

SELF APPRAISAL OF AIDED TEACHERS

MES KEVEEYAM COLLEGE

Annual Performance Assessment Reports (APAR)

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

2022-23

PART A: GENERAL INFORMATION

| | | |
|-----|--|--|
| 1. | Name of College/ University | MES Keveeyam COLLEGE, VALANCHERY |
| 2. | Name of Incumbent (In Block Letters) | KRISHNA PRABHA K S |
| 3. | Name of Father / Mother | SETHUMADHAVAN K |
| 4. | Sex | FEMALE |
| 5. | Date of Birth | 17/09/1979 |
| 6. | Nationality | INDIAN |
| 7. | Current designation | ASSISTANT PROFESSOR |
| 8. | Department | ZOOLOGY |
| 9. | Date of entry to service | 21/02/2011 |
| 10. | Date of last promotion if any | 21/02/2017 |
| 11. | Date of eligibility for promotion | 21/02/2022 |
| 12. | Address for correspondence (with Pin code) | RVS NILAYAM, KODUMUDI, VALIYAKUNNU PO, VALANCHERY, MALAPPURAM-676552 |
| 13. | Telephone No: | 9495452585 |
| 14. | Email | sumirvs11@gmail.com |

15. Academic Staff College Orientation/Refresher Course attended:

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

PART B:
Annual Performance Assessment Reports (APAR)

2022-2023

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. | Physiology & endocrinology | UG | L,S,T,P | 6 | 6 | 100 |
| 02. | Ethology, Evolution and Zoogeography | UG | L,S,T,P | 6 | 6 | 100 |
| 03. | Animal diversity chordata II | UG | L,S,P | 3 | 3 | 100 |
| 04. | Animal diversity Non-chordata II | UG | L,S | 1 | 1 | 100 |
| 05. | Biochemistry & Molecular Biology | UG | L,S,T,P | 6 | 6 | 100 |
| 06. | Biotechnology, Microbiology and Immunology | UG | L,S,T,P | 6 | 6 | 100 |
| 07. | Nutrition, Health and Hygiene | UG | L, S | 1 | 1 | 100 |
| 08. | Animal Diversity | UG | L,S,P | 3 | 3 | 100 |

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 | Head of the department | Head |
| 02 | CV camp of II semester B Sc Zoology of Calicut University | Chairperson |
| 03 | College Union Election Committee | Member |
| 04 | Institutions Innovation Council | Convener |
| 05 | IQAC | Joint Coordinator |
| 06 | College Purchase Committee | Convener |
| Total number of activities Involved | | 25 |

(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 | CV camp of University examinations- 1,3, 4, 5 semesters | Additional Examiner |
| 02 | University theory examination -9 | Invigilator |
| 03 | University Practical examinations-4 | External examiner |

(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 | Nature camp at Parambikulam WLS | Escorting faculty |
| 02 | 3 day Nature camp at Shendurney WLS | Escorting faculty |
| 03 | Field visit to Mavoor Wet lands | Escorting faculty |
| 04 | 3 day study visit for final year students | Organizer |
| 05 | Observation of Swachtha Pakwada | Member |
| 06 | Observation of National Pollution Control Day | Organizer |
| 07 | Career counseling class for Final B Sc Zoology | Member |
| 08 | MESPO- Academic Educational Expo | Member |
| 09 | An awareness on Internship and product development for Final B Sc Zoology students | Organizer |
| 10 | Survey on dental hygiene and problems& dental check up camp | Organizer |
| 11 | Observation of National Science Day | Organizer |
| 12 | Student seminar | Moderator |

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

| Sl. No | Type of Responsibility/Duty | Role Performed |
|--------|---|----------------|
| 1 | Workshop on Preparation and Digitalisation of Biodiversity park | Member |
| 2 | One Day FDP on Outcome based education | Member |

Summary of Overall Grade in APAR

| Activity | Grade |
|---------------------------------------|-------|
| | |
| | |
| Overall Grade for the Assessment Year | |

Overall Grading:
Good = Good in teaching and satisfactory or good in activity at Sl.No.2.
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: KRISHNA PRABHA K S
 Designation: Assistant Professor
 Place: Valanchery
 Date:

CERTIFICATE

This is to certify that Dr/Sri/Smt Krishna Prabha K S 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 2022-23.

Countersigned by:



[Handwritten signature]

SELF APPRAISAL FOR UNAIDED TEACHERS

MES KEEVEEYAM COLLEGE, VALANCHERY
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Self Appraisal Form (For Adhoc Teachers): 2022-23

A. Personal Information

| | |
|-------------------------------------|--|
| Name | AYISHA BANU. C |
| Date of Birth | 24/05/1989 |
| Educational Qualifications | Ph.D |
| Department | ZOOLOGY |
| Date of Joining this institution | 15/11/2021 |
| Date of Joining Teaching Profession | 01-11-2013 |
| Details of Other Employment if any | <ul style="list-style-type: none"> • Worked as HSA(Natural Science) in Govt HSS Cheriyaundam High School, Thalakkadathur, Malappuram Dt. from 01-11-2013 to 31-03-2014. • Worked as HSST Zoology in Govt VHSS, Kalpakancherry, MalappuramDt, from 01-09-2014 to from 31-12-2014. |
| Residential Address | W/O Usman. T. p Thekkencheri, Purakkalathil (H) Puramannur (PO), Valanchery (Via) Malappuram Dt. Kerala, India 676552 |
| Phone No | 9946157100 |
| Email Id | ayisha916@gmail.com |

