MAR BASELIOS COLLEGE OF EDUCATION, SULTHAN BATHERY, WAYANAD, KERALA

Cycle 1

NAAC ACCREDITATION-2024

SSR- Criterion 1

6.5.2 The institution reviews its teaching learning process periodically through IQAC or any other mechanism

- **Any additional information**

PERFORMANCE APPRAISAL OF   MATHEMATICS OPTION TEACHER

CHECKLIST FOR A CONSTRUCTIVIST TEACHING OF MATHEMATICS

Instructions:

- Ten questions are provided with three responses
- All questions should be attended.

Questions

1.The learning outcomes are clearly defined and communicated to students.

Agree [✓]   Neutral [ ]   Disagree [ ]

2.The lesson plan includes differentiation for diverse learners.

Agree [ ]   Neutral [✓]   Disagree [ ]

3. The classroom environment is conducive to learning.

Agree [✓]   Neutral [ ]   Disagree [ ]

4. Students are encouraged to participate and express their idea freely.

Agree [✓]   Neutral [ ]   Disagree [ ]

5. Collabrative learning opportunities are provided.

Agree [ ]   Neutral [✓]   Disagree [ ]

6 Teacher provided timely and constructive feedback to students.

Agree [✓]   Neutral [ ]   Disagree [ ]

7.Instructional materials are assessable to all students .

Agree [✓]   Neutral [ ]   Disagree [ ]

8.Mathematical concepts are explained clearly and in an understandable manner.

Agree [✓]   Neutral [ ]   Disagree [ ]

9.Diverse teaching methods are used in classroom.(Lectures,Groupo work,Visual aids)

Agree [✓]   Neutral [ ]   Disagree [ ]

10.Appropriate resources and materials available are utilized effectively.

Agree [✓]   Neutral [ ]   Disagree [ ]

CHECKLIST FOR A CONSTRUCTIVIST TEACHING OF MATHEMATICS

Instructions:

- Ten questions are provided with three responses
- All questions should be attended.

Questions

1. The learning outcomes are clearly defined and communicated to students.

Agree [✓]　　Neutral [ ]　　Disagree [ ]

2. The lesson plan includes differentiation for diverse learners.

Agree [ ]　　Neutral [✓]　　Disagree [ ]

3. The classroom environment is conducive to learning.

Agree [✓]　　Neutral [ ]　　Disagree [ ]

4. Students are encouraged to participate and express their idea freely.

Agree [✓]　　Neutral [ ]　　Disagree [ ]

5. Collabrative learning opportunities are provided.

Agree [✓]　　Neutral [ ]　　Disagree [ ]

6. Teacher provided timely and constructive feedback to students.

Agree [ ]　　Neutral [ ]　　Disagree [✓]

7. Instructional materials are assessable to all students.

Agree [ ]　　Neutral [ ]　　Disagree [✓]

8. Mathematical concepts are explained clearly and in an understandable manner.

Agree [✓]　　Neutral [ ]　　Disagree [ ]

9. Diverse teaching methods are used in classroom.(Lectures,Groupo work,Visual aids)

Agree [ ]　　Neutral [ ]　　Disagree [✓]

10. Appropriate resources and materials available are utilized effectively.

Agree [✓]　　Neutral [ ]　　Disagree [ ]

REVIEW OF TEACHING LEARNING PROCESS OF TEACHER OF MATHEMATICS

No. of Student	Agree	Disagree	Neutral
1	8	0	2
2	7	0	3
3	8	0	2
4	10	0	0
5	6	0	4
6	7	0	3
7	5	1	4
8	10	0	0
9	7	0	3
10	8	0	2
11	7	0	3
12	7	0	3
13	10	0	0
14	10	0	0
15	10	0	0
16	5	0	5
17	6	0	4
18	6	0	4
19	5	0	5

CHECKLIST FOR A CONSTRUCTIVIST TEACHING OF NATURAL SCIENCE

Instructions:

- Ten questions are provided with three responses
- All questions should be attended.

