

MES KEVEEYAM COLLEGE

Annual Performance Assessment Reports (APAR)

(As Per UGC Regulation 2018, No. F.1-2/2017(EC/PS) dated 18th July, 2018)

2021-22

PART A: GENERAL INFORMATION

1.	Name of College/ University	MES KEVEEYAM COLLEGE, VALANCHERY.
2.	Name of Incumbent (In Block Letters)	SIVYA VASUDEVAN K K
3.	Name of Father / Mother	VASUDEVAN K K
4.	Sex	FEMALE
5.	Date of Birth	11-09-1987
6.	Nationality	INDIAN
7.	Current designation	ASSISTANT PROFESSOR
8.	Department	ENGLISH
9.	Date of entry to service	20-12-2012
10.	Date of last promotion if any	-
11.	Date of eligibility for promotion	20-12-2018
12.	Address for correspondence (with Pin code)	KONTHAM KULANGARA (H), ATHALUR (PO), MALAPPURAM – 679573
13.	Telephone No:	9037381583
14.	Email	sivyastylesh@gmail.com

15. Academic Staff College Orientation/Refresher Course attended:

Name of the Course /Summer School	Venue	Duration (From - To)	Sponsoring Agency

PART B:
Annual Performance Assessment Reports (APAR)
2020-2021

1. TEACHING

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

Sl.No	Course/Paper	Level	Mode of teaching*	No. of classes per Week allotted	No. of classes conducted per Week	% of Classes/ Pract. Taken
01.	I BCom/PC		L	5	5	100
02.	I Physics		L	1	1	100
03.	Applied Phonetics		L	5	5	100
04	Theatre for Communication		L	5	5	100
05.	I BCom/PC		L	5	5	100
06.	I Physics		L	1	1	100
07.	Linguistics		L	5	5	100
08.	English Language Teaching		L	5	5	100
TOTAL						100%
80% and above: "Good" 70% to 80% : "Satisfactory" Less than 70% : "Not satisfactory"					Grade	Good

2. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES:

(2. a) *Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.*

Sl. No	Type of Responsibility/Duty	Role Performed
01	Publication Division	Coordinator
02	Red Ribbon Club	Coordinator
03	Infotainment Club	Coordinator
04	Grievance redressal cell	Dept. coordinator
05	Scholarship cell	Coordinator
Total number of activities Involved		5

(2. b) *Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.*

Sl. No	Type of Responsibility/Duty	Role Performed
01	University Exam	Invigilator
02	University Exam	Examiner
03	University Viva- Voce Examination	Examiner
04	Internal Examination	Question paper setter
05	Internal Examination	Invigilator
06	Internal Examination	Examiner
Total number of activities Involved		>15

(2. c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

Sl. No	Type of Responsibility/Duty	Role Performed
01	Red Ribbon Club	Coordinator
02	Infotainment club	Coordinator
03	Scholarships	Coordinator

2(d) Organising seminars/ conferences/ workshops, other college/university activities.

Sl. No	Type of Responsibility/Duty	Role Performed
1		
2		

2. e) Evidence of actively involved in guiding Ph.D students.

-NIL-

(2. f) Conducting minor or major research project sponsored by national or international agencies.

-NIL-

2g. At least one single or joint publication in peer- reviewed or UGC list of Journals: Nil

Summary of Overall Grade in APAR

Activity	Grade
Overall Grade for the Assessment Year	

Overall

Good = Good in teaching and satisfactory or good in activity at **Grading:**
Satisfactory = Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.
Not Satisfactory = If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

I certify that the information provided is correct as per records available and /or documents enclosed along with the duly filled APAR proforma.

Sign & Name of Applicant:

Designation :

Place:

Date:

CERTIFICATE

This is to certify that Dr/Sri/Smt has successfully carried out all the duties in respect to APAR SL Number 1 & 2 assigned to him, which are claimed by him in the APAR Proforma for the assessment year-.....

Countersigned by:

(Office Seal)

Name and Signature of Principal/Head of the Office

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	Dr. K. MANIAMMAL
Date of Birth	05/02/1982
Educational Qualifications	M.Sc., M.Phil., Ph.D.
Department	PHYSICS
Date of Joining this institution	04/10/2021
Date of Joining Teaching Profession	
Details of Other Employment if any	
Residential Address	Poojag, Poonagottukulam, 676101
Phone No	9995342203
Email Id	minimayuthi@gmail.com
Adhar No	388 3817 280 97
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	82.85	25	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	5	1	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No		If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			28	

Attestation from the Head of the Department:

[Signature]

Dr. U. SAILAJA M.Sc., M.Phil., Ph.D.
Associate Professor in Physics
M.E.S. Keveeyam College
Valanchery - 676 552

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	2+3	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	9	5	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	-		Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	.	2	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	-	-	Score 1 per day Maximum 3 score
Total for Category II			7+4	= 11

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No		2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	1	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	4	2 points per charge (Maximum 4)
Total for Category III			5	

Category IV: Research and Publications* (Maximum Score: 10)				Score	Scoring Indicator
Sl No	Item	Number/Response (If Yes Specify)			
1	Publication in International journal with impact factor	-			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	-			Score 1 per paper (Maximum 2)
3	Books with ISBN				Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop				Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop				Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop				Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			1	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop				Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop				Score 0.5 per seminar Maximum 1
10	Awards/Recognitions				Score 3
Total for Category IV					

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II + Category III + Category IV = 45


28 + 11 + 5 + 1

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Dr. K. MANIAMMAL


06/04/2022

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC) :

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	NAYAS. M.P
Date of Birth	24-04-1988
Educational Qualifications	PhD Physics
Department	Physics
Date of Joining this institution	30/09/2021
Date of Joining Teaching Profession	09/02/2021
Details of Other Employment if any	Post doctoral Fellow (25-04-2017 to 29-02-2021)
Residential Address	Meleth Pulloor (H), Mangalam (P.O),
Phone No	8281611761
Email Id	nayasmangalam@gmail.com
Adhar No	8425 02794318
PAN	EXRPM0576D

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	98	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	5	1	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	11	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	Yes 2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	Yes 2	If Yes Score 2 And give a brief description
Total from Category I			35	

Attestation from the Head of the Department;

37


Dr. U. SAILAJA M.Sc., M.Phil., Ph.D
Associate Professor in Physics
M.E.S. Keveeyam College
Valanchery - 676 552

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	9	5	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	17	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	-	-	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	6	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	5	3	Score 1 per day Maximum 3 score
Total for Category II			17	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	2	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	1	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	1	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	-	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	1	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	3	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No Yes	1	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No		2 points per charge (Maximum 4)
Total for Category III			9	

Category IV: Research and Publications* (Maximum Score: 10)				
Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	No		Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	No		Score 1 per paper (Maximum 2)
3	Books with ISBN	No		Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	No		Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	No		Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	No		Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	No		Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	No		Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	No		Score 0.5 per seminar Maximum 1
10	Awards/Recognitions	No		Score 3
Total for Category IV				


*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ Category IV= 64 63

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member


Dr. Navas. M.P.

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

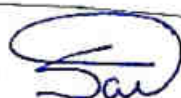
Name	Lubna . A
Date of Birth	14 - 11 - 1995
Educational Qualifications	MSc Physics
Department	Physics.
Date of Joining this institution	22-11-2021
Date of Joining Teaching Profession	22-11-2021
Details of Other Employment if any	—
Residential Address	Amarigil(H), Kavippol (PO), 676552.
Phone No	7994226553
Email Id	lubnaamarigil@gmail.com
Adhar No	776025670125
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	85.3	25	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged			>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No		If Yes Score 2 And give a brief description
Total from Category I			27	

Attestation from the Head of the Department:



Dr. U. SAILAJA M.Sc., M.Phil., Ph.D
Associate Professor in Physics
M.E.S. Keveeyam College
Valanchery - 676 552

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	3		>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	13	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)			Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination		1	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)			Score 1 per day Maximum 3 score
Total for Category II			7 7	

Attestation by the Controller of University Examinations:
Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	2	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	1	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	1	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No		2 points per charge (Maximum 4)
Total for Category III			7 6	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	—	—	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	—	—	Score 1 per paper (Maximum 2)
3	Books with ISBN	—	—	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	—	—	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	—	—	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	—	—	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	—	—	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	—	—	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	—	—	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions	—	—	Score 3
Total for Category IV				

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= $38 + 2 = 40$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Lubna A

