

# Mar Thoma College for Women

## Self-Appraisal Employee Form

Name: T.J. Vishnupriya Review Period: 2020-2021

Department: Commerce (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 assigned courses, conduct the classes at scheduled time, ensure timely assessment and provide timely feedback to improve student learning.

I have performed the duties entrusted to me with integrity and to the best of my abilities.

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

Yes, I do understand the requirements of my job. I need to work upon my creative side of teaching to come up with more unique ways of introducing topics in a classroom.

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?

Works with integrity — Properly plan and prepare for the assigned courses, ensures that the topics covered are clear to all and conduct timely assessment to ensure an improved learning environment for students.

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

Too detailed oriented that might hinder the  
timely completion of course.

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

Professional development programmes like workshops,  
trainings etc, In order to enhance technical skills  
all staffs must be given appropriate training as well  
as teachers must be equipped with all kinds of modern  
tools of teaching

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

To get better off by overcoming 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

  
Signature of the Appraisal Committee

Remarks:



# Mar Thoma College for Women

## Self-Appraisal Employee Form

Name: Arya M.L. Review Period: 2020-21.

Department: B.Voc & B.com with computer application

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

How well you have performed in it?

I have been working as a teacher to  
train the students to be self-reliant &  
self-motivated.

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

Yes, I do.

I have to improve my learning process  
to enhance my professional growth.

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?

I will very warmly smile & make  
the students feel at home

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

At times I have a problem with procrastination, and that really would end up working really long days as a deadline approaches.

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

I think the implementation of small progressive changes from the part of the institution will definitely improve the performance of a teacher.

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

I hope I can manage the class well by stimulating a more exciting, dynamic and engaging experience in my upcoming classes.

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: Anu Mary Vaighave Review Period: 2020-2021

Department: Physics

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

How well you have performed in it?

chr classes for chemistry and mathematics Department

Physics lab in charge for chemistry and Mathematics  
Class in charge for maths and chemistry department (Physics Subject).

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

Yes, Referring more books and e-learning materials.

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?

For providing proper notes, Text papers,  
& conduct seminars etc.

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

Don't effectively attract and maintain students  
attention.

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

used E-learning materials, Attend webinars. etc.

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

To provide guidance, Planning new objectives etc.  
plan

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

Outstanding \_\_\_\_

Exceeds Expectations ☒

Meets Expectations \_\_\_\_

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: Grismon Thomas Review Period: 20-21

Department: HISTORY

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

How well you have performed in it?

In charge of Dept association  
remedial coaching, project guide

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

I do understand - Planning and  
execution of teaching methods

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

Appointed as Additional Chief in Board  
Exam

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

Dedication, Communication, mentoring



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.*

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?

*teaching strategies*

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

Outstanding ☐ Exceeds Expectations ☒

Meets Expectations ☐ 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: Dr. Vinod V Review Period: 2020-21

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, I @ A.C. Nurch  
Contenta Convenor PTA Sunday, Staff in Charge  
Staff in Charge Parliamentary Literary Club

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

Yes Need to be very specific about  
Outcome based activities and formal studies  
On emerging research areas of my subject.

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

Published a paper on an  
edited book entitled Hampam Guffiti  
from Phoenix - October 2020

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

Comprehension and understanding

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

Need to work more on research  
definition and oriented works.

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

Trains received. during the Academic  
years.

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

To produce more research works  
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: ANJALI P.P. Review Period: 2020-21

Department: MALAYALAM

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

How well you have performed in it?

In Teaching duties include assigning homeworks  
grading texts, periodically assessments, documenting progress  
and keeping up with parent communication. College NAAC  
preparation team member (1<sup>st</sup> Criteria - Curriculum Management).

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

Yes. Teachers must provide opportunities, methods  
feedback and tools for students to assess themselves  
and each other.

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

Published a paper on an Edited Text.

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

As a teacher communication skill, collaboration  
empathy, etc are my strengths.



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

Lack of technological awareness, perfectionism  
Self criticism. These weakness sometimes  
takes me longer to finish a task to or  
cover the syllabus than I initially think it will.

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

Training and proper practising  
\_\_\_\_\_  
\_\_\_\_\_

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

Engage and enjoy <sup>the</sup> maximum students in learning process.  
Try to improve the students behaviour and culture.  
Nature-based teaching-learning process.