Questions

1. The learning outcomes are clearly defined and communicated to students.

Agree [✓]   Neutral [ ]   Disagree [ ]

2. The lesson plan includes differentiation for diverse learners.

Agree [ ]   Neutral [✓]   Disagree [ ]

3. The classroom environment is conducive to learning.

Agree [✓]   Neutral [ ]   Disagree [ ]

4. Students are encouraged to participate and express their idea freely.

Agree [✓]   Neutral [ ]   Disagree [ ]

5. Collabrative learning opportunities are provided.

Agree [✓]   Neutral [ ]   Disagree [ ]

6. Teacher provided timely and constructive feedback to students.

Agree [ ]   Neutral [✓]   Disagree [ ]

7. Instructional materials are assessable to all students .

Agree [✓]   Neutral [ ]   Disagree [ ]

8. Students were prepared to use scientific methods and approaches for their further studies and careers.

Agree [ ]   Neutral [✓]   Disagree [ ]

9. Appropriate resources(Laboratory equipment, scientific journals, online tools) are used effectively.

Agree [ ]   Neutral [✓]   Disagree [ ]

10. Students are encouraged by teacher to design and conduct their own experiments and investigations.

Agree [✓]   Neutral [ ]   Disagree [ ]

Principal
Mar Baselios College of Education
Sulthan Bathery - 673 592
Wayanad, Kerala

CHECKLIST FOR A CONSTRUCTIVIST TEACHING OF NATURAL SCIENCE

Instructions:

- Ten questions are provided with three responses
- All questions should be attended.

Questions

1. The learning outcomes are clearly defined and communicated to students.

Agree ☐   Neutral ☑   Disagree ☐

2. The lesson plan includes differentiation for diverse learners.

Agree ☐   Neutral ☑   Disagree ☐

3. The classroom environment is conducive to learning.

Agree ☑   Neutral ☐   Disagree ☐

4. Students are encouraged to participate and express their idea freely.

Agree ☑   Neutral ☐   Disagree ☐

5. Collabrative learning opportunities are provided.

Agree ☐   Neutral ☑   Disagree ☐

6 Teacher provided timely and constructive feedback to students.

Agree ☑   Neutral ☐   Disagree ☐

7. Instructional materials are assessable to all students .

Agree ☐   Neutral ☑   Disagree ☐

8. Students were prepared to use scientific methods and approaches for their further studies and careers.

Agree ☑   Neutral ☐   Disagree ☐

9. Appropriate resources(Laboratory equipment, scientific journals, online tools) are used effectively.

Agree ☑   Neutral ☐   Disagree ☐

10. Students are encouraged by teacher to design and conduct their own experiments and investigations.

Agree ☑   Neutral ☐   Disagree ☐

Principal
Mar Baselios College of Education
Sulthan Bathery - 673 592
Wayanad, Kerala

REVIEW OF TEACHING LEARNING PROCESS OF TEACHER OF NATURAL SCIENCE

No. of students	Agree	Disagree	Neutral
1.	6	0	4
2.	6	0	4
3.	6	0	4
4.	7	0	3
5.	5	0	5
6.	9	0	1
7.	9	0	1
8.	7	0	3
9.	5	0	5
10.	7	0	3
11.	6	0	4
12.	6	0	4
13.	6	0	4
14.	6	0	4
15.	6	0	4
16.	8	0	2
17.	8	0	2

PERFORMANCE APPRAISAL OF SOCIAL SCIENCE OPTION TEACHER

CHECKLIST FOR A CONSTRUCTIVIST TEACHING OF SOCIALSCIENCE

Instructions:

- Ten questions are provided with three responses
- All questions should be attended.

Questions

1.The learning outcomes are clearly defined and communicated to students.

Agree [✓]　Neutral [ ]　Disagree [ ]

2.The lesson plan includes differentiation for diverse learners.

Agree [✓]　Neutral [ ]　Disagree [ ]

3. The classroom environment is conducive to learning.

Agree [✓]　Neutral [ ]　Disagree [ ]

4. Students are encouraged to participate and express their idea freely.

Agree [ ]　Neutral [ ]　Disagree [✓]

5. Collabrative learning opportunities are provided.

Agree [✓]　Neutral [ ]　Disagree [ ]

6 Teacher provided timely and constructive feedback to students.

Agree [✓]　Neutral [ ]　Disagree [ ]

7.Instructional materials are assessable to all students .

Agree [✓]　Neutral [ ]　Disagree [ ]

8.Real world examples and current events are integrated to make the material relevant.

Agree [ ]　Neutral [✓]　Disagree [ ]

9.Opportunities for students to share their findings and prespectives with peers are provided.

Agree [✓]　Neutral [ ]　Disagree [ ]

10.Different prespectives and viewpoints are considered and discussed in classroom.

Agree [✓]　Neutral [ ]　Disagree [ ]

CHECKLIST FOR A CONSTRUCTIVIST TEACHING OF SOCIALSCIENCE

Instructions:

- Ten questions are provided with three responses
- All questions should be attended.

Questions

1.The learning outcomes are clearly defined and communicated to students.

Agree ☐   Neutral ☑   Disagree ☐

2.The lesson plan includes differentiation for diverse learners.