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	DR. AYISHA BANU. C
Date of Birth	24-05-1989
Educational Qualifications	MSc, Ph.D
Department	Zoology
Date of Joining this institution	15-11-2021
Date of Joining Teaching Profession	15-11-2021
Details of Other Employment if any	-
Residential Address	Thekkenchery purakkalathil, Puramanur (PO)
Phone No	9946157100
Email Id	ayisha916@gmail.com.
Adhar No	5876 8505 3526
PAN	BUYPC3706N

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	99%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	<10 hrs	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	-	-	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No		If Yes Score 2
5	Innovative teaching methodology	Yes/No		If Yes Score 2 And give a brief description
Total from Category I			31	

Attestation from the Head of the Department:

KRISHNA PRABHA K.S
ASSISTANT PROFESSOR
HOD, Department of Zoology
MES Keveeyam College
Valanchery-676 552

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	4	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college		5	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)		-	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination		2	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)			Score 1 per day Maximum 3 score
Total for Category II			11	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No		2 Points per prgoramme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No		1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No		2 points per charge (Maximum 4)
Total for Category III				

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	1	2	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	—	—	Score 1 per paper (Maximum 2)
3	Books with ISBN	—	—	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	—	—	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	—	—	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	—	—	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	—	—	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	—	—	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	—	—	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions	1	3	Score 3
Total for Category IV			5	

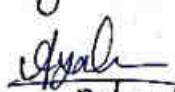
*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 47

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Dr. Ayisha Banu. C

 31/03/2022

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	Dr. Jesha Krishnan Ek
Date of Birth	05-05-1989
Educational Qualifications	MSc, M.Phil, Ph.D, NET
Department	ZOOLOGY
Date of Joining this institution	29-06-2018
Date of Joining Teaching Profession	29-06-2018
Details of Other Employment if any	Project fellow (KSCSTE) 1
Residential Address	Erna Kalarickal house
Phone No	9031400068
Email Id	sajishukrishna22@gmail.com
Adhar No	350892200239
PAN	BMHPJ0208H

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	98%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	<10 Hrs	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	—	—	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	—	If Yes Score 2 And give a brief description
Total from Category I			33	

Attestation from the Head of the Department:



KRISHNA PRABHA K.S
ASSISTANT PROFESSOR
HOD, Department of Zoology
MES Keveeyam College
Valanchery-676 552

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	9	5	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college		5	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)		2	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination		3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)		1	Score 1 per day Maximum 3 score
Total for Category II			16	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	3	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No		1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	2	2 points per charge (Maximum 4)
Total for Category III			5	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	4	4	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	—	—	Score 1 per paper (Maximum 2)
3	Books with ISBN	1	2	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	—	—	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	—	—	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	—	—	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	—	2	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	—	—	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	—	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions	—	—	Score 3
Total for Category IV			8	

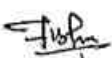
*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 62

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Dr. Jisha Krishnan Ek

 31/12/2022

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	BINSHAD
Date of Birth	10.02.1996
Educational Qualifications	M.Com, NLP, MA English
Department	Commerce
Date of Joining this institution	21.01.2021
Date of Joining Teaching Profession	21.01.2021
Details of Other Employment if any	
Residential Address	Thachara Thodiyal House, Melukuttappada
Phone No	8086923595
Email Id	bins had @ mes keeveeyam college.ac.in
Adhar No	
PAN	AXAD B97419

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	92%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	2	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	-	-	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No PPT	2	If Yes Score 2 And give a brief description
Total from Category I			35	

Attestation from the Head of the Department:

Dr. P.M. Habeebullah

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	6	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	15	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	-	-	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	10	3	Score 1 per day Maximum 3 score
Total for Category II			16	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	3	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	-	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	-	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	-	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	-	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	-	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No N/A	2	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No		2 points per charge (Maximum 4)
Total for Category III			7	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	3	4	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	1	1	Score 1 per paper (Maximum 2)
3	Books with ISBN	-	-	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	2	4	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	2	3	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	-	-	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	-	-	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	-	-	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	-	-	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			12	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV=

$$35 + 16 + 7 + 12 = 70$$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

BINSHAD BH.

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	Sourya M
Date of Birth	1-1-1993
Educational Qualifications	BSc Optometry
Department	Optometry & Ophthalmological techniques
Date of Joining this institution	8-02-2022
Date of Joining Teaching Profession	1-11-2019
Details of Other Employment if any	ALANARA EYE CARE TIRUNELVELI, Ideal college of Paramedical Sciences
Residential Address	MADATPARATHOBIL (H) KIZHUR (P) 679307 (12)
Phone No	8156996405
Email Id	SouryaSaji.Sourya@rediffmail.com
Adhar No	407908847871
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100			>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No		If Yes Score 2
5	Innovative teaching methodology	Yes/No		If Yes Score 2 And give a brief description
Total from Category I				

Attestation from the Head of the Department:



Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty			>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college			>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)			Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination			Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)			Score 1 per day Maximum 3 score
Total for Category II				

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No		2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No		1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No		2 points per charge (Maximum 4)
Total for Category III				

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop			Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop			Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV				

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV=

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Sachin M. [Signature]

MES KEEVEEYAM COLLEGE, VALANCHERY
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	SUMAYYA THARAYIL
Date of Birth	02/03/1986
Educational Qualifications	MA, B.Ed
Department	ARABIC
Date of Joining this institution	08 JULY 2019
Date of Joining Teaching Profession	18/07/2011
Details of Other Employment if any	NO
Residential Address	MADASSERI HOUSE CHAPPANANGADI PO MALAPPURAM (DT) 676503(PIN)
Phone No	7025785893
Email Id	Ssmt8834@gmail .com
Adhar No	657316998393
PAN	BOOPT2580M

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	87%	25	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	NO		>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	YES	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	NO	If Yes Score 2
5	Innovative teaching methodology	Yes/No		If Yes Score 2 And give a brief description
Total from Category I			26	

Attestation from the Head of the Department:

Dy. MUHAMMED RIYAS K

HEAD DEPT OF ARABIC.

MES KEEVEEYAM COLLEGE

VALANCHERY.

[Signature]
31/03/2022

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	7	5	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	NO		If Yes, Score 6
3	University Examination duty within college	12	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	NO		Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	YES	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	YES	3	Score 1 per day Maximum 3 score
Total for Category II			17	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes (Asst.coordinator)	2	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes (Asst.coordinator)	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any	Yes/No		1 point per programme

	programme in the college?		(Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	No	2 points per charge (Maximum 4)
Total for Category III			4

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	YES	1.5	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop			Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV				

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 47 + 1.5 = 48.5

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Sunayya. Tharayil
Th
 31/03/22.

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	ATHIRA K
Date of Birth	11-05-1996
Educational Qualifications	MA, NET
Department	English
Date of Joining this institution	01-06-2020
Date of Joining Teaching Profession	7-8-2018
Details of Other Employment if any	NIL
Residential Address	Kunnath(u), vengad(po), Kolathur
Phone No	9061943125
Email Id	athiread1ce@gmail.com
Adhar No	8655 6644 9451
PAN	NIL

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	91%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	<10	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No		If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			33	

Attestation from the Head of the Department:

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	6	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	7/2	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	NIL	NIL	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	4	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	3	3	Score 1 per day Maximum 3 score
Total for Category II			16	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/ field trip	Yes/No	3	1 point per day (Maximum 3) *
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	1	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	1	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	1	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No		2 points per charge (Maximum 4)
Total for Category III			8	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	1	2	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	3	3	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop		3	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop		1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			9	

*Attach Details of Publications/Presentations

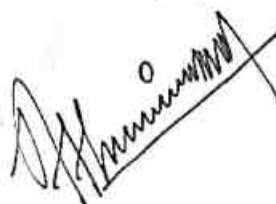
Overall Score: Category I + Category II+ Category III+ CategoryIV= $33 + 16 + 8 + 9 = 66$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Athina K



MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	HARSHA K
Date of Birth	24-02-1988
Educational Qualifications	MA, B.ed, SET, NET
Department	English
Date of Joining this institution	8-8-2019
Date of Joining Teaching Profession	2018
Details of Other Employment if any	NIL
Residential Address	Ramakrishna(H), vilayoor, Pattambi
Phone No	9746857056
Email Id	harshakrishna24@yahoo.com
Adhar No	9872 8901 2914
PAN	BAPPH7764E

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	93%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	<10	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	12	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			37	

Attestation from the Head of the Department:

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	7	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	7/2	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)			Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	3	3	Score 1 per day Maximum 3 score
Total for Category II			16	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day - (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	4	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	1	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No		2 points per charge (Maximum 4)
Total for Category III			5	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	1	2	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	1	1.5	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	3	3	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop		3	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop		1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions		9	Score 3
Total for Category IV				

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 37 + 16 + 5 + 9 = 67

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Harsha k

[Signature]

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	Nusrath P
Date of Birth	02-05-1995
Educational Qualifications	M.Com, B.Ed, NET, SET
Department	Commerce
Date of Joining this institution	03-02-2022
Date of Joining Teaching Profession	03-02-2022
Details of Other Employment if any	-
Residential Address	Pilakkal (H), Kappur (P.O) GRASS
Phone No	9048560616
Email Id	nus18harad123@gmail.com
Adhar No	4160 7222 7644
PAN	FSNPP7177R

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	99%	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	4	1	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	5	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	NO	If Yes Score 2
5	Innovative teaching methodology	Yes/No	Yes 2	If Yes Score 2 And give a brief description
Total from Category I			34	

Attestation from the Head of the Department:

Dr. PC Sushan Babu
Head, PG. Department of Commerce
MES Keveeyam College
Valanchery - 676552

Category II: Examination and Valuation (Maximum Score: 20)				
Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	6	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	18	4	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)			Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	1	3	Score 1 per day Maximum 3 score
Total for Category II			14	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)				
Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	3	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	-	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	-	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	-	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	-	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	-	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes Yes	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	-	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	-	2 points per charge (Maximum 4)
Total for Category III			5	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	—		Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	—		Score 1 per paper (Maximum 2)
3	Books with ISBN	—		Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	—		Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	—		Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	—		Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	—		Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	—		Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	—		Score 0.5 per seminar Maximum 1
10	Awards/Recognitions	—		Score 3
Total for Category IV				


*Attach Details of Publications/Presentations

$$34 + 14 + 5 = 53$$

Overall Score: Category I + Category II+ Category III+ CategoryIV=**Declaration**

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member


Nusrathp

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	JITHIN KUMAR
Date of Birth	01-04-1995
Educational Qualifications	MA, UGC NET, B.Ed, SET
Department	English
Date of Joining this institution	01-01-2021
Date of Joining Teaching Profession	01-01-2021
Details of Other Employment if any	NIL
Residential Address	POOPATHA (H), Manalody, Nilambur
Phone No	8606562642
Email Id	jithin33@gmail.com
Adhar No	9039 3499 1460
PAN	BUPTJ7939K

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	95%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	NIL		>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No		If Yes Score 2
5	Innovative teaching methodology	Yes/No		If Yes Score 2 And give a brief description
Total from Category I			30	

Attestation from the Head of the Department:

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	10	5	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	30	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	NIL		Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	1	1	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	NIL		Score 1 per day Maximum 3 score
Total for Category II			12	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No		2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	2	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No		2 points per charge (Maximum 4)
Total for Category III			2	

Category IV: Research and Publications* (Maximum Score: 10)				
Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	2	4	Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	3	4	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop			Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	5	3	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop		2	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop			Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			13	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II + Category III + Category IV = $30 + 12 + 2 + 13 = 57$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Jithin kumar p



MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	AHSAN VASEEM P
Date of Birth	30-05-1988
Educational Qualifications	ENGLISH MA M.Phil, B.Ed
Department	06-06-2019 ENGLISH
Date of Joining this institution	06-06-2019
Date of Joining Teaching Profession	01-06-2012
Details of Other Employment if any	
Residential Address	PALAKKAPARAMBIL (11), VALATHUR (DO), PALAKKAD
Phone No	9560840408
Email Id	pavaseem@gmail.com
Adhar No	4180 6988 9435
PAN	DPWPP1334C

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	91	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	14	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	12	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No		If Yes Score 2
5	Innovative teaching methodology	Yes/No		If Yes Score 2 And give a brief description
Total from Category I			34	

Attestation from the Head of the Department:

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	6	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	13	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	-	-	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	2	2	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	3	3	Score 1 per day Maximum 3 score
Total for Category II			15	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	3	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	-	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	1	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	-	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	-	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	-	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	-	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	2	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	2	2 points per charge (Maximum 4)
Total for Category III			8	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	-	-	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	-	-	Score 1 per paper (Maximum 2)
3	Books with ISBN	-	-	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	-	-	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	-	-	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	3	1.5 3	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	3	3	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	-	-	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	2	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			6 5.5	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 62.5

$$34 + 15 + 8 + 5.5 = \underline{\underline{62.5}}$$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

AHSAN VASEEM P

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	AMEENUDHEEN KP
Date of Birth	05-05-1995
Educational Qualifications	M.com, MBA, MA PSYCHOLOGY (Pursuing)
Department	RETAIL MANAGEMNT
Date of Joining this institution	01-06-2020
Date of Joining Teaching Profession	03-06-2019
Details of Other Employment if any	Career Trainer
Residential Address	KAKKIDI PAKKINI KALTHIL (H)
Phone No	9961789637
Email Id	drameenkp@gmail.com
Adhar No	912906164399
PAN	JQTPK9293K

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	92	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	3	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	YES	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes	2	If Yes Score 2
5	Innovative teaching methodology	Yes (ppt,zoO m,Google meet)	2	If Yes Score 2 And give a brief description
Total from Category I			37	

Attestation from the Head of the Department:

AMEENUDHEEN K.P.
ASSISTANT PROFESSOR & HOD
 Dept. of B.Voc Retail Management
 MES Keveeyam College
 Valanchery - 676552

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	6	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	13	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)			Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	YES	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	YES	3	Score 1 per day Maximum 3 score
Total for Category II				16

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes (IEDC,UBA, NSS)	3	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes	1	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes (Football)	3	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes (IEDC,UBA)	2	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes (Human rights cell, UBA)	4	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes Interdepartmental Business Quiz, Festerzo (Retail Fest)	4	2 Points per prgoramme (Maximum 4)

8	Have you been a member of organizing committee of any programme in the college?	Yes Career Guidance cell. IEDC, UBA	3	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes Human Rights Cell	2	2 points per charge (Maximum 4)
Total for Category III				22

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	ISSN : 2319-7129	2	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN	"Conference and Event Management"	2	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	Christ Nagar college Amal college	4	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper. Maximum 3
6	Participation in international conferences/Seminar/Workshop	Christ Nagar college Amal college	3	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	MGNCRE SAFI college MES KVM College	3	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	Amal college Ambedhkar College	2	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop			Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV				10

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 85

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

M. GENUDHEEN . K.P


04/04/22

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self-Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	Lakshmi sree. P
Date of Birth	02/06/1983
Educational Qualifications	MCom, MPhil, BEd.NET, SET
Department	Retail management
Date of Joining this institution	04/10/2021
Date of Joining Teaching Profession	2012
Details of Other Employment if any	
Residential Address	Ani sree, choorakode, vallapuzha
Phone No	9745986363
Email Id	sreesankar7@gmail.com
Adhar No	700690543915
PAN	

B. Performance Evaluation for the Year 2021-22

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Percentage of Classes engaged = $\frac{\text{Total No. of Hours actually engaged}}{\text{Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus}} \times 100$	85	25	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	10	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes	2	If Yes Score 2
5	Innovative teaching methodology	Yes	2 Presentation thru PPT	If Yes Score 2 And give a brief description
Total from Category I			30	

Attestation from the Head of the Department:

AMEENUDHEEN K.P.
ASSISTANT PROFESSOR & HOD
 Dept. of B.Voc Retail Management
 MES Keveeyam College
 Valanchery - 676552

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	5	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	/No		If Yes, Score 6
3	University Examination duty within college	16	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	No		Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	3	3	Score 1 per day Maximum 3 score
Total for Category II				16

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes	2	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes	4	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes	1	1 point per programme (Maximum 3)
9	Do you have the charge of any	Yes	2	2 points per charge

cell/club/forum in the college		(Maximum 4)
Total for Category III		8

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	No		Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	No		Score 1 per paper (Maximum 2)
3	Books with ISBN	No		Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	No		Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	No		Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	No		Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	No		Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	No		Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	No		Score 0.5 per seminar Maximum 1
10	Awards/Recognitions	No		Score 3
Total for Category IV				

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 54

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Lakshmi sree



MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	NISHEETA FARSANA - C
Date of Birth	17/05/1995
Educational Qualifications	M.com Finance, NET
Department	Dept of Retail Mgt
Date of Joining this institution	07/02/2022
Date of Joining Teaching Profession	03/10/2017 (10 months experience)
Details of Other Employment if any	Worked in Majlis College as a Guest faculty
Residential Address	Chengelt (H), Kannamkulam, B.P. Angadi v (Pin) 676102
Phone No	81 35 95 02 77
Email Id	nishyanas786@gmail.com
Adhar No	5456 3454 7206
PAN	CPTPL324M

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	71 hrs Total 65 engaged = 91.5%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	-	-	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	-	-	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship (First Yr B.Voc Retail mgt)	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No G-meet PPT Presentation Online class	2	If Yes Score 2 And give a brief description
Total from Category I			34	

Attestation from the Head of the Department:

AMEENUDHEEN K.P.
ASSISTANT PROFESSOR & HOD
Dept. of B.Voc Retail Management
MES Keveeyam College
Valanchery - 676552

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	2	2	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No	-	If Yes, Score 6
3	University Examination duty within college	5	4	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	-	-	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	2	2	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	1 (3days)	3	Score 1 per day Maximum 3 score
Total for Category II			11	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	-	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	-	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	-	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	-	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	-	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	-	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No Retail Fest (Dept Programme)	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	-	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No Remedial Coaching	2	2 points per charge (Maximum 4)
Total for Category III			4	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	-	-	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	-	-	Score 1 per paper (Maximum 2)
3	Books with ISBN	-	-	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	-	-	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	-	-	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	-	-	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	-	-	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	-	-	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	-	-	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions	-	-	Score 3
Total for Category IV			21	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 34 + 11 + 4 = 49

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Nisheeta Farsana
Name and signature of the faculty member

Nisheeta
01/04/2023

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

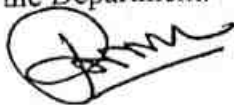
Name	HABEEBURAHIMAN. P.M.
Date of Birth	10-08-1959
Educational Qualifications	Mcom; MBA; Ph.D.
Department	Commerce
Date of Joining this institution	6-06-2019
Date of Joining Teaching Profession	10-01-1983
Details of Other Employment if any	-
Residential Address	Palakkapparambil, Vilathur, TV Pura
Phone No	9847244820
Email Id	habeebfalaki@gmail.com
Adhar No	- 205289205448
PAN	ACUPR95351H

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	91.7	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	11	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	-	0	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	-	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			34	

Attestation from the Head of the Department:



Dr. P.M. Habeeburahman

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	11	6	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No	6	If Yes, Score 6
3	University Examination duty within college	—	—	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	—	—	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	—	—	Score 1 per day Maximum 3 score
Total for Category II			15	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	—	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	—	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	—	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	—	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No —	—	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No —	—	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No —	—	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No Yes	3	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	—	2 points per charge (Maximum 4)
Total for Category III			NIC	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	—	—	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	—	—	Score 1 per paper (Maximum 2)
3	Books with ISBN	—	—	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	—	—	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	—	—	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	— +	1.5	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	1	1	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	—	—	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	2	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions		2	Score 3
Total for Category IV				


*Attach Details of Publications/Presentations

Overall Score: Category I + Category II + Category III + Category IV = $34 + 15 + 3 + 2 = 54$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Dr. P. M. Hakeeb urrahman.  4/4/22

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information


Name	HASNATH T
Date of Birth	11/04/1991
Educational Qualifications	MCOM-NET
Department	COMMERCE
Date of Joining this institution	01/01/2020
Date of Joining Teaching Profession	15/10/2015
Details of Other Employment if any	NIL
Residential Address	THAKAKKAL (H) PURAMANNUR (PO) VALANCHERY
Phone No	9656761764
Email Id	hasna.abid@gmail.com
Adhar No	507764120787
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	95	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	15	2	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	16	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			40	38

Attestation from the Head of the Department:


 4/4/22
 Dr. P. M. Haribeeburahman.

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	#2 5	8 4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No	—	If Yes, Score 6
3	University Examination duty within college	12	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)		—	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination		3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination (Regular)		3	Score 1 per day Maximum 3 score
Total for Category II			16	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	3	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	—	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	—	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	—	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	1	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	2 —	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	4	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	2	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	2 4	2 points per charge (Maximum 4)
Total for Category III			14	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor		—	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN		—	Score 1 per paper (Maximum 2)
3	Books with ISBN		2	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop		—	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop		1.5	Score 1.5 per paper. Maximum 3
6	Participation in international conferences/Seminar/Workshop		3	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop		2	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop		—	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop		—	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions		—	Score 3
Total for Category IV			8.5	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ Category IV= **76.5**

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member *Hasnath T*

Hasnath T

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information


Name	ABDUL GHAFOOR KP
Date of Birth	29/05/1996
Educational Qualifications	MCOM, NET with JRF
Department	commerce.
Date of Joining this institution	07/01/2020
Date of Joining Teaching Profession	01/08/2019
Details of Other Employment if any	—
Residential Address	Koodapalakal CHD Iroobiliyampuzha
Phone No	9072215651
Email Id	gatoribro1996@gmail.com
Adhar No	852611753079
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	92%	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	15	2	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	21	3	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/X	2	If Yes Score 2
5	Innovative teaching methodology	Yes/X	2	If Yes Score 2 And give a brief description
Total from Category I			39	

Attestation from the Head of the Department:


4/4/22
Dr. P. M. Habeeburrahman

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	14	6	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No	-	If Yes, Score 6
3	University Examination duty within college	16	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	-	-	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	3	3	Score 1 per day Maximum 3 score
Total for Category II			18	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	-	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	-	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	3	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	-	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	-	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	-	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	-	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	-	2 points per charge (Maximum 4)
Total for Category III			5	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor		—	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences Seminar/Workshop			Score 1.5 per paper (Maximum 3)
6	Participation in international conferences Seminar/Workshop	3	3	Score 1.5 per seminar (Maximum 3)
7	Participation in National conferences Seminar/Workshop			Score 1 per seminar (Maximum 3)
8	Presentation/Invited talk in Regional conferences Seminar/Workshop			Score 1 per seminar (Maximum 2)
9	Participation in Regional conferences Seminar/Workshop	2	1	Score 0.5 per seminar (Maximum 1)
10	Awards/Recognitions		3	Score 3
Total for Category IV			7	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II + Category III + Category IV =

$$39 + 18 + 5 + 7 = 69$$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Abdul Gafar KP



MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	RUKSANA . R.V
Date of Birth	12-04-1991
Educational Qualifications	Bsc, msc Optometry.
Department	Optometry & Ophthalmological Techniques
Date of Joining this institution	3-08-2020
Date of Joining Teaching Profession	3-08-2020
Details of Other Employment if any	INVISION EYE HOSPITAL (TOR), OPTIKA EYE CARE (PIB)
Residential Address	Pooakkattil (CH), Pakkambal (PO) 699207 (PIB)
Phone No	9539729170
Email Id	ruksona.kv1992@gmail.com
Adhar No	956143768805
PAN	CEDPR2659C

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	>90%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	11-20	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	<10	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No		If Yes Score 2 And give a brief description
Total from Category I			35	

Attestation from the Head of the Department:



Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	>12	6	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	>12	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	NO		Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	6	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	>12	3	Score 1 per day Maximum 3 score
Total for Category II			18	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No✓	0	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No✓	0	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No✓	0	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No✓	0	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No✓		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No✓		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No✓	4	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No✓	1	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No✓		2 points per charge (Maximum 4)
Total for Category III			5	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	No	/	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop			Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV				


*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= $35+18+5$
 $= 58$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

RUKSANA KV 

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	SUHAILA.M.P
Date of Birth	30-05-1985
Educational Qualifications	M CA
Department	Computer Applications
Date of Joining this institution	15-12-2020
Date of Joining Teaching Profession	08-06-2008
Details of Other Employment if any	Teaching (Delhi International School)
Residential Address	Hirahut, Thozuvanoor (Po), Valanchery.
Phone No	7736118512
Email Id	subailajabbar@gmail.com
Adhar No	794453154529
PAN	GQBPS0996A

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	94	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	25	3	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	15	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			39	

Attestation from the Head of the Department:

Fareeda.p

31/03/22

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	6	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No	0	If Yes, Score 6
3	University Examination duty within college	15	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	3	3	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	3	3	Score 1 per day Maximum 3 score
Total for Category II			19	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	3	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	0	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	0	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	0	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	0	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	2	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	1	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	2	2 points per charge (Maximum 4)
Total for Category III			10	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor		0	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN		0	Score 1 per paper (Maximum 2)
3	Books with ISBN		0	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	2	4	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	2	3	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	3	3	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	0	0	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	2	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions	0	0	Score 3
Total for Category IV			11	

*Attach Details of Publications/Presentations

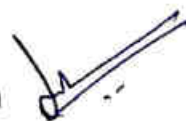
Overall Score: Category I + Category II+ Category III+ CategoryIV= $39 + 19 + 10 + 11 = 79$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

M.P. SUHAILA



MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information


Name	NOURA.C.T
Date of Birth	14/12/1992
Educational Qualifications	MCA.
Department	BCA.
Date of Joining this institution	1/07/2020
Date of Joining Teaching Profession	15/07/2019
Details of Other Employment if any	—
Residential Address	KOZHICHEERI(H), AREKKULAM (M)
Phone No	9656569084
Email Id	noura.ct@gmail.com.
Adhar No	7959 8105 9955
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	93	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	24	3	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	16	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			39	

Attestation from the Head of the Department: Fareeda. P.


 31/03/2022

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	13	6	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No ✓		If Yes, Score 6
3	University Examination duty within college	18	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	—	—	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	5	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	2	2	Score 1 per day Maximum 3 score
Total for Category II			17	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No ✓		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No ✓		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No ✓		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No ✓		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No ✓		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No ✓	2	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No ✓	4	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No ✓	1	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No ✓	2	2 points per charge (Maximum 4)
Total for Category III			9	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	Impact Factor: 7.97	4	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN		—	Score 1 per paper (Maximum 2)
3	Books with ISBN		—	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	1	2	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop		—	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	1	1.5	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	3	3	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop		—	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	2	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions		11.5	Score 3
Total for Category IV				

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II + Category III + Category IV = $39 + 17 + 9 + 11.5 = 76.5$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

NOORA.CT



MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	FAREEDA.P
Date of Birth	31/03/1993
Educational Qualifications	MCA, UGC-NET
Department	Computer Application
Date of Joining this institution	06/06/2019
Date of Joining Teaching Profession	06/06/2019
Details of Other Employment if any	NIL
Residential Address	Pazhy (H), Hajiyazpally (P.O), 676519
Phone No	9544548369
Email Id	-fareedapazhy04@gmail.com
Adhar No	
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	92	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	25	3	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	12	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			39	

Attestation from the Head of the Department:

Fareeda.P


31/03/22

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	13	6	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No ✓		If Yes, Score 6
3	University Examination duty within college	23	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	NIL		Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	8	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	4	3	Score 1 per day Maximum 3 score
Total for Category II			18	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No ✓		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No ✓		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No ✓		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No ✓		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No ✓		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No ✓	2	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No ✓	4	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No ✓	1	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No ✓	4	2 points per charge (Maximum 4)
Total for Category III			11	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	1	2	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	1	1.5	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	3	3	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	3	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions		7.5	Score 3
Total for Category IV				


*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= $39 + 18 + 11 + 7.5 = 75.5$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Fareeda. P  31/03/22

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	JASNA .kv
Date of Birth	21-05-1995
Educational Qualifications	Msc. computer Science
Department	Computer Application
Date of Joining this institution	1-12-2021
Date of Joining Teaching Profession	08-05-2018
Details of Other Employment if any	Teaching (Abroad)
Residential Address	Kottilingal valappil (H), valanchery
Phone No	9539 778207
Email Id	Aizafaizal22edpl@gmail.com
Adhar No	
PAN	AZUPJ0384m

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	92%	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	25	3	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	16	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			39	

Attestation from the Head of the Department:

Fareeda P


31/03/22

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	15	6	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	9	5	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)			Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	1	1	Score 1 per day Maximum 3 score
Total for Category II			15	

Attestation by the Controller of University Examinations:
Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	4	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No		1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No		2 points per charge (Maximum 4)
Total for Category III			4	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	1	2	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	1	1.5	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	3	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			4.5	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ Category IV= 62.5

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Jasne. kv
[Signature]

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	DEEPTHI.T
Date of Birth	15/12/1997
Educational Qualifications	MA English Literature
Department	ENGLISH
Date of Joining this institution	16/2/2022
Date of Joining Teaching Profession	3/1/2022
Details of Other Employment if any	
Residential Address	Thekkekara, Naduvattam, 679308
Phone No	9846 777181
Email Id	writetodeepthi2715@gmail.com
Adhar No	8466 8636 5433
PAN	ETHPD0623Q

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	48/60 = 80%	25	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No		If Yes Score 2
5	Innovative teaching methodology	Yes/No		If Yes Score 2 And give a brief description
Total from Category I			25	

Attestation from the Head of the Department:

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	4		>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	2		>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)			Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination			Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)			Score 1 per day Maximum 3 score
Total for Category II				

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No ✓		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No ✓		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No ✓		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No ✓		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No ✓		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No ✓		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No ✓		2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No		1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No ✓		2 points per charge (Maximum 4)
Total for Category III				

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	Yes		Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	Yes 1	1.5	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop			Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	Yes 4	3	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	Yes 4	3	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop			Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			4.5	


*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 29.5

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Deepthi T. 

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

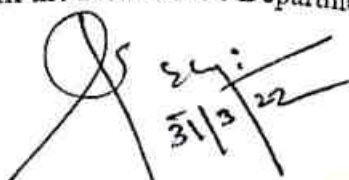
Name	SHABNA P
Date of Birth	02/11/1990
Educational Qualifications	Mcom, Mphil, B.Ed, NET
Department	Commerce
Date of Joining this institution	26/02/2018
Date of Joining Teaching Profession	01/11/2013
Details of Other Employment if any	-
Residential Address	Palasa CH, Valanchery (P.O.)
Phone No	9746699980
Email Id	shabnap13@gmail.com
Adhar No	437652136326
PAN	ESSPP1344C

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	99%	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	4	1	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	5	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	-	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			34	

Attestation from the Head of the Department:


 Dr. P.C. Sathish Babu
 Head, P.C. Department of Commerce
 MES Keveeyam College
 Valanchery - 676652

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	6	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No	—	If Yes, Score 6
3	University Examination duty within college	10	5	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	—	—	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	6	3	Score 1 per day Maximum 3 score
Total for Category II			15	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	3	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	—	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	1	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	—	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	—	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	2	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	—	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	—	2 points per charge (Maximum 4)
Total for Category III			6	

Category IV: Research and Publications* (Maximum Score: 10)				
Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	1	2	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	-	-	Score 1 per paper (Maximum 2)
3	Books with ISBN	-	-	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	-	-	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	-	-	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	-	-	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	-	-	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	-	-	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	-	-	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions	-	-	Score 3
Total for Category IV			2	


*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= $34+15+6+2$
 $= 57$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Shabna P 

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	JAMEELA M.K.
Date of Birth	05-06-1989.
Educational Qualifications	M.Phil, M.L.O.D, NET, M.Phil
Department	Commerce.
Date of Joining this institution	23/11/2021
Date of Joining Teaching Profession	02/06/2014
Details of Other Employment if any	-
Residential Address	Marivan kunnath chundambattap
Phone No	8943 7140 74
Email Id	jemikoppam@gmail.com
Adhar No	3835 6903 8111
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	97	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	3	1	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	12	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	NA	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			35	

Attestation from the Head of the Department:

Dr. P. Sathya Babu
Head, PG. Department of Commerce
MES KEEVEEYAM College
Valanchery - 676552

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	6	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No	—	If Yes, Score 6
3	University Examination duty within college	10	5	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	—	—	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	6	3	Score 1 per day Maximum 3 score
Total for Category II			15	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	0	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	—	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No <i>yes</i>	1	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	—	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	—	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	—	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No <i>yes</i>	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	0	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	—	2 points per charge (Maximum 4)
Total for Category III			3	

Category IV: Research and Publications* (Maximum Score: 10)				
Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	2	4	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop			Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop			Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV		2	4	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= **57**

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Jameela M.K.
Name and signature of the faculty member

31/3/22

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	JANEESHMA E
Date of Birth	15/05/1993
Educational Qualifications	Ph.D.
Department	BOTANY
Date of Joining this institution	7.09.2021
Date of Joining Teaching Profession	7.09.2021
Details of Other Employment if any	NIL
Residential Address	EDAPPAYIL HOUSE K. PURAM (P.O) TANALUR MALAPPURAM PIN 676307
Phone No	9048969923
Email Id	edappayiljaneeshma@gmail.com
Adhar No	650433434058
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	89	25	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	3	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	1		>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes	2	If Yes Score 2
5	Innovative teaching methodology	Yes (different online platforms are using and practical biostatisti	2	If Yes Score 2 And give a brief description

		cs classes are conductin g)		
Total from Category I-29			30	

Attestation from the Head of the Department:

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	5	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	No		If Yes, Score 6
3	University Examination duty within college	9-12	5	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	1	1	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	5	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	2	2	Score 1 per day Maximum 3 score
Total for Category II-15			15	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co- curricular programmes	No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes (WEC programs)	2	2 Points per programme (Maximum 4)
7	Have You been the coordinator of	No		2 Points per

	any programme of the Department?			prgoramme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	No		1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	no		2 points per charge (Maximum 4)
Total for Category III-2			2	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	9	4	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN	2	4	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	2	4	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	7	3	Score 1.5 per paper, Maximum 3
6	Participation in international Workshop	2	3	Score 1.5 per seminar Maximum 3
7	Participation in National Workshop	1	1	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop			Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV -10			19	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 56

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member



Janeeshma E

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	SHAHIL MON. P.P.
Date of Birth	24. 09. 1989.
Educational Qualifications	MA. ENGLISH
Department	ENGLISH
Date of Joining this institution	18. 07. 2018
Date of Joining Teaching Profession	18. 07. 2018
Details of Other Employment if any	
Residential Address	PANDAL PARAMBIL (HO), VENDALLOOR
Phone No	999569 8833
Email Id	hailros4ever@gmail.com
Adhar No	
PAN	DIEPP4404E

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	91%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	2	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	1	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No PPT	2	If Yes Score 2 And give a brief description
Total from Category I			36	

Attestation from the Head of the Department:

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	6	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	14	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	—	—	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	4	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	6	3	Score 1 per day Maximum 3 score
Total for Category II			16	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	1	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	1	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No . Xmas Pusan	2	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No . Women day Elocution	2+2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	2	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No . Ashi club KVM Nagar	4	2 points per charge (Maximum 4)
Total for Category III			14	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	-	-	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	-	-	Score 1 per paper (Maximum 2)
3	Books with ISBN	-	-	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	-	-	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	-	-	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	- 2	3	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	2	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			4	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV=

$$36 + 16 + 14 + 4 = \underline{\underline{70}}$$

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

SHAHIL MON - P.P.



MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	AHLAM ABDUL AZIZ
Date of Birth	09-03-1988
Educational Qualifications	M.Sc., Ph.D (BIOTECHNOLOGY)
Department	OPTOMETRY & OPHTHALMOLOGICAL TECH.
Date of Joining this institution	08-02-2022
Date of Joining Teaching Profession	16-06-2020 [ALJAMIA ARTS & SCIENCE, PERINTALMANNA]
Details of Other Employment if any	RESEARCH ASST, MES MEDICAL COLLEGE HOSPITAL
Residential Address	NADAKKAVIL, THOZHUVANUR (P.O) KAVUMPURAM - 678552
Phone No	9539229268
Email Id	ahlamabdulaziz@gmail.com
Adhar No	3200342817005
PAN	BYVPA7192K

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = $\frac{\text{Total No. of Hours actually engaged}}{\text{Total No. of Hours of teaching (theory and practical) assigned as per workload and syllabus}} \times 100$			>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No		If Yes Score 2
5	Innovative teaching methodology	Yes/No		If Yes Score 2 And give a brief description
Total from Category I				

Attestation from the Head of the Department:

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty			>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college			>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)			Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination			Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)			Score 1 per day Maximum 3 score
Total for Category II				

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No		2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No		1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No		2 points per charge (Maximum 4)
Total for Category III				

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	1 [IF - 3.73]	2	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop			Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop			Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV				

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 29

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Dr. Ahlam Abdulaziz, 9/4/21
Name and signature of the faculty member

MES KEEVEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	RESMI-M
Date of Birth	20.05.1991
Educational Qualifications	MSc, B.Ed, SET
Department	ZOOLOGY
Date of Joining this institution	06.06.2019
Date of Joining Teaching Profession	06.06.2019
Details of Other Employment if any	—
Residential Address	Thukkeveetil, Vengad, Kulathur
Phone No	8943181982
Email Id	resmitajagopalan@gmail.com
Adhar No	2890 4170 2675
PAN	DRTPM8214F

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	95% 100%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	<10 hrs	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			35	

Attestation from the Head of the Department:

KRISHNA PRABHA K.S
ASSISTANT PROFESSOR
HOD, Department of Zoology
MES KEEVEYAM College
Valanchery-676 552

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	5-8	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No✓		If Yes, Score 6
3	University Examination duty within college	>12	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	4	3	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	4	4	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	4	3	Score 1 per day Maximum 3 score
Total for Category II			17	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No✓		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No✓		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No✓		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No✓		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No✓		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No✓		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No		2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No✓	3	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No✓	2	2 points per charge (Maximum 4)
Total for Category III			5	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	4	4.5	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	2	4	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			2.5	


*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= $35+17+5+2.5$
59.5

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

RESMI-M

 31/3/22

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	ASWATHY P.K
Date of Birth	04-02-1994
Educational Qualifications	Msc. B.ed
Department	ZOOLOGY
Date of Joining this institution	01-12-2021
Date of Joining Teaching Profession	01-12-2021
Details of Other Employment if any	HST at vengaloor English Medium School
Residential Address	KORACHATTIL HOUSE MARAVANCHERY
Phone No	9645434471
Email Id	pkaswathi03@gmail.com
Adhar No	5628 7370 5399
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	100%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	<10	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No		If Yes Score 2
5	Innovative teaching methodology	Yes/No	2 ppt, seminar Practicals	If Yes Score 2 And give a brief description
Total from Category I			33	

Attestation from the Head of the Department:

KRISHNA PRABHA K.S
ASSISTANT PROFESSOR
HOD, Department of Zoology
MES Keveeyam College
Valanchery-676 552

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	5	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No✓		If Yes, Score 6
3	University Examination duty within college	5-8	4	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)			Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination			Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	2	2	Score 1 per day Maximum 3 score
			10	

Total for Category II

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No✓		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No✓		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No✓		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No✓		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No✓		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No✓		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No✓		2 Points per prgoramme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No✓	3	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No✓		2 points per charge (Maximum 4)
			3	

Total for Category III

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	1	1.5	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	2	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			2.5	

*Attach Details of Publications/Presentations

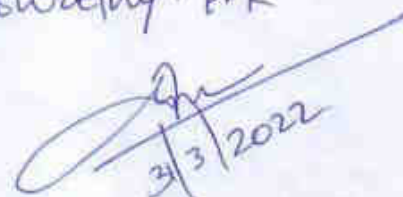
Overall Score: Category I + Category II+ Category III+ CategoryIV= **48.5**

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Akshathy . P. K


3/3/2022

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	VICHITHRA K
Date of Birth	02/01/1997
Educational Qualifications	MSc Zoology
Department	Zoology
Date of Joining this institution	16/02/2019
Date of Joining Teaching Profession	16/12/2019
Details of Other Employment if any	No
Residential Address	Kakkunja/CH) Pallapram, Pannani.
Phone No	8113048074
Email Id	Vichithrak07k@gmail.com
Adhar No	8140 1082 8597
PAN	JYMPK329P

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	>90%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	No		>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	No		>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			34	

Attestation from the Head of the Department:

KRISHNA PRABHA K.S
ASSISTANT PROFESSOR
HOD, Department of Zoology
MES Keveeyam College
Valanchery-676 552

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	5-8	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No	No	If Yes, Score 6
3	University Examination duty within college	>12	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	No	-	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination		3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)		3	Score 1 per day Maximum 3 score
Total for Category II			16	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	No	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	1	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No		2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	3	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	2	2 points per charge (Maximum 4)
Total for Category III			8	

Category IV: Research and Publications* (Maximum Score: 10)


Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	No		Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	No		Score 1 per paper (Maximum 2)
3	Books with ISBN	No		Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	No		Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	No		Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	Yes	3	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	No		Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	Yes No		Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	Yes	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions	No		Score 3
Total for Category IV			4	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 34+16+8+4 = 62

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Vichithra K. 

Name and signature of the faculty member

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	MANEESHA.P
Date of Birth	18/10/1995
Educational Qualifications	M.A, NET, B.ED
Department	MALAYALAM
Date of Joining this institution	15/12/2021
Date of Joining Teaching Profession	16/12/2021
Details of Other Employment if any	LIC agent
Residential Address	PARENGAL HOUSE ,THEYYALINGAL.P.O 676320
Phone No	6238186586
Email Id	Maneeshalijesh@gmail.com
Adhar No	303684446064
PAN	FLFPM5772N

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	92%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	YES	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship			If Yes Score 2
5	Innovative teaching methodology	YES PPT CLASS	2	If Yes Score 2 And give a brief description
Total from Category I			33	

Attestation from the Head of the Department:

Shajid. P.P
HOD Assistant Professor
Dept of Malayalam

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	5	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell			If Yes, Score 6
3	University Examination duty within college	13	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	NO		Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	NO		Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	NO		Score 1 per day Maximum 3 score
Total for Category II			10	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	NO		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes (Asst.coordinator)	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No		1 point per programme (Maximum 3)
9	Do you have the charge of any	No		2 points per charge

cell/club/forum in the college		(Maximum 4)
Total for Category III	2	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	YES	3	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	YES	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			4	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ Category IV= 49

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member **MANEESHA P**

MANI

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	ANUSHA.P
Date of Birth	05/07/1999
Educational Qualifications	M.A
Department	HINDI
Date of Joining this institution	25/10/2021
Date of Joining Teaching Profession	25/10/2021
Details of Other Employment if any	
Residential Address	PORUNNAMKOTTIL HOUSE ,ALANGAD.P.O 678633
Phone No	8590678792
Email Id	Anushaanu050799@gmail.com
Adhar No	413259809946
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	92%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	YES	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship			If Yes Score 2
5	Innovative teaching methodology	no		If Yes Score 2 And give a brief description
Total from Category I			31	

Attestation from the Head of the Department:

Dr. Preetheerth S.R

[Signature]

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	5	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell			If Yes, Score 6
3	University Examination duty within college	13	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	NO		Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	NO		Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	NO		Score 1 per day Maximum 3 score
Total for Category II			10	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	NO		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes (Asst.coordinator)	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No		1 point per programme (Maximum 3)
9	Do you have the charge of any	No		2 points per charge

cell/club/forum in the college		(Maximum 4)
Total for Category III	2	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	YES	3	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	no		Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			3	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 46

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Anusha.p Arav

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information


Name	Akshaya B
Date of Birth	18/08/1996
Educational Qualifications	M.TECH in Computer Science and Engineering
Department	Computer Application
Date of Joining this institution	1/12/2021
Date of Joining Teaching Profession	1/12/2021
Details of Other Employment if any	
Residential Address	Madam House, Edayar North PO, Pin: 6765
Phone No	9567743960
Email Id	akshayabalaram@gmail.com
Adhar No	349797143348
PAN	CVDPB1175K

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	92%	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	24	3	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	18	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			39	

Attestation from the Head of the Department:

Fareeda P  2/03/22

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	14	6	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	9	5	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)			Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)			Score 1 per day Maximum 3 score
Total for Category II			14	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	3	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	4	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No		1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No		2 points per charge (Maximum 4)
Total for Category III			7	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	1	1.5	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	3	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			2.5	


*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 62.5

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Akshaya - B 

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	Ramseena N
Date of Birth	03/04/1998
Educational Qualifications	Msc. Computer Science
Department	Department of Computer Application
Date of Joining this institution	18/11/2021
Date of Joining Teaching Profession	18/11/2021
Details of Other Employment if any	
Residential Address	Neelath(H), Chemmalasseki (P.O), Malappu
Phone No	8848482559
Email Id	samzeenashid@gmail.com
Adhar No	
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	93%	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	26 Hr	3	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	21 Hr	3	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			40	

Attestation from the Head of the Department:

Fareeda P

31/09/22

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	13	6	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	9	5	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	-	-	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	-	-	Score 1 per day Maximum 3 score
Total for Category II			14	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No		1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	1	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	4	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	1	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	2	2 points per charge (Maximum 4)
Total for Category III			8	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	1	2	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	1	1.5	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop			Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	3	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			4.5	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 66.5

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Ramseena - N



MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	NRIDUL C MRINAL
Date of Birth	26/10/1995
Educational Qualifications	MA, UGC NET
Department	PG DEPARTMENT OF ENGLISH
Date of Joining this institution	01/01/2021
Date of Joining Teaching Profession	01/01/2021
Details of Other Employment if any	
Residential Address	CHOPPEN VEETIL 60, MAYUMKUNNU, TIRUP, 676 101
Phone No	9567010640
Email Id	mridul470ckstein@gmail.com
Adhar No	8983 6613 4329
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	79	20	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged			>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No		If Yes Score 2
5	Innovative teaching methodology	Yes/No		If Yes Score 2 And give a brief description
Total from Category I			20	

Attestation from the Head of the Department:

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	2	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	12	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)			Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	3	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	2	3	Score 1 per day Maximum 3 score
			16	

Total for Category II

Attestation by the Controller of University Examinations:
Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	2	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	2	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No		2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No		2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No		1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No		2 points per charge (Maximum 4)
			4	

Total for Category III

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	1	2	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN	10	4	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	6	4	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	4	3	Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	8	3	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	7	3	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop			Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop			Score 0.5 per seminar Maximum 1
10	Awards/Recognitions	1	3	Score 3
Total for Category IV			10	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= 50

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

MIRIDUL C. MRINAL



MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	Sanoobiya TE
Date of Birth	06/12/1994
Educational Qualifications	MSc. Statistics
Department	Psychology
Date of Joining this institution	08/01/2021
Date of Joining Teaching Profession	08/01/2021
Details of Other Employment if any	Nil
Residential Address	Thoombuthi/dappanatt (H), Chenekkal, Cherushola (PO), Malappuram (Dt), Kerala, 676510 (Pin)
Phone No	8893332225
Email Id	sanoobiya123@gmail.com
Adhar No.	863090347139
PAN	AFIPE5029A

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = $\frac{\text{Total No. of Hours actually engaged}}{\text{Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus}} \times 100$	100	30	>90% Score 30 80-90Score 25 Below 80Score 20
2	No. of special classes engaged	12 Hrs	2	>20 Hrs Score 3 11-20 HrsScore 2 <10 HrsScore 1
3	Remedial Classes engaged	15 Hrs	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	No	0	If Yes Score 2
5	Innovative teaching methodology	Yes	2	If Yes Score 2 And give a brief description
Total from Category I			36	

Attestation from the Head of the Department:

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	14	6	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	No	0	If Yes, Score 6
3	University Examination duty within college	10	5	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	Nil	0	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	14	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination (Regular)	Nil	0	Score 1 per day Maximum 3 score
Total for Category II			14	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes	3	1 point per day (Maximum 3)
2	Escorted students to C-Zone	No	0	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	No	0	1 point per day (Maximum 3)
4	Accompanied students to sports meets	No	0	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	No	0	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	No	0	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	No	0	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	No	0	2 points per charge (Maximum 4)
Total for Category III			5	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor		0	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN		0	Score 1 per paper (Maximum 2)
3	Books with ISBN		0	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop		0	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop		0	Score 1.5 per paper (Maximum 3)
6	Participation in international conferences/Seminar/Workshop	INSIGHT 2022- International conference International FDP on basics of research statistics	3	Score 1.5 per seminar (Maximum 3)
7	Participation in National conferences/Seminar/Workshop	National Webinar on Research methodology to social science and health science	1	Score 1 per seminar (Maximum 3)
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop		0	Score 1 per seminar (Maximum 2)
9	Participation in Regional conferences/Seminar/Workshop	Eunoia 2021 - Workshop on mindfulness Webinar on Sample size estimation in health science.	1	Score 0.5 per seminar (Maximum 1)
10	Awards/Recognitions		0	Score 3
Total for Category IV			5	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II + Category III + Category IV = $36 + 14 + 5 + 5$
 = 60

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Sanodhiya . T. E



MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name:	NISAR. UP
Date of Birth	22/02/1992
Educational Qualifications	MSc, UGC-NET, GATE
Department	Psychology.
Date of Joining this Institution	1/7/2020
Date of Joining Teaching Profession	1/7/2020
Details of Other Employment if any	
Residential Address	VALPARAMBIL (H) PANU (P.O)
Phone No	9946060363
Email Id	nisarupworld@gmail.com
Adhar No	9666 5272 0232
PAN	BFPPV1131N

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = $\frac{\text{Total No. of Hours actually engaged}}{\text{Total No. of Hours of teaching (theory and practical) assigned as per workload and syllabus}} \times 100$	95	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	15	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	15	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No ✓	2	If Yes Score 2 And give a brief description
Total from Category I			38	

Attestation from the Head of the Department:

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	9	5	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college	15	6	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	—	—	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	4	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination (Regular)	4	3	Score 1 per day Maximum 3 score
Total for Category II			17	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	3	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	2	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	—	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	—	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	—	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	—	2 points per charge (Maximum 4)
Total for Category III			7	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	—		Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	—		Score 1 per paper (Maximum 2)
3	Books with ISBN	—		Score 2 per book (Maximum 4)
4	Presentation in International conferences/Seminar/Workshop	—		Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	—		Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	1	1.5	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	1	1	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	—	—	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	2	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV				3.5

