOTAL	50		
	TOTAL for I & II	175	92	82
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)			
2	Presentations in Conferences			
3	Invited lectures			
4	Research Projects / Other forms of Research Work			
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V	STUDENTS' FEED BACK	10		5.7

The Review Committee believes that it would be desirable if the members of the Department make an effort

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For Review Committee

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : Dr. Sumonmol Varghese, Asso. Professor

Department : Hindi

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	38	47
	2	Lectures / Duties in Excess of UGC Norms	10		
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
	4	Innovative Teaching - Learning Methods	20	05	05
	5	Examination Related Duties	25	25	25
		TOTAL	125	88	87
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20		
	2	Departmental Responsibilities	15		
	3	Professional Responsibilities	15	15	15
		TOTAL	50	15	15
		TOTAL for I & II	175	103	102
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences			
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work			
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V		STUDENTS' FEED BACK	10		4.1

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For Review Committee

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(HIGHER EDUCATION SECRETARY)

REV.FR.PAUL NEDUMPURATH
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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : Dr. Sreeja G R, Asst. Professor

Department : Hindi

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the frame work adopted by the UGC.

Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	44	44
	2	Lectures / Duties in Excess of UGC Norms	10		
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
	4	Innovative Teaching - Learning Methods	20	05	10
	5	Examination Related Duties	25	25	25
		TOTAL	125	94	89
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20	05	05
	2	Departmental Responsibilities	15		
	3	Professional Responsibilities	15	06	06
		TOTAL	50	11	11
		TOTAL for I & II	175	105	100
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences		7.5	7.5
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work		10	10
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.		20	20
V		STUDENTS' FEED BACK	10		6.1

The Review Committee Appreciates Your

➤ Performance in Class Room Teaching

➤ Performance in Research Activities

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : Dr. Sreeja G R, Asst. Professor

Department : Hindi

APPRAISAL SUMMARY

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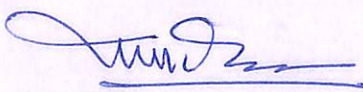
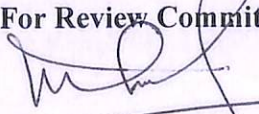| Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	44	44
	2	Lectures / Duties in Excess of UGC Norms	10		
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
	4	Innovative Teaching - Learning Methods	20	05	10
	5	Examination Related Duties	25	25	25
		TOTAL	125	94	89
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20	05	05
	2	Departmental Responsibilities	15		
	3	Professional Responsibilities	15	06	06
		TOTAL	50	11	11
		TOTAL for I & II	175	105	100
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences		7.5	7.5
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work		10	10
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.		20	20
V		STUDENTS' FEED BACK	10		6.1

The Review Committee Appreciates Your

➤ Performance in Class Room Teaching

➤ Performance in Research Activities

The Review Committee believes that it would be desirable if the members of the Department make an effort

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For Review Committee

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(HIGHER EDUCATION SECRETARY)

REV.FR.PAUL NEDUMPURATH
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REV.DR.GEORGE OLIAPURAM
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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : Dr. Juliya Emmanuel, Asst. Professor

Department : Hindi

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the framework adopted by the UGC.
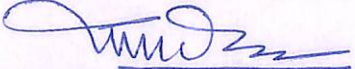
Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	44	44
2	Lectures / Duties in Excess of UGC Norms	10	10	10
3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
4	Innovative Teaching - Learning Methods	20	10	10
5	Examination Related Duties	25	25	25
	TOTAL	125	109	99
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20	10	05
2	Departmental Responsibilities	15	15	15
3	Professional Responsibilities	15	04	04
	TOTAL	50	29	29
	TOTAL for I & II	175	138	128
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)		05	05
2	Presentations in Conferences		15	15
3	Invited lectures		05	05
4	Research Projects / Other forms of Research Work		10	10
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.		20	20
V	STUDENTS' FEED BACK	10		7.1

The Review Committee Appreciates Your

➢ Performance in Class Room Teaching

➢ Performance in Co-Curricular Activities

➢ Performance in Research Activities

The Review Committee believes that it would be desirable if the members of the Department make an effort

➢ To spare a few hours in Mentoring the students and for Remedial Coaching

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For Review Committee

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REV.FR.PAUL NEDUMKURATH
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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation :   **Abin wilson, Asst. Professor**

Department   :   **Physical Education**

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the framework adopted by the UGC.

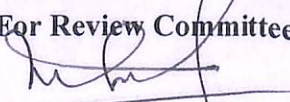| Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		**TEACHING –LEARNING ACTIVITIES**			
	1	Workload and Percentage of attendance	50	47	47
	2	Lectures / Duties in Excess of UGC Norms	10	10	10
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
	4	Innovative Teaching - Learning Methods	20	20	20
	5	Examination Related Duties	25	25	25
		TOTAL	**125**	**112**	**112**
II		**CO-CURRICULAR ACTIVITIES**			
	1	Institutional Responsibilities	20	20	20
	2	Departmental Responsibilities	15	15	15
	3	Professional Responsibilities	15	15	15
		TOTAL	**50**	**50**	**50**
		TOTAL for I & II	**175**	**162**	**162**
III		**RESEARCH AND PUBLICATIONS**			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences			
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work			
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.		10	10
V		**STUDENTS' FEED BACK**	**10**		**3.7**

The Review Committee Appreciates Your

➢ Performance in Curricular and Co-Curricular Activities

The Review Committee believes that it would be desirable if the members of the Department make an effort

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For Review Committee

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(HIGHER EDUCATION SECRETARY)

REV.FR.PAUL NEDUMPURATH
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CORPORATE EDUCATIONAL AGENCY

DIOCESE OF KOTHAMANGALAM

PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016

NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation   :   Dr.Santhosh J, Asso. Professor

Department   :   Physical Education

APPRAISAL SUMMARY

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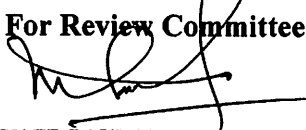| Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	47	47
2	Lectures / Duties in Excess of UGC Norms	10		
3	Additional Creative Teaching /Syllabus Enrichment	20		
4	Innovative Teaching - Learning Methods	20		
5	Examination Related Duties	25	25	25
	TOTAL	125	72	72
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20	10	10
2	Departmental Responsibilities	15	10	10
3	Professional Responsibilities	15	10	10
	TOTAL	50	30	30
	TOTAL for I & II	175	102	102
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)		24	24
2	Presentations in Conferences			
3	Invited lectures			
4	Research Projects / Other forms of Research Work			
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V	STUDENTS' FEED BACK	10		6.4

The Review Committee Appreciates Your

➢ Performance in Class Room

➢ Performance in Research Activities

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation :   Dilmol Varghese, Asso. Professor

Department :   Zoology

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the framework adopted by the UGC.

Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	47	47
	2	Lectures / Duties in Excess of UGC Norms	10	10	10
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	20
	4	Innovative Teaching - Learning Methods	20	20	20
	5	Examination Related Duties	25	25	25
		TOTAL	125	122	122
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20	15	15
	2	Departmental Responsibilities	15	10	10
	3	Professional Responsibilities	15	12	12
		TOTAL	50	37	37
		TOTAL for I & II	175	159	159
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences			
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work			
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V		STUDENTS' FEED BACK	10		3.3

The Review Committee Appreciates Your

  ➤ Performance in Curricular and Co-Curricular Activities

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  ➤ To spare a few hours in Mentoring the students and for Remedial Coaching

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : **Anu Josy Joy, Asst. Professor**

Department : **Commerce**

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the framework adopted by the UGC.

Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	47	47
	2	Lectures / Duties in Excess of UGC Norms	10		
	3	Additional Creative Teaching /Syllabus Enrichment	20	10	10
	4	Innovative Teaching - Learning Methods	20	10	10
	5	Examination Related Duties	25	10	25
		TOTAL	125	77	92
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20		
	2	Departmental Responsibilities	15	05	05
	3	Professional Responsibilities	15	15	15
		TOTAL	50	20	20
		TOTAL for I & II	175	97	112
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)		15	15
	2	Presentations in Conferences		10.5	10.5
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work			
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.		10	10
V		STUDENTS' FEED BACK	10		

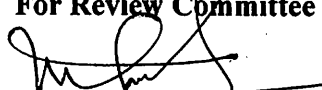The Review Committee Appreciates Your

> Performance in Research Activities

The Review Committee believes that it would be desirable if the members of the Department make an effort

> To spare a few hours in Mentoring the students and for Remedial Coaching

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> To foster a Research Ambience in the Department

For Review Committee

REV.DR.GEORGE THANATHUPARAMBIL
(HIGHER EDUCATION SECRETARY)

REV.FR.PAUL NEDUMPURATH
(MEMBER, MANAGING BOARD)

REV.DR.GEORGE OLIAPURAM
(MANAGER)

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : Dr. P C Mary, Asso. Professor

Department : Zoology

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the framework adopted by the UGC.

Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	47	47
2	Lectures / Duties in Excess of UGC Norms	10	10	10
3	Additional Creative Teaching /Syllabus Enrichment	20	20	20
4	Innovative Teaching - Learning Methods	20	20	20
5	Examination Related Duties	25	25	25
	TOTAL	125	122	122
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20	15	15
2	Departmental Responsibilities	15	10	10
3	Professional Responsibilities	15	12	12
	TOTAL	50	37	37
	TOTAL for I & II	175	159	159
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)			
2	Presentations in Conferences			
3	Invited lectures			
4	Research Projects / Other forms of Research Work			
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V	STUDENTS' FEED BACK	10		5.5

The Review Committee Appreciates Your

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : **Sr.Emy Tomy, Asst. Professor**

Department : **Chemistry**

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the framework adopted by the UGC.

Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	47	47
	2	Lectures / Duties in Excess of UGC Norms	10	10	10
	3	Additional Creative Teaching /Syllabus Enrichment	20	20	20
	4	Innovative Teaching - Learning Methods	20	20	20
	5	Examination Related Duties	25	25	25
		TOTAL	125	122	122
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20	20	20
	2	Departmental Responsibilities	15	15	15
	3	Professional Responsibilities	15	08	08
		TOTAL	50	43	43
		TOTAL for I & II	175	165	165
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences			
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work			
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V		STUDENTS' FEED BACK	10		6.9

The Review Committee Appreciates Your

> Performance in Class Room

> Performance in Curricular and Co-Curricular Activities

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : Philip Augustine, Asso. Professor

Department : Chemistry

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the framework adopted by the UGC.

Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	47	47
2	Lectures / Duties in Excess of UGC Norms	10	10	10
3	Additional Creative Teaching /Syllabus Enrichment	20	20	10
4	Innovative Teaching - Learning Methods	20	20	15
5	Examination Related Duties	25	25	25
	TOTAL	125	112	107
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20	10	10
2	Departmental Responsibilities	15	15	15
3	Professional Responsibilities	15	10	05
	TOTAL	50	35	30
	TOTAL for I & II	175	147	137
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)			
2	Presentations in Conferences			
3	Invited lectures			
4	Research Projects / Other forms of Research Work			
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V	STUDENTS' FEED BACK	10		6

The Review Committee Appreciates Your

> Performance in Class Room

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : **Dr. Marthakutty Joseph, Asso. Professor**

Department : **Chemistry**

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the framework adopted by the UGC.

Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES		47	47
1	Workload and Percentage of attendance	50	10	10
2	Lectures / Duties in Excess of UGC Norms	10	20	10
3	Additional Creative Teaching /Syllabus Enrichment	20	15	15
4	Innovative Teaching - Learning Methods	20	25	25
5	Examination Related Duties	25	117	107
	TOTAL	125		
II	CO-CURRICULAR ACTIVITIES		05	05
1	Institutional Responsibilities	20	05	15
2	Departmental Responsibilities	15	05	05
3	Professional Responsibilities	15	15	25
	TOTAL	50	132	132
	TOTAL for I & II	175		
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)			
2	Presentations in Conferences			
3	Invited lectures			
4	Research Projects / Other forms of Research Work			
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			5.4
V	STUDENTS' FEED BACK	10		

The Review Committee Appreciates Your

> Performance in Curricular and Co-Curricular Activities

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CORPORATE EDUCATIONAL AGENCY

DIOCESE OF KOTHAMANGALAM

PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016

NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : Dr. N Shibin Mohanan, Asst. Professor

Department : Botany

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the framework adopted by the UGC.

Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	46	46
2	Lectures / Duties in Excess of UGC Norms	10		
3	Additional Creative Teaching /Syllabus Enrichment	20	10	10
4	Innovative Teaching - Learning Methods	20		
5	Examination Related Duties	25	25	25
	TOTAL	125	81	81
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20	20	20
2	Departmental Responsibilities	15	15	15
3	Professional Responsibilities	15	06	06
	TOTAL	50	41	41
	TOTAL for I & II	175	122	122
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)			
2	Presentations in Conferences			
3	Invited lectures			
4	Research Projects / Other forms of Research Work			
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V	STUDENTS' FEED BACK	10		5.5

The Review Committee Appreciates Your

➤ Performance in Co-Curricular Activities

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CORPORATE EDUCATIONAL AGENCY
DIOCESE OF KOTHAMANGALAM
PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016
NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation : Biju Peter, Asso. **Professor**

Department : Chemistry

APPRAISAL SUMMARY

Stated below is the assessment report on your total performance for the academic year 2015-16, using the framework adopted by the UGC.

Sl No	ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I	TEACHING –LEARNING ACTIVITIES			
1	Workload and Percentage of attendance	50	47	47
2	Lectures / Duties in Excess of UGC Norms	10	10	10
3	Additional Creative Teaching /Syllabus Enrichment	20	20	20
4	Innovative Teaching - Learning Methods	20	20	20
5	Examination Related Duties	25	25	25
	TOTAL	125	122	122
II	CO-CURRICULAR ACTIVITIES			
1	Institutional Responsibilities	20	20	20
2	Departmental Responsibilities	15	15	15
3	Professional Responsibilities	15	02	02
	TOTAL	50	37	37
	TOTAL for I & II	175	159	159
III	RESEARCH AND PUBLICATIONS			
1	Publications (Articles / Chapters / Books)		25	25
2	Presentations in Conferences			
3	Invited lectures			
4	Research Projects / Other forms of Research Work		10	10
IV	Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V	STUDENTS' FEED BACK	10		7

The Review Committee Appreciates Your

> Performance in Class Room

> Performance in Curricular and Co-Curricular Activities

> Performance in Research Activities

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CORPORATE EDUCATIONAL AGENCY

DIOCESE OF KOTHAMANGALAM

PERFORMANCE BASED APPRAISAL SYSTEM 2015-2016

NIRMALA COLLEGE, MUVATTUPUZHA

Name & Designation   :   Mercyamma Jacob, Asso. Professor

Department   :   Chemistry

APPRAISAL SUMMARY

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Sl No		ACADEMIC PERFORMANCE INDICATORS	MAXIMUM SCORE	SELF-ASSESSMENT API SCORE	API SCORE AWARDED
I		TEACHING –LEARNING ACTIVITIES			
	1	Workload and Percentage of attendance	50	47	47
	2	Lectures / Duties in Excess of UGC Norms	10	10	10
	3	Additional Creative Teaching /Syllabus Enrichment	20	15	10
	4	Innovative Teaching - Learning Methods	20	15	15
	5	Examination Related Duties	25	25	25
		TOTAL	125	112	107
II		CO-CURRICULAR ACTIVITIES			
	1	Institutional Responsibilities	20	15	15
	2	Departmental Responsibilities	15	10	10
	3	Professional Responsibilities	15	10	10
		TOTAL	50	35	35
		TOTAL for I & II	175	147	142
III		RESEARCH AND PUBLICATIONS			
	1	Publications (Articles / Chapters / Books)			
	2	Presentations in Conferences			
	3	Invited lectures			
	4	Research Projects / Other forms of Research Work			
IV		Training Courses (Refresher Course, Orientation Course etc...) sponsored by UGC / Central Government.			
V		STUDENTS' FEED BACK	10		3.7

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CORPORATE EDUCATIONAL AGENCY,
DIOCESE OF KOTHAMANGALAM
Objective Assessment Report in respect of the faculty members of the Department
(To be submitted by the Head of the Department in accordance with
M.G. University Statutes 1997, Chapter 45, Part E)

Name of the College   :   Academic Year: 2018-2019

Name of the Faculty   :   Department :

1. Has the teacher covered the syllabus fully in time:

    Yes ☐   No ☐

2. How was the teacher competent in teaching the subject:

    Excellent ☐   Good ☐   Satisfactory ☐   Poor ☐

3. Was the teacher competent in the management of the class and discipline of the students:

    Competent ☐   Average ☐   Not Competent ☐
    :

4. Co-operation of the faculty in departmental activities :

    Excellent ☐   Average ☐   Poor ☐

5. Co-operation of the faculty in Co-Curricular activities :

    Excellent ☐   Average ☐   Poor ☐

6. Role of the faculty in inculcating value system in the Campus

    Effective ☐   Not Effective ☐   Indifferent ☐

7. Co-operation of the faculty in work arrangement in the Department while he/ she is on leave or other faculty members are on leave

    Cooperative ☐   Not Cooperative ☐   Indifferent ☐

8.   Whether the teacher is fully available in the campus within the office hours

    Yes ☐   Not always ☐   No ☐

9. Whether the teacher is available in the college beyond the office hours for materialising specific goal

    Always ☐   Some times ☐   Not available ☐

10. Special comments if any   :

                                            Name and Signature of the head of the
                                            Department

N.B. The Head of the department is directed to fill in the format in respect of each teacher in the department and hand it over to the Manager through the Principal before 30th April 2019.

PEER EVALUATION 2018
* Required

IQAC-NIRMALA COLLEGE MUVATTUPUZHA

What is peer evaluation?

Peer review is a form of evaluation designed to provide feedback to peers about their academic performance.   Peer review may be used as a way to help faculty members to improve teaching and learning in their courses. In general, peer review is a collaborative process in which the faculty under review works closely with a colleague or group of colleagues to discuss his / her teaching. The peer-review process yields important information that can be combined with other sources to provide a comprehensive view of an individual's academic performance. The peer reviews can provide the teacher with insights into his / her academic contribution in the classroom learning environment unattainable in other ways. In our context, fifteen valid and reliable instruments are adopted, which is a modified form of Goetz and LeCompte (1984). This peer review covers areas of academic practice only.

Reference
Goetz and LeCompte, (1984). Ethnographic and qualitative design in educational research, Academic Press, San Diego.

Please consider the following before you start your evaluation.

1. Peer review should focus on specific teaching behaviors.
2. Evaluation should be based on reasoned opinions, not personal biases or judgments.

Teachers are directed to complete the evaluation of all of your colleagues by filling this form.

1. **Your Name (Optional)**

_____

INTERNAL QUALITY ASSURANCE CELL (IQAC)-NIRMALA COLLEGE

Thank you for taking the time to help the IQAC for Peer Evaluation of your colleagues.

Peer Evaluation of Teaching

2. **Name of the Teacher being evaluated** *

_____

3. **Please evaluate your colleagues for effectiveness/applicability in the following categories using a 5 point scale.** *

Mark only one oval per row.

	Excellent	Very Good	Good	Average	Poor
Keeps abreast of current developments in the topics covered.	⬭	⬭	⬭	⬭	⬭
Keeps punctuality.	⬭	⬭	⬭	⬭	⬭
Keeps an attitude of fairness, courtesy and respect	⬭	⬭	⬭	⬭	⬭
Recognizes and responds appropriately when an individual student is having social and/or emotional difficulties which interfere with learning and/or participation in class.	⬭	⬭	⬭	⬭	⬭
Completes the evaluation of answer books in a timely manner	⬭	⬭	⬭	⬭	⬭
The teacher is a good tutor and motivator.	⬭	⬭	⬭	⬭	⬭
Makes fair evaluation of the student.	⬭	⬭	⬭	⬭	⬭
Updates the subjects as per changing curriculum	⬭	⬭	⬭	⬭	⬭
Makes time available for interaction with the students outside the class room.	⬭	⬭	⬭	⬭	⬭
Active in participating in curricular , co curricular and extra curricular activities of the college.	⬭	⬭	⬭	⬭	⬭
Has enough contribution in research / consultancy .	⬭	⬭	⬭	⬭	⬭
Participates / organizes Seminars / Symposia / Workshops at state / National / International level.	⬭	⬭	⬭	⬭	⬭
The teacher is concerned with the progression and success of the student.	⬭	⬭	⬭	⬭	⬭
The teacher is friendly with his/her colleagues and co-operative in all the activites of the Department	⬭	⬭	⬭	⬭	⬭
The teacher is keen in inculcating moral values among students.	⬭	⬭	⬭	⬭	⬭

Declaration

Peer Evaluation 2016-19

Peer Evaluation Results		Year		
Evaluation Criteria	Code	2018-19	2017-18	2016-17
The teacher is friendly with his/her colleagues and co-operative in all the activities of the Department	EC1	4.67	4.50	4.47
Keeps an attitude of fairness, courtesy and respect	EC2	4.55	4.45	4.33
Completes the evaluation of answer books in a timely manner	EC3	4.48	4.41	4.39
The teacher is keen in inculcating moral values among students	EC4	4.48	4.36	4.22
Recognizes and responds appropriately when an individual student is having social and/or emotional difficulties which interfere with learning and/or participation in class	EC5	4.47	4.46	4.32
The teacher is a good tutor and motivator	EC6	4.45	4.40	4.38
The teacher is concerned with the progression and success of the student	EC7	4.45	4.33	4.23
Keeps punctuality	EC8	4.40	4.37	4.33
Makes fair evaluation of the student	EC9	4.37	4.20	4.06
Updates the subjects as per changing curriculum]	EC10	4.37	4.32	4.26
Keeps abreast of current developments in the topics covered	EC11	4.25	4.13	4.03
Makes time available for interaction with the students outside the class room	EC12	4.15	4.13	4.09
Active in participating in curricular, co-curricular and extracurricular activities of the college	EC13	4.10	4.06	3.89
Participates / organizes Seminars / Symposia / Workshops at state / National / International level	EC14	3.70	3.59	3.58
Has enough contribution in research / consultancy	EC15	3.62	3.51	3.47

Peer Evaluation Results
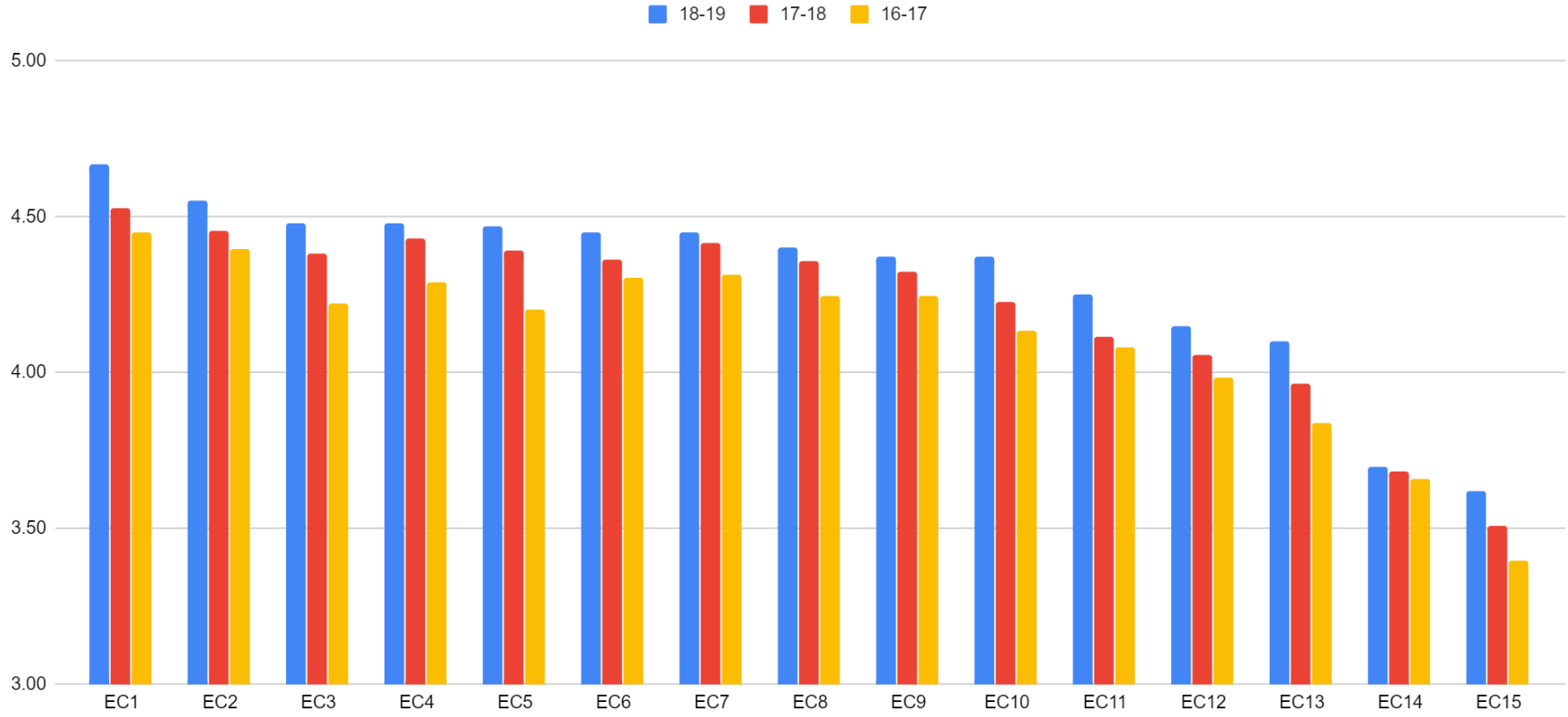
Peer Evaluation Overall Score :

2016-17   1.00   5.00   3.80

2017-18   1.00   5.00   4.05

2018-19   1.00   5.00   4.20
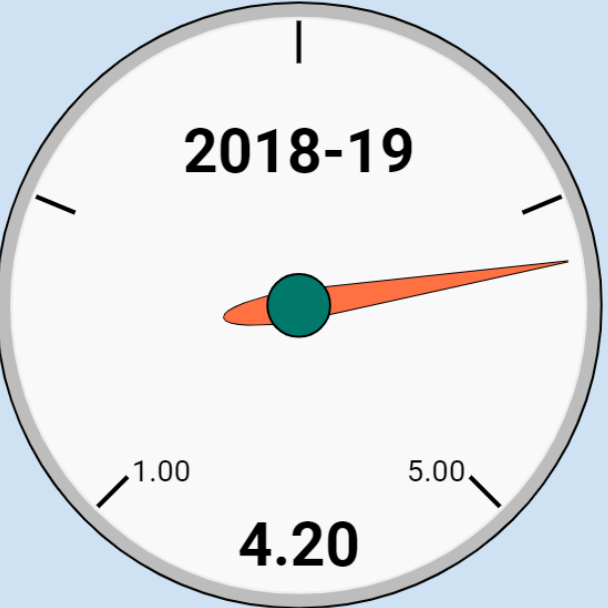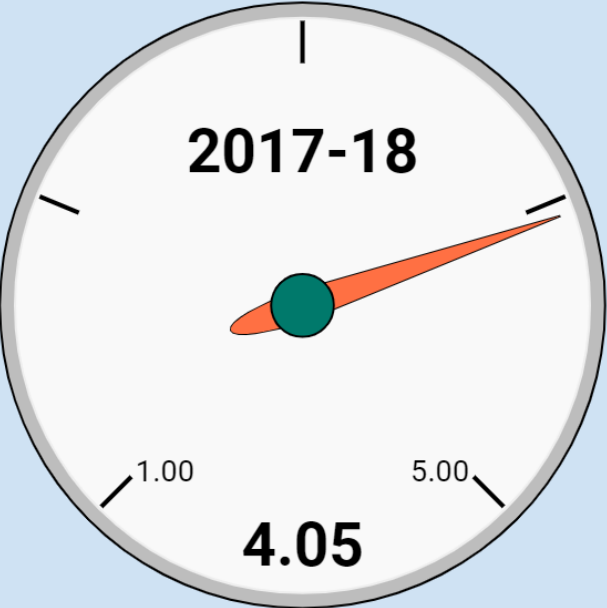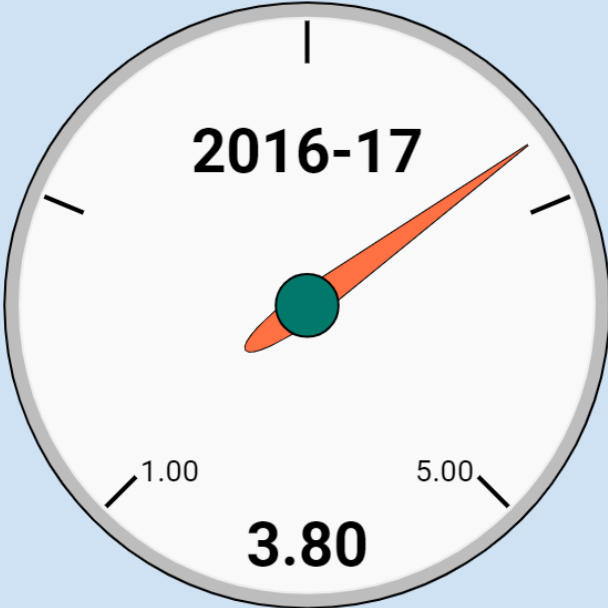
Peer Evaluation Analysis 2016-19

      IQAC introduced Peer Evaluation as an effective method to evaluate and to offer corrective measures to the faculty members based on their performance. This online evaluation process was introduced by the IQAC in the academic year 2016-2017. The evaluation is based on fifteen criteria which analyse/evaluate the academic performance, research activities, individual qualities, participation in curricular and co-curricular extra-curricular activities, participation in/ Organising of Seminars, Symposia, workshops at State/ National/International level etc. Considerable improvement in the performance of the teachers has been noticed in the consecutive years as a result of this system of evaluation and the corrective measures suggested. IQAC has identified Research and Consultancy as the areas which need improvement. IQAC has taken serious steps to encourage the faculty members to do active research. Teachers are motivated to submit research proposals to various agencies and to avail funds for research. The Research Promotion Council of the college, under the guidance of the IQAC monitors this process. Teachers are also encouraged to publish research articles in recognised journals, present research papers in national and international seminars, conferences, workshops etc., to do major and minor research projects etc. Students are also encouraged to avail scholarships for research.

IQAC Coordinator

Principal

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA

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Department: English
Academic Year: 2017 - 2018

Staff: Manu C Skaria

Preview

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1 of 1

Nirmala College, Muvattupuzha

Evaluation Details

Teacher Name : Manu C Skaria

Department : English

Class	Student Count	Average Weighted Score										Overall
		Accessibility to teacher	Classroom management (with due weightage to the no. of students in the class)	Communication skills and voice modulation	Fairness in internal assessment	Inspiration and motivation	Interactive teacher	Punctuality and regularity	Quality of instruction & Effective completion of syllabus in time	Subject Knowledge & preparedness for classes (with due weightage to the academic performance of students)	Use of modern techniques in teaching (LCD,PPT, online resources)	
I Sem-BA Mal	31	6.05	6.08	6.09	5.94	6.06	6.01	5.99	6.02	6.01	5.76	60.01
III Sem-BSc Bot	36	6.80	6.83	6.93	6.75	6.61	6.59	6.90	6.83	6.85	6.34	67.43

Nirmala College, Muvattupuzha

Total Campus Solution User: **E57567** Academic Year : **2017 - 2018** → LOGOUT

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Teacher Performance Evaluation Form

Select Evalution Group :   TEACHER PERFORMANCE EVALUTION

Evaluate : Select

Sl.No	Attributes	Keys										
	-: PRESENTATION STYLE											
1	**Classroom management (with due weightage to the no. of students in the class)**	○ Ten	○ Nine	○ Eight	○ Seven	○ Six	○ Five	○ Four	○ Three	○ Two	○ One	○ Zero
2	Communication skills and voice modulation	○ Ten	○ Nine	○ Eight	○ Seven	○ Six	○ Five	○ Four	○ Three	○ Two	○ One	○ Zero
	-: SUBJECT EXPERTISE											
3	**Subject Knowledge & preparedness for classes (with due weightage to the academic performance of students)**	○ Ten	○ Nine	○ Eight	○ Seven	○ Six	○ Five	○ Four	○ Three	○ Two	○ One	○ Zero
	-: TEACHER ATTITUDE											
4	Accessibility to teacher	○ Ten	○ Nine	○ Eight	○ Seven	○ Six	○ Five	○ Four	○ Three	○ Two	○ One	○ Zero
5	**Interactive teacher**	○ Ten	○ Nine	○ Eight	○ Seven	○ Six	○ Five	○ Four	○ Three	○ Two	○ One	○ Zero

Type here to search

ENG 06:13 PM 17-01-2018

Nirmala College, Muvattupuzha

Evaluation Details

Staff	Weighted average Score	W.Avg Score in Dept.	W.Avg Score in College
Statistics			
Dr. Seethalekshmi V.	77.98	76.47	64.31
Dr.Mathachan Pathiyil	80.07	76.47	64.31
Dr.T.M. Jacob	80.61	76.47	64.31
Ms.Jessy John	74.87	76.47	64.31
Ms.Sophy Thomas	81.79	76.47	64.31

STUDENT EVALUATION FORM

Name of College : Nirmala College, Muvattupuzha

Name of Teacher	:	Dr. Seethalekshmi V.
Department	:	Statistics
Evaluated On	:	2017 - 2018
Evaluator		Description

Specific comment, on the performance of the teacher:

STUDENT 1	no comments

Name of Teacher	:	Dr.Mathachan Pathiyil
Department	:	Statistics
Evaluated On	:	2017 - 2018
Evaluator		Description

Specific comment, on the performance of the teacher:

STUDENT 1	nice
STUDENT 2	EXCELLENT TEACHING
STUDENT 3	no comments

Name of Teacher	:	Dr.T.M. Jacob
Department	:	Statistics
Evaluated On	:	2017 - 2018
Evaluator		Description

Specific comment, on the performance of the teacher:

STUDENT 1	not bad
STUDENT 2	good
STUDENT 3	good
STUDENT 4	No words to evaluate
STUDENT 5	settappa
STUDENT 6	SO FAST IN DOING PROBLEMS EXCELLENT LECTURE
STUDENT 7	good
STUDENT 8	good
STUDENT 9	Superb...!!
STUDENT 10	very good

STUDENT 11	good
STUDENT 12	GOOD LECTURE
STUDENT 13	GOOD
STUDENT 14	good
STUDENT 15	ok
STUDENT 16	He is awesome... adipoli aann
STUDENT 17	good
STUDENT 18	kiduuu
STUDENT 19	he is good
STUDENT 20	too fast in teaching
STUDENT 21	he has a chance to be next principle
STUDENT 22	good
STUDENT 23	good
STUDENT 24	good
STUDENT 25	VERY GOOD
STUDENT 26	good
STUDENT 27	good
STUDENT 28	good
STUDENT 29	good teacher
STUDENT 30	good teacher
STUDENT 31	Sir superanetto!!
STUDENT 32	superb..!!
STUDENT 33	nyz sir he is something which cant define
STUDENT 34	good
STUDENT 35	good
STUDENT 36	no comments
STUDENT 37	ffair classes
STUDENT 38	lam satisfied

Name of Teacher	:	Ms.Jessy John
Department	:	**Statistics**
Evaluated On	:	**2017 - 2018**
Evaluator		**Description**

Specific comment, on the performance of the teacher:

STUDENT 1	A good teacher
STUDENT 2	goood
STUDENT 3	good
STUDENT 4	good
STUDENT 5	No words to evaluate

Name of Teacher	:	Ms.Sophy Thomas
Department	:	Statistics
Evaluated On	:	2017 - 2018
Evaluator		**Description**

Specific comment, on the performance of the teacher:

STUDENT 1	no comments
STUDENT 2	ffair classes
STUDENT 3	Iam satisfied