



KURIAKOSE ELIAS COLLEGE MANNANAM

Affiliated to Mahatma Gandhi University, Kottayam
www.kecollege.ac.in | kecollegemnm@gmail.com



Criterion - VI

Governance, Leadership and Management

6.3- Faculty Empowerment Strategies

6.3.1.

Performance Appraisal System



KURIAKOSE ELIAS COLLEGE, MANNANAM

Mannanam P.O., Kottayam - 686561, Kerala, India

Re-accredited by NAAC in 2019

Affiliated to Mahatma Gandhi University, Kottayam

www.kecollege.ac.in | kecollegemnm@gmail.com | 0481-2597374 (Aided); 2599699 (Self-Financing)

Declaration by the Principal

This is to declare that the performance appraisal system at the college is structured to ensure a comprehensive and objective evaluation of both teaching and non-teaching staff. The process is overseen by the Internal Quality Assurance Cell (IQAC) that involves several key steps:

1. Self-Appraisal:

- **Teaching and Non-Teaching Staff:** All staff members maintain a PBAS (Performance-Based Appraisal System) Self-Appraisal Record. This record is submitted to the IQAC. The teaching staff records are forwarded to the respective Head of Department (HoD) for verification and feedback. The HoD then forwards it to the Principal, who reviews it and provides suggestions. The verified appraisals of both teaching and non-teaching faculty is subsequently sent to the Manager for final verification and then submitted to the university for consideration during promotions.

2. Teaching Staff Evaluation:

- **Student Feedback:** Teaching staff performance is evaluated based on student feedback, which is used to identify areas for improvement. Necessary changes and recommendations are communicated to the faculty.
- **Annual Assessment** using Teachers Performance Register (TPR): The IQAC assesses teachers' performance annually using the TPR maintained by each faculty.

3. Non-Teaching Staff Evaluation:

- **Self-Appraisal:** The performance of non-teaching staff is assessed by the IQAC using the PBAS system. The IQAC reports the findings to the Principal.



PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA-686 561



principal@kecollege.ac.in



0481-2597074 (Principal)



+91 8174154846

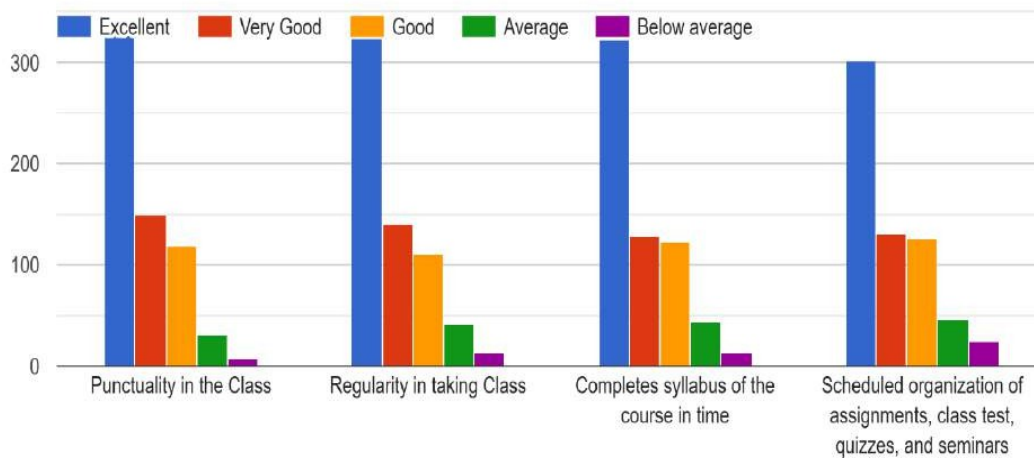


Teacher Performance Evaluation Report 2022-23

Teacher performance evaluation is a basic process in higher education. Our institution uses an online Google form to carry out the evaluation. This form of assessment aims to increase the effectiveness of the overall teaching approach in the institution. The questionnaire assesses teachers' performance in areas such as time management, topic coverage, methods and tools of teaching, attitude and behaviour of teachers, and class management. The result of analysis is shown below:

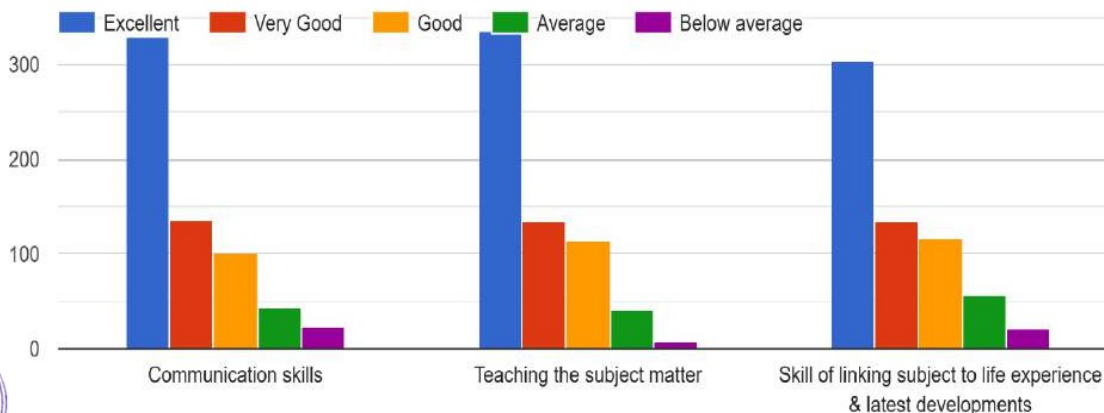
Time Management

Please rate the following in a 5- point scale



Topic Coverage

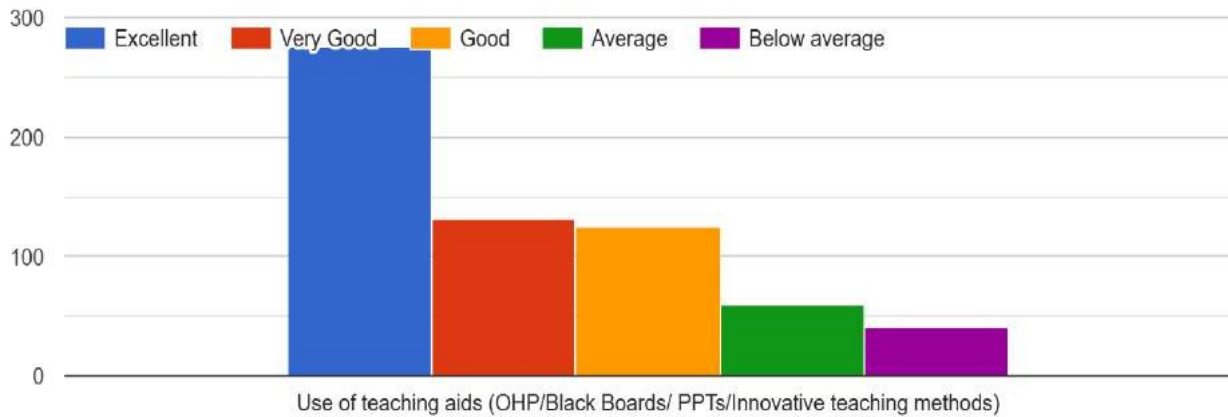
Please rate the following in a 5- point scale





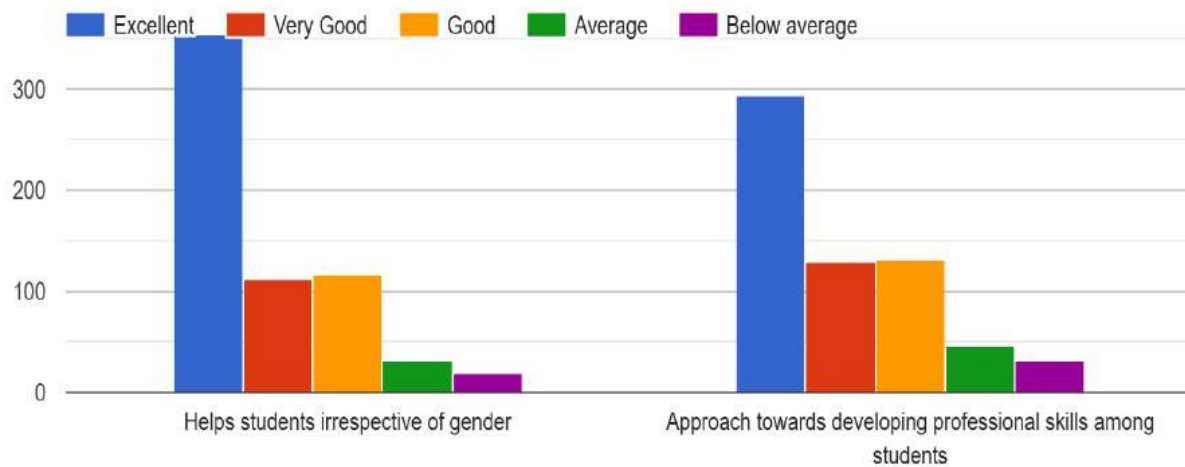
Innovative Teaching Methods

Please rate the following in a 5- point scale



Attitude

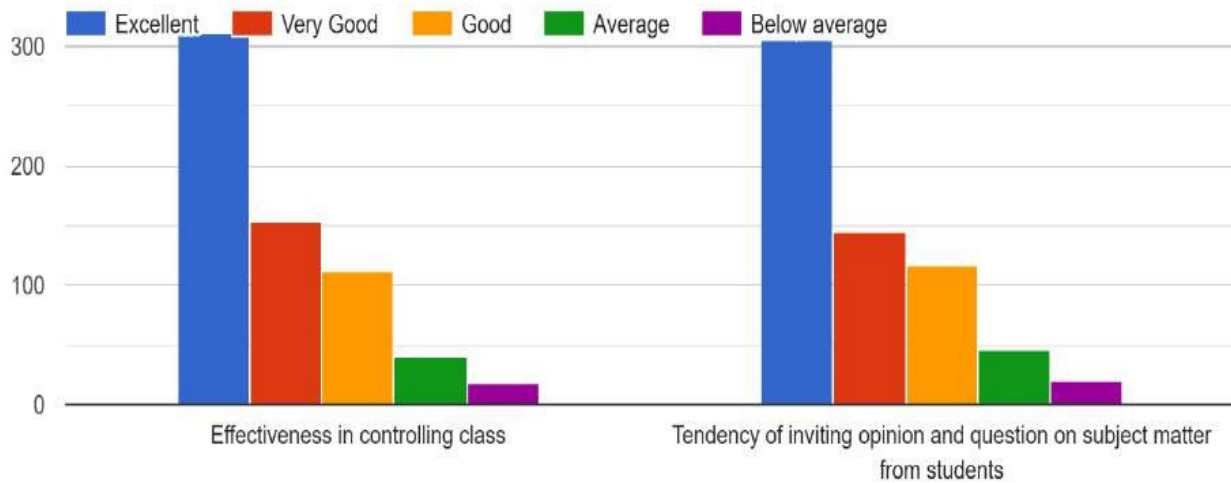
Please rate the following in a 5- point scale





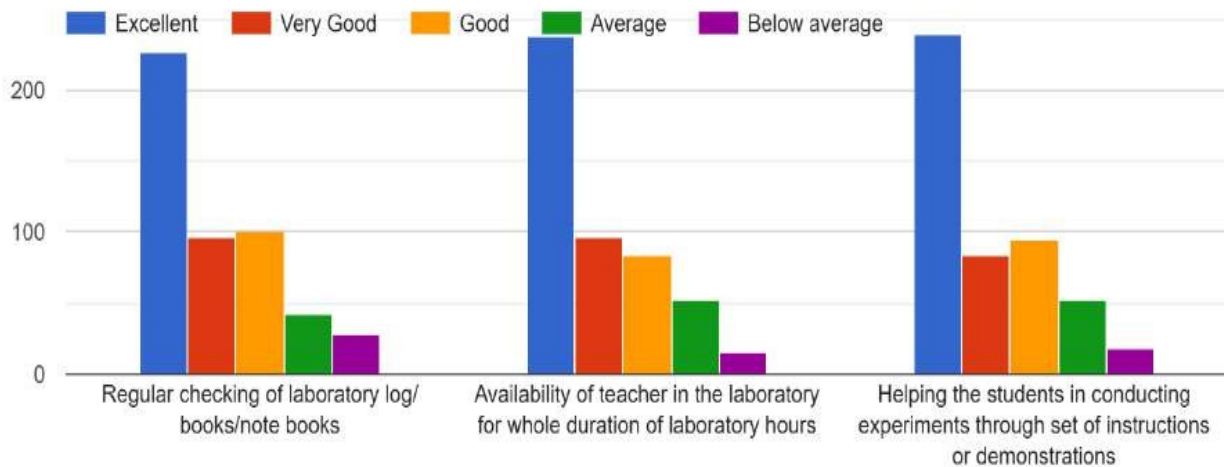
Class control

Please rate the following in a 5- point scale



Laboratory and Computer Lab Interaction

Please rate the following in a 5- point scale



Proposal Submitted to

**MAHATMA GANDHI UNIVERSITY,
KOTTAYAM**

*In the Revised PBAS Proforma under UGC Career Advancement
Scheme*

(In accordance with UGC regulation 2018)

For the Promotion of

Ms. Sijimol C.G

Assistant Professor

Department of History

Kuriakose Elias College, Mannanam

Promotion as

Assistant Professor Academic Level 11 to 12

(Stage II to Stage III)

Period of Assessment

23-12-2016 to 22-12-2021

(General Information and Academic Performance Indicators)



Mahatma Gandhi University, Kottayam

Proforma for promotion under UGC Career Advancement scheme.

(In accordance with UGC 2018 regulation)

Read: 1) GO (P) No 18/2019/H.Edn. Dtd 29-06-2019, 2) GO (P) No 28/2019/H.Edn. Dtd 29-06-2019, 3) GO (P) No. 29/2019/H.Edn. Dtd 30-09-2019. 4) U.O. No. 5020/ACL/2019/MGU dated 19-10-2019

Name of the College : Kuriakose Elias College, Mannanam
The college is with minority status : Yes
Department/ Subject : History
 (As per the university approval order)
Proposal for promotion of : Ms. Sijimol C.G
Promotion as:

Assistant Professor (stage I to Stage II/ Academic Level 10 to 11)

Assistant Professor (Stage II to Stage III/ Academic Level 11 to 12) ✓

Assistant Professor to Associate Professor (Stage III to Stage IV/Acd Level 12 to AcdLvl 13A)

Associate Professor to Professor/equivalent cadres (Stage V/Acd Level 13A to 14)

(Please indicate (✓) whichever is applicable)

Period of Assessment of Promotion: From 23-12-2016 to 22-12-2021

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (English Block Letters)	SIJIMOL C. G
	Malayalam	സിജിമോൾ സി. ജി
2	Father's Name	C. K GANGADHARAN
3	Date and Place of Birth	12-05-1975, ELAMGULAM
4	Gender	FEMALE
5	Nationality	INDIAN
6	Religion	HINDU
7	Indicate Category: SC/ST/OBC/OEC/General category	OBC
8	Whether differently abled? (Divyang)	NO
9	Current Designation & AGP/Academic Level	ASSISTANT PROFESSOR – Academic Level11
10	Date of last Promotion with Post/ Grade promoted to with UO reference.(if applicable)	23/12/2016,ASSISTANT PROFESSOR STAGE II 245/2019/MGU-ADMINISTRATION, DATED 27-01-2019
11	Designation and grade pay/Academic Level to which promotion required?	ASSISTANT PROFESSOR – Academic Level 12
12	Date of Eligibility of Promotion	23-12-2021
13	Basic Pay and AGP(if any) of the Present Scale	Present Basic Pay 82300, Scale- 68900-205500
14	Date of Approval of Deputy Director	27/01/2019



	for the last promotion (if any)*	
15	Date and Designation of Joining service*	23-12-2010, ASSISTANT PROFESSOR STAGE 1
16	Permanent Address with PINCODE	Kuttickattu House Mannanam P.O Kottayam 686561
17	Address for Communication with PINCODE	Kuttickattu House Mannanam P.O Kottayam 686561
18	Phone numbers (Off. Res. Mob) and email Id	Office- 0481-2597374 Mobile-9656200522 Email-sijimolcg@kecollege.ac.in
19	University's Examiner Code	ACII
20	Date in which University teachers portal last updated	20-01-2020

* Copy of the certificate is to be attached

21. Academic Qualifications

Qualification	University/Board	Year of Passing	% of marks obtained	Division/ Class/ Grade	Subjects/ Specialization
SSLC	Board of Public Examination	1990	70.83	1 st Class	All subjects
Pre-Degree	Mahatma Gandhi University, Kottayam	1992	54.9	2 nd Class	Physics, Chemistry, Mathematics
UG	Mahatma Gandhi University, Kottayam	1995	75.6	1 st Class	Mathematics
PG	Mahatma Gandhi University, Kottayam	1998	71.4	1 st Class (2 nd Rank)	Publishing Science and Printing Technology

22. Research Degrees:

Qualification	Title	Date of award	University
Doing Ph.D.			M.G University, Kottayam

23. Record of academic service prior to joining the current post

Institution	Designation	Essential qualification for the post at the time of appointment	Nature of appointment (Regular/fixe d term/temporary/Adhoc)	Nature of duties (Teaching/Research/other s)	Scale of Pay	Date of Joining and Date of leaving	Reason of Leaving
K. E College, Mannanam	Guest Lecturer	M. App. Sc	Temporary	Teaching	Rs. 10,000- per month	22-06-2000 to 12-10-2010	Selected as Assistant Professor

Note: Please indicate in a separate sheet attached, the following



- The essential qualification for the post held where not lower than the qualifications prescribed by the University.
- The post is / was in an equivalent grade or of the pre revised scale of pay.
- Whether applied through proper channel
- Whether possess the same minimum qualifications as prescribed by UGC for appointment of the post.
- The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of University/state government/ central Government/concerned institution, for each appointment.
- The previous appointment was not as Guest Lecturer for any duration.

24. Posts held after appointment at this institution

Designation	Department	Date of joining		Grade
		From	To	
Assistant Professor	History	23/12/2010	22/12/2016	Assistant Professor (Stage I)
Assistant Professor	History	23/12/2016	Till date	Assistant Professor (Stage II)

25. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency
Short Term course in Student Counselling and Mentoring	UGC- HRDC, University of Kerala, Kariavattom	7 days 04-07-2019 to 10-07-2019	UGC
Short Term Workshop on Research Methodology	College Development Council, Mahatma Gandhi University	5 days 20-01-2020 to 24-01-2020	College Development Council, Mahatma Gandhi University
Workshop on "Research Methodology course for Ph D Students in Social Sciences"	Department of Economics, University of Kerala	7 days 03-02-2020 to 09-02-2020	ICSSR-SRC, Hyderabad and University of Kerala
Two Week Online Workshop on "Comprehensive e-Learning to e-Training guide for Administrative Work"	Teaching Learning Centre, Ramanujan College, University of Delhi	12 days 25-05-2020 to 05-06-2020	MHRD, Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching
Two week FDP on Research Methodology	Teaching Learning Centre, Ramanujan College, University of Delhi	15 days 1-10-2020 to 15-10-2020	MHRD, Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching
One week FDP on Innovation and Entrepreneurship Development	STRIDE, Mahatma Gandhi University and IEDC, K.E College, Mannanam	7 days 15-04-2021 to 21-04-2021	UGC – STRIDE, Mahatma Gandhi University



26. List of most significant UGC listed/peer reviewed Publications (For the purpose of evaluation)
Attach copy of the publications.

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages
1	Women Empowerment through ICT	Envision: A Holistic view on Empowering Women, Authors Press, New Delhi ISBN 978-93-5207-519-5	2017	Page no. 73-78

27. Whether an Approved Research Guide- No
If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

28. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose
NIL		

Declaration

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

Place: Mannanam
Date: 06/04/2022

Name and Signature of the Teacher

Sijimol C.G



Countersigned by the Head of the Institution/Department

PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA-686 581

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Option A

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018: Option-A)

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE

(Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Year	Mode of Activity*	Total class Assigned	Number of classes engaged as per documented record	$\frac{\text{Number of classes engaged}}{\text{Total class Assigned}} \times 100$	Grading
2016-17	L,S,T,P	208	208	100 %	Good ✓
2017-18	L,S,T,P	480	480	100 %	Good ✓
2018-19	L,S,T,P	490	490	100 %	Good ✓
2019-20	L,S,T,P	485	485	100 %	Good ✓
2020-21	L,S,T,P	492	492	100 %	Good ✓
June 2021- December 2021	L,S,T,P	290	290	100 %	Good ✓

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

OVERALL GRADE FOR Category I : Good ✓

□ Good : 80% and above performance.

Satisfactory : 70 % to 80% performance.

Not satisfactory : less than 70% performance

For Details see Appendix II
Table :01

Name & Signature of the subject experts of Screening/Selection Committee



Dr. Sebastian Joseph



Kavitha Sivasadas



2016- 2017 (23.12.2016 to 31-5-2017)
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Option A

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018: Option-A)

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE
 (Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Year	Mode of Activity*	Total class Assigned	Number of classes engaged as per documented record	Number of classes engaged	Grading
				$\frac{\text{Total class Assigned}}{\text{Total class Assigned}} \times 100$	
2016-17	L,P	190	190	100	Good ✓
2016-17	S, T	18	18	100	Good ✓

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

OVERALL GRADE FOR Category I: Good ✓

- Good : 80% and above performance.
- Satisfactory : 70 % to 80% performance.
- Not satisfactory : less than 70% performance

For Details see Appendix II
 Table :01



Dr. Sebastian Joseph

Kavitha Sivasdas

Name & Signature of the subject experts of Screening/Selection Committee

Dr Sebastian Joseph

**CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE
STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES**

(23.12.2016 to 31-5-2017)

a. Administrative responsibilities

Sl.No	Type of Responsibility	Role Performed
01	Internal Mentor, Walk With a Scholar	Internal Mentor
02	IQAC Departmental Coordinator	Supported for AQAR preparation
03	Class Teacher/Mentor	Maintains personal record of the students in the class.
04	NSS Advisory Board Member, MG University	Member
05	NSS Programme Officer	Programme Coordinator
06	Member, College Staff Cooperative Society	Board Member
Total number of activities		6

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl.No	Name of Duty	Role Performed
01	Exam Coordinator	Co-ordinated all the activities related to University and Internal examinations at K. E College, Mannanam
02	Valuation of University answer scripts	Additional examiner 1) 1st Semester BA History Examination December 2016
03	Internal Exam – Question paper setting and Valuation	Question paper setting and Valuation of 1. History of Publishing in India 2. Copyright Law 3. Book Production and Management
Total number of activities		3


c. Student related co-curricular, extension and field based activities


Sl.No	Type of Activity	Role Performed
01	Coordinator of National Service Scheme	Coordinator
02	Class Teacher/Mentor	1st BA History
03	Accompanied students for Study Tour	Accompanying Teacher for the study tour of BA History final year students from 18th to 22nd January 2017
Total number of activities		3

d. Organizing seminars/conferences/workshops and other college/university activities

Sl.No	Type of Activity	Role Performed
01	Organized National Seminar in Collaboration with Department of Archaeology, Government of Kerala on	Joint Co-ordinator of the Seminar

Name & Signature of the subject experts of Screening/Selection Committee


Dr. Sebastian Joseph


Kavitha Sivasdas



UGC Regulation 2018: Option A

	Recent Trends in Archaeology with Special Reference to Kerala on 20th and 21st February 2017. Also conducted History and Heritage Exhibition on 20th and 21st February 2017.	
02	Participated in one day workshop on Restructuring of curriculum and syllabus	Curriculum and syllabus restructuring activities
Total no of activities		2

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

Sl.No	Name of Student	Date of Registration	U.O granting Registration
NIL			
Total number of students			0

f. Details of minor/major research project sponsored by national or international agencies.

Sl.No	Name of the project	Funding Agency	Amount sanctioned/utilized
NIL			
Total number of projects			

g. Details of Publication in peer-reviewed or UGC listed journals

Sl. No.	Title with page Nos.	Journal	No in the UGC List of Journals	Whether peer reviewed or not	ISSN/ ISBN	Whether you are the main Author
1	Women Empowerment through ICT , page no. 73-78	Envision: A Holistic view on Empowering Women		Not	ISBN 978-93-5207-519-5	Yes
Total number of publications					1	

OVERALL GRADE FOR Category II: Good

Good : Involved in at least 03 activities,

Satisfactory : Involved in 01 – 02 activities

Not satisfactory : Not involved / undertaken any of the activities

Number of activities can be within or across the broad categories of activities

For Details see Annexure I



Name & Signature of the subject experts of Screening/Selection Committee

Dr Sebastian Joseph

Kavitha Sivasdas

IV. SUMMARY OF ASSESSMENT

Session/Year: 23.12.2016 - 31.05.2017

Category	Criteria	Grade/Score
I	Teaching and Learning related activities	Good ✓
II	Involvement in the University/College students related activities/Research activities	Good ✓
III	*Research and Academic Contribution	Not Applicable ✓

*Only for placement from Academic level 13A to 14 Associate Professor to Professor/Principal.



Kavitha Sivasadas

Name & Signature of the subject experts of Screening/Selection Committee

Dr. Sebastian Joseph



2017- 2018 (June 2017 to 31 May 2018)
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Option A

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018: Option-A

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE
 (Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Year	Mode of Activity*	Total class Assigned	Number of classes engaged as per documented record	Number of classes engaged		Grading
				$\frac{\text{Number of classes engaged}}{\text{Total class Assigned}} \times 100$		
2017-18	L,C	450	450	100		Good
2017-18	S,T	30	30	100		Good

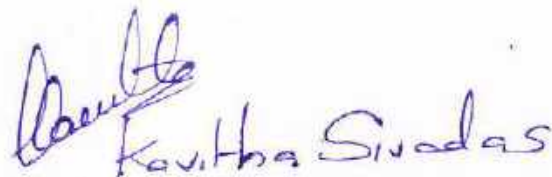
*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

OVERALL GRADE FOR Category I: Good

- Good : 80% and above performance.
- Satisfactory : 70 % to 80% performance.
- Not satisfactory : less than 70% performance

For Details see Appendix II
Table :01




Kavitha Sivadas

Name & Signature of the subject experts of Screening/Selection Committee

Dr. Sebastian Joseph



**CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE
STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES**

(01-06-2017 to 31-05-2018)

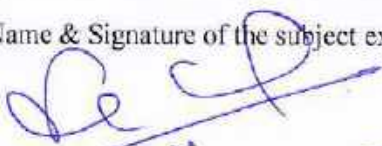
a. Administrative responsibilities


Sl. No	Type of Responsibility	Role Performed
1	Internal Mentor of Walk With a Scholar	Mentored the WWS students
2	IQAC Departmental Coordinator	Supported for AQAR preparation
3	Class Teacher/Mentor	Mentored the students
4	NSS Programme Officer	Programme Coordinator
5	Member of College Staff Cooperative Society	Board Member
Total number of activities		5

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl. No	Name of Duty	Role Performed
01	Exam Coordinator	Co-ordinated all the activities related to University and Internal examinations at K. E College, Mannanam
02	Preparation of Model Question papers of UG revised syllabus 2017-18	Prepared model Question papers of 1. History of Printing in India 2. History of Publishing in India
03	Valuation of University answer scripts	Additional examiner 1) Vth Semester CBCSS UG Degree Supplementary Examinations March/April 2017 2) Vth & 3rdb Semester CBCS UG Degree Examinations October 2017 3) Vth Semester CBCSS UG Degree Supplementary Examinations March 2018
04	Internal Exam – Question paper setting and Valuation	Question paper setting and Valuation of 1. History of Printing and Publishing in India 2. History of Publishing in India 3. Principles and Methods of Publishing Science 4. Copyright Law 5. Publishing Management 6. Book Production and Management
Total number of activities		4

Name & Signature of the subject experts of Screening/Selection Committee


Dr. Sebastian Joseph


Kaultha Sivadas



c. Student related co-curricular, extension and field based activities

Sl. No	Type of Activity	Role Performed
1	Coordinator of National Service Scheme	Programme Officer
2	Class teacher	Ist BA History
3	Accompanied students for Study Tour	Accompanying Teacher for the study tour of BA History final year students
4	Jaivam Organic Farming Literacy Programme	Given Awareness about Organic farming and conducted survey in Athirampuzha panchayath
Total number of activities		4

d. Organizing seminars/conferences/workshops and other college/university activities

Sl. No	Type of Activity	Role Performed
1	Organizing National Seminar in Collaboration with Department of Archaeology, Government of Kerala on The Cultural Heritage of Kerala in the light of Archaeological Sources on 20 th March 2018.	Joint Co-ordinator
2	Member of the Board of Studies, UG History	Syllabus related activities
3	Taluk Coordinator of Jaivam 2017	Coordinated Jaivam activities in Kanjirappally Taluk
4	NSS Advisory Board Member, MG University	Member
Total no of activities		4


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

Sl.No	Name of Student	Date of Registration	U.O granting Registration
Total no of activities			

f. Details of minor/major research project sponsored by national or international agencies.

Sl.No	Name of the project	Funding Agency	Amount sanctioned/utilized
	NIL		
Total number of projects			

Name & Signature of the subject experts of Screening/Selection Committee



Dr. Sebastian Joseph



Kavitha Sivasadas



g. Details of Publication in peer-reviewed or UGC listed journals

Sl. No.	Title with page Nos.	Journal	No in the UGC List of Journals	Whether peer reviewed or not	ISSN/ ISBN	Whether you are the main Author
Total number of publications						

OVERALL GRADE FOR Category II : Good

- Good : Involved in at least 03 activities
 Satisfactory : Involved in 01 – 02 activities
 Not satisfactory : Not involved / undertaken any of the activities

Number of activities can be within or across the broad categories of activities
 For Details see Annexure I

Type text here




Name & Signature of the subject experts of Screening/Selection Committee

Dr. Sebastian Joseph



IV. SUMMARY OF ASSESSMENT

Session/Year: 2017 - 2018

Category	Criteria	Grade/Score
I	Teaching and Learning related activities	Good
II	Involvement in the University/College students related activities/Research activities	Good
III	*Research and Academic Contribution	Not Applicable

*Only for placement from Academic level 13A to 14 Associate Professor to Professor/Principal.



Name & Signature of the subject experts of Screening/Selection Committee

Dr. Sebastian Joseph



2018- 2019 (June 2018 to 31 May 2019)
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Option A

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018: Option-A)

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE
(Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Year	Mode of Activity*	Total class Assigned	Number of classes engaged as per documented record	Number of classes engaged	Grading
				$\frac{\text{Total class Assigned}}{\text{Total class Assigned}} \times 100$	
2018-19	L,P	460	460	100	Good ✓
2018-19	S,T	30	30	100	Good ✓

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

OVERALL GRADE FOR Category I: Good ✓

- Good : 80% and above performance.
 Satisfactory : 70 % to 80% performance.
 Not satisfactory : less than 70% performance

For Details see Appendix II
Table :01




Kaitha Sivadas

Name & Signature of the subject experts of Screening/Selection Committee

Dr. Sebastian Joseph



**CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE
STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES**

01-06- 2018 TO 31-05-2019

a. Administrative responsibilities

Sl.No	Type of Responsibility	Role Performed
01	Coordinator of Exam Cell	Coordinator
02	Internal Mentor of Walk With a Scholar	Mentored the WWS students
03	IQAC, Departmental Coordinator	Supported for AQAR preparation
04	Class Teacher/Mentor	Mentored the students
05	Coordinator of Debating Club	Coordinated Debating Club's activities
06	Member, College Staff Cooperative Society	Board Member
Total number of activities		6

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl. No	Name of Duty	Role Performed
01	Exam Coordinator	Co-ordinated all the activities related to University and Internal examinations at K. E College, Mannanam
02	Valuation of University answer scripts	Additional examiner 1) IInd Semester CBCS UG Supplementary Degree Examination June 2018 2) Vth Semester CBCSS UG Degree Examination October 2018 3) VIth Semester CBCS UG Degree Examination March 2019 4) Ist Semester CBCS UG Degree Examination January 2019 5) IVth Semester CBCS UG Degree Examination March 2019
03	Internal Exam – Question paper setting and Valuation	Question paper setting and Valuation of 1. History of Printing in India 2. History of Publishing in India 3. Principles and Methods of Publishing Science 4. Copyright Law 5. Publishing Management 6. Book Production and Management
Total number of activities		3

Name & Signature of the subject experts of Screening/Selection Committee

Dr. Sebastian Joseph



c. Student related co-curricular, extension and field based activities

Sl.No	Type of Activity	Role Performed
01	Youth Festival 2019 "Alathalam"	Stage Manager
02	Coordinator of Debating Club	Coordinator
03	Class tutor/teacher	I B.A History
Total number of activities		3

d. Organizing seminars/conferences/workshops and other college/university activities

Sl. No	Type of Activity	Role Performed
01	Inspection Commission at St. Thomas College, Pala	Subject Expert
02	Member of the Board of Studies, UG History	Question bank preparation
03	Attended training programme for the conduct of Examination	Member of teaching staff
04	Attended the Question Bank Training programme at Senate Hall	Actively participated the training programme
05	Organizing One day State Level Seminar on Disaster Management in association with Department of Students Service on 16-10-2018.	Joint Coordinator
Total no of activities		5

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

Sl.No	Name of Student	Date of Registration	U.O granting Registration
	NIL		
Total no of activities			

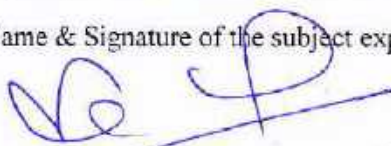
f. Details of minor/major research project sponsored by national or international agencies.

Sl. No	Name of the project	Funding Agency	Amount sanctioned/utilized
	NIL		
Total number of projects			

g. Details of Publication in peer-reviewed or UGC listed journals

Sl.No	Title with page Nos.	Journal	No in the UGC List of Journals	Whether peer reviewed or not	ISSN/ ISBN	Whether you are the main Author
	NIL					
Total number of publications						

Name & Signature of the subject experts of Screening/Selection Committee



 Dr. Sebastian Joseph Kautha Sreedas



OVERALL GRADE FOR Category II : Good

- Good : Involved in at least 03 activities
 Satisfactory : Involved in 01 – 02 activities
 Not satisfactory : Not involved / undertaken any of the activities

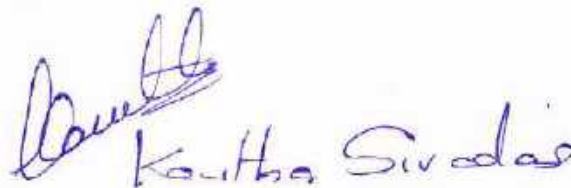
Number of activities can be within or across the broad categories of activities
 For Details see Annexure I

IV. SUMMARY OF ASSESSMENT

Session/Year: 2018 - 2019

Category	Criteria	Grade/Score
I	Teaching and Learning related activities	Good
II	Involvement in the University/College students related activities/Research activities	Good
III	*Research and Academic Contribution	Not Applicable

*Only for placement from Academic level 13A to 14 Associate Professor to Professor/Principal.

Name & Signature of the subject experts of Screening/Selection Committee

Dr. Sebastian Joseph



2019- 2020 (June 2019 to 31 May 2020)
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Option A

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018 : Option-A)

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE
(Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Year	Mode of Activity*	Total class Assigned	Number of classes engaged as per documented record	$\frac{\text{Number of classes engaged}}{\text{Total class Assigned}} \times 100$	Grading
2019-20	L,P	455	455	100	Good
2019-20	S,T	30	30	100	Good

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

OVERALL GRADE FOR Category I: Good

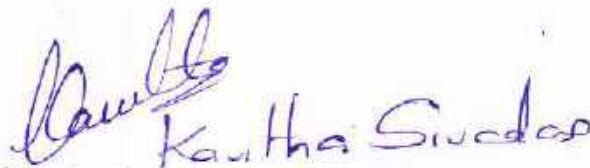
- Good : 80% and above performance.
 Satisfactory : 70 % to 80% performance.
 Not satisfactory : less than 70% performance

For Details see Appendix II
Table :01



Name & Signature of the subject experts of Screening/Selection Committee

Dr Sebastian Joseph



Kautha Suresh



**CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE
STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES**

01-06-2019 TO 31-05-2020

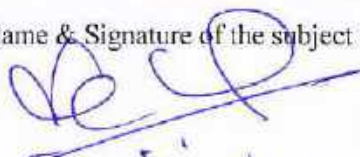
a. Administrative responsibilities

Sl. No	Type of Responsibility	Role Performed
01	Member of College Council	Member
02	IQAC Member	Member
03	Head of the Department of History	Manage the department
04	Coordinator of Exam Cell	Coordinator
05	Member of College Discipline Committee	Member
06	IQAC Department Coordinator	Supported for AQAR preparation
07	Class Teacher/Mentor	Mentored the students
08	Internal Mentor of Walk With a Scholar	Mentored the WWS students
09	Convener of Internal Committee for students with Disabilities	Convener
10	Member, College Staff Cooperative Society	Board Member
Total number of activities		10

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl.No	Name of Duty	Role Performed
01	Exam Coordinator	Co-ordinated all the activities related to University and Internal examinations at K. E College, Mannanam
02	Valuation of University answer scripts	Additional examiner 1) Vth Semester CBCSS UG Degree Examination 2) IInd Semester CBCS UG Degree Examination May 2019 3) Vth and IIIrd Semester CBCS UG Degree Examination October/ November 2019
03	Internal Exam – Question paper setting and Valuation	Question paper setting and Valuation of 1. History of Printing in India 2. History of Publishing in India 3. Principles and Methods of Publishing Science 4. Copyright Law 5. Publishing Management 6. Book Production and Management
04	Subject Expert	Appointment of Teachers in B. Voc Department, St. Thomas College, Pala
Total number of activities		4

Name & Signature of the subject experts of Screening/Selection Committee



Dr. Sebastian Joseph



Kavitha Sivasdas



c. Student related co-curricular, extension and field based activities

Sl. No	Type of Activity	Role Performed
1	Convener of Internal Committee for students with Disabilities	Convener
2	Accompanied students for Study Tour	III BA History
3	Class Teacher/Mentor	I B. A History
Total number of activities		3

d. Organizing seminars/conferences/workshops and other college/university activities

Sl. No	Type of Activity	Role Performed
1	Organizing One day National Seminar on "Copyright and Patent: Indian Perspectives" in association with IQAC and IPR Cell on 07 th March 2020.	Coordinator
2	Member of Board of Studies, UG History	Member
Total no of activities		2

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

Sl. No	Name of Student	Date of Registration	U.O granting Registration
	NIL		
Total no of activities			

f. Details of minor/major research project sponsored by national or international agencies.

Sl. No	Name of the project	Funding Agency	Amount sanctioned/utilized
	NIL		
Total number of projects			

g. Details of Publication in peer-reviewed or UGC listed journals

Sl. No.	Title with page Nos.	Journal	No in the UGC List of Journals	Whether peer reviewed or not	ISSN/ ISBN	Whether you are the main Author
	NIL					
Total number of publications						

Name & Signature of the subject experts of Screening/Selection Committee

Dr. Sebastian Joseph

Kaitha Sreedas



☐ OVERALL GRADE FOR Category II : Good ✓

- ☐ Good : Involved in at least 03 activities
☐ Satisfactory : Involved in 01 – 02 activities
☐ Not satisfactory : Not involved / undertaken any of the activities

Number of activities can be within or across the broad categories of activities
For Details see Annexure I

IV. SUMMARY OF ASSESSMENT

Session/Year: 2019 - 2020

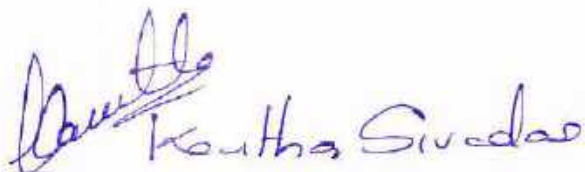
Category	Criteria	Grade/Score
I	Teaching and Learning related activities	Good
II	Involvement in the University/College students related activities/Research activities	Good
III	*Research and Academic Contribution	Not Applicable

*Only for placement from Academic level 13A to 14 Associate Professor to Professor/Principal.



Name & Signature of the subject experts of Screening/Selection Committee

Dr Sebastian Joseph



2020- 2021 (JUNE 2020 TO MAY 2021)
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Option A

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018 : Option-A)

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE
 (Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Year	Mode of Activity*	Total class Assigned	Number of classes engaged as per documented record	Number of classes engaged		Grading
				$\frac{\text{Number of classes engaged}}{\text{Total class Assigned}} \times 100$		
2020-21	L,P	460	460	100		Good ✓
2020-21	S,T	32	32	100		Good ✓

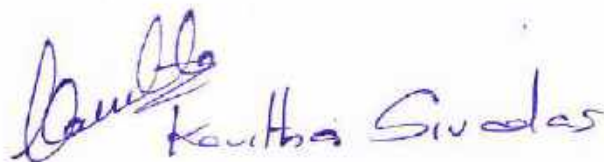
*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

OVERALL GRADE FOR Category I: Good ✓

- Good : 80% and above performance.
- Satisfactory : 70 % to 80% performance.
- Not satisfactory : less than 70% performance

For Details see Appendix II
Table :01




Kavitha Sivadas

Name & Signature of the subject experts of Screening/Selection Committee

Dr. Sebastian Joseph



**CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE
STUDENTS RELATED ACTIVITIES/RESEARCH ACTIVITIES**

01-06- 2020 TO 31-05- 2021

a. Administrative responsibilities

Sl.No	Type of Responsibility	Role Performed
1	Member of College Council	Member
2	Head of the Department of History	Head
3	Member of College Discipline Committee	Member
4	Convener, Ek Bharat Shreshtha Bharat	Convener
5	Convener of Internal Committee for students with Disabilities	Convener
6	President of College Staff Cooperative Society	President
7	Class Teacher/Mentor	Mentored the students.
Total number of activities		7

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

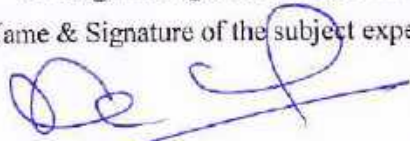
Sl.No	Name of Duty	Role Performed
01	University Exam Invigilation	University Exam Invigilator
02	Valuation of University answer scripts	Additional examiner 1) VI Semester CBCS UG Degree Examination March 2020 2) IInd Semester CBCS UG Degree Examination November 2020
03	Internal Exam – Question paper setting and Valuation	Question paper setting and Valuation of 1. History of Printing in India 2. History of Publishing in India 3. Principles and Methods of Publishing Scie 4. Copyright Law 5. Publishing Management 6. Book Production and Management
Total number of activities		3

c. Student related co-curricular, extension and field based activities

Sl.No	Type of Activity	Role Performed
01	Polling Officer for absentee voters	Polling Officer at Kanjirappally Constituency
02	Class Teacher/Mentor	Ist B.A History
Total number of activities		2

d. Organizing seminars/conferences/workshops and other college/university activities

Name & Signature of the subject experts of Screening/Selection Committee



Dr. Sebastian Joseph



Kautha Sivadas



UGC Regulation 2018: Option A

Sl. No	Type of Activity	Role Performed
01	Member of Board Studies, UG History	Member
02	Organizing a National Webinar on "Pandemic and the Past: Challenges and Responses" in association with IQAC on 7 th August 2020.	Coordinator
03	Conducts Online Intercollegiate Quiz Competition 2020 in accordance with the Independence Day on 12th August 2020	Coordinator
Total no of activities		3

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

Sl.No	Name of Student	Date of Registration	U.O granting Registration
	NIL		
Total no of activities			

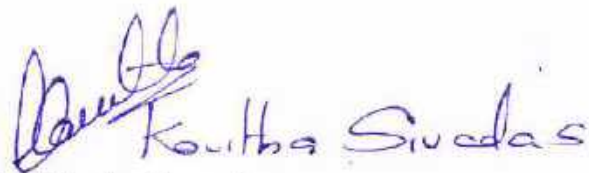
f. Details of minor/major research project sponsored by national or international agencies.

Sl.No	Name of the project	Funding Agency	Amount sanctioned/utilized
	NIL		
Total number of projects			

g. Details of Publication in peer-reviewed or UGC listed journals

Sl. No.	Title with page Nos.	Journal	No in the UGC List of Journals	Whether peer reviewed or not	ISSN/ ISBN	Whether you are the main Author
	NIL					
Total number of publications						




Koutba Sivadas

Name & Signature of the subject experts of Screening/Selection Committee

Dr. Sebastian Joseph



□ OVERALL GRADE FOR Category II: Good

- Good : Involved in at least 03 activities
 Satisfactory : Involved in 01 – 02 activities
 Not satisfactory : Not involved / undertaken any of the activities

Number of activities can be within or across the broad categories of activities
 For Details see Annexure I


IV. SUMMARY OF ASSESSMENT

Session/Year: 2020 - 2021

Category	Criteria	Grade/Score
I	Teaching and Learning related activities	Good ✓
II	Involvement in the University/College students related activities/Research activities	Good ✓
III	*Research and Academic Contribution	Not Applicable

*Only for placement from Academic level 13A to 14 Associate Professor to Professor/Principal.




 Kavitha Sreedas

Name & Signature of the subject experts of Screening/Selection Committee

Dr. Sebastian Joseph



2021- 2022 (1st June 2021 to 22nd December 2021)
Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Option A

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018: Option-A)

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE
 (Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Year	Mode of Activity*	Total class Assigned	Number of classes engaged as per documented record	$\frac{\text{Number of classes engaged}}{\text{Total class Assigned}} \times 100$	Grading
1 st June to 22 nd December	L,P	270	270	100	Good
1 st June to 22 nd December	S	20	20	100	Good

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

OVERALL GRADE FOR Category I: Good

- Good : 80% and above performance.
- Satisfactory : 70 % to 80% performance.
- Not satisfactory : less than 70% performance

For Details see Appendix II
Table :01

Name & Signature of the subject experts of Screening/Selection Committee

Dr. Sebastian Joseph

Kautilya Sivadas
Kautilya Sivadas



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

01-06-2021 TO 22-12- 2021

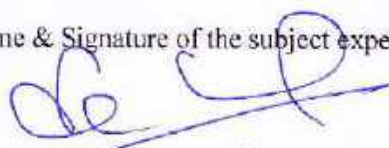
a. Administrative responsibilities

Sl. No	Type of Responsibility	Role Performed
1	Member of College Council	Member
2	Head of the Department of History	Head
3	Member of College Discipline Committee	Member
4	Convener, Ek Bhaarat Shreshtha Bharat	Convener
5	Convener of Internal Committee for students with Disabilities	Convener
6	President of College Staff Cooperative Society	President
7	Class Teacher/Mentor	Mentored the students
Total number of activities		7

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl. No	Name of Duty	Role Performed
01	University Exam Invigilation	University Exam Invigilator
02	Valuation of University answer scripts	Additional examiner 1) Vith Semester CBCS UG Degree Examination April 2021 2) IIIrd Semester CBCS UG Degree Examination August 2021 3) Ist Semester CBCS UG Degree Examination October 2021
03	Internal Exam – Question paper setting and Valuation	Question paper setting and Valuation of 1. History of Printing in India 2. History of Publishing in India 3. Principles and Methods of Publishing Science 4. Copyright Law 5. Publishing Management 6. Book Production and Management
Total number of activities		3

Name & Signature of the subject experts of Screening/Selection Committee



Dr. Sebastian Joseph



Kautha Sivedas



c. Student related co-curricular, extension and field based activities

Sl.No	Type of Activity	Role Performed
1	Class teacher/ Mentor	Ist BA History
Total number of activities		1

d. Organizing seminars/conferences/workshops and other college/university activities

Sl. No	Type of Activity	Role Performed
1	Organizing a Workshop on "Book Binding" in association with IEDC and IIC on 16 th December 2021.	Coordinator
2	Conducts Online Poster Design Competition	Coordinator
3	Conducts Online Intercollegiate Quiz Competition 2021 in accordance with the Independence day on 14th August 2021	Coordinator
Total no of activities		3

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

Sl.No	Name of Student	Date of Registration	U.O granting Registration
	NIL		
Total no of activities			

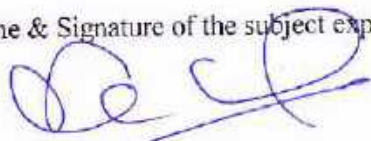
f. Details of minor/major research project sponsored by national or international agencies.

Sl.No	Name of the project	Funding Agency	Amount sanctioned/utilized
	NIL		

g. Details of Publication in peer-reviewed or UGC listed journals

Sl. No.	Title with page Nos.	Journal	No in the UGC List of Journals	Whether peer reviewed or not	ISSN/ ISBN	Whether you are the main Author
	NIL			Type text here		
Total number of publications						

Name & Signature of the subject experts of Screening/Selection Committee



Dr. Sebastian Joseph



Kautha Sindas



☐ OVERALL GRADE FOR Category II : Good

- ☐ Good : Involved in at least 03 activities
 Satisfactory : Involved in 01 – 02 activities
 Not satisfactory : Not involved / undertaken any of the activities

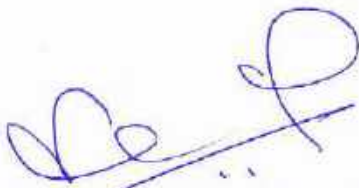
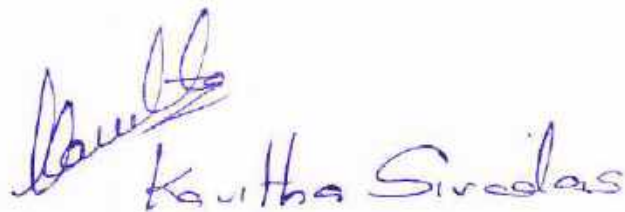
Number of activities can be within or across the broad categories of activities
 For Details see Annexure I

IV. SUMMAY OF ASSESSMENT

Session/Year: 1st June 2021 – 22nd December 2021

Category	Criteria	Grade/Score
I	Teaching and Learning related activities	Good
II	Involvement in the University/College students related activities/Research activities	Good
III	*Research and Academic Contribution	Not Applicable

*Only for placement from Academic level 13A to 14 Associate Professor to Professor/Principal.

Name & Signature of the subject experts of Screening/Selection Committee

D-r. Sebastian Joseph



LIST OF ENCLOSURES: (Please attach copies of Certificates, sanction orders, papers etc. wherever necessary)

23-12-2016 to 31-05-2017

1	Copy of Certificate - 100% of assigned classes taken
2	Copy of Certificate for the completion of administrative responsibilities (a)&student related co-curricular, extension and field based activities(b) –Coordinator of Exam Cell, Department Coordinator of IQAC, Internal Mentor of Walk With a Scholar, Programme Coordinator of National Service Scheme, Executive Member of K.E College Staff Co-operative Society, Class teacher for I BA History etc.
3	University examination, answer script valuation –Copy of Order and Duty leave
4	Copy of Order – University Level Advisory Board on NSS
5	Copy of Certificate - regarding question paper setting and valuation of internal examination
6	Copy of Certificate – Study tour
7	Copy of brochure-organizing seminars
8	Restructuring of curriculum and syllabus activities - Copy of Order and duty certificate
9	Copy of front page of article published

I certify that the information provided is correct as per records available with the college/university and/or documents enclosed along with the duly filled PBAS Proforma.



Sijimol C.G

Mannanam
14-03-2022

Name and Signature of the Teacher



Signature of HOD/ /Principal

PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA-685 561

LIST OF ENCLOSURES: (Please attach copies of Certificates, sanction orders, papers etc. wherever necessary)

June 2017 to May 2018

1	Copy of Certificate - 100% of assigned classes taken
2	Copy of Certificate for the completion of administrative responsibilities (a)&student related co-curricular, extension and field based activities(b) - Coordinator of Exam Cell, Department Coordinator of IQAC, Internal Mentor of Walk With a Scholar, Programme Coordinator of National Service Scheme, Executive Member of K.E College Staff Co-operative Society, Class teacher for I BA History etc.
3	Model Question paper preparation meeting - Copy of Order and Duty certificate
4	University examination, answer script valuation - Copy of Order and Duty leave
5	Copy of Question Bank preparation Certificate
6	Copy of Certificate - regarding question paper setting and valuation of internal examination
7	Copy of Certificate - Study tour
8	Copy of Certificate - Jaivam & Taluke Coordinator
9	Copy of Order - University Level Advisory Board on NSS
10	Copy of brochure-organizing seminars
11	Copy of Certificate- Member Board of Studies, UG History, MG university

I certify that the information provided is correct as per records available with the college/university and/or documents enclosed along with the duly filled PBAS Proforma.

Mannanam
14-03-2022



Sijimol C.G

Name and Signature of the Teacher



Signature of HOD/ /Principal

PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA-685 56

LIST OF ENCLOSURES: (Please attach copies of Certificates, sanction orders, papers etc. wherever necessary)

June 2018 to May 2019

1	Copy of Certificate - 100% of assigned classes taken
2	Copy of Certificate for the completion of administrative responsibilities (a)&student related co-curricular, extension and field based activities(b- Coordinator of Exam Cell, Department Coordinator of IQAC, Internal Mentor of Walk With a Scholar, Executive Member of K.E College Staff Co-operative Society, Coordinator of Debating Club, Class teacher for I BA History etc.
3	University examination, answer script valuation, -Copy of Order and Duty leave
4	Copy of Certificate - regarding question paper setting and valuation of internal examination
5	Copy of certificate regarding Stage Manager for M.G university youth festival 2019 Alathalam (28-2-2019 to 4-3-2019)
6	Copy of Certificate-Member of UG Board of Studies, MG university
7	Member of inspection commission for starting B.Voc Course in St. Thomas College, Pala
8	Copy of brochure -organizing seminars
9	Copy of Certificate- Question Bank Training and Question bank preparation

I certify that the information provided is correct as per records available with the college/university and/or documents enclosed along with the duly filled PBAS Proforma.



Sijimol C.G

Name and Signature of the Teacher

Mannanam
14-03-2022



Signature of HOD/ /Principal

PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA-685 56*

LIST OF ENCLOSURES: (Please attach copies of Certificates, sanction orders, papers etc. wherever necessary)

June 2019 to May 2020

1	Copy of Certificate - 100% of assigned classes taken
2	Copy of Certificate for the completion of administrative responsibilities (a)&student related co-curricular, extension and field based activities(b- Coordinator of Exam Cell, Member of College Council, IQAC Member, Head of the Department, Member of College Discipline Committee, Convener of Internal Committee for Students with Disabilities, Department Coordinator of IQAC, Internal Mentor of Walk With a Scholar, Executive Member of K.E College Staff Co-operative Society, Class teacher for I BA History etc..
3	University examination, answer script valuation, -Copy of Order and Duty leave
4	Copy of Certificate - regarding question paper setting and valuation of internal examination
5	Copy of Certificate- Subject Expert
6	Copy of Certificate- Study tour
7	Copy of Certificate-Member of UG Board of Studies, MG university
8	Copy of brochure-organizing seminars

I certify that the information provided is correct as per records available with the college/university and/or documents enclosed along with the duly filled PBAS Proforma.



Sijimol C.G

Name and Signature of the Teacher

Mannanam
14-03-2022



Signature of HOD/ /Principal

PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA - 685 561

LIST OF ENCLOSURES: (Please attach copies of Certificates, sanction orders, papers etc. wherever necessary)

June 2020 to May 2021

1	Copy of Certificate - 100% of assigned classes taken
2	Copy of Certificate for the completion of administrative responsibilities (a)&student related co-curricular, extension and field based activities (b) - Member of College Council, Head of the Department, Member of College Discipline Committee, Convener of Internal Committee for Students with Disabilities, President of K.E College Staff Co-operative Society, Convener of Ek Bharat Shreshtha Bharat, Class teacher for I BA History etc..
3	University examination, answer script valuation, -Copy of Order and Duty leave
2	Copy of Certificate- 100% of the assigned university examination invigilation duties taken
3	Copy of Certificate - regarding question paper setting and valuation of internal examination
4	Copy of Certificate – regarding Election duty
5	Copy of Certificate–Member of UG Board of Studies, MG university
6	Copy of certificate -organizing webinars and other college activities.
7	Copy of certificate – regarding Question bank of UG CBCS Examination

I certify that the information provided is correct as per records available with the college/university and/or documents enclosed along with the duly filled PBAS Proforma.



Sijimol C.G

Mannanam
14-03-2022

Name and Signature of the Teacher



Signature of HOD/ /Principal

PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA-685 56+

LIST OF ENCLOSURES: (Please attach copies of Certificates, sanction orders, papers etc. wherever necessary)

1st June 2021 to 22nd December 2021

1	Copy of Certificate - 100% of assigned classes taken
2	Copy of Certificate for the completion of administrative responsibilities (a)&student related co-curricular, extension and field based activities (b) - Member of College Council, Head of the Department, Member of College Discipline Committee, Convener of Internal Committee for Students with Disabilities, President of K.E College Staff Co-operative Society, Convener of Ek Bharat Shreshtha Bharat, Class teacher for I BA History etc..
3	University examination, answer script valuation, -Copy of Order and Duty leave
4	Copy of Certificate- 100% of the assigned university examination invigilation duties taken
5	Copy of Certificate - regarding question paper setting and valuation of internal examination
6	Copy of brochures -organizing College activities.

I certify that the information provided is correct as per records available with the college/university and/or documents enclosed along with the duly filled PBAS Proforma.



Sijimol C.G

Name and Signature of the Teacher

Mannanam
14-03-2022

Signature of HOD/ /Principal



PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA - 686 561

KURIAKOSE ELIAS COLLEGE MANNANAM

MANNANAM, KOTTAYAM, KERALA- 686561

Website : www.kecollege.ac.in

Email : kecollegemnm@gmail.com



Teacher Performance Record

2022-23

KURIAKOSE ELIAS COLLEGE MANNANAM



TEACHER PERFORMANCE RECORD

2022-2023

Name	Dr. Jesty Thomas
Designation	Asst. Professor in Chemistry
Department	Chemistry

WORK LOAD AS PER UGC GUIDELINES

TEACHERS IN NON-LABORATORY SUBJECTS

Activity	Average number of hours per week
1. Teaching	16
2. Test Papers	2
3. Tutorials	4
4. Preparation of Teaching	10
5. Supervision of Academic Work	4
6. Administration Work	4
	Total 40 hours

TEACHERS IN LABORATORY SUBJECTS

Activity	Average number of hours per week
1. Teaching	16
2. Laboratory & Laboratory Preparations	4
3. Test Papers	2
4. Teaching Preparation	10
5. Tutorials	4
6. Supervision of Academic Work	4
	Total 40 hours

Teacher Performance Record 2022-2023

PERSONAL DATA (2022-2023)

1.	Name	Dr. Jester Thomas
2.	Designation	Asst. Professor
3.	Department	Chemistry
4.	Residential Address	Pachigalasekalavil, Arickadu west Nedumavu - 686503
5.	Academic Qualifications	M.Sc, Ph.D, PDR (S. Korea)
6.	Date of Birth	21-10-1975
7.	Gender	Female
8.	Email	jestyk@kecollege.ac.in
10.	Contact number	9447779496
11.	PAN	AQHDI 2107 N
12.	PEN	677611
13.	Aadhar number	6243 2783 2939
14.	Date of Joining	23-12-2010
15.	Nature of Appointment Probation/Permanent/ Temporary	Permanent
16.	Total years of Experience in the College	12
17.	Additional experience Research/Teaching/Administrative	17 yrs
18.	Duties Assigned in the College	IQAC Member, Nodal officer of NIRF IPR cell coordinator, DST-UGC- committee member, chief Editor of college journal, DQAC co-ordinator, Director of Chemistry Association.

The Teacher Performance Record (TPR) consists of Six Units:

Unit I: Lecture/Practical (L/P) : (Classroom teaching, practical, extension work if it is an integral part of the course)

L/P may be entered as

: D1-First Sem. UG, D2-Second Sem. UG, D3-Third Sem. UG, and so on
M1-First Sem. PG, M2-Second Sem. PG,
M3-Third Sem. PG and M4-Fourth Sem. PG

● *Please enter no. of hours for Units II to VI*

Unit II: Tutorial (Tl)

: (Fieldwork, guidance of student's project work, assignment, internal examination, monitoring learner progression, monitoring other learning processes)

Unit III: Extension (Et)

: (Extension Activity, Consultation, Administration, participation in extra-curricular and institutional supporting activities, Board of Studies)

Unit IV: Examination (Ex)

: (Setting Question papers, attending Board of Exams, evaluation and invigilation works of University examinations)

Unit V: Research (Re)

: (Own research work, sanctioned project work, guidance to research Scholars)

Unit VI: Preparation (Pr)

: (Lesson planning, Library Reference, Laboratory Work, Preparation of study materials, Designing Audio – video teaching aids, consultation with other Scholars)

● Indicate Holiday as H and Leave as L

● Please make regular entries in the work record for better convenience and greater accuracy.

● Please mention the Nature of Leave, Holiday etc. in the remarks column.

Teacher Performance Record 2022-2023

June 2022

Date	I	II	III	IV	V	Total		T1	Et	Ex	Re	Pr	H/L	Remarks
						UG	PG							
1	D4	D4	D4	D4	D4	5								
2	D4	D4	D4	D4	D4	5								
3														
4														
5	SUNDAY													
6	D4	D4	D4	D4	D4	5								
7		S2					1				4			
8			D2				1				4			
9			D2				1				4			
10			D2				1				4			
11	SECOND SATURDAY													
12	SUNDAY													
13		S2		S4			2				3			
14		D2					1							
15		S2		S4							2			
16		S4		D5	D5	2	1				2			
17		S4		D5	D5	2	1				2			
18														
19	SUNDAY													
20	D5		S4	S4	S4	1	3				1			
21														
22		S4	S4	S4	S4		4				1			CL
23	S4	S4	S4	S4	S4		5							
24														
25											5			
26	SUNDAY													
27														
28	S4	S4	S4	S4	S4		5							
29														
30														OD valuation
TOTAL														OD

No. of days Present	21				
No. of days on OD/DL	Nil	No. of Hours not engaged		UG	PG
No. of days on CL/Other Leave	1	No. of Hours compensated			

Signature of the Teacher

Signature of the HOD

Signature of the Principal

Teacher Performance Record 2022-2023

July 2022

Date	I	II	III	IV	V	Total		T1	Et	Ex	Re	Pr	H/L	Remarks
						UG	PG							
1														
2														OD
3	SUNDAY													
4														OD
5														OD
6														OD
7										3	2			
8														
9	SECOND SATURDAY, BAKRID													
10	SUNDAY													
11										3	2			
12		DS					1		2		4			
13			DS				1		2		2			
14			DS				1			2	2			
15				DS			1			2	2			
16														
17	SUNDAY													
18		DS					1		2	2				
19		DS					1		2	2				
20			DS				1		2	2				
21		DS	DS				2		2	1				
22		DS	DS				2		2	1				
23											1	4		
24	SUNDAY													
25										1	2			
26	DS	DS					2				4			
27		DS					1			1	4			
28	KARKADAKA VAAV													
29														
30														
31	SUNDAY													
TOTAL														
No. of days Present												UG	PG	
No. of days on OD/DL						4	No. of Hours not engaged							
No. of days on CL/Other Leave						1	No. of Hours compensated							

Signature of the Teacher

Signature of the HOD

Signature of the Principal

Teacher Performance Record 2022-2023

August 2022

Date	I	II	III	IV	V	Total		T1	Et	Ex	Re	Pr	H/L	Remarks
						UG	PG							
1	D5			D5	D5	3				1	2			
2														
3														
4	D3	D3												
5	D3	D3												Online
6														Online
7	SUNDAY													
8	MUHARAM													
9														
10														
11														CL
12	D5	D5		D3		3								CL Escorting Pae Ph. D. SB
13	SECOND SATURDAY													
14	SUNDAY													
15	INDEPENDANCE DAY													
16		D5		D5	D5								2	
17														
18	SREEKRISHNA JAYANTHI													
19														CL
20														CL
21	SUNDAY													
22														
23														
24			S3		D4	1	1							
25			CV Camp											OD
26			CV Camp											OD
27			CV Camp											OD.
28	SUNDAY, AYYANKALI JAYANTHI													
29	D5	D5		D5	D5	4								
30	Association Inauguration													
31														
TOTAL														

No. of days Present		UG	PG
No. of days on OD/DL	1	No. of Hours not engaged	
No. of days on CL/Other Leave	1	No. of Hours compensated	

Signature of the Teacher
Signature of the HOD
Signature of the Principal

Teacher Performance Record 2022-2023

September 2022

Date	I	II	III	IV	V	Total		T1	Et	Ex	Re	Pr	H/L	Remarks	
						UG	PG								
1	Onam celebration														
2	Onam vacation														
3															
4	SUNDAY														
5															
6															
7	ONNAM ONAM														
8	THIRUVONAM														
9	MUNNAM ONAM														
10	NAALAM ONAM, SRI NARAYANAGURU JAYANTHI														
11	SUNDAY														
12															
13	S1								5	5					
14															Exam Date
15										2	3				
16										2	3				
17		D3			1						4				
18	SUNDAY														
19															
20															S4 Model Exam
21	SRI NARAYANAGURU SAMADHI														
22		S1		S3											S4 Pre-Exam
23							2								
24															Hospital
25	SUNDAY														
26															
27		D3													messi day
28	S1					1			2	2	3				
29							1		2	2	3				
30	S4	Project/viva (city exam)										4			
TOTAL															