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II + Category III + Category IV =

$$38 + 17 + 7 + 3.5$$

65.5

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

NISAR. VP



MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	Dr. Aswarya Rasmi M N
Date of Birth	19-04-1986
Educational Qualifications	PhD in Psychology
Department	Psychology
Date of Joining this institution	06-06-2019
Date of Joining Teaching Profession	03-06-2010
Details of Other Employment if any	Freelance Counselling &
Residential Address	Puthukkettu Mana, College Road, Thrissur 5
Phone No	85-90572245
Email Id	mraswaryarasmi@gmail.com
Adhar No	8744 4204 3466
PAN	

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = Total No. of Hours actually engaged / Total No. of Hours of teaching(theory and practical) assigned as per workload and syllabus x 100	95%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	22	3	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	12	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			39	

Attestation from the Head of the Department:


04/04/22

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/ Response	Score	Scoring Indicator
1	Internal Examination duty	13	6	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No		If Yes, Score 6
3	University Examination duty within college			>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	4	3	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	9	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	6	3	Score 1 per day Maximum 3 score
Total for Category II			15	

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	3	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No		1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No		1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No		1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No		1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	2	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	4	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	1	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	2	2 points per charge (Maximum 4)
Total for Category III			12	

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor			Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN			Score 1 per paper (Maximum 2)
3	Books with ISBN			Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop			Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop			Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	1	1.5	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	2	2	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	2	2	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop			Score 0.5 per seminar Maximum 1
10	Awards/Recognitions			Score 3
Total for Category IV			5.5	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV=

21.5

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Dr. Aishwarya Ramesh m n

MD
09/04/22

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information

Name	Alag Tarana
Date of Birth	02/08/1996
Educational Qualifications	Msc, NEI
Department	Psychology
Date of Joining this Institution	04/01/2021
Date of Joining Teaching Profession	04/01/2021
Details of Other Employment if any	Nil
Residential Address	Daffodils Apartments, Opp. SK Pottakkad hall, Puthiyara, Calicut, PIN 673004
Phone No	9497529550
Email Id	alagtarana@gmail.com
Adhar No	502856339870
PAN	BMDPT1011J

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = $\frac{\text{Total No. of Hours actually engaged}}{\text{Total No. of Hours of teaching (theory and practical) assigned as per workload and syllabus}} \times 100$	100	30	>90% Score 30 80-90% Score 25 Below 80% Score 20
2	No. of special classes engaged	20 hrs	3	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	2 hrs	1	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			38	

Attestation from the Head of the Department:

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number Response	Score	Scoring Indicator
1	Internal Examination duty		4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No	0	If Yes, Score 6
3	University Examination duty within college		5	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	0	0	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	4	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination (Regular)	7	3	Score 1 per day Maximum 3 score

Total for Category II

Attestation by the Controller of University Examinations:
Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	2	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	0	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	0	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	0	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	0	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	0	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	2	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	0	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	0	2 points per charge (Maximum 4)

Total for Category III

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor		0	Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN		0	Score 1 per paper (Maximum 2)
3	Books with ISBN		0	Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop		0	Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	Yes	1.5	Score 1.5 per paper (Maximum 3)
6	Participation in international conferences/Seminar/Workshop		0	Score 1.5 per seminar (Maximum 3)
7	Participation in National conferences/Seminar/Workshop	Yes	1	Score 1 per seminar (Maximum 3)
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	Yes	1	Score 1 per seminar (Maximum 2)
9	Participation in Regional conferences/Seminar/Workshop		0.5	Score 0.5 per seminar (Maximum 1)
10	Awards/Recognitions		0	Score 3
Total for Category IV				3.5

* Attach Details of Publications/Presentations

Overall Score: Category I + Category II + Category III + Category IV =
38 + 15 + 13.5 = 66.5

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.



Alag Farzana

Name and signature of the faculty member

MES KEEVEEYAM COLLEGE, VALANCHERY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers)-2021-22

A. Personal Information


Name	Raseena P
Date of Birth	21-08-1988
Educational Qualifications	MSc, B.Ed mathematics.
Department	mathematics.
Date of Joining this institution	01-01-2016.
Date of Joining Teaching Profession	01-01-2016.
Details of Other Employment if any	-
Residential Address	Peringattu Thodi House, Erimbilagam.
Phone No	8547063487.
Email Id	raseenamarakkas@gmail.com
Adhar No	215542016769
PAN	DICPR0316F

B. Performance Evaluation for the Year 2020-21

Category I: Teaching (Maximum Score: 40)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Percentage of Classes engaged = $\frac{\text{Total No. of Hours actually engaged}}{\text{Total No. of Hours of teaching (theory and practical) assigned as per workload and syllabus}} \times 100$	94%	30	>90% Score 30 80-90 Score 25 Below 80 Score 20
2	No. of special classes engaged	20	3	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
3	Remedial Classes engaged	12	2	>20 Hrs Score 3 11-20 Hrs Score 2 <10 Hrs Score 1
4	Class tutorship	Yes/No	2	If Yes Score 2
5	Innovative teaching methodology	Yes/No	2	If Yes Score 2 And give a brief description
Total from Category I			39	

Attestation from the Head of the Department:

Fareeda.P 

Category II: Examination and Valuation (Maximum Score: 20)

Sl No	Item	Number/Response	Score	Scoring Indicator
1	Internal Examination duty	5	4	>12 Score 6 9-12 Score 5 5-8 Score 4
2	Member of Internal Examination Cell	Yes/No	6	If Yes, Score 6
3	University Examination duty within college	12	5	>12 Score 6 9-12 Score 5 5-8 Score 4
4	University Examination duty outside college (Practical/Viva)	-	-	Score 1 per day Maximum 3 score
5	Question Paper Setting for Internal Examination	6	3	Score 1 per paper Maximum 3 score
6	Valuation of University Examination(Regular)	1	1	Score 1 per day Maximum 3 score
			20	

Total for Category II

Attestation by the Controller of University Examinations:

Attestation by the Coordinator of Internal Examinations:

Category III: Institutional Responsibilities (Maximum Score: 30)

Sl No	Item	Number/Response (If Yes Specify)	Score	Scoring Indicator
1	Escorted study tour/field trip	Yes/No	-	1 point per day (Maximum 3)
2	Escorted students to C-Zone	Yes/No	-	1 point per day (Maximum 3)
3	Accompanied students to NSS programmes/stayed at camp	Yes/No	3	1 point per day (Maximum 3)
4	Accompanied students to sports meets	Yes/No	-	1 point per day (Maximum 3)
5	Escorted students to other colleges or institutions for different academic/co-curricular programmes	Yes/No	-	1 point per day (Maximum 3)
6	Have You been the coordinator of any programme organized by the college?	Yes/No	-	2 Points per programme (Maximum 4)
7	Have You been the coordinator of any programme of the Department?	Yes/No	4	2 Points per programme (Maximum 4)
8	Have you been a member of organizing committee of any programme in the college?	Yes/No	-	1 point per programme (Maximum 3)
9	Do you have the charge of any cell/club/forum in the college	Yes/No	4	2 points per charge (Maximum 4)
			11	

Total for Category III

Category IV: Research and Publications* (Maximum Score: 10)

Sl No	Item	Number/ Response (If Yes Specify)	Score	Scoring Indicator
1	Publication in International journal with impact factor	-		Score 2 per paper (Maximum 4)
2	Publication in National journal with ISSN	-		Score 1 per paper (Maximum 2)
3	Books with ISBN	-		Score 2 per book (Maximum 4)
4	Presentation in international conferences/Seminar/Workshop	-		Score 2 per paper (Maximum 4)
5	Presentation in national conferences/Seminar/Workshop	-		Score 1.5 per paper, Maximum 3
6	Participation in international conferences/Seminar/Workshop	1	1.5	Score 1.5 per seminar Maximum 3
7	Participation in National conferences/Seminar/Workshop	2	2.5	Score 1 per seminar Maximum 3
8	Presentation/Invited talk in Regional conferences/Seminar/Workshop	-	-	Score 1 per seminar Maximum 2
9	Participation in Regional conferences/Seminar/Workshop	3	1	Score 0.5 per seminar Maximum 1
10	Awards/Recognitions	-	-	Score 3
Total for Category IV			4.5	

*Attach Details of Publications/Presentations

Overall Score: Category I + Category II+ Category III+ CategoryIV= $39 + 20 + 11 + 4.5$
74.5

Declaration

I hereby declare that the information provided in this appraisal form is true to the best of my knowledge.

Name and signature of the faculty member

Raseena.P

Raseena.P