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

Outstanding \_\_\_\_

✓ Exceeds Expectations ✓

Meets Expectations \_\_\_\_

Below Expectations \_\_\_\_

Unsatisfactory \_\_\_\_

Prasanna

Signature of the Employee

Prasanna

Signature of the Appraisal Committee

Remarks:

# Mar Thoma College for Women

## Self-Appraisal Employee Form

Name: DR. BISU JACOB THOMAS. Review Period: 2021

Department: Zoology.

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

How well you have performed in it?

1. Principal in-charge - occasionally  
2. Staff Secretary -  
3. Healthclub -  
Performed well.

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

Important requirements for the present job are Preparation for the class, constant improvement of teaching skills etc. Presently there is a need to improve audio visual skills.

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

Helped my students to inculcate in them Scientific temper and using smart skills in their studies.

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

I have skills for using teaching aids like Computers, Internet, ICT and other technical aids for teaching.



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

My weakness is lack of patience during teaching, which I am ~~am~~ trying to correct in my career.

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

Training in modern teaching aids may enhance the present performance.

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

I expect a modern type college, which has all teaching amenities and trained employees for the attainment of a productive institution.

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: Shalitha Jacob Review Period: 2020 - 2021

Department: Mathematics

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

How well you have performed in it?

1) Staff in charge of Value Education 2) Staff in charge of Internal 3) Additional Examiners for University Exam 4) Question paper setter of Internal Exam

I have performed my duties as well as possible.

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

Yes, I need improvements in handling in finding hidden talents in students.

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

I obtained my PhD degree in Statistics. Conducted

developed interest in statistics and to understand students

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

the need of Statistics in daily life

1) focussed 2) dedication 3) continuous learning. I used my updated knowledge to teach the students.

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

<sup>management skill</sup> <sup>leadership</sup> <sup>co-ordination</sup>  
1) ~~Structure~~ 2) ~~motivation~~ 3) ~~self-discipline~~,  
It impacts my extra curricular activities in college. But I proposed to improve my weakness.

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

Training, <sup>reading</sup> ~~support~~ and <sup>continuous learning</sup> ~~help~~ from my colleagues helped to enhance my performance.

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

I will strength my weakness and will dedicate my knowledge to the development of the society.

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

Outstanding \_\_\_\_ Exceeds Expectations \_\_\_\_

Meets Expectations ☒ Below Expectations \_\_\_\_

Unsatisfactory \_\_\_\_

Shalika  
Signature of the Employee

Sharma  
Signature of the Appraisal Committee

Remarks:



# Mar Thoma College for Women

## Self-Appraisal Employee Form

Name: EMILDA SEBASTIAN Review Period: 2020 - 21

Department: MATHEMATICS

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

How well you have performed in it?

Mathematics Association in-charge

Class in charge - I DC Mathematics.

MOOC Organic Farming - Mentor

Performed duties assigned in best possible manner.

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

Need to be more active.

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

Attended workshops & 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.

Spontaneity - ~~Coping~~ accepted the sudden circumstances & acted upto the situation. (Vandana)



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

Need to interact more with students.

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

Better ICT facilities.

Attending more trainings & faculty development programmes.

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

Better ICT facilities & internet connectivity

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

Outstanding \_\_\_\_

Exceeds Expectations ✓

Meets Expectations \_\_\_\_

Below Expectations \_\_\_\_

Unsatisfactory \_\_\_\_

Nil  
Signature of the Employee

[Signature]  
Signature of the Appraisal Committee

Remarks:

# Mar Thoma College for Women

## Self-Appraisal Employee Form

Name: Anandhi R Review Period: 2020-21

Department: Bcom Computer Application

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

How well you have performed in it?

class in charge -

performed the duties assigned in best manner.

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

Need to interact more with the students.

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

Completed M.phil in Commerce.

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

Completed 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 work more for the students.

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

Internet Connectivity in the College.

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

Expect to have more ICT facilities in the dept.

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

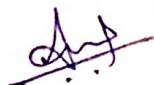
Outstanding \_\_\_\_

Exceeds Expectations \_\_\_\_

Meets Expectations ☒

Below Expectations \_\_\_\_

Unsatisfactory \_\_\_\_



Signature of the Employee



Signature of the Appraisal Committee

Remarks: