

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Dr. Vinod V. Review Period: 2017-18

Department: History

1) What are the duties you are entrusted with during the evaluation period?

How well you have performed in it?

~~M. S. S. Program Coordinator~~, Class in charge IBA
Convenor IASE Research criteria

2. Do you understand the requirements of your job? What aspects of your job need improvement?

yes I understand. Need to encourage
more families and students for participating
in Research.

3. What are your academic and non academic achievements during the evaluation period?

Published a paper/ ~~on~~
in national Journal. a book chapter
of: setter, UG/MGU

4. What are your strengths (the things you do well) and how do you put them to use in your position?

Ability to comprehend things, initiate
new programs and activities, take ideas for
future

5. What are your weaknesses (the things you don't do so well) and how do they impact your job?

Need to do better on prioritising activities.
Lack of such things may cause unwanted
~~to~~ - taken tension and unexpected delays.

6. What would help you enhance your performance as a teacher/ staff of this institution (training, equipment, etc.)?.

Trainings and work ethics received from the
the College Community as a whole
enhanced my performance

7. What are your expectations for the coming evaluation period?

Need to Contribute more and
produce research works and publication

8. How would you rate your overall performance for this review period?

Outstanding ☐

Exceeds Expectations ☒

Meets Expectations ☐

Below Expectations ☐

Unsatisfactory ☐

Signature of the Employee

Signature of the Appraisal Committee

Remarks:

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Dr. Bibin Kurikkal Review Period: 2017-18

Department: History

1) What are the duties you are entrusted with during the evaluation period?

How well you have performed in it?

Class in Charge II, BA History

Internal examination Coordinator

Association in Charge

2. Do you understand the requirements of your job? What aspects of your job need improvement?

yes, need to concentrate more
on research and innovative activities.

3. What are your academic and non academic achievements during the evaluation period?

Subject expert in Udy exams and Question
Paper Setting for exams

4. What are your strengths (the things you do well) and how do you put them to use in your position?

Analytical skills and decision taking
ability

5. What are your weaknesses (the things you don't do so well) and how do they impact your job?

Nothing much as it could
disturb the profession.

6. What would help you enhance your performance as a teacher/ staff of this institution (training, equipment, etc.)?.

Group discussions

7. What are your expectations for the coming evaluation period?

To do better

8. How would you rate your overall performance for this review period?

Outstanding _____ Exceeds Expectations _____

Meets Expectations _____ Below Expectations _____

Unsatisfactory _____

Signature of the Employee

Subin Krishna

Signature of the Appraisal Committee

Shree

Remarks:

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Sunu N.V Review Period: 2017-18

Department: M.Sc Zoology (S/F)

1) What are the duties you are entrusted with during the evaluation period?

How well you have performed in it?

As HOD (in charge) of M.Sc Zoology (S/F), Teacher-in-charge, Maintenance of medicinal garden, Admission in charge, Documentation duties, Project guide Inspection duties, Practical In charge, Remedial Coaching

2. Do you understand the requirements of your job? What aspects of your job need improvement?

I do understand.

3. What are your academic and non academic achievements during the evaluation period?

appointed as additional examiner in degree examinations

4. What are your strengths (the things you do well) and how do you put them to use in your position?

Mentoring, Communication, Subject Knowledge,

5. What are your weaknesses (the things you don't do so well) and how do they impact your job?

Time management was a challenge due to academic and non-academic over work.

6. What would help you enhance your performance as a teacher/ staff of this institution (training, equipment, etc.)?.

Training will be helpful.

7. What are your expectations for the coming evaluation period?

Improving the teaching strategies and the relationship with the student.

8. How would you rate your overall performance for this review period?

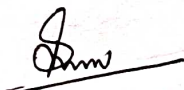
Outstanding ____

Exceeds Expectations ____

Meets Expectations ☒

Below Expectations ____

Unsatisfactory ____



Signature of the Employee



Signature of the Appraisal Committee

Remarks:

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Reemay Cava Mathai Review Period: 2017-18

Department: Zoology

1) What are the duties you are entrusted with during the evaluation period?
How well you have performed in it?

Class teacher IDC & TDC, practical in charge IDC, Teaching-learning
cellular, Teacher in charge of Zoology association, department
coordinator, PTA Secretary, Staff Secretary, website coordinator.
College Handbook

2. Do you understand the requirements of your job? What aspects of your job need improvement?

Yes, I understand. Duty management.

3. What are your academic and non academic achievements during the evaluation period?

Attended seminars/workshops.

4. What are your strengths (the things you do well) and how do you put them to use in your position?

Communication, presentation, effective execution.

5. What are your weaknesses (the things you don't do so well) and how do they impact your job?

Planning a challenge.

6. What would help you enhance your performance as a teacher/ staff of this institution (training, equipment, etc.)?.

Orientatlon session required .

7. What are your expectations for the coming evaluation period?

To be a effective teacher.

8. How would you rate your overall performance for this review period?

Outstanding ____

Exceeds Expectations ____

Meets Expectations *A*

Below Expectations ____

Unsatisfactory ____

[Signature]
Signature of the Employee

[Signature]
Signature of the Appraisal Committee

Remarks:

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Minu Susan Koshy Review Period: 2017-18

Department: English

1) What are the duties you are entrusted with during the evaluation period?

How well you have performed in it?

Teacher-in-charge of English Association, Secretary, IQAC, Coordinator, Film Club,

I have been able to manage the duties quite well.

2. Do you understand the requirements of your job? What aspects of your job need improvement?

Yes. Need to have more connection with the students.

3. What are your academic and non academic achievements during the evaluation period?

Publications and presentations. Attended workshops.

Conducted cultural programmes.

4. What are your strengths (the things you do well) and how do you put them to use in your position?

Research, teaching.

I tried to incorporate the latest developments in literature in the syllabus and encouraged students to work on the latest topics for their UG dissertation.

5. What are your weaknesses (the things you don't do so well) and how do they impact your job?

I found it difficult to connect at the emotional level with students. So they were initially a little apprehensive. But later the issue was resolved after I put in ^{effort}.

6. What would help you enhance your performance as a teacher/ staff of this institution (training, equipment, etc.)?.

More books ~~are~~ in library.

7. What are your expectations for the coming evaluation period?

Need to ~~enhance~~ research output from students.
need to get involved in more extracurricular activities.

8. How would you rate your overall performance for this review period?

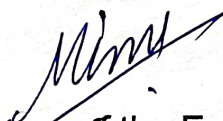
Outstanding ____


Exceeds Expectations ☒

Meets Expectations ____

Below Expectations ____

Unsatisfactory ____


Signature of the Employee


Signature of the Appraisal Committee

Remarks:

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Gopikrishna S. Nair Review Period: 2017-18

Department: Mathematics

1) What are the duties you are entrusted with during the evaluation period?

How well you have performed in it?

I M.Sc Class - in-charge, Department time-table setting, co-ordinator,
Net-Coaching in charge.

2. Do you understand the requirements of your job? What aspects of your job need improvement?

Yes.

3. What are your academic and non academic achievements during the evaluation period?

Attended workshops and seminars.

4. What are your strengths (the things you do well) and how do you put them to use in your position?

Effective communication with students

5. What are your weaknesses (the things you don't do so well) and how do they impact your job?

Need to interact ~~st~~ with students personally

6. What would help you enhance your performance as a teacher/ staff of this institution (training, equipment, etc.)?.

Motivation from senior teachers

7. What are your expectations for the coming evaluation period?

Better infrastructure and ICT facilities

8. How would you rate your overall performance for this review period?

Outstanding ____

Exceeds Expectations ☒

Meets Expectations ____

Below Expectations ____

Unsatisfactory ____

Glenais

Signature of the Employee

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Signature of the Appraisal Committee

Remarks:

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: SARITHA N. Review Period: 2017-18

Department: B.Com. Computer Application.

1) What are the duties you are entrusted with during the evaluation period?

How well you have performed in it?

To plan and prepare for the courses allotted to me, conducted the classes and support students to improve their learning I have performed my duties to the best of my abilities.

2. Do you understand the requirements of your job? What aspects of your job need improvement?

Yes. I need to improve my teaching methods by introducing new methods of teaching.

3. What are your academic and non academic achievements during the evaluation period?

4. What are your strengths (the things you do well) and how do you put them to use in your position?

Proper planning and ensuring the timely completion of the work.

5. What are your weaknesses (the things you don't do so well) and how do they impact your job?

Because of detailed explanations, cannot complete the course in time. Very weak to appreciate students.

