

**Criterion VI
Governance,
Leadership and
Management**



RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

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
Strategy**

6.3.1

Self-Appraisal by Teaching Staff

Submitted to





RCMAS
RAJAGIRI COLLEGE OF MANAGEMENT &
APPLIED SCIENCES

**PERFORMANCE APPRAISAL / SELF ASSESSMENT REPORT OF TEACHERS
ACADEMIC YEAR 2023- 2024**

1. General Information

- a) Name : Sreeja Kumar
- b) Address : CMRW H05 A, Sree Padmam, Makaliyam
Chitrapuzha road, Irimpanam PO, Ernakulam
- c) Ph. No. : 7736037169
- d) Designation : Assistant Professor
- e) Department : Management
- f) Date of Birth : 29/06/1988
- g) Area of Specialization : Finance

2. Academic Qualifications

Exam Passed	Board/ University	Year	Division/Grade Merit etc.
Bachelor's Degree (s)	University of Calicut	2008	83%
Master's Degree (s)	University of Calicut	2010	77%
MPhil/PhD	Nil		
Other Diploma / Certificates etc.	UGC NET	2011	

3. Research Experience

Research Stage	Title of work/Theses
	Nil

a. No. of research papers published (please enclose list): 1

“A study on impact of Capital structure and Dividend policy towards Steel Industries in India” in International Journal of Engineering Technology and Management Sciences ,UGC Care, Volume 8 March 2024.ISSN : 2581-4621

b. Research Projects:

Title of the Project	Name of the funding agency	Duration
Nil	Nil	Nil

c. Details of Seminars, Conferences, Symposia organized: Workshop on Data Analysis & Interpretation in Research, Human Right Symposium, National seminar on Civil Right protection of Transgender persons, Yoga Shilpashala

d. Patents taken, if any, give a brief description: Nil

e. Membership of Professional Bodies, Editorship of Journals etc.: Nil

4. Improvement of Professional competence

a) Details regarding refresher courses/orientation attended, participation in summer schools,

workshops, seminars, symposia etc. including open university courses/M.Phil., Ph.D:
Saamrik 2023-24 organised by Rajagiri college of Management & Applied Sciences- Annual
Academic Retreat, Workshop on Data Analysis & Interpretation in Research, Research
Methodology Lecture Series- EBSCO Onsite Training

5. Seminars, Conferences, Symposia Workshops etc. attended

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
Attended 8 day National level Online Faculty Development Program on Research Methodology using ChatGPT and AI tools	PG Department of Computer Applications, Marian College Kuttikanam in association with The Kerala State Higher Education Council	Online 21 September 2023 to 29 September 2023.
FDP on MGU-UGP	Academic Committee- MGU-UGP	Rajagiri college of Management & Applied Sciences, Kakkannad 18 April 2024

6. Teaching Experience.

a. Classes Taught During the current year:

UG/PG	Programme	Semester	Courses	Weekly Workload
UG	BBA	V	Environment Science and Human Rights	5 hrs
UG	BBA	I	Business Accounting	6 hrs
UG	B.COM-MIT	III	Financial Markets & Operations	4 hrs
UG	BBA	VI	Healthcare Management	3 hrs
UG	BBA	II	Cost & Management Accounting	6 hrs
UG	BBA	IV	Financial	5 hrs

			Management	
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Total Workload per semester:

Sem	Odd Sem	Even Sem
Total	15	14

b. Classes Taught During the previous years:

UG/PG	Programme	Semester	Courses	Weekly Workload
UG	B.COM-M2T	VI	Cost Accounting II	4 hrs
UG	B.COM-Logistics & Marketing	II	Principles of Business Decisions	6 hrs
UG	B.COM-Marketing	IV	Service Marketing	3 hrs

c. Teaching Experience in other institutions, if any:

Name of the Institution	UG/PG	Tenure	Programme	Courses
SCMS School of Technology & Management, Muttom, Aluva	UG	8 years	B.COM-Finance & Taxation, Computer Application	Marketing management, Business management, Principles of business decisions, Management accounting, Advertising, Financial management, EDPM, Auditing

- d. **Total Teaching Experience: 9 years**
- e. **Regularity and Punctuality: Regular and Punctual**

- f. **Details of Materials/Resource/Reading lists supplied to students: Solving of University question papers,PPTs of subjects were shared, regular notes were provided.**
 - i. Discussing the past University exam question papers, giving notes and solutions to theory and problem based questions respectively.

- g. **Details of participation in the following:**
 - i. University Education: Taking classes for UG students . Participated in paper valuation camp conducted by MG University for B.com.
 - ii. Internal Evaluation: Evaluated Internal examination papers of BBA & B.com in the respective subject. Internal exam invigilation duty and Internal Project Viva.
 - iii. Paper Setting: Nil
 - iv. Assessment of Home assignments: Provided assignments both group and Individual on the allotted subjects. Participated in home valuation of papers taught in various semesters.
 - v. Conduct of Examinations: Invigilation duty
 - vi. Evaluation of Dissertation etc.: UG Project guide

7. Innovations/Contributions in Teaching

- i. Design of Curriculum : Nil
- ii. Teaching methods: Experiential learning including presentations and peer teaching
- iii. Laboratory experiments: Nil
- iv. Evaluation methods: Oral test, Categorizing students on the basis of marks and giving practice assignments and remedial classes.

- v. Preparation of resource material: Question banks and answer keys based on past five years.
- vi. Remedial teaching/student Counseling (academic): Conducted remedial sessions to academically weaker students. Mentored different students of first year BBA programme.
- vii. Any other

8. Extension Work/Community Service

- a. Please give a short account of your contribution to:
 - i. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.-Nil
 - ii. National Literacy Mission: Nil
- b. Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity-Was part of CSR activity conducted by the department.

9. Participation in Corporate Life:

Please give a short account of your contribution to:

- College/University/Institution: Taking classes for various semesters of BBA and B.com classes
- Co-curricular Activities: Faculty Incharge of Yoga club, House in Charge of Lilacs House. Cultural events coordinator of ICON 2023, Faculty coordinator of Two days workshop on Research Data Analysis and Intepretation, Department Secretary-BBA, Member of Gender Equity Cell-Ektha. Mentoring coordinator of the Department., Faculty coordinator of Bizcorp- BBA Association Inauguration 2023,
- Enrichment of Campus Life: Was part of CSR and extension activities conducted by the department during the Academic year.
- Students Welfare and Discipline: Remedial class and counselling
- Membership/Participation in Professional Bodies/Committees on Education and National Development: Nil

10. Assessment

- a) Steps taken by you for the evaluation of the course programme taught: Preparation of Course plan and study materials. Evaluating students on the basis of marks and giving remedial sessions.

11. General Data

State brief assessment of your performance indicating

- (a) achievements – Was able to teach for B.com & BBA students. Published a paper in UGC Care Journal. Participated in FDP'. Faculty Incharge of Yoga club and coordinator of programmes conducted by the department. Served as Department secretary of BBA. Confident in working in a challenging and competitive environment contributing to the success and growth of the organization. Member of Gender Equity Cell-Ektha. Mentoring coordinator of the Department. Criteria 3 Department Incharge.
- (b) difficulties faced : Time constraints in completing portions due to co curricular activities.
- (c) suggestions for improvement-Need to work on publishing more articles.

Date:
30/5/2024
Place:
Kakkanad


Signature of the Teacher

12. Verification of factual data


a) General Information:				
Excellent	✓ Very Good	Good		Satisfactory
b) Teaching:				
Excellent	✓ Very Good	Good		Satisfactory
c) Details of Innovations/Contribution in teaching, during the year:				
Excellent	✓ Very Good	Good		Satisfactory
d) Improvement of Professional competence;				
Excellent	Very Good	✓ Good		Satisfactory
e) Research contributions:				
Excellent	Very Good	✓ Good		Satisfactory
f) Extension work/community service:				
Excellent	✓ Very Good	Good		Satisfactory
g) Participation in Corporate Life:				
Excellent	✓ Very Good	Good		Satisfactory

Certified that Ms. Sreeja kumar has been working
as Assistant Professor in this Department since 2023

The particulars given in this application have been checked and verified.

Date: 30/5/2024

Place: kakkanad



Megha Mohan
Signature of the HoD

Remarks:

Date: 31/5/24

Place: kkd




Signature of the Principal
PRINCIPAL
Rajagiri College of Management & Applied Sciences
Rajagiri Valley, P. O., Kakkannad - 682 039



**PERFORMANCE APPRAISAL / SELF ASSESSMENT REPORT OF TEACHERS
ACADEMIC YEAR 2022-2023**

1. General Information

a) Name : Dr Ajosh George

Address : Padiyil ,Varikoli PO,Puthencruz,Ernakulam

b) Ph. No. : 9946489890

c) Designation : Assistant Professor

d) Department : Commerce

e) Date of Birth : 19.08.1977

f) Area of Specialization : Law & Management

2. Academic Qualifications

Exam Passed	Board/ University	Year	Division/Grade Merit etc.
LLB	M G University	2002	II Grade
BHM MBA	Bangalore University	1998 2004	59% C Grade
PhD	Bundalkhand Univeresity	2014	
Other Diploma / Certificates etc.	Pursuing Phd from Lincoln University Malaysia		

3. Research Experience NIL

Research Stage	Title of work/Theses
Publications	
Final Thesis drafting	

a. No. of research papers published (please enclose list):

b. Research Projects: NIL

Title of the Project	Name of the funding agency	Duration

c. Details of Seminars, Conferences, Symposia organized: NIL

d. Patents taken, if any, give a brief description: NIL

e. Membership of Professional Bodies, Editorship of Journals etc.: Member Ernakulam Bar Association

4. Improvement of Professional competence

a) Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc. including open university courses - NIL

5. Seminars, Conferences, Symposia Workshops etc. attended - NIL

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date

6. Teaching Experience. 12 years

a. Classes Taught During the current year:

UG/PG	Programme	Semester	Courses	Weekly workload
PG UG	MCOM BCOM BCOM	1 & 2 1 & 2 6 sem	Marketing mgmt International business Corporate Laws Business Laws International marketing	14 hours

Total Workload per semester:

Sem	Odd Sem	Even Sem
Total	14	14

b. Classes Taught During the previous years:

UG/PG	Programme	Semester	Courses	Weekly workload
PG UG	MCOM BCOM BCOM	1 & 2 1 & 2 6 sem	Marketing mgmt international business Corporate laws Business Laws International marketing	14 hours

c. Teaching Experience in other institutions, if any: NIL

Name of the Institution	UG/PG	Tenure	Programme	Courses

d. Total Teaching Experience: 12

e. Regularity and Punctuality -During the academic year 2022-23, I upheld a strong standard of regularity and punctuality, achieving an attendance rate of 98%. I ensured that all classes and meetings were conducted on time, despite occasionally having to manage unforeseen personal commitments. To maintain this level of punctuality, I employed efficient scheduling practices and used reminders and alarms to keep track of all my obligations. This dedication ensured a consistent and reliable presence for my students, which is critical for their academic success.

f. Details of Materials/Resource/Reading lists supplied to students.I provided a curated list of the latest academic publications, online courses, and multimedia resources. I also included access to specialized databases and professional journals relevant to their studies.

g. Details of participation in the following:

i. University Education -I enhanced my teaching by incorporating field trips and practical workshops, providing students with real-world insights and hands-on experience.

ii. Internal Evaluation - I refined my internal evaluation processes to include more peer assessments and collaborative projects, encouraging teamwork and peer learning.

iii. Paper Setting - NIL

iv. Assessment of Home assignments -I implemented a rubric-based assessment system for home assignments, ensuring transparency and consistency in grading.

v. Conduct of Examinations -I participated in the planning and conduct of proctored online examinations, utilizing advanced software to ensure academic integrity.

vi. Evaluation of Dissertation etc - I offered extensive support for dissertation projects, including regular feedback sessions and workshops on research methodologies.

vii. Innovations/Contributions in Teaching

i. Design of Curriculum - I played a pivotal role in integrating interdisciplinary courses into the curriculum, broadening the scope of student learning and career prospects.

- ii. Teaching methods - I used blended learning approaches, combining online and offline methods to cater to diverse student needs and preferences.
- iii. Laboratory experiments - NIL
- iv. Evaluation methods - I introduced real-time assessment tools and analytics to monitor student progress and provide immediate feedback.
- v. Preparation of resource material -I created a comprehensive suite of digital and printed resources, including case studies, research compilations, and interactive learning tools.
- vi. Remedial teaching/student Counseling (academic) -I offered personalized academic counseling sessions and developed custom learning plans for students needing additional support.
- vii. Any other - I coordinated industry visits and internships, providing students with practical exposure and networking opportunities.
- viii. **Extension Work/Community Service**
 - a. Please give a short account of your contribution to:
 - i. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. - NIL
 - ii. National Literacy Mission - NIL
 - b. Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity - NIL

7. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/University/Institution - I contributed to strategic planning and policy development, ensuring that institutional goals align with current educational trends and standards.
- b) Co-curricular Activities - I organized and supported a variety of student-led initiatives, including academic clubs and volunteer programs, fostering leadership and community service.

- c) Enrichment of Campus Life -I promoted campus-wide initiatives focusing on sustainability and social responsibility, enhancing the overall implemented a mentorship program and conducted regular workshops on academic integrity and personal development. ll campus experience.
- d) Students Welfare and Discipline -Membership/Participation in Professional Bodies/Committees on Education and National Development - I engaged in national and international educational forums, contributing to research and policy development in higher education.
- e) **Assessment**
 - a) Steps taken by you for the evaluation of the course programme taught -I incorporated regular student feedback sessions and used data analytics to assess and improve course effectiveness.
 - b) General Data

State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement -n assessing my performance, I successfully implemented innovative teaching methods and maintained high student satisfaction rates. Challenges included managing an increased workload and staying updated with rapid technological changes. For improvement, I suggest ongoing professional development in emerging educational technologies and increased collaboration with industry experts.

Kakkanad

26/04/2022



Signature of the Teacher

8. Verification of factual data

a) General Information:

Excellent Very Good Good Satisfactory

b) Teaching:

Excellent Very Good Good Satisfactory

c) Details of Innovations/Contribution in teaching, during the year:

Excellent Very Good Good Satisfactory

d) Improvement of Professional competence;

Excellent Very Good Good Satisfactory

e) Research contributions:

Excellent Very Good Good Satisfactory

f) Extension work/community service:

Excellent Very Good Good Satisfactory

g) Participation in Corporate Life:

Excellent Very Good Good Satisfactory

Certified that Mr. Ajay P. George has been working
as Asst. Professor in this Department since 01/07/2010.

The particulars given in this application have been checked and verified.

Date: 27/4/22
Place: Kakkanad


Signature of the HoD

Remarks:

Date: 28/4/22
Place: Kakkanad


Signature of the Principal



**PERFORMANCE APPRAISAL / SELF ASSESSMENT REPORT OF TEACHERS
ACADEMIC YEAR 2021- 2022**

1. General Information

- a) Name : Sreelakshmi K S
- b) Address : Ushus house, veloor west p o, near ellamapally
bridge, thiruvathukkal , Kottayam, 686003
- c) Ph. No. : 790721936
- d) Designation : Assistant Professor
- e) Department : Department of Animation and Graphic Design
- f) Date of Birth : 09-09-1990
- g) Area of Specialization : Adobe animate, Adobe illustrator, Adobe photoshop,
stop motion animation, character designing

2. Academic Qualifications

Exam Passed	Board/ University	Year	Division/Grade Merit etc.
Bachelor's Degree (s)	Amrita Vishwa vidyapeedam	2012	First class
Master's Degree (s)	Mg university	2014	First class
MPhil/PhD			
Other Diploma / Certificates etc.			

3. Research Experience

Research Stage	Title of work/Theses
Publications	

a. No. of research papers published (please enclose list):

b. Research Projects:

Title of the Project	Name of the funding agency	Duration

c. Details of Seminars, Conferences, Symposia organized:

d. Patents taken, if any, give a brief description:

e. Membership of Professional Bodies, Editorship of Journals etc.:

4. Improvement of Professional competence

a) Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc. including open university courses/M.Phil., Ph.D.

5. Seminars, Conferences, Symposia Workshops etc. attended

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date

6. Teaching Experience.

a. Classes Taught During the current year:

UG/PG	Programme	Semester	Courses	Weekly workload
1-5 Techniques of Photographic Composition	Ba animation and graphic design	1 semester	Animation and graphic design	5 hr
2-5 Vector Graphics	Ba animation and graphic design	2 semester	Animation and graphic design	5 hr
b) 3-1 Character Designing for Animation	Ba animation and graphic design	3 semester	Animation and graphic design	5 hr
d) 4-2 Stop Motion Animation	Ba animation and graphic design	4 semester	Animation and graphic design	5hr
5-3 Digital Illustration	Ba animation and graphic design	5 semester	Animation and graphic design	5hr
6-6 Advertising Design	Ba animation and graphic design	6 semester	Animation and graphic design	5hr
Method of Shooting	Ma Graphic Design	1 semester	Graphic design	4 hr

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Total Workload per semester:

Sem	Odd Sem	Even Sem
Total	19 hr	15 hr

b. Classes Taught During the previous years:

UG/PG	Programme	Semester	Courses	Weekly workload
Planning for Animation	Ba animation and graphic design	2 semester	Animation and graphic design	5hr
Vector Graphics	Ba animation and graphic design	2 semester	Animation and graphic design	5hr
Classical animation	Ba animation and graphic design	3 semester	Animation and graphic design	3 hr
d) 4-2 Stop Motion Animation	Ba animation and graphic design	4 semester	Animation and graphic design	5hr

c. Teaching Experience in other institutions, if any:

Name of the Institution	UG/PG	Tenure	Programme	Courses
Majlis Arts And Science College , Mannapuram	UG	1 YEAR 6 MONTH	MULTIMEDIA	BA MULTIMEDIA & BA Mass Communication & Journalism
DEPAUL INSTITUTE OF SCIENCE AND TECHNOLOGY	UG & PG	1 YEAR	ANIMATION AND MULTIMEDIA	BA ANIMATION & VFX, BA MULTIMEDIA AND MA MULTIMEDIA

d. Total Teaching Experience: 6 YEARS

e. **Regularity and Punctuality:** I am always on time and stick to my schedule. Being regular and punctual shows that I respect others and take my work seriously. I finish tasks on time and am dependable in meetings and events. This helps me build trust and work well with others.

f. **Details of Materials/Resource/Reading lists supplied to students.**

Textbooks:

The Animator's Survival Kit by Richard Williams

Software Tools:

Photoshop, Illustrator, Animate, Dragon Frames

Online Resources:

Access to online tutorials and workshops

Digital libraries and resource repositories

Handouts:

Lecture notes and topic summaries

Project briefs and assignment guidelines

Multimedia Resources:

Instructional videos and step-by-step guides

Case studies and analysis of notable works in animation and graphic design

Project Resources:

Sample project files and templates

Asset libraries (textures, models, vectors)

Workshops and Labs:

Scheduled lab sessions for hands-on practice

Workshops with industry professionals

g. **Details of participation in the following:**

i. **University Education:**

ii. **Internal Evaluation:** As part of the academic faculty, I am actively involved in internal evaluation processes, conducting assessments and providing feedback to students for their progress and understanding

iii. **Paper Setting:** Prepared questions for university examination regarding character designing subject.

iv. **Assessment of Home assignments:** as an instructor, I assess home assignments submitted by students, providing detailed feedback and constructive criticism to support their academic growth and development.

v. **Conduct of Examinations:** I conducted internal examinations of my subject and provided support for the smooth conduct of external university exams.

vi. **Evaluation of Dissertation etc.** N/A

7. **Innovations/Contributions in Teaching**

i. **Design of Curriculum:**

- ii. **Teaching methods:** Give tutorial video which I created, guide students with their project works. Through the discussion suggest some easy methods to solve problems.
- iii. **Laboratory experiments:** In the stop motion lab, I methodically design and conduct laboratory experiments, development hands-on learning experiences that allow students to explore and master the techniques of stop motion animation.
- iv. **Evaluation methods:** I evaluate students through a variable approach, incorporating methods such as quizzes, exams, projects, presentations, and class participation to assess their comprehension, application of knowledge, creativity, and critical thinking skills.
- v. **Preparation of resource material:** preparing study resources from academic journals, textbooks, online platforms, professional organizations, collaborations with colleagues, and personal research endeavors.
- vi. **Remedial teaching/student Counseling (academic):** I provide remedial teaching and academic counselling to students, offering personalized support and guidance to address their academic challenges, enhance their understanding of course material, and facilitate their overall academic success.
- vii. **Any other:** N/A

8. Extension Work/Community Service

- a. Please give a short account of your contribution to:
 - i. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - collecting donations of funds, food, and clothing to support impoverished families in need, demonstrating our commitment to community welfare and social responsibility.
 - ii. National Literacy Mission
- b. Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.
 - We're partnering with the NSS team to organize a plastic bottle collection campaign, aiming to promote environmental consciousness and recycling practices within our community
 - A plastic bottle installation, gathered through our bottle collection campaign, was prominently featured at the 40th Flower Show held in Kochi, showcasing our commitment to environmental conservation and sustainable practices.

9. Participation in Corporate Life:

Please give a short account of your contribution to:

a) College/University/Institution

- Sick room incharge
- Judges in many cultural events
- Staff coordinator in fine events held in college
- Sarganjali coordinator

b) Co-curricular Activities

- Host animation workshops where students can learn new animation techniques, software skills, and industry-standard practices from experienced animators.
- Organize graphic design competitions and challenges where students can showcase their creativity, design prowess, and problem-solving abilities.
- Invite guest speakers from the animation and graphic design industry to deliver lectures, share insights, and discuss emerging trends and technologies in the field.

c) Enrichment of Campus Life

- Organize cultural events that showcase the diverse backgrounds and talents of students. This can include music and dance performances, and art exhibitions.
- Provide venues and support for student-led arts and performance groups to showcase their talents through theater productions, musical performances, art exhibitions, and creative projects.

d) Students Welfare and Discipline

- Establish student support services such as counseling, sick room health clinics, and academic advising to provide students with resources and support for their physical, mental, and emotional well-being.
- Conduct orientation programs for new students to familiarize them with campus policies, resources, and support services. Provide guidance on academic expectations, campus life, and available support systems.
- Implement peer mentorship programs where experienced students can mentor and support incoming or struggling students, providing guidance, encouragement, and assistance as needed.

e) Membership/Participation in Professional Bodies/Committees on Education and National Development

10. Assessment

a) Steps taken by you for the evaluation of the course programme taught

I evaluate course programs using a systematic approach. First, I establish clear learning objectives to guide the course. I use formative assessments to monitor progress and

conduct Interactive Assessment Tool (IAT) evaluations to gather student feedback. At the end of each course, I complete surveys to assess various aspects and review the effectiveness of the course materials. Additionally, I analyze feedback and data to improve my teaching methods. This ongoing process ensures that my courses are continuously refined to meet the evolving needs of students and maintain high academic standards.

11. *General Data*

State brief assessment of your performance indicating

(a) **achievements:** I have successfully implemented innovative teaching methods, received positive feedback from students, and achieved high levels of student engagement and learning outcomes. Additionally, I have contributed to curriculum development and participated in professional development activities to enhance my teaching skills.

(b) **difficulties faced:** Some challenges I faced is managing large class sizes, it affects the quality of students works can focus on each students .due to heavy workload and responsibilities affects the quality of teaching. Additionally, balancing teaching responsibilities with administrative tasks and other commitments posed time management challenges

(c) suggestions for improvement.

Date: 24/02/2022

Place: Kakkanad



Signature of the Teacher

12. Verification of factual data

- | | | | | |
|--|-------------|-------------|------|--------------|
| a) General Information: | Excellent ✓ | Very Good | Good | Satisfactory |
| b) Teaching: | Excellent ✓ | Very Good | Good | Satisfactory |
| c) Details of Innovations/Contribution in teaching, during the year: | Excellent ✓ | Very Good | Good | Satisfactory |
| d) Improvement of Professional competence; | Excellent ✓ | Very Good ✓ | Good | Satisfactory |
| e) Research contributions: | Excellent | Very Good ✓ | Good | Satisfactory |
| f) Extension work/community service: | Excellent ✓ | Very Good | Good | Satisfactory |
| g) Participation in Corporate Life: | Excellent ✓ | Very Good | Good | Satisfactory |

Certified that Ms. Snehalakshmi K. S has been working
as Assistant Professor in this Department since 2017

The particulars given in this application have been checked and verified.

Date: 28/04/2022

Place: Kakkanad



Signature of the HoD

Remarks:

Date: 30/4/2022

Place: Kakkanad



Signature of the Principal



**PERFORMANCE APPRAISAL / SELF ASSESSMENT REPORT OF TEACHERS
ACADEMIC YEAR 2020- 2021**

1. General Information

- a) Name : Megha Mohan
- b) Address : Thyparambil, Sea View Ward Bazaar P O Alappuzha :
- c) Ph. No. : 9961477789
- d) Designation : Assistant Professor
- e) Department : Management
- f) Date of Birth : 09.04.1986
- g) Area of Specialization : Marketing Management & Human Resource Management

2. Academic Qualifications

Exam Passed	Board/ University	Year	Division/Grade Merit etc.
MPhil/PhD	-	-	-
Master's Degree (s)	ICFAI University	2009	CGPA - 8.42
Bachelor's Degree (s)	Kerala University	2007	74%
Other Diploma / Certificates etc.	NET DCA	2011 2007	-

3. Research Experience

Research Stage	Title of work/Theses
Publications	

- a. No. of research papers published (please enclose list): Nil
- b. Research Projects: Nil

Title of the Project	Name of the funding agency	Duration

- c. Details of Seminars, Conferences, Symposia organized: Nil
- d. Patents taken, if any, give a brief description: Nil
- e. Membership of Professional Bodies, Editorship of Journals etc.: Nil

4. Improvement of Professional competence

- a) Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc. including open university courses/M.Phil., Ph.D. - Nil

5. Seminars, Conferences, Symposia Workshops etc. attended

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
One Week National Level FDP on Skills for Next Generation Teachers	Guru Angad Dev Teaching Learning Centre, Ministry of Education and Vimala College	1.12.2020 - 7.12.2020
National Webinar on Role of Management during Covid 19	MES College, Erumely	10.6.2020
Online International FDP on E Governance Culture :Transformation in Higher Education DStakeholders UX	Association of Principals of Colleges of Bharathiar University	26.6.2020

6. Teaching Experience.

a. Classes Taught During the current year:

UG/PG	Programme	Semester	Courses	Weekly workload
UG	BBA	3	Marketing Management	5
UG	BBA	4	Managerial Economics	5

UG	BBA	5	Organizational Behavior	6
UG	BCA	5	Brand Management	4
UG	BBA	6	Strategic Management	5
UG	BBA	6	Management Project	1

Total Workload per semester:

Sem	Odd Sem	Even Sem
Total	15	12

b. Classes Taught During the previous years:

UG/PG	Programme	Semester	Courses	Weekly workload
UG	BBA	3	Marketing Management	5
		4	Managerial Economics	5
		5	Operations Management	3
		5	Organizational Behaviour	5
		6	Environment Science and Human Rights	6
		6		3

UG	BCA	5	Brand Management	4
UG	B Com	3	Principles of Business Decisions	5

c. Teaching Experience in other institutions, if any:

Name of the Institution	UG/PG	Tenure	Programme	Courses
MET Advanced Studies, Kayamkulam	PG and UG	4 Years	MBA, BBA	Mark eting and HR Electi ves
CMS College Kottayam	PG	6 Mont hs	MBA	Mark eting Electi ves

d. Total Teaching Experience: 11.5 years

e. Regularity and Punctuality

I always ensure to complete my academic and co curricular assignments and responsibilities on time. I am regular and punctual to the College and I have actively coordinated various events of the College

f. Details of Materials/Resource/Reading lists supplied to students.

