

Mar Thoma College for Women

Self-Appraisal Employee Form

Name: SUNU N. V Review Period: 2019-20

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), Admission charges, Documentation, Inspection charges, Practical In charge, Project guide, Remedial Coaching, Tutor, Scholarship duties.

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

Yes, I do understand. Planning and executions of teaching lessons.

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

appointed as addition examiners in degree examination, appointed as chief examiner of PU practicals, as member of 10th sem question paper panel.

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

dedication, Effective communication, Precise ^{control} delivery of positions,

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 online session.

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

Training for new online teaching tools.

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

Improving time management and teaching abilities.

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: Minu Susan Koshy Review Period: 2019-20

Department: English

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

How well you have performed in it?

Secretary, IQAC, nodal officer, B-Voc, Coordinator
Women's cell, coordinator, Research Forum.

was able to conduct the B-Voc course
and other programmes well.

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

Yes.

need to involve students in research
activities.

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

Publications - books, articles, Presentations and
invited lectures. Organized cultural activities

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

Research and teaching. With the support of all
teachers, 20 students presented papers in national
conferences.

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

networking.

Must interact more with scholars outside the institution and invite them to engage with our students.

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

More books in library.

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

Need to enable students to not publish papers.

Need to attend more workshops on online teaching.

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: De Syo Mary Varghese Review Period: 2019-20
Department: Commerce

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

- 1) College Magazine - 2019-20, staff editor
- 2) Student's Central Movement
- 3) Public Information Officer
- 4) Criteria concerns of 'Governance & Leadership'

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

Yes, Diligence in doing the assignments

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

2 paper publications

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

Fear of God.

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

Lack of assertiveness

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

Training

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

Expects in guiding & giving a research orientations academically

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

Outstanding ____

Exceeds Expectations ____

Meets Expectations ☒

Below Expectations ____

Unsatisfactory ____

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Mar Thoma College for Women

Self-Appraisal Employee Form

Name: SARITHA N. Review Period: 2019-2020

Department: B.Com. Computers Application

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

How well you have performed in it?

Plan and prepare for the courses, conduct
the classes, timely evaluation

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

Yes. Improve teaching by using modern
technology

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?

Planning and ensuring timely completion
of work.

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

Detailed explanations

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

Introducing new methods of teaching students.

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

Overcome the weaknesses by adopting new methods of teaching.

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: Keerthy Kishore A Review Period: 2019-20

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 of 1 DC Maths, SSP mentor

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

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

Attended workshops.

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?

Documentation works can be improved.

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

Attending more FDP

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

Better ICT facilities and Internet connectivity

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: Amy Maria Paul Review Period: 2019 - 20

Department: Commerce (Computer Application)

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

How well you have performed in it?

Department Association Incharge, Incharge of
11th B Com CA

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, projects 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's ☒ ____

Below Expectations ____

Unsatisfactory ____



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Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Reem Samir Matar Review Period: 2019 - 20

Department: _____

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

HOD, Teachers - in-charge of Zoology association, Science forum, Staff Advisor to the Arts Club, SSP coordinators, Class teacher IUDC & IUDC, Mentor, practical in-charge IUDC, Admission duty, library advisory, YIP, teaching learning criteria botany dept. in charge, student union coordinators, website coordinators.

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

Yes, I do. Strategic planning & implementation

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

initiated research in January 2020.

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

Flexibility, communication, delivery of content, punctuality

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

Student centric approaches need to be addressed with more efficiency.

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

More training in implementing student-centric teaching practices.

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

Enhance my teaching capabilities

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

Outstanding ____

Exceeds Expectations ____

Meets Expectations ☒ ____

Below Expectations ____

Unsatisfactory ____



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Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Athina M.

Review Period: 2019-2020.

Department: Zoology (M.Sc.)

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

How well you have performed in it?

Practical in-charge of IInd M.Sc., Mentor, Project
guide, remedial coaching, tutor

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?

Mentoring, Communication, Subject knowledge.

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

Speed of teaching. Being new to this profession, speed of teaching was a problem. But I managed it by repeating the points many times.

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 speed of teaching according to student's expectation, improving 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: Suene Anna Sam Review Period: 2019-20

Department: Commerce (Aided)

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

Staff Secretary

Performed the duties entrusted in the best possible manner.

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?

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. Creative

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 on a personal level

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 department and classrooms.

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

Better infrastructure & ICT facilities

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


Outstanding ____

Exceeds Expectations ☒

Meets Expectations ____

Below Expectations ____

Unsatisfactory ____


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Mar Thoma College for Women

Self-Appraisal Employee Form

Name: Silvey Paul

Review Period: 2019 - 2020

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

WWS Mentor

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

yes. Need to be more active.

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.

flexibility.

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

less interactive

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

Attending more trainings and faculty development programmes.

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

~~Better~~ Better ICT facilities

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

Outstanding ____

Exceeds Expectations ☒

Meets Expectations ____

Below Expectations ____

Unsatisfactory ____


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Remarks: