

# Mar Thoma College for Women

## Self-Appraisal Employee Form

Name: Silvey Paul Review Period: 2021-22

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 - III B.Sc Mathematics.

Additional examiner

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

Yes. Documentation works is to be done ~~properly~~ properly.

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.)?

Attending more trainings and FDP.

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

Expect to have 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: Sunu N.V Review Period: 2021-22

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?

In charge (HOD) of M.Sc Zoology dept, Practical - In-charge of 11 & 12<sup>th</sup> sems, Scholarship codes, Inspection duties, Project guide, Mentor, Remedial coach.

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

Yes, I do understand. Time management.

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

Chief examiner of 1 - 12<sup>th</sup> semester practicals, Member of 12<sup>th</sup> sem question bank panel.

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

Communication skills, effective delivery of concepts, good rapport with the students.



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 for new 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 \_\_\_\_



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Remarks:

# Mar Thoma College for Women

## Self-Appraisal Employee Form

Name: Jibin Shibu Sam

Review Period: 2021-22

Department: Commerce

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

How well you have performed in it?

- Duties entrusted: Art's Club, Career Guidance and Placement Cell

- ~~Meets~~ Have performed duties entrusted to me in a satisfactory manner.

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

Yes, Documentation needs to be more systematic.

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

Member - American Economic Association.

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

Effective Presentation skills,  
I make use of these skills to make my classes more effective.

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

unsystematic documentation

Being unsystematic in documentation creates difficulties while collecting data for the purpose of NAAC

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

Training in E-Documentation.

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

Expect to focus more on research oriented activities.

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

Outstanding \_\_\_\_

Exceeds Expectations \_\_\_\_

Meets Expectations ☒

Below Expectations \_\_\_\_

Unsatisfactory \_\_\_\_



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## Self-Appraisal Employee Form

Name: Dr. Vinod .U Review Period: 2021-22

Department: Dept of History

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

How well you have performed in it?

IQ Ae Vennu Centera Convenor  
Alumni Association Staff in Charge, Staff in charge TBA

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

Yes Need to give more time on  
Personal developments and research oriented  
activities

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

Member board of Studies Archaeology Mahara College Ernakulam  
Member board of Studies History MGU  
Member board of Studies Neurology SSCI, Kerala

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

Ability to initiate projects and complete  
it on time.

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 ag. research activities

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

Training Programs raised during the academic year

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?

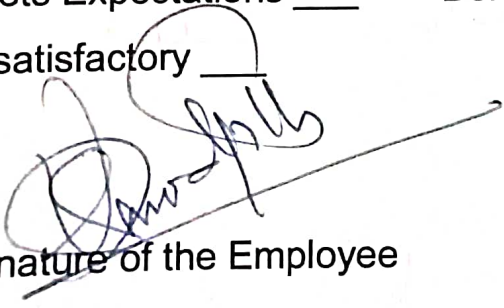
Outstanding ☐

Exceeds Expectations ☒

Meets Expectations ☐

Below Expectations ☐

Unsatisfactory ☐

  
Signature of the Employee

  
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Remarks:



# Mar Thoma College for Women

## Self-Appraisal Employee Form

Name: SONY.T.JAMES Review Period: 2021-2022

Department: B.Voc Fashion Technology and Merchandising

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

How well you have performed in it?

Complete Semesters, Internal Examination done  
on Practical Subjects, Invigilator.

All the responsibilities done successfully.

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

Yes, Listening, Personal Communication,  
Understanding students.

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

Nil

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

Time Management, Listening, Patience,  
Determination.

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

Nil

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

Training , Industrial visit .

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

Improve Practical facilities (machinery, + equipments etc)

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

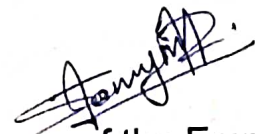
Outstanding \_\_\_\_

Exceeds Expectations \_\_\_\_

Meets Expectations ☒

Below Expectations \_\_\_\_

Unsatisfactory \_\_\_\_

  
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Remarks:

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## Self-Appraisal Employee Form

Name: Anandhi R. Review Period: 2021 - 2022

Department: Bcom Computer Application

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

How well you have performed in it?

Guide table setting, project in charge,  
class 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 FDP, Seminars and Webinars

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?

Should concentrate more in subject

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

Motivation from others.

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

Research facilities enhancement

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

Outstanding \_\_\_\_

Exceeds Expectations \_\_\_\_

Meets Expectations ☒

Below Expectations \_\_\_\_

Unsatisfactory \_\_\_\_



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## Self-Appraisal Employee Form

Name: Sreejumar. N Review Period: 2021-22

Department: B. Voc Tourism & Hospitality Management

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

How well you have performed in it?

Taking classes, Paper Valuation, External Examiner

I have confidentially completed These works.

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

yes. Needs to be arranged Proper Time management.

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

Nil

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

Subject Knowledge & Motivation

These Things can helps to mould Students Positively.

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

~~Time management~~

Nil

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

Needs to be trained with the latest updations in the industry.

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

Need to arrange Proper & time Schedule and better training in industry related Aspects.

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

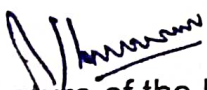
Outstanding \_\_\_\_

Exceeds Expectations \_\_\_\_

Meets Expectations ☒

Below Expectations \_\_\_\_

Unsatisfactory \_\_\_\_

  
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## Self-Appraisal Employee Form

Name: Anu Mary Varghese Review Period: 2021-2022

Department: Physics.

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

How well you have performed in it?

Physics lab in charge for chemistry and Mathematics Department.

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

Yes, referring books and online methods.

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?

Providing proper notes and communicating teaching method and, Solving the problems.

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

Syllabus not covered in particular time period

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

E-books, other learning material are used.

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

To cover syllabus with in time.

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

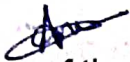
Outstanding \_\_\_\_

Exceeds Expectations ☒

Meets Expectations \_\_\_\_

Below Expectations \_\_\_\_

Unsatisfactory \_\_\_\_

  
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# Mar Thoma College for Women

## Self-Appraisal Employee Form

Name: Crisman Thomas Review Period: 21 - 22

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: III B.A.  
Association in charge

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

Yes - Time management and Proper  
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?

Effective Communication with Students



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

Lack of proper documentation.

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

Attending more faculty development programs.

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

Need to publish papers.

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

Outstanding \_\_\_\_

Exceeds Expectations \_\_\_\_

Meets Expectations ☒

Below Expectations \_\_\_\_

Unsatisfactory \_\_\_\_



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## Self-Appraisal Employee Form

Name: Minu Susan Koshy Review Period: 2021-22

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,  
SPI Staff Editor Magazine.

I have been able to perform the duties  
well. Working on the magazine.

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

Yes.

Interaction with industry.

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

Publications, presentations, invited lectures.

Student presentations and publications

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

Research and teaching.

I incorporate the latest developments  
in the field in teaching and research.

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

Networking with industry experts.

Students might not be able to obtain jobs easily.

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?

Publish in CARE-listed journals

Encourage students to present papers.

Improve networking skills

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

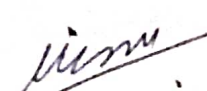
Outstanding \_\_\_\_

Exceeds Expectations ☒ \_\_\_\_

Meets Expectations \_\_\_\_

Below Expectations \_\_\_\_

Unsatisfactory \_\_\_\_

  
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