Exam oriented Contents and Materials are prepared with reference to previous year Question papers and important areas of the Syllabus. Previous QPs and Question Banks are also provided to make the students exam ready. Updated study materials including PPTs , Notes and key Word short notes which will help in mind mapping are prepared and circulated to

students.

g. Details of participation in the following:

i. University Education

- Handling classes for UG Streams
- Appointed as Additional Examiner in BBA Valuation Camps conducted by MG University
- Examiner of BBA VI Semester Viva Voce Examination

ii. Internal Evaluation

- Invigilation Duty of Internal Exams
- Question paper Framing and Paper Valuation
- Internal Examiner of Mini Project and Management Project
- Assignments and Viva Voce Evaluation

iii. Paper Setting - Question Bank Preparation

iv. Assessment of Home assignments - Evaluation of Assignments , Home Valuation of University Papers

v. Conduct of Examinations - Invigilation Duty of Internal Examinations

vi. Evaluation of Dissertation etc. - Evaluation of Mini Projects and Management Projects, Synopsis Evaluation etc

7. Innovations/Contributions in Teaching

- i. Design of Curriculum Nil
- ii. Teaching methods Classroom Lectures, Presentations, Group Discussions, Practical assignments
- iii. Laboratory experiments - Nil
- iv. Evaluation methods - Regular Q &A Sessions , Tests, Assessments, Seminars. Remedial and Individual attention to slow learners
- v. Preparation of resource material - PPTs, Short Notes , Keywords Mind mapping for slow learners . Application Oriented Questions discussion with Advanced Learners
- vi. Remedial teaching/student Counseling (academic) -
 - i. Remedial sessions and exam oriented coaching are given to the students
- vii. Any other - Nil

8. Extension Work/Community Service

- a. Please give a short account of your contribution to:
 - i. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc. - Nil
 - ii. National Literacy Mission - Nil
- b. Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.
Actively involved in all outreach programs and extension activities conducted by the Department.

9. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/University/Institution - Serving as Secretary, Department of Management and actively involved in the curricular and co-curricular activities of the Department. Faculty In charge of Quiz Club and Group Discussion Club etc

- b) Co-curricular Activities -
 - o Member of various Clubs and Associations including Quiz Club, Group Discussion Club etc
 - o Coordinated Intra College Quiz Competition Vigyaan
 - o Faculty Coordinator of Department Magazine Horizon
 - o Discipline committee member of all major events of the College

- c) Enrichment of Campus Life - Encourage and coordinate various extension activities and capacity building program to ensure the holistic development of the students

- d) Students Welfare and Discipline - Conducted Mentoring sessions and interactive sessions to build a harmony with the students

- e) Membership/Participation in Professional Bodies/Committees on Education and National Development - Nil

10. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

I have developed a variety of assessments (e.g., quizzes, assignments, presentations) that align with course objectives and provide opportunities for students to demonstrate their understanding.

I have prepared and adhered to course plans to ensure the timely completion of syllabus. . Advanced Learners are given special attention and Application oriented Questions were discussed from an exam point of view. Slow Learners are duly supplemented with personalized attention.

11. General Data

State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

I have delivered the course contents through interactive and student centric methodologies. I

have tried to maintain the interest and motivation of the students during online classes through active interactions and discussions. I am committed to ensure ongoing professional development through participation in conferences, workshops, and online courses to stay abreast of emerging trends and advancements in the field. To enhance my performance as a faculty member, I aim to further develop my research experience through more publications and research articles.

Date: 22/4/2021

Place: kakkannad



Signature of the Teacher

12. HoD's Report

Sl. No.	Particulars	Excellent	Very good	Good	Satisfactory	Not satisfactory
1	General information	✓				
2	Teaching	✓				
3	Innovation/contribution in teaching, during the year	✓				
4	Improvement of professional competence		✓			
5	Research contribution			✓		
6	Extension work/community services	✓				
7	Participation in corporate life		✓			


Certified that ...Megha Mahan..... has been working as ...Assistant Professor..... in this Department since ...2016.....

The details provided above have been reviewed and confirmed.

Remarks:

Date : 23/4/2021

Place : kakkanad


Signature of the HoD

Remarks:

Excellent

Date : 27/04/2021

Place : kakkanad


Signature of the Principal



**PERFORMANCE APPRAISAL / SELF ASSESSMENT REPORT OF TEACHERS
ACADEMIC YEAR 2019- 2020**

1. General Information

- a) Name : Salu Varghese
- b) Address : 'Udayageetham', Thachappilly House, 18/245-G
Orchid Villas, Alambimoola, Kangarappady,
Pin: 682021
- c) Ph. No. : 9496687017
- d) Designation : Assistant Professor
- e) Department : English
- f) Date of Birth : 12/11/1988
- g) Area of Specialization : English Language & Literature, English Language Teaching

2. Academic Qualifications

Exam Passed	Board/ University	Year	Division/Grade Merit etc.
Bachelor's Degree (s)	Mahatma Gandhi University, Kottayam	2009	First Class with 71%
Master's Degree (s)	Mahatma Gandhi University, Kottayam	2011	First Class with 66%
MPhil/PhD			
Other Diploma / Certificates etc.			

3. Research Experience

Research Stage	Title of work/Theses
Publications	Nil

a. No. of research papers published (please enclose list):

b. Research Projects:

Title of the Project	Name of the funding agency	Duration

c. Details of Seminars, Conferences, Symposia organized:


d. Patents taken, if any, give a brief description:

e. Membership of Professional Bodies, Editorship of Journals etc.:

4. Improvement of Professional competence

a) Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc. including open university courses/M.Phil., Ph.D.

5. Seminars, Conferences, Symposia Workshops etc. attended

Name of the Seminar/ Conference/ Symposia Workshop, etc.	Name of the Sponsoring Agency	Place and Date
A two day National Seminar on "Man. Literature and Environment"	Organized by School of Letters, MG University at Depaul Institute of Science & Technology 	Angamaly, 6 & 7 February 2020

6. Teaching Experience. 9 years

a. Classes Taught During the current year:

UG/PG	Programme	Semester	Courses	Weekly workload
UG	BAE	1	English Literature from the Old English period to the Romantic Age	2
		2	English Literature from Victorian to Postmodern Age	3
		5	Computer Fundamentals, Internet & MS Office	4
	BCA	1	Fine-tune Your English	3
		2	Issues that Matter	3

Total Workload per semester:

Sem	Odd Sem	Even Sem
Total	195	

b. Classes Taught During the previous years:

UG/PG	Programme	Semester	Courses	Weekly workload

UG	BAE	1	English Literature from the Old English period to the Romantic Age	2
		2	English Literature from Victorian to Postmodern Age	3
		5	Computer Fundamentals, Internet & MS Office	4
	3	B.Com M2M & B.Com M2L	Literature and/as Identity	5
	4	B.Com M2M & B.Com M2L	Illuminations	5

c. Teaching Experience in other institutions, if any:

Name of the Institution	UG/PG	Tenure	Programme	Courses
MES College, Marampally	UG	3 months	BAE	Conversational Skills

d. Total Teaching Experience: 11 years

e. Regularity and Punctuality: Regular and punctual, ensuring a reliable and efficient presence that contributes to the overall success of our team.

f. Details of Materials/Resource/Reading lists supplied to students.

- Additional study materials for the paper History of English Literature.
- Google Classrooms for various subjects for assignments, reference notes and conducting quizzes.

g. Details of participation in the following:

i. University Education

ii. Internal Evaluation- Internal Evaluation- Internal Assessment Tests of odd and even

semesters

- iii. Paper Setting
- iv. Assessment of Home assignments
- v. Conduct of Examinations:
- vi. Evaluation of Dissertation etc.

7. Innovations/Contributions in Teaching

- i. Design of Curriculum
- ii. Teaching methods: Interactive sessions encouraging discussions on the topics, Conducting Role plays, Creative Assignments.
- iii. Laboratory experiments
- iv. Evaluation methods: Evaluation based on the two internal tests and assignments
- v. Preparation of resource material: Additional study materials for the paper History of English Literature; Video lessons (PPT notes with audio explanation) for selected literary theories.
- vi. Remedial teaching/student Counseling (academic): Identifying students who require remedial teaching and giving them additional remedial classes by clarifying their doubts and helping them with the difficult topics.
- vii. Any other

8. Extension Work/Community Service

- a. Please give a short account of your contribution to:
 - i. Community work such as values of National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
 - ii. National Literacy Mission
- b. Positions held/Leadership role played in organizations linked with Extension work and National Service Scheme (NSS), or NCC or any other similar activity.

9. Participation in Corporate Life:

Please give a short account of your contribution to:

- a) College/University/Institution: Member of Examination Cell



- b) Co-curricular Activities: Played an active role in all the activities of the college.
- c)
- d) Enrichment of Campus Life
- e) Students Welfare and Discipline
- f) Membership/Participation in Professional Bodies/Committees on Education and National Development

10. Assessment

- a) Steps taken by you for the evaluation of the course programme taught

11. General Data

State brief assessment of your performance indicating (a) achievements, (b) difficulties faced and (c) suggestions for improvement.

Date: 07/03/2020

Place: Kakkhanad




Signature of the Teacher

12. HoD's Report

Sl. No.	Particulars	Excellent	Very good	Good	Satisfactory	Not satisfactory
1	General information		✓			
2	Teaching		✓			
3	Innovation/contribution in teaching, during the year		✓			
4	Improvement of professional competence		✓			
5	Research contribution				✓	
6	Extension work/community services	✓				
7	Participation in corporate life		✓			

Certified that Ms. Salu Varghese has been working as Assistant Professor in this Department since

The details provided above have been reviewed and confirmed.

Remarks:

Date: 12/03/2020

Place: Kakkanad

Remarks:

good

Date: 17/3/20

Place: Kakkanad



Signature of the HoD

Signature of the Principal

PRINCIPAL 7

Rajagiri College of Management & Applied Sciences
Rajagiri Valley, P. O., Kakkannad - 682 039