Agree ☐   Neutral ☐   Disagree ☑

3. The classroom environment is conducive to learning.

Agree ☑   Neutral ☐   Disagree ☐

4. Students are encouraged to participate and express their idea freely.

Agree ☑   Neutral ☐   Disagree ☐

5. Collabrative learning opportunities are provided.

Agree ☑   Neutral ☐   Disagree ☐

6 Teacher provided timely and constructive feedback to students.

Agree ☑   Neutral ☐   Disagree ☐

7.Instructional materials are assessable to all students .

Agree ☐   Neutral ☑   Disagree ☐

8.Real world examples and current events are integrated to make the material relevant.

Agree ☑   Neutral ☐   Disagree ☐

9.Opportunities for students to share their findings and prespectives with peers are provided.

Agree ☑   Neutral ☐   Disagree ☐

10.Different prespectives and viewpoints are considered and discussed in classroom.

Agree ☐   Neutral ☑   Disagree ☐

Principal
Mar Baselios College of Education
Sulthan Bathery - 673 592
Wayanad, Kerala

REVIEW OF TEACHING LEARNING PROCESS OF TEACHER OF SOCIAL SCIENCE

No. of students	Agree	Disagree	Neutral
1.	8	1	1
2.	6	1	3
3.	6	1	3
4.	5	2	3
5.	8	0	2
6.	5	1	4
7.	10	0	0
8.	4	0	6
9.	2	0	8
10.	6	0	4
11.	1	3	6
12.	4	0	6
13.	7	0	3
14.	0	3	7
15.	6	0	4
16.	10	0	0

PERFORMANCE APPRAISAL OF PHYSICAL SCIENCE OPTION TEACHER

CHECKLIST FOR A CONSTRUCTIVIST TEACHING OF PHYSICAL SCIENCE

Instructions:
- Ten questions are provided with three responses
- All questions should be attended.

Questions

1. The learning outcomes are clearly defined and communicated to students.

Agree [✓]   Neutral [ ]   Disagree [ ]

2. The lesson plan includes differentiation for diverse learners.

Agree [✓]   Neutral [ ]   Disagree [ ]

3. The classroom environment is conducive to learning.

Agree [✓]   Neutral [ ]   Disagree [ ]

4. Students are encouraged to participate and express their idea freely.

Agree [✓]   Neutral [ ]   Disagree [ ]

5. Collabrative learning opportunities are provided.

Agree [✓]   Neutral [ ]   Disagree [ ]

6 Teacher provided timely and constructive feedback to students.

Agree [✓]   Neutral [ ]   Disagree [ ]

7. Instructional materials are assessable to all students .

Agree [ ]   Neutral [✓]   Disagree [ ]

8. Real-world examples and applications are used to illustrate scientific principles.

Agree [✓]   Neutral [ ]   Disagree [ ]

9. Appropriate resources(Laboratory equipment,scientific journals,online tools) are used effectively.

Agree [✓]   Neutral [ ]   Disagree [ ]

10. Students are encouraged by teacher to design and conduct their own experimenys and investigations.

Agree [✓]   Neutral [ ]   Disagree [ ]

Principal
Mar Baselios College of Education
Sulthan Bathery - 673 592
Wayanad, Kerala

CHECKLIST FOR A CONSTRUCTIVIST TEACHING OF PHYSICAL SCIENCE

Instructions:

- Ten questions are provided with three responses
- All questions should be attended.

Questions

1. The learning outcomes are clearly defined and communicated to students.

Agree [✓]   Neutral [ ]   Disagree [ ]

2. The lesson plan includes differentiation for diverse learners.

Agree [✓]   Neutral [ ]   Disagree [ ]

3. The classroom environment is conducive to learning.

Agree [✓]   Neutral [ ]   Disagree [ ]

4. Students are encouraged to participate and express their idea freely.

Agree [✓]   Neutral [ ]   Disagree [ ]

5. Collabrative learning opportunities are provided.

Agree [✓]   Neutral [ ]   Disagree [ ]

6 Teacher provided timely and constructive feedback to students.

Agree [ ]   Neutral [✓]   Disagree [ ]

7. Instructional materials are assessable to all students .

Agree [✓]   Neutral [ ]   Disagree [ ]

8. Real-world examples and applications are used to illustrate scientific principles.

Agree [ ]   Neutral [✓]   Disagree [ ]

9. Appropriate resources(Laboratory equipment,scientific journals,online tools) are used effectively.

Agree [ ]   Neutral [✓]   Disagree [ ]

10. Students are encouraged by teacher to design and conduct their own experimenys and investigations.

Agree [✓]   Neutral [ ]   Disagree [ ]