6. What would help you enhance your performance as a teacher/ staff of this institution (training, equipment, etc.)?

Training facilities helps to improve the performance.

7. What are your expectations for the coming evaluation period?

To overcome my weaknesses

8. How would you rate your overall performance for this review period?

Outstanding ____

Exceeds Expectations ____

Meets Expectations ☒

Below Expectations ____

Unsatisfactory ____

Signature of the Employee *Sarath*

Signature of the Appraisal Committee *Sharma*

Remarks: —

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Amy Maria Paul Review Period: 2017-18

Department: Commerce (Computer Application)

1) What are the duties you are entrusted with during the evaluation period?

How well you have performed in it?

Incharge of Tnd from CA, Newsletter incharge,
Tutorial & Value Education Incharge

Performed the duties assigned in the best possible manner?

2. Do you understand the requirements of your job? What aspects of your job need improvement?

I do understand. Time management

3. What are your academic and non academic achievements during the evaluation period?

4. What are your strengths (the things you do well) and how do you put them to use in your position?

Delivering sessions to students in a simple and easily
understandable manner, multi-tasking

5. What are your weaknesses (the things you don't do so well) and how do they impact your job?

connecting with students on a more personal level.

6. What would help you enhance your performance as a teacher/ staff of this institution (training, equipment, etc.)?..

Better ICT facilities projector in the department and classroom.

7. What are your expectations for the coming evaluation period?

Better ICT facilities.

8. How would you rate your overall performance for this review period?

Outstanding ____

Exceeds Expectations ____

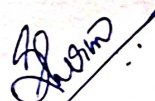
Meets Expectations ☒

Below Expectations ____

Unsatisfactory ____



Signature of the Employee



Signature of the Appraisal Committee

Remarks:

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Dr. Sijo Mary Varghese Review Period: 2017-18
Department: Commerce

1) What are the duties you are entrusted with during the evaluation period?
How well you have performed in it?

I was pursuing full time research under
FDP of UGC 12th Plan.

2. Do you understand the requirements of your job? What aspects of your job need improvement?

Research, Deep understanding of Research
methodology and building the Research
aptitude.

3. What are your academic and non academic achievements during the evaluation period?

4. What are your strengths (the things you do well) and how do you put them to use in your position?

Diligence in doing work. Concentrating on the
minutest detail of work.

5. What are your weaknesses (the things you don't do so well) and how do they impact your job?

Lack of confidence

6. What would help you enhance your performance as a teacher/ staff of this institution (training, equipment, etc.)?.

Training of research methodology over week.

7. What are your expectations for the coming evaluation period?

Contribute more to the work assigned to me.

8. How would you rate your overall performance for this review period?

Outstanding ____

Exceeds Expectations ____

Meets Expectations ☒

Below Expectations ____

Unsatisfactory ____

Signature of the Employee

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Signature of the Appraisal Committee

[Handwritten Signature]

Remarks:

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Serene Anna Sam Review Period: 2017-18

Department: Commerce (F&T)

1) What are the duties you are entrusted with during the evaluation period?

How well you have performed in it?

Staff Advisor to Arts Club, Staff in charge of Tailoring Course, Staff in charge of Beautician Course

Performed the duties assigned in the best possible manner.

2. Do you understand the requirements of your job? What aspects of your job need improvement?

Yes. A

Need to interact more with the students

3. What are your academic and non academic achievements during the evaluation period?

4. What are your strengths (the things you do well) and how do you put them to use in your position?

Delivering sessions to students in a simple and easily understandable manner, completing assigned duties in a time bound manner.

5. What are your weaknesses (the things you don't do so well) and how do they impact your job?

Need to connect more with students personally

6. What would help you enhance your performance as a teacher/ staff of this institution (training, equipment, etc.)?.

Better ICT facilities; provision of projectors and internet connectivity in the dept and classrooms

7. What are your expectations for the coming evaluation period?

Expect to have better infrastructure and ICT facilities

8. How would you rate your overall performance for this review period?

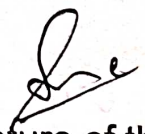
Outstanding ____

Exceeds Expectations ☒

Meets Expectations ____

Below Expectations ____

Unsatisfactory ____


Signature of the Employee


Signature of the Appraisal Committee

Remarks: