

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Anandhi.R. Review Period: 2018 - 2019

Department: Bcom Computer Application

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

How well you have performed in it?

Women cell incharge, II Bcom CA class
in charge.

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

Yes, teach with more unique ways to
completion of my work.

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

Joined M.phil (Part-time) in Bharathiyas university

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

Workes with proper plan.

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

NA.

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

E bookce other learning applications.

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

To contribute in Research 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: Dr. Vinod V Review Period: 2018-19

Department: Dept of History

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

How well you have performed in it?

N.S.S Programme Coordinator, PTA Secretary
IQAC criteria convenor, research class in charge II BA

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

helping others to do vouch oriented works
and students to involve in curricular
and non curricular activities

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

QP letter sent by MGS
Subject expert, Archaeology and History, PhD at
Sankar Charya University of Kerala

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

Ability to comprehend ideas and initiate
a working environment

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

Priority of works and has to be done
Need to concentrate more research publications

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

General feed back and timely intervention
of the senior faculties enriched my ability

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

Produce more research publications
and projects

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. Arani P Review Period: 2018-2019

Department: Commur

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

How well you have performed in it?

Department timetable setting

Question paper arrangements (Internal Exam)

PSC Coaching Class Co-ordinator

I ~~could~~ performed all my entrusted duties very well.

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

Yes, Documentation works is to be improved

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

Academic - Completed my Analysis chapter in my thesis.

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

I can interact well with students, I can act as their personal mentor.

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

Documentation work is not perfect.
Becomes difficult while preparing annual reports.

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

Motivation from Senior teachers
Attending various Faculty Development Programs

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

Should have more training programs to improve the innovative
teaching skills
Setting up smart boards in all classrooms

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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Remarks:

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Bibin Kurian Review Period: 2018-19

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
on research more

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

Q-P setter, Moderator of Ag exams
ex- Chairman, History board of Studies (UE)

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

Ability to analyze writings and
take decisions

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

No Nothing much as we noticed
or perspective

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 _____

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Signature of the Employee

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Signature of the Appraisal Committee

Remarks:

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Therese P. Abraham Review Period: 2018-19

Department: Commerce

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

How well you have performed in it? Head of the Dept,

Staff Council Secretary, Class charge of II B.Com

Teaching Learning and Evaluation Criteria Convenor

Member in Library Advisory Committee, Member in Student Welfare and Scholarships — Performance — Best possible manner.

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

I understand the requirements quite well. I need to improve my time management ability.

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

NA.

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

I know to interact well. I am ^a positive thinker. This helps me to put my team at ease to do their work without stress.

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

Time management skill is less. This leads to slowing down of work.

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

Smart classrooms training .
Training on effective teaching learning ~~active~~
psychological approach methods.

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

To be more systematic and incorporate more information that supplement the contents of subject.

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

Outstanding _____

Exceeds Expectations

Meets Expectations ✓

Below Expectations

Unsatisfactory _____

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Signature of the Employee

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Signature of the Appraisal Committee

Remarks:

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Silvey Paul Review Period: 2018-19

Department: Mathematics

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

class in charge - II M Sc Mathematics
S.S.P Mentor
Additional Examiner

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

Yes.
Need to interact more with the students

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

Attended Workshops and webinars.

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

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.)?

Internet connectivity in the 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


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Remarks:

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Minu Susan Koshy Review Period: 2018-19

Department: English

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

How well you have performed in it?

Nodal Officer, B.Voc, Secretary IQAC,
Coordinator, Women's Cell.

was successful in organizing various programmes.

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

Yes.

Need to focus more on documentation
and filing of important certificates, slips etc

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

Organized cultural activities; published
papers; selected for FLOIR

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

Research, Teaching.
Encouraged students to attend
conferences and read ~~also~~ scholarly
Papers.

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

Organizing cultural activities.

Rectified the problem by organizing programmes as part of activities of Women's Cell & B.V.O.C.

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

More books in the library.

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

Need to encourage students to present papers in conferences.

I need to publish more.

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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Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Amy Maria Paul Review Period: 2018-19

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 Ist Bcom CA, SCM Incharge

Performed the duties assigned in the best possible way

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

Yes. 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?

Completing assigned task in a time bound and creative manner

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

Time management is difficult

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 classrooms

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: Sunny N.V
M.Sc Zoology Review Period: 2018-19

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 In charge of M.Sc Zoology (S/F) department,
Admission charges, Documentation, Inspection duties,
Practical In charge (II, IIIrd sem), Remedial coaching, Tutor &
Project guide, scholarship duties.

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

Yes I do understand. Planning and execution of
teaching portions.

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?

dedication, Co-ordination, delivery of content into
useful way.

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 our 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?

Enhance your teaching strategies

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: JiBin Shibusam Review Period: 2018-19

Department: Commerce (Finance)

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

How well you have performed in it?

Assembly, Magazine

Performed duties in the best possible manner.

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

Yes,
Needs to be more systematic in documentation.

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?

Good communicative skills. Take sessions
in a ^{simple} ~~easy~~ and understandable manner.

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

need not systematic in documentation

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

Better ICT facilities.

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

~~Better~~ Focus more on research

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: