

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001: 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

6.3

**Faculty Empowerment Strategies** 

6.3.1

Management Review Report
Non-Teaching Staff
2019-2024



Rajagiri Valley P.O., Kakkanad Cochin - 682 039, Kerala E office@rajagiricollege.edu.in www.rajagiricollege.edu.in

## Performance Based Appraisal System

#### **Management Review Report**

Academic Year: 2023-2024

Date: 24.04.2024

Name of the Accountant: Mr. Arun John

Dear Accountant,

Based on your self-appraisal and the review of the Principal, I would like to make the following observations:

Observations:

I appreciate your effective student engagement and your ability to build interpersonal skills with both teaching and non-teaching staff. You are indeed an added support to the chief Accountant for maintaining the financial reports and accounts. You see to it that the accounts furnished are true and transparent in nature. Your ability to work under pressure to achieve the target is appreciated. I appreciate that you maintain the work-life balance and create a healthy work environment through your positive engagements.

Suggestions:

I suggest you explore about advanced accounting Software and tools that can automate routine tasks, reduce errors and provide more insightful financial analysis.

Wishing you a fruitful academic year ahead!

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Director

Rev. Dr. Mathew Vattathara CMI

DIRECTOR

Rajagiri College of Management & Applied Science Rajagiri Valley P.O., Kakkanad, Kochi- 682 039





# Performance Based Appraisal System Management Review Report

Academic Year: 2022-2023

Date: 21.04.2023

Name of the Librarian: Ms. Renu V Namboothiri

Dear Librarian,

Based on your self-appraisal and the review of the Principal, I would like to make the following observations:

Observations:

The Management is pleased to have you as the librarian of this college, as you demonstrate a solid understanding of library systems, cataloguing methods, and information retrieval. Your proficiency in using digital tools and platforms to manage and catalogue library resources is appreciable. Your knowledge of current library trends and practices is commendable, which allows you to make informed decisions about resource acquisitions and user services.

It is observed that you have always maintained a positive and welcoming attitude towards library patrons. You are patient and attentive, providing thorough assistance to users seeking help with research, locating materials, or using library facilities.

Overall, you have demonstrated a high level of competence and dedication in your role.

#### Suggestions:

I would suggest that you enhance your professional development through workshops and seminars to stay updated with the latest advancements in library science. Consider exploring advanced training in digital archiving and database management to further enhance your expertise. To maintain a good team spirit among your colleagues, consider establishing a feedback mechanism to evaluate the impact of new initiatives and identify areas for improvement.

Wishing you a fruitful academic year ahead!

Director

Rev. Dr. Mathew Vattathara CMI

DIRECTOR

Kajagiri College of Management & Applied Science

Rajagiri Valley P.O., Kakkanad, Kochi-682 039



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#### Performance Based Appraisal System

#### **Management Review Report**

Academic Year: 2021-2022

Date: 25.04.2022

Name of the Chief Accountant: Ms. Jincy Sunil

Dear Accountant,

Based on your self-appraisal and the review of the Principal, I would like to make the following observations:

Observations:

I am happy to observe that all of your key responsibilities are well maintained. It has been noted that you oversee the accounting department and ensure accurate financial reporting. Your management of the financial audits and reports is highly professional, compliance with accounting standards and regulations.

I appreciate your skill in managing the entire financial resources and reports and building up the entire accounts team.

Suggestions:

I suggest you to schedule regular meetings with the other departments to discuss financial insights and align strategies so that you can improve the transparency in financial reports and facilitate a better collaboration.

Wishing you a fruitful academic year ahead!

Director

Rev. Dr. Mathew Vattathara CMI

DIRECTOR

Rajagiri College of Management & Applied Science Rajagiri Valley P.O., Kakkanad, Kochi-682 039



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## Performance Based Appraisal System

#### Management Review Report

Academic Year: 2020-2021

Date: 26.04.2021

Name of the Office Staff: Mr. Dineesh U.K

Dear Office Staff,

Based on your self-appraisal and the review of the Superintendent and the Principal, I would like to make the following observations:

Observations:

The management is pleased to have you as the head clerk, with a high level of responsibility and dedication to the work assigned to you. I appreciate your hard work for the betterment of our college. You have been a source of inspiration and support to all of your team members.

Overall, I appreciate your professional outlook and proactive role in the activities organised by the college.

Suggestions:

I recommend you to have good communication with teaching staff and other departments so as to ensure alignment and clarity on objectives and expectations. Consider acquiring advanced skills in AI tools in administration for additional development.

Wishing you a fruitful academic year ahead!

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Director

Rev. Dr. Mathew Vattaebara CMI

Rajagiri College of Management & Applied Science\*
Rajagiri Valley P.O., Kakkanad, Kochi-682 039





## Performance Based Appraisal System

### **Management Review Report**

Academic Year: 2019-2020

Date: 24.04.2020

Name of the Superintendent: Mr. Ranjith K.J

Dear Superintendent,

Based on your self-appraisal and the review of the Principal, I would like to make the following observations:

Observations:

I congratulate you for overseeing the daily operations of the college office and ensuring that all processes and activities align with organizational goals. I have also noticed your leadership skills in managing both teaching and non-teaching staff to maintain high morale.

I appreciate your problem-solving capacity to handle operational issues adeptly and find effective solutions to challenges that arise, during the admissions in particular. Overall, you have shown strong capabilities in managing daily operations and leading the team effectively.

Suggestions:

I suggest you to establish a regular feedback system to gather input from staff and other stakeholders on operational effectiveness and areas for improvement. Explore opportunities for attending industry conferences or workshops to gain new insights and strategies and encourage your staff to update themselves by attending them.

Wishing you a fruitful academic year ahead!

Director

Rev. Dr. Mathew Vattathara CMI

Rajagiri College of Management & Applied Science: Rajagiri Valley P.O., Kakkanad, Kochi, 632 038