No. of days Present

No. of days on OD/DL

No. of days on CL/Other Leave

No. of Hours not engaged

No. of Hours compensated

UG

PG

Signature of the Teacher

Signature of the HOD

Signature of the Principal

Teacher Performance Record 2022-2023

October 2022

Date	I	II	III	IV	V	Total		T1	Et	Ex	Re	Pr	H/L	Remarks
						UG	PG							
1														
2	SUNDAY, GANDHI JAYANTHI													
3														
4	MAHANAVAMI													
5	VIJAYADHASAMI													
6	D ₅	S ₃		D ₅	D ₅	3	1							
7		D ₃	S ₃	S ₃	S ₃	1	3							
8	NABI DINAM, SECOND SATURDAY													
9	SUNDAY													
10	S ₁	D ₅	D ₅	D ₅	D ₅	4	1							
11	D ₅			D ₅		2				2	1			
12		S ₁				Pore-Ph.D. Viver								
13		S ₁	S ₃			D ₃	1	2						
14				D ₅	D ₅	2								
15														
16	SUNDAY													
17		D ₃	S ₃	S ₃	S ₃	S ₁	3							
18	S ₁	D ₅	D ₅	D ₅	D ₅	4	1							
19	D ₅					1								
20														CL
21		S ₃		D ₅	D ₅	2	1							
22														
23	SUNDAY													
24	DEEPAVALI													
25			S ₃	S ₃	S ₃		3							
26	S ₁	D ₅	D ₅	D ₅	D ₅	4	1							
27	D ₅			D ₅		2								
28						RUB visit								
29														
30	SUNDAY													
31	S ₃						1							
TOTAL														
No. of days Present												UG	PG	
No. of days on OD/DL						No. of Hours not engaged								
No. of days on CL/Other Leave						No. of Hours compensated								

Signature of the Teacher

Signature of the HOD

Signature of the Principal

Teacher Performance Record 2022-2023

November 2022

Date	I	II	III	IV	V	Total		Tl	Et	Ex	Re	Pr	H/L	Remarks
						UG	PG							
1			D ₅	D ₅	D ₅	3					2			
2														CL
3		S ₁	S ₃		D ₃	1	2			2				
4			S ₃	S ₃	S ₃		3				2			
5														
6	SUNDAY													
7	D ₃	D ₃		D ₅	D ₅	4								
8														
9	D ₄ Organic / Practical Exam (UG)													
10	D ₅			D ₅										CL
11		S ₁	S ₃		D ₃									
12	SECOND SATURDAY													
13	SUNDAY													
14					D ₅	1				4				
15	D ₅	D ₅				2								
16			D ₅	D ₅		2					3			
17		S ₁	D ₅	D ₅		2	1				2			
18														CL
19														
20	SUNDAY													
21														
22														PL ₂ valuation
23														"
24	D ₅			D ₅	D ₅	3								"
25		S ₁												
26							1							1 ST A-AN
27	SUNDAY													
28		D ₅												
29									3	2				
30														College union Election Valuation Comp
TOTAL														
No. of days Present														
No. of days on OD/DL												UG	PG	
No. of days on CL/Other Leave						3								

Signature of the Teacher

Signature of the HOD

Signature of the Principal

Teacher Performance Record 2022-2023

December 2022

Date	I	II	III	IV	V	Total		T1	Et	Ex	Re	Pr	H/L	Remarks	
						UG	PG								
1															
2		D ₃	D ₃			2					3				
3															
4	SUNDAY														
5				D ₃	D ₃	2									
6	S ₁													Exam duty	
7		S ₁			D ₃	1	1								
8					D ₃	1					3				
9										1	4				
10	SECOND SATURDAY														
11	SUNDAY														
12		D ₃				1									
13		S ₁					1			2					
14	Academic Carnival of City - meeting														
15		S ₁	S ₃				2							DL	
16		S ₃		S ₁			2								
17															
18	SUNDAY														
19		D ₃				1					4				
20	S ₁						1				4				
21		S ₁					1				4				
22															
23														Ch	
24														Christmas celebration	
25	CHRISTMAS														
26															
27															
28															
29															
30															
31															
TOTAL															
No. of days Present															
No. of days on OD/DL						1		No. of Hours not engaged				UG		PG	
No. of days on CL/Other Leave						1		No. of Hours compensated							

Signature of the Teacher

Signature of the HOD

Signature of the Principal

Teacher Performance Record 2022-2023

January 2023

Date	I	II	III	IV	V	Total		T1	Et	Ex	Re	Pr	H/L	Remarks
						UG	PG							
1	SUNDAY													
2														
3														
4	S ₁						1		3		1			
5									5					
6														
7								DL						NIRF Catholics Performance
8	SUNDAY													
9			D ₃				1		4					
10	S ₁	D ₃	D ₃				2	1	2					
11	S ₁		D ₃				1	1						
12	S ₁		D ₃				1	1			3			
13				S ₁	S ₃		2				3			
14	SECOND SATURDAY													
15	SUNDAY													
16		S ₃	D ₃		D ₃		2	1						
17		S ₃												
18														No regular Attendance
19			D ₃				1							Attendance Certificate
20														
21														Freshers Day
22	SUNDAY													
23														
24														CL
25														CL
26	REPUBLIC DAY													
27														
28														CL
29														CL
30	SUNDAY													
31														DL? Exam DL D ₃ & H/L
TOTAL														

No. of days Present			UG	PG
No. of days on OD/DL		No. of Hours not engaged		
No. of days on CL/Other Leave	2	No. of Hours compensated		
	4			

Signature of the Teacher

Signature of the HOD

Signature of the Principal

Teacher Performance Record 2022-2023

February 2023

Date	I	II	III	IV	V	Total		Tl	Et	Ex	Re	Pr	H/L	Remarks	
						UG	PG								
1										3				Asks Day	
2														CV Camp	
3														"	
4															
5	SUNDAY														
6	S ₃	S ₃	D ₃				1	2							
7		D ₆					1								
8		D ₆					1								
9					OID										
10		D ₆		S ₂			1	1						Pre-PhD visit at SBC College	
11	SECOND SATURDAY														
12	SUNDAY														
13		D ₆		D ₂			2								
14	D ₆	D ₆	S ₁		D ₆		3	1							
15			S ₁	D ₆			1	1							
16								12 4						SB Conference 12	
17	MAHA SIVARATRI														
18															
19	SUNDAY														
20								DL						Tour to Coor	
21								DL						"	
22								DL						"	
23								DL						"	
24															
25	D ₆	D ₆	D ₆	D ₆	D ₆		5								
26	SUNDAY														
27	D ₆														
28															
TOTAL														DL	
No. of days Present															
No. of days on OD/DL						6		No. of Hours not engaged				UG		PG	
No. of days on CL/Other Leave								No. of Hours compensated							

Signature of the Teacher

Signature of the HOD

Signature of the Principal

Teacher Performance Record 2022-2023

March 2023

Date	I	II	III	IV	V	Total		T1	Et	Ex	Re	Pr	H/L	Remarks
						UG	PG							
1											3			CL (AN)
2	D ₆			D ₆	D ₆	3								
3														
4														CL
5	SUNDAY													
6	D ₆		S ₂	D ₆		2	1							
7														
8		S ₁			D ₄	1	1							
9			D ₆	D ₆	D ₆	3								
10		S ₁	D ₆	D ₆	D ₆	3	1							
11	SECOND SATURDAY													
12	SUNDAY													
13	D ₆		S ₄	D ₆		2	1							
14	D ₆	S ₄	S ₄		D ₄	2	2							
15		S ₄									3			
16		D ₄	S ₄	S ₄	S ₄	1	3							
17														
18														
19	SUNDAY													
20	D ₆	D ₆	D ₆	D ₆	D ₆	5								male leave
21	D ₆	D ₆	D ₆	D ₆	D ₆	3								CL (AN)
22														
23		S ₁												water duty
24														
25														
26	SUNDAY													
27		S ₁		D ₂ Day		1	1							
28														
29														forenoon / Association
30														3 rd Sem Valuation - Deputy chairperson
31		D ₃				1								Annual get together.
TOTAL														

No. of days Present		UG	PG
No. of days on OD/DL		No. of Hours not engaged	
No. of days on CL/Other Leave		No. of Hours compensated	


Signature of the Teacher


Signature of the HOD


Signature of the Principal

Teacher Performance Record 2022-2023

April 2023

Date	I	II	III	IV	V	Total		T1	Et	Ex	Re	Pr	H/L	Remarks	
						UG	PG								
1															
2	SUNDAY														
3		D ₂	D ₂												Online class
4		M ₂	M ₂												"
5															"
6	MAUNDY THURSDAY														
7	GOOD FRIDAY														
8	SECOND SATURDAY														
9	SUNDAY, EASTER														
10															
11															
12															
13															
14															
15															
16	SUNDAY														
17															
18															
19															
20															
21															
22															
23	SUNDAY														
24															
25															
26															
27															
28															
29															
30	SUNDAY														
TOTAL															
No. of days Present								No. of Hours not engaged				UG	PG		
No. of days on OD/DL								No. of Hours compensated							
No. of days on CL/Other Leave															

Signature of the Teacher

Signature of the HOD

Signature of the Principal

Teacher Performance Record 2022-2023

May 2023

Date	I	II	III	IV	V	Total		T1	Et	Ex	Re	Pr	H/L	Remarks
						UG	PG							
1	MAY DAY													
2														
3														
4														
5														
6														
7	SUNDAY													
8														
9														
10														
11														
12														
13	SECOND SATURDAY													
14	SUNDAY													
15														
16														
17														
18														
19														
20														
21	SUNDAY													
22														
23														
24														
25														
26														
27														
28	SUNDAY													
29														
30														
31														
TOTAL														
No. of days Present												UG	PG	
No. of days on OD/DL								No. of Hours not engaged						
No. of days on CL/Other Leave								No. of Hours compensated						

Signature of the Teacher

Signature of the HOD

Signature of the Principal

Teacher Performance Record 2022-2023

Invigilation duties in University Examinations		
Date(s) of Duty(s) Assigned	Nature of Duty	Remarks, if any
June 13	Invigilation Duty	
July 18	"	
July 20	"	
September 13	"	
October 28	"	
9/11/22.	Practical Exam Duty	
21/11/22.	4 th Sem PG2 valuation.	

Teacher Performance Record 2022-2023

Home valuation of answer scripts

Name of Examination and Year	Name of Program & Course	University Order No. and Date	Post Held (Additional /Chief/ Chairman)

Question paper settings for University Examinations

Name of Examination and Year	Name of Programme & Course	University/College Order No. and Date

Teacher Performance Record 2022-2023

Attending CV camp for valuation, external examiner (Theory, practical, viva, etc.) for University examinations

Name of Examination and Year	Name of Program/Course	Order No. and date	Post Held (Adnl/Chief/Chairman)	Theory/practical/viva
29/6/2022 to 6/7/22	Chemistry	E-8/2/2022/ EB/9/4/22	Chief	Theory
24/8/22 to 26/8/22	"	EB-8/22	"	"
21/11/22 to 24/11	PG valuation SI		Chairman	"
30/11 to 1/12/22	DA		"	"

Examination work such as Additional Chief Superintendent, squad duties, chairman board of exam coordinator, etc.