REVIEW OF TEACHING LEARNING PROCESS OF TEACHER OF PHYSICAL SCIENCE

No. of students	Agree	Disagree	Neutral
1.	7	0	3
2.	10	0	0
3.	6	0	4
4.	6	0	4
5.	7	0	3
6.	9	0	1
7.	6	0	4
8.	7	0	3
9.	6	1	3
10.	6	0	4
11.	10	0	0
12.	10	0	0
13.	10	0	0
14.	10	0	0
15.	9	0	1
16.	8	0	2
17.	10	0	0
18.	6	0	4
19.	8	0	2
20.	9	0	1

PERFORMANCE APPRAISAL OF ENGLISH OPTION TEACHER

CHECKLIST FOR A CONSTRUCTIVIST TEACHING OF ENGLISH

Instructions:

- Ten questions are provided with three responses
- All questions should be attended.

Questions

1.Are the learning outcomes clearly defined and communicated to students?

Agree [✓]   Neutral [ ]   Disagree [ ]

2.Does the lesson plan includes differentiation for diverse learners?

Agree [ ]   Neutral [✓]   Disagree [ ]

3.Is the classroom environment conducive to learning?

Agree [✓]   Neutral [ ]   Disagree [ ]

4.Are students encouraged to participate and express their idea freely?

Agree [✓]   Neutral [ ]   Disagree [ ]

5.Are collabrative learning oppurtunities provided?

Agree [ ]   Neutral [✓]   Disagree [ ]

6.Does teacher provide timely and constructive feedback to students?

Agree [✓]   Neutral [ ]   Disagree [ ]

7.Are instructional materials assessable to all students ?

Agree [ ]   Neutral [✓]   Disagree [ ]

8.Do teacher effectively explain and model language concepts?

Agree [✓]   Neutral [ ]   Disagree [ ]

9.Does the teacher asks questions that promote critical thinking and language development?

Agree [✓]   Neutral [ ]   Disagree [ ]

10.How effectively teacher communicate with students?

Agree [✓]   Neutral [ ]   Disagree [ ]

CHECKLIST FOR A CONSTRUCTIVIST TEACHING OF ENGLISH

Instructions:

- Ten questions are provided with three responses
- All questions should be attended.

Questions

1. Are the learning outcomes clearly defined and communicated to students?

Agree [✓]   Neutral [ ]   Disagree [ ]

2. Does the lesson plan includes differentiation for diverse learners?

Agree [ ]   Neutral [✓]   Disagree [ ]

3. Is the classroom environment conducive to learning?

Agree [✓]   Neutral [ ]   Disagree [ ]

4. Are students encouraged to participate and express their idea freely?

Agree [✓]   Neutral [ ]   Disagree [ ]

5. Are collabrative learning oppurtunities provided?

Agree [✓]   Neutral [ ]   Disagree [ ]

6. Does teacher provide timely and constructive feedback to students?

Agree [✓]   Neutral [ ]   Disagree [ ]

7. Are instructional materials assessable to all students ?

Agree [✓]   Neutral [ ]   Disagree [ ]

8. Do teacher effectively explain and model language concepts?

Agree [✓]   Neutral [ ]   Disagree [ ]

9. Does the teacher asks questions that promote critical thinking and language development?

Agree [✓]   Neutral [ ]   Disagree [ ]

10. How effectively teacher communicate with students?

Agree [✓]   Neutral [ ]   Disagree [ ]

Principal
Mar Baselios College of Education
Sulthan Bathery - 673 592
Wayanad, Kerala

REVIEW OF TEACHING LEARNING PROCESS OF TEACHER OF ENGLISH

No. of students	Agree	Disagree	Neutral
1.	9	0	1
2.	7	0	3
3.	2	0	8
4.	4	2	4
5.	4	0	6
6.	2	2	6
7.	4	0	6
8.	3	2	5
9.	2	4	4
10.	10	0	0
11.	1	5	4
12.	4	0	6
13.	9	0	11
14.	7	0	3
15.	5	0	5
16.	6	0	4
17.	4	0	6

PERFORMANCE APPRAISAL OF COMMERCE OPTION TEACHER

CHECKLIST FOR A CONSTRUCTIVIST TEACHING OF COMMERCE

Instructions:

- Ten questions are provided with three responses
- All questions should be attended.

Questions

1. The learning outcomes are clearly defined and communicated to students.

Agree [✓]   Neutral [ ]   Disagree [ ]

2. The lesson plan includes differentiation for diverse learners.

Agree [ ]   Neutral [✓]   Disagree [ ]

3. The classroom environment is conducive to learning.

Agree [✓]   Neutral [ ]   Disagree [ ]

4. Students are encouraged to participate and express their idea freely.

Agree [ ]   Neutral [✓]   Disagree [ ]

5. Collabrative learning opportunities are provided.

Agree [✓]   Neutral [ ]   Disagree [ ]

6 Teacher provided timely and constructive feedback to students.

Agree [✓]   Neutral [ ]   Disagree [ ]

7. Instructional materials are assessable to all students .

Agree [✓]   Neutral [ ]   Disagree [ ]

8. Lesson plan is structured to build progressively on previous knowledge.

Agree [✓]   Neutral [ ]   Disagree [ ]

9. Practical applications, such as real-world business scenarios are incorporated into the lessons.

Agree [ ]   Neutral [✓]   Disagree [ ]

10. Current business trends and examples are used to maintain interest and engagement.

Agree [ ]   Neutral [✓]   Disagree [ ]

CHECKLIST FOR A CONSTRUCTIVIST TEACHING OF COMMERCE

Instructions:

- Ten questions are provided with three responses
- All questions should be attended.

Questions

1. The learning outcomes are clearly defined and communicated to students.

Agree [✓]   Neutral [ ]   Disagree [ ]

2. The lesson plan includes differentiation for diverse learners.

Agree [ ]   Neutral [✓]   Disagree [ ]

3. The classroom environment is conducive to learning.

Agree [✓]   Neutral [ ]   Disagree [ ]

4. Students are encouraged to participate and express their idea freely.

Agree [ ]   Neutral [✓]   Disagree [ ]

5. Collabrative learning opportunities are provided.

Agree [✓]   Neutral [ ]   Disagree [ ]

6 Teacher provided timely and constructive feedback to students.

Agree [✓]   Neutral [ ]   Disagree [ ]

7. Instructional materials are assessable to all students .

Agree [✓]   Neutral [ ]   Disagree [ ]

8. Lesson plan is structured to build progressively on previous knowledge.

Agree [✓]   Neutral [ ]   Disagree [ ]

9. Practical applications, such as real-world business scenarios are incorporated into the lessons.

Agree [ ]   Neutral [✓]   Disagree [ ]

10. Current business trends and examples are used to maintain interest and engagement.

Agree [ ]   Neutral [✓]   Disagree [ ]

REVIEW OF TEACHING LEARNING PROCESS OF TEACHER OF COMMERCE

No. of students	Agree	Disagree	Neutral
1.	10	0	0
2.	10	0	0
3.	10	0	0
4.	10	0	0
5.	10	0	0
6.	10	0	0
7.	10	0	0
8.	8	0	2
9.	7	0	3
10.	6	0	4
11.	6	0	4
12.	7	0	3
13.	6	0	4
14.	4	0	6
15.	7	0	3
16.	9	0	1
17.	7	0	3

MAR BASELIOS COLLEGE OF EDUCATION

SULTHAN BATHERY

INSTITUTIONAL PERFORMANCE APPRAISEL SYSTEM FOR TEACHING STAFF 2022-23
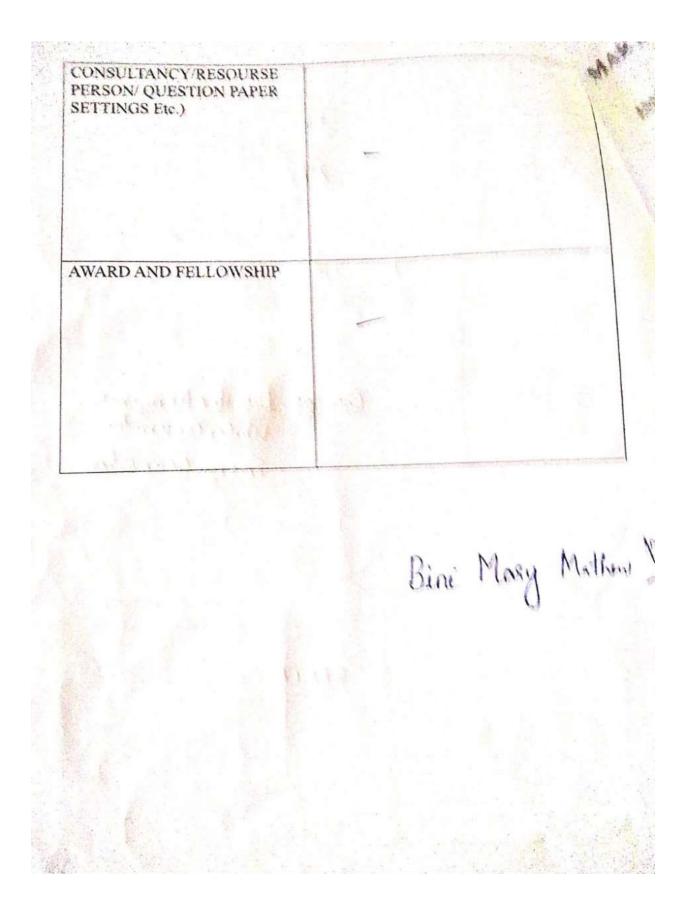
TEMPLATE

FACULTY PERFORMANCE APPRAISAL REPORT

NAME OF THE TEACHER : BINI MARY MATHEW

DESIGNATION: Asst. Prof. In general Education .

QUALIFICATION	M. Sc. M Ed.
COURSE ATTENDED (orientation, refresher, short term, workshop, seminars, webinars)	Orientation. Seminars Webinars.

PUBLICATIONS (journals, books, chapter in book)	Nil
PAPER PRESENTATIONS (National/ international)	Nil
AVERAGE TEACHING HOURS PER WEEK	16

REMEDIAL TEACHING OFFERED PER WEEK EXTRA TEACHING HOURS OFFERED PER WEEK	1. 1 hr. 2. 2 hr.
RESEARCH PROJECTS (completed / ongoing)	
OFFICIAL POSITIONS HELD INSIDE THE COLLEGE	Con. of. Disaster Management " : Water Conservation " : Energy Conservation.
MEMBERSHIP IN ACADEMIC/PROFESSIONAL BODIES/NGO Ect.	SFCTA
EXTENSION ACTIVITIES(CURRICULUM DEVELOPMENT/	xi 0

| CONSULTANCY/RESOURSE PERSON/ QUESTION PAPER SETTINGS Etc.) | — |
| AWARD AND FELLOWSHIP | — |

Bini Mary Mathew
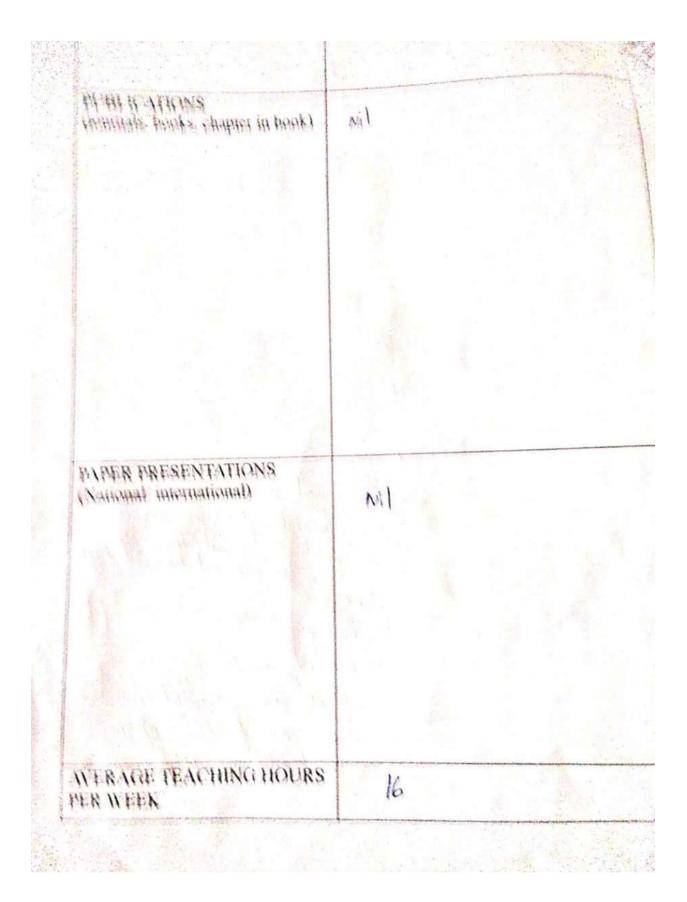
MAR BASELIOS COLLEGE OF EDUCATION

SULTHAN BATHERY

INSTITUTIONAL PERFORMANCE APPRAISEL SYSTEM FOR TEACHING STAFF 2022-23

TEMPLATE

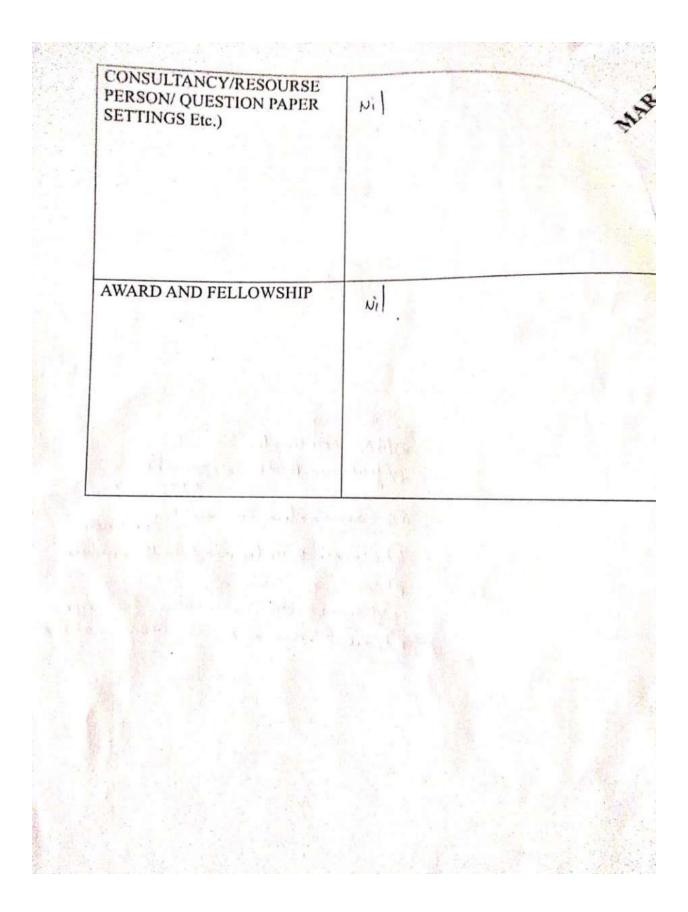### FACULTY PERFORMANCE APPRAISAL REPORT

NAME OF THE TEACHER : JAYAKALA. M

DESIGNATION: Asst Prof in Physical Science.

QUALIFICATION	Msc, M.ed, M.phil.
COURSE ATTENDED (orientation, refresher, short term, workshop, seminars, webinars)	International Seminar: Lean disciplinary approach in Global trends and sustainable in Educational research dupt. 2. Emerging trends in education 3. Exploring the Neurocognitive foundations of Mindful education within the framework of the National Education Policy 2020

PUBLICATIONS (journals, books, chapter in book)	Nil
PAPER PRESENTATIONS (National, international)	Nil
AVERAGE TEACHING HOURS **PER WEEK**	16

REMEDIAL TEACHING OFFERED PER WEEK EXTRA TEACHING HOURS OFFERED PER WEEK	1. 1 hour 2. 2 hour .
RESEARCH PROJECTS (completed / ongoing)	Ongoing .
OFFICIAL POSITIONS HELD INSIDE THE COLLEGE	1) Vice Principal . 2) IQAC coordinator 3) Grievance Redressal committee convenor 4) Examination committee convenor 5) Women Development cell-convenor . 6) OBC cell - Convenor 7) Admission committee - Convenor . 8) Scientific Research committee - convener
MEMBERSHIP IN ACADEMIC/PROFESSIONAL BODIES/NGO Ect.	
EXTENSION ACTIVITIES(CURRICULUM DEVELOPMENT/	Nil .

CONSULTANCY/RESOURSE PERSON/ QUESTION PAPER SETTINGS Etc.)	Nil
AWARD AND FELLOWSHIP	Nil

MAR BASELIOS COLLEGE OF EDUCATION

SULTHAN BATHERY

INSTITUTIONAL PERFORMANCE APPRAISEL SYSTEM FOR TEACHIING STAFF 2022-23

TEMPLATE

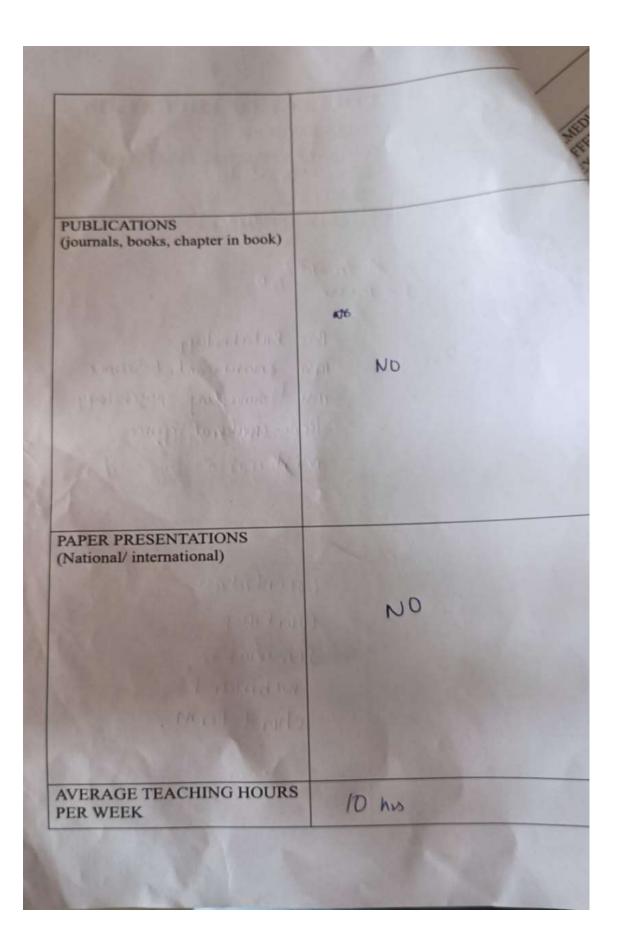## FACULTY PERFORMANCE APPRAISAL REPORT

NAME OF THE TEACHER : Asha . P. L

DESIGNATION: Asst . Professor

QUALIFICATION	BSc Biotechnology Msc Environmental Science msc Counselling Psychology Bed Natural Science MEd.
COURSE ATTENDED (orientation, refresher, short term, workshop, seminars, webinars)	Orrentation workshop seminars webinars short term .

PUBLICATIONS (journals, books, chapter in book)	NO
PAPER PRESENTATIONS (National/ international)	NO
AVERAGE TEACHING HOURS **PER WEEK**	10 hrs

CONSULTANCY/RESOURSE PERSON/ QUESTION PAPER SETTINGS Etc.)	NO
AWARD AND FELLOWSHIP	NO

Performance Appraisal Form for Non-Teaching Staff

1. Name of the Faculty : LEELA THOMAS
2. Position Title : STAFF (NON)
3. Date of Entry into Service : 2015-5-23
4. No. of Years in Service : 9
5. Date of Retirement : —
6. Qualification : SSLC
7. Details of Current Responsibilities : CLEANING

i. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies				✓	
4	Creativity and innovation			✓		
5	Ability to learn and perform new duties			✓		
6	capacity to supervise * (For Supervising Staff Only)					
7	o you possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?		✓			

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?			✓		
2	Maintenance of Files/Records				✓	
3	Accuracy & Speed of work				✓	
4	Neatness & tidiness of work		✓			

| 5 | Completion of work on schedule | ✓ | | | | |
| 6 | Diligence and sense of responsibility | ✓ | | | | |

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behaviour		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?		✓			
3	Rapport with the public when you interact with them?					

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
3	Responsibility towards your tasks/ areas of management assigned to?	✓				

Declaration

Performance Appraisal Form for Non-Teaching Staff

1. Name of the Faculty : Soniya varghese
2. Position Title : Junious Accountant
3. Date of Entry into Service : 13/2/2023
4. No. of Years in Service : 1 year
5. Date of Retirement :
6. Qualification : Degree

7. Details of Current Responsibilities :

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies		✓			
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties		✓			
6	capacity to supervise* (For Supervising Staff Only)		✓			
7	o you possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?		✓			

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work		✓			

5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility		✓			

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance		✓			
2	Punctuality		✓			
3	Discipline		✓			
4	Integrity and behaviour		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?		✓			

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?		✓			
3	Rapport with the public when you interact with them?		✓			

VI. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?		✓			
3	Responsibility towards your tasks/ areas of management assigned to?		✓			

Declaration

I hereby declare that the information provided is true to the best of my

knowledge.

Place:- Bathery

Date:- 22/7/24

Name and Signature of the non teaching staff

Sonya Varghese

Performance Appraisal Form for Non-Teaching Staff

1. Name of the Faculty : Wilson K. P.
2. Position Title : Office Superintendent)
3. Date of Entry into Service : 01.06.2006
4. No. of Years in Service : 19 years
5. Date of Retirement : 2036
6. Qualification : B.A;
7. Details of Current Responsibilities : Office Administration

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies	✓				
4	Creativity and innovation	✓				
5	Ability to learn and perform new duties	✓				
6	capacity to supervise* (For Supervising Staff Only)		✓			
7	do you possess good knowledge (theory, hands on) for all aspects of the job to perform your job functions satisfactorily?					

II. PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?	✓				
2	Maintenance of Files/Records	✓				
3	Accuracy & Speed of work	✓				
4	Neatness & tidiness of work	✓				

| 5 | Completion of work on schedule | ✓ | | | | |
| 6 | Diligence and sense of responsibility | ✓ | | | | |

III. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behaviour		✓			

IV. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?					

V. ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?		✓			
3	Rapport with the public when you interact with them?					

VI. STAFF STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively work in the interest of students?	✓				
3	Responsibility towards your tasks' areas of management assigned to?	✓				

Declaration

I hereby declare that the information provided is true to the best of my

knowledge.

Place:- S. Balkng

Date:- 12.07.2024

Name and Signature of the non teaching staff