B. Performance Evaluation for the Year 2019-20

Category I: Teaching (Maximum Score: 40)

| Sl No | Item | Number/Response | Score | Scoring Indicator |
|-----------------------|---|-----------------------|-------|---|
| 1 | Percentage of Classes engaged = $\frac{\text{Total No. of Hours actually engaged}}{\text{Total No. of Hours of teaching (theory and practical) assigned as per workload and syllabus}} \times 100$ | 11/11 *100 =100 | 30 | >90% Score 30 80-90 Score 25 Below 80 Score 20 |
| 2 | No. of special classes engaged | 1 or 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 | | | If Yes Score 2 |
| 5 | Innovative teaching methodology | | 2 | If Yes Score 2 And give a brief description |
| Total from Category I | | | 33 | |

Attestation from the Head of the Department:

FB

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 | | | If Yes, Score 6 |
| | | | 5 | >12 Score 6 |

| | | | | |
|-------------------------------|--|--|--|---------------------------------|
| 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 |
| Total for Category II. | | | | 4 |

* 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.

[Handwritten Signature]

Dr. Ayishabanu. C

[Handwritten Signature]
 PRINCIPAL
 M.E.S. KEVEEYAM COLLEGE
 VALANCHERY, PIN 676552
 MALAPPURAM



SELF APPRAISAL OF NON-TEACHING STAFF

MES KEVEEYAM COLLEGE VALANCHERY

INTERNAL QUALITY ASSURANCE CELL ADMINISTRATIVE STAFF PERFORMANCE FEEDBACK FORM

This form aims to evaluate the performance and gather feedback from administrative staff at MES Keveeyam College Valanchery. Your input will help us identify areas of strength and opportunities for improvement. Please provide honest and constructive responses.

Academic Year: 2022-2023

Section 1: Basic Information

1. Name: Basheer K
2. Age: 51
3. Gender: Male
4. Educational Qualifications: PDC
5. Current Position: Head Accountant
6. Department: MES KVM college valanchery **No. of staff**

| | |
|---|----|
| <input type="radio"/> Administrative Office | :1 |
| <input type="radio"/> Government Accounts | :1 |
| <input type="radio"/> Salary bill ✓ | :1 |
| <input type="radio"/> Establishment | :1 |
| <input type="radio"/> Examination and Attendance | :1 |
| <input type="radio"/> Provident fund. ✓ | :1 |
| <input type="radio"/> Dispatch and Distribution. | :1 |
| <input type="radio"/> Admission and Certificates. | :1 |
| <input type="radio"/> Fees, Scholarships and E.grants | :1 |
| <input type="radio"/> Self finance course and Management accounts | :1 |
| <input type="radio"/> Self finance course Certificates. | :1 |
| <input type="radio"/> Campus Supervisor | :1 |
| <input type="radio"/> Library Staffs. | :2 |
| <input type="radio"/> Laboratory Staffs | :4 |
| <input type="radio"/> Reception. | :1 |
| <input type="radio"/> Sweepers | :6 |
| <input type="radio"/> Watchman | :3 |
| <input type="radio"/> Office Attendentent | :3 |
| <input type="radio"/> Technical Staff | :1 |
| <input type="radio"/> Bus driver | :1 |

☐ Canteen Services

☐ Health Services

- ☐ Fees Section
- ☒ Accounts Section
- ☐ General Section
- ☐ Administration Section

- ☐ Library Services
- ☐ Other (Please specify): _____

Section 2: Job-Specific Details

1. How would you classify your job level?
 - ☐ Entry-Level
 - ☐ Mid-Level
 - ☒ Senior-Level
2. Describe your primary responsibilities:
(Please list key tasks in brief)
Accounts
3. On average, how many files do you handle per day?
 - ☐ Less than 5
 - ☐ 5-10
 - ☒ 10-15
 - ☐ More than 15
4. How much time do you generally spend per file?
 - ☐ Less than 15 minutes
 - ☒ 15-30 minutes
 - ☐ 30-60 minutes
 - ☐ More than 1 hour
5. Average number of files pending at the end of each day?
(Please specify): NIL

Section 3: Performance and Productivity

1. How would you rate the accuracy of your work?
 - ☐ Poor
 - ☐ Fair
 - ☐ Good
 - ☒ Excellent
2. How frequently do errors occur in your work?
 - ☒ Rarely
 - ☐ Occasionally
 - ☐ Frequently
 - ☐ Often
3. How comfortable are you with the tools and resources provided to complete your tasks?
 - ☐ Not at all
 - ☐ Somewhat
 - ☐ Mostly
 - ☒ Very Comfortable
4. What additional resources, if any, would help improve your performance?
NIL
5. Please share any suggestions for improving workflow efficiency in your department.
NIL

Section 4: Communication and Teamwork

1. **How effectively do you communicate with your team members and supervisors?**

- ☐ Poorly
- ☐ Fairly
- ☐ Well
- ☒ Very Well

2. **How often do you participate in team meetings or collaborative projects?**

- ☐ Never
- ☐ Rarely
- ☒ Sometimes
- ☐ Frequently

3. **How comfortable are you in raising concerns or suggestions with your supervisors?**

- ☐ Not Comfortable
- ☐ Slightly Comfortable
- ☐ Fairly Comfortable
- ☒ Very Comfortable

Section 5: Self-Assessment and Improvement

1. Overall, how would you rate your performance?

- ☐ Average
- ☐ Good
- ☐ Very Good
- ☒ Excellent

2. What are your primary strengths in your role?

Good

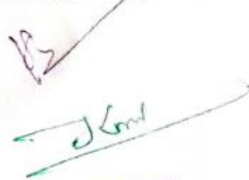
3. What areas do you feel you could improve?

NIL

4. Please provide any additional comments or feedback on how we can support your growth and productivity at MES Keveeyam College Valanchery.

NIL

Thank you for your valuable feedback.



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