Sl No	Name of Examination	Post Held	Details of work
1	M.Sc. Analytical Chemistry	Chairperson	Scheme setting, conduct of valuation

Teacher Performance Record 2022-2023

Institutional Co-curricular activities for students such as field studies/educational tour/ Industrial training and placement activity.		
Sl. No.	Type of Activity	No. of Days
1.	Study Tour and industry visit	3
2.	Visit to RGCIB as a part of MOU	1

Positions held/leadership role played in organization linked with extension work and National Service Scheme (NSS), NCC, NSO or any other similar activity		
Sl. No.	Type of Activity	Average Hours/week
1.	Conducted awareness program on water conservation at Vecheer Grama- Panchayath in collaboration with M.S. Suraminathan Research foundation, on World Water day	3 hrs (22 nd March -2023)

Contribution to Corporate life in Universities/colleges through meetings, popular lectures, subject related events, articles in college magazine and University volumes		
Sl. No	Type of Activity	Yearly/Semester wise responsibilities
1.	Accession's Carnival meeting	Co-ordinator

Teacher Performance Record 2022-2023

Institutional Governance responsibilities like, IQAC coordinator, College council member, Co-operative Society Board Member, Union Director, Warden, Director of Arts Club, etc.

Sl. No.	Type of Activity	Responsibilities
2.	Director of Chemistry Association	Director

Participation in committees concerned with any aspect of departmental or institutional management such as IQAC Member, Anti-Ragging Cell, purchase committee, Women's Forum, PTA executive, admission committee, campus development, library committee, etc.

Sl. No.	Type of Activity	Responsibilities
1.	IQAC Member	Coordination of Criterion-3 activities

Responsibility for, or participation in committees for Students Welfare, Counseling and Discipline, College union, college magazine, SC/ST cell, Nodal officer for scholarships, etc.

Sl. No.	Type of Activity	Responsibilities

Teacher Performance Record 2022-2023

Organization of Conference/ Training/ Sports activities as chairman/Organizing secretary /Treasurer, etc.

Sl. No	Type of Activity	Responsibilities
1.	Annual sports day	Organizing committee person
2.	Organised webinars on Intellectual Property Rights in collaboration with Patent Office, Kolkata	Coordinator

Professional Development Activities

- a. Membership in profession related committees at state and national level
 - i. At national level:
 - ii. At state level:
- b. Participation in subject associations, conferences, seminars without paper presentation
- c. Participation in short term training courses less than one week duration in educational technology, Curriculum development, Professional development, Examination reforms, Institutional governance
- d. Membership/participation in State/Central Bodies/committees on Education Research and National Development
- e. Publication of articles in newspapers, magazines or other publications (not covered in category 3); Radio talks. Television Programme etc.

Sl. No	Type of Activity
1.	Life member of "Kerala Academy of Science", "Indian Society for Technical Education".
2.	Advisory Board member of the journal "Technology & Future".
3.	participated "online Hands-on Training on Learning Management System on 22-9-2022 to 28-09-2022"
4.	Invited talks on Nano-semi Conductors: Potential Candidates for environmental pollution remediation on International Conference on New Frontiers and developments in chemistry at Annamalai college, Parthasarathal on 6-1-2022.
5.	Invited talk on Nano materials: Candidates for sustainable development at St. Mary's college Mannanthur on 28-2-2023
6.	Invited talk on Emerging trends in the remediation of pollutants using Nano materials on National Conference on Contemporary topics in Chemistry 16-Feb-2023 at SB College, Changanacherry.
7.	published a ^{national} paper titled "Structural and optical characterisation of Schiff base incorporated nano TiO ₂ - Mckha Susan Rajan, Anjusha, Jesty Thomas, New numbers and letters (133rv 2820-8317), 13, (2022), 51-62

Teacher Performance Record 2022-2023

Papers in UGC recognized Journals

Title with page Nos. Issue, Volume	Name of the Journal	ISSN No.	Peer reviewed impact factor, if	No. of co-authors	Whether you are the First author/ Corresponding author
1. Kaolin - graphene Carboxyl incorporated TiO ₂ as efficient visible light active photocatalyst for the degradation of Ceftriaxone	Photochemical & photo biological sciences	1474-9092	Peer reviewed IF- 4.328	2	Yes, Corresponding author
2. Enhancement of photocatalytic activity of ZnO under solar light by Nd ³⁺ doping and HPA incorporation and its application in the degradation of Ceftriaxone Sodium.	International J. of Env. Analytical Chemistry	Print- 0306-7319 online- 1029-0397	Peer reviewed IF- 2.5	1	Yes Corresponding author
3. Nanophotocatalysis for the removal of pharmaceutical residues from water bodies: state of Art and recent Trends.	Current analytical chemistry	Print- 1573-2110 online- 1875-6727	Peer reviewed IF- 1.6	2	Corresponding author.
4. Studies on the photoluminescence of lanthanide doped Bismuth oxide based materials. A short review.	An international multidisciplinary double blind peer reviewed Research journal	ISSN - 2582-1962	Peer reviewed	2	Corresponding author.

Books / Book Chapters

Title of the chapter with page Nos.	Book Title, editor and publisher	ISBN No	Whether peer reviewed	No. of co-authors	Whether you are the main author

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Papers published in Conferences/ Seminars/ Workshops				
Title with page Nos.	Details of publication	ISSN/ISBN No	No. of co-authors	Whether you are the main author
1. TiO ₂ /Kaolin-graphene Carboxy nano Composite for the degradation of persistent organic pollutants through advanced oxidation process - Pg-21	DST SERB sponsored International Conference on Nanovision - Emerging trends in nanotechnology and biotechnology - organised by School of applied science, Subesh bryan vihar university - 2022		1	Corresponding author
2. Nd ³⁺ doped graphitic Carbon which incorporated TPP - A novel photocatalyst for the degradation of Antibiotic ceftriaxone Sodium. Page - 22.	"	"	1	Corresponding author

Ongoing/Completed Research Projects and consultancies			
Title	Agency	Period	Grant/Amount (Rs. in Lakhs)

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Research Guidance

Degree	Number Enrolled	Title
UG Project	3	1) Investigations on the synthesis of Schiff base from different aromatic aldehydes and benzidine, & its derivative. 2) Synthesis of Schiff base from Diaminidine and aromatic aldehydes. 3) Synthesis and characterization of Schiff base from different aromatic aldehydes and bisoxazole derivative.
PG Project	2	1) Investigations on the optical properties of Schiff base incorporated nano-TiO ₂ . 2) structural and optical characterization of Schiff base incorporated Nano-TiO ₂ .
Ph.D. or equivalent	3	1) Investigations on the synthesis of different nanocatalysts for the degradation of persistent organic pollutants in water under sun light. 2) Investigations on the development of graphitic carbon nitride based solar photocatalyst for the degradation of endocrine disruptors. 3) Development of nanostructured materials for water purification.

Invited Talks

Title of the Academic Session	Title of the Talk/Lecture Conference / Seminar	Organized By	Whether International/ National
1. Nano-semiconductors Potential Candidates for environmental pollutant remediation	Two day international Conference on "New Frontiers and development in chemistry" &	Post graduate Department of Chemistry Catholicate College Pathanamthitta	International
2. Emerging trends in the remediation of persistent organic pollutants using nanomaterials.	one day national Conference on Contemporary topics in chemistry	Department of chemistry SB, College Changanacherry.	National
3. Nanomaterials Candidates for Sustainable development.	National Science day celebrations.	Post graduate, department of chemistry & IIC St. Mary's College Mandasacker	National

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OTHER ACADEMIC WORKS in 2022-23

Date	Nature of work	Remarks
20-6-23	Reviewer of international journals	

DETAILS OF AWARDS AND HONOURS

Date	Nature of work	Remarks

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Details of On Duty / Duty Leave taken during 2022-23

Date	Nature of activity	Place of activity	Total Days on OD/DL
29/6/22 to 6/7/22	OD - 3 rd & 4 th sem B.Sc valuation	BCEM Kottayam	6
22/8	3 rd sem process.	MCA city	1
24/8/ to 26/8	"	"	6
30/31	D2 Practical Exam	St. Mary's Manjeri	2

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Details of CL, HPL, etc taken during 2022-23

Date	Nature of Leave	Details of Leave	Total Days on Leave
21/6/22	CL		
8/7/22	CL		
16/11/22	CL		
17/8/22	CL		
20/10/22	CL		
2/11/22	CL		
8/11/22	CL		



KURIAKOSE ELIAS COLLEGE MANNANAM

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Mannanam P.O, Kottayam District, Kerala-686561

INTERNAL QUALITY ASSURANCE CELL

ADMINISTRATIVE STAFF PERFORMANCE APPRAISAL FORM

2021-2022

1. Name : DOSCO MATHEWS JACOB

2. Designation: LABORATORY ASSISTANT

Score 1: Lowest
Score 5: Highest

	1	2	3	4	5
ATTITUDE TOWARDS CO-WORKERS					
1. Do you cooperate to the needs of your colleagues?				✓	
2. Are you sincere to the needs of your colleagues?					✓
3. Are you dedicated to the needs of your colleagues?					✓
4. Do you motivate your colleagues?				✓	
ATTITUDE TOWARDS PUBLIC					
1. Are you cooperative with the needs of the public?					✓
2. Are you cheerful when you meet the public?				✓	
PERCEPTIVITY AND SENSITIVITY					
1. Are you perceptive to the needs of the student, faculty, and institutional needs?				✓	
2. Are you sensitive to the needs of the student, faculty, and institutional needs?				✓	
STAFF/STUDENT RELATIONS					
1. Do you have the ability to engage, motivate, supervise, and effectively work with your colleagues?				✓	
2. Do you have the ability to engage, motivate, supervise, and effectively work in the interest of students?				✓	
DEPENDABILITY					
1. Do you carry through your tasks/ areas of management assigned to you in a responsible manner?				✓	

ATTENDANCE/JOB PERFORMANCE				
1. Do you reach college on time? And also reach your boarding point on time?			✓	
2. Do you take leave only with the prior permission of your authorities?				✓
3. When unplanned leave is taken do you inform your authorities?				✓
INITIATIVE				
1. Do you take self-driven initiatives to improve your work?			✓	
2. Do you offer suggestions to the responsible authorities offering suggestions for improvements in work practices?		✓		
RESPONSE TO SUPERVISION				
1. Do you positively respond to any instruction, guidance, correction, and discipline by your superiors?			✓	
2. Do you have the ability to identify, analyze the problems and plan effective solutions?		✓		
JOB KNOWLEDGE				
1. Do you meet work standards and complete all work always on time and focus on your work only?			✓	
2. Do you require constant supervision, or follow-up to complete the given task?			✓	

Any other Comments:



Signature:

Jacob

DOSCO MATHEWS JACOB