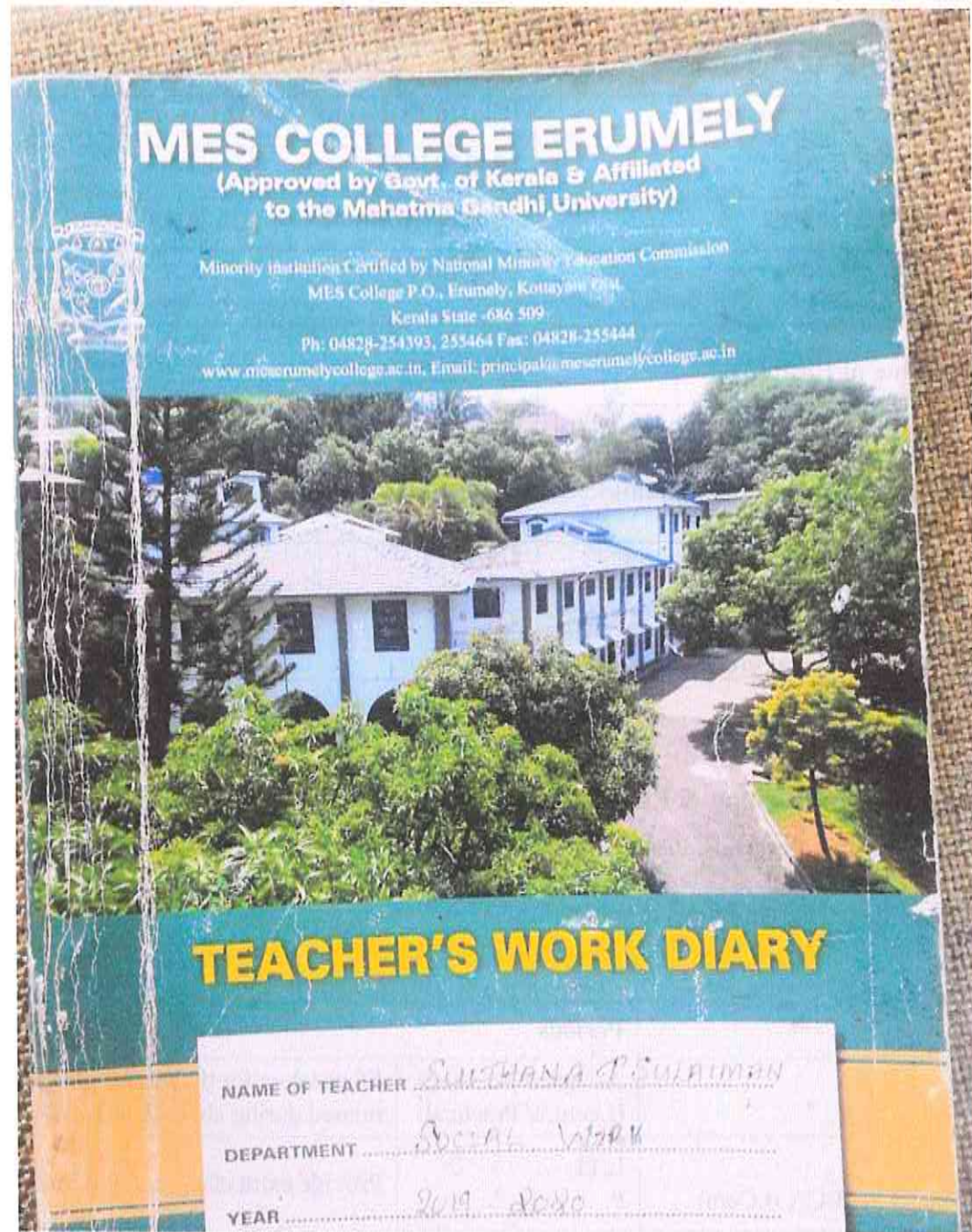




MES COLLEGE ERUMELY

TEACHER'S DIARY



Prof. (Dr.) ANIL KUMAR S.
PRINCIPAL
MES COLLEGE ERUMELY

SELF APPRAISAL FORM

YEAR END PERFORMANCE SELF-APPRAISAL REPORT OF TEACHERS

FOR THE ACADEMIC YEAR: 2020 – 2021

1. General Information

a.	Name	Anna Joseph
b.	Address (Residential)	Ullattu (h) Erumely P.O Erumely
c.	Address(Permanent)	Ullattu (h)Erumely P.O Erumely
d.	Cell number	8943193575
e.	Email address	annajosephmeserumely@gmail.com
f.	Designation	Assistant professor
g.	Department	Commerce Computer
h.	Date of Birth	02/03/1988
i.	Area of Specialization (if MPhil or PhD holder)	NA
j.	Date of appointment in this institution	3/8/2011
k.	Date of appointment in the present post	3/8/2011
l.	Honours conferred (in reverse chronological order)	NA

CATEGORY I

2. Teaching, Learning & Evaluation related Activities

(i) Lectures, Tutorials, Practicals, Seminars, Contact hours (Give details yearly)

a. Classes taught in the year concluded:

Class	Periods	
	Assigned per Week (Lecture/ Practical)	Steps taken for the teaching of periods missed during absence or leave
i) U.G. (BBA./B.Sc./BCA B.Com)	L:11 P:	Provide extra class, doubt clearance
ii) PG (M.A./ M.Sc./ M.Com/ MSW) (with weightage)	L:5 P:	Notes,pdf,link, extra class etc..
iii) Any other		

b. Total leave taken from 1 January 2020_ to 31 December 2020



Casual leave	7 days	Medical leave	0 days
Duty leave	7 days	Loss of pay leave	0 days
Commutated leave	0 days	Others (specify)	0 days
Half-pay leave	0 days		

- c. Regularity and Punctuality: good
(strike out or delete what is inappropriate)
- d. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Wings of fire

- e. Details of participation in the following:

- i. University Education

Nil

- ii. Internal Evaluation

V,IV ,I ,II ,III,IVsem B.com CA internal examination,
1 ,II,IV M.com ExaminationS

- iii. Paper Setting

nil

- iv. Assessment of Home assignments

Home valuation V,III sem UG

- v. Conduct of Examinations

I ,III,IV ,II examination

- vi. Evaluation of Dissertation, etc.

VI sem UG
IV sem PG

(ii) Details of Innovations in / Contribution to Teaching, during the year:

- a. Design of curriculum:

Preparation of syllabus for bridge course in department

- b. Teaching methods:

Slides,pdf,notes,link



c. Laboratory experiments:

Nil

d. Evaluation methods:

Online Examination

e. Preparation of resource material including books, reading materials, laboratory manuals etc.

nil

f. Remedial Teaching / Student Counseling (academic)

Remedial class for Vsem UG, and VI sem UG

g. Any other

nil

(iii) Improvement of Professional Competence:

Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc., including Open University courses/ M.Phil., Ph.D. during the academic year 20_-20_:

No	Item details	Organizing Institution	Place and date
1	B Com Computer Application Association Inaguration & Attending experience sharing programme "talk with CEO"	MES College Erumely	online
2	1. Webinar on 'Analytics for Business Decision' By MES College Erumely..	MES College Erumely	online
3	.Faculty Development Programme on Moodle Learning and Management system By MES College Erumely	MES College Erumely	offline

CATEGORY II

Research, Publication & Academic Contribution related Activities

(iv) Research Contributions:

a. NUMBER of books/ research papers published/ presented at seminars/ conferences etc, in 20_-20_:

	International	National	State/ Local	Impact factor
Peer reviewed journals				
Non-reviewed journals				
E-journals				



Conference proceedings				
Books with ISBN				
Books without ISBN				
Chapters in books with ISBN				

b. Research projects taken up in 20__-20__ :

Title of the Project	Name of the funding agency	Duration

c. Details of Seminars, Conferences, Symposia organized during the year:

nil

d. Patents taken, if any, during the year; give a brief description:

nil

e. Membership of Professional Bodies, Editorship of Journals etc, during the year:

nil

CATEGORY III

Co-curricular, Extra-curricular, Professional development related Activities Extension Work/Community Service

Please give a short account of your contribution, during the year, to:

a. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.

Participation in Flood relief activity

b. National Literacy Mission/ Youth empowerment

nil

c. Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS)/ UBA or any other similar activity:

Co-ordinator of health club in MES College Erumely

CATEGORY IV

e. Participation in Corporate Life:

Please give a short account of your contribution, during the year, to:

a. College/University/Institution:



b. Co-curricular activities:

Fest co-ordinator,sports activity

c. Enrichment of campus life (hostels, sports, games, cultural activities):

Co-ordinator of cultural activity

d. Students' welfare and discipline:

Class in charge

e. Membership/Participation in Bodies/Committees on Education and National Development:

nil

f. Professional Organizations of Teachers

nil

f. Assessment

Steps taken by you, during the year, for the evaluation of the course programme taught:

Conduct examinations

g. General Data

Give a brief assessment of your performance during the year, indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement:

Paper published in shanlax international journal in April 2020

h. I hereby declare that the information given above is true to the best of my knowledge and belief.


ANNA JOSEPH

(Name and Signature of the Teacher with date) (If you have a scanned image of your signature, please paste that here; if not just write your name)



MES COLLEGE ERUMELY
Performance Appraisal of Teachers

(A) (2018-2019)

1. Name: *Aritha Mathew*
2. Address: *Kodakkanal (11), Venkumirije P.O., Manjerobra.*
3. Ph.No: *9495875376*
4. Designation: *Assistant Professor*
5. Department: *Computer Science*
6. Date of birth: *04-12-1985*

(B) Academic Qualification

Exam Passed	Board/University	Subject	Year	%/Grade
<i>MCA</i>	<i>MCA University</i>	<i>Computer Application</i>	<i>2006-2009</i>	<i>77%</i>

(C) Class: *Se BCA, Se MSc.*

(D) Subject Handled: *C++ DBMS, OS.*

(E) Rating Key:

- 4-Very good
- 3-Good
- 2-Average
- 1-Below Average
- 0-Unsatisfactory

Sl. No	Teacher's skill/Attribute	Rating
1.	Communication clarity	<i>4</i>
2.	Whiteboard engagement	<i>4</i>
3.	Use of group activity	<i>3</i>
4.	Remedial work	<i>4</i>
5.	Maintenance of classroom discipline	<i>4</i>
6.	Teacher's student interaction	<i>4</i>



7.	Gender equity in all classroom process	4
8.	Punctuality	4
9.	Peer group interaction	3
10.	Ability to follow established procedure	4
11.	Initiative during instruction	4
12.	Dependability	4
13.	Use of technology in teaching learning process	3
14.	Engagement in publication/Research	2
15.	Role in participatory decision making	4
16.	Engagement in Co-Curricular activities(clubs, forums ,cells)	4

Declaration of teachers:

The details mentioned above are correct to the best of my knowledge and belief.

Name: *Anitha Mathew*

Place: *Erumely.*

Daily Worksheet

Anna Joseph, 6sem B.com (Add), Contacts, Cost Accounting B.Com S3 CA Main, Entrepreneurship Development and project Management B.Com C A Add Iv sem, Jun 2021 (India Standard Time - Kolkata)
 Financial Markets B.Com C A Add III Sem, Marketing Mgt, Marketing Service, Open Course B.Com C A Main, PBD B.Com C A Add, PERSONAL, S3B.Com (main)FMOP, S3B.Com(ADD)FMOP, S5B.Com(main),
 Strategic Management M.Com Finance, MES College Staff (Temp) Staff

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
	10am - Fin.A/c	11am - Fin.A/c(2hrs)	Assignment: VI sem B. 9:30am - cost A/c 10:30am - Fin.A/c 11:30am - Cost a/c	8:30am - Fin.A/c 10:30am - Cost.A/c 12:30pm - Cost A/c	9:30am - Fin.a/c 11:30am - Cost A/c	
6	7	8	9	10	11	12
	8:30am - Fin.a/c 9:30am - Cost a/c(2 &3rd)	8:30am - Cost A/c(main) 12:30pm - Fin.A/c	Assignment: 6th sem B. 9:30am - cost a/c 10:30am - Fin.a/c(2hrs) 11:58pm - Assignment:	8:30am - Cost A/c 12:30pm - fin.A/c 5:15pm - Department	8:30am - Cost A/c(1 &3)	4:30pm - Project
13	14	15	16	17	18	19
	8:30am - Fin.a/c 12:30pm - Cost A/c 5pm - Staff meeting CA	8:30am - Cost A/c 9:30am - Fin.A/c	8:30am - Cost a/c 10:30am - Fin A/c	8:30am - Cost A/c 12:30pm - Fin.A/c 2:45pm - Staff meeting 4pm - Advertising and	8:30am - Cost A/c 10:30am - Cost A/c	
20	21	22	23	24	25	26
	8:30am - Fin.a/c 12:30pm - Cost a/c	8:30am - Cost a/c 9:30am - Fin.A/c(2ndhr) 4pm - Advertising and	8:30am - Cost A/c 10:30am - Fin.A/c	8:30am - Cost A/c 12:30pm - Fina/c	8:30am - Cost a/c 10:30am - Cost A/c 2:30pm - Mentor -Mentee 3pm - mentor -mentee	
27	28	29	30	1	2	3
	8:30am - Fin.A/c 12:30pm - Cost A/c 7pm - Directors Meeting	8:30am - Cost a/c 11:30am - Fin.A/c	8:30am - Cost a/c 9:30am - FinA/c 11:30am - Fin.a/c 12:30pm - fin a/c	S5 B.Com(Main)Cost A/c 12:30pm - Fin.a/c(S2B)	8:30am - S5B.Com Main 10:30am - S5B.Com CA 11:30am - FinA/c s2main	11:45am - Fin.A/c



Anitha Mathew
 ANITHA MATHEW S.
 PRINCIPAL
 MES COLLEGE ERUMELY

MES COLLEGE ERUMELY

PERFORMANCE APPRAISAL OF NON- TEACHING STAFF

2018-19

1. Name: Babu Eapen mani
2. Address: Thamkammala House prophase . P.O
3. Ph: no: Erumely - 9496540490
4. Date of Birth: 13-05-1965
5. How many years have you been working with this organization-----21-----
6. Are you satisfied with the assigned Duty
- YES NO
7. Did you face any difficulties in your work place
- YES NO
8. Was the work place environment positive and motivating ?
- YES NO
9. Have the institution cares about the physical and mental well being ?
- YES NO
10. I'm able to focus and work productively in my workspace.
- YES NO
11. Do you have the opportunity to share your knowledge and skills
- YES NO
12. Are You aware about policy and Procedure of Institution
- YES NO

The details mentioned above are correct to the best of my Knowledge and belief

Name: Babu Eapen mani

Signature: [Signature]