

**6.3.5 PERFORMANCE APPRAISAL SYSTEM FOR TS AND NTS
AQAR 2021-2022**

SL No	Item	Page Number
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1.Monthly Report of Department-Sample

MES ASMABI COLLEGE, P.VEMBALLUR
MONTHLY REPORT

Department: Botany Month: AUGUST Year: 2021

1. Hours of teaching by the Faculty members:

Sl. No	Name	No. of Hours Allotted including practical	No. of Hours Engaged including practical
1	Smt. Shaheedha TM	32	25
2	Dr. Girija T.P	32	32
3	Dr. Amitha Bachan KH	32	32
4	Dr. Jisha KC	25	25
5	Smt. Shemi C.B	31	31
6	Smt. Nazeema M.K	29	29

2. Details of Portions completed:

Sl. No	Name of the Teacher	Portions covered this month Indicate course and module as per action plan	Percentage of work pending for this semester
1	Smt. Shaheedha TM	<p>BSc V Sem: OPEN- Module III- Orchid, anthurium cultivation, mushroom cultivation</p> <p>MSc II Sem: Plant breeding- Mutation breeding, polyploidy breeding, Biotechnology in plant breeding, stress resistance</p> <p>MSc II Sem: Biostatistics: Introduction, data collection, representation, central tendencies</p>	<p>50%</p> <p>10%</p> <p>60%</p>

2	Dr. Girija T.P	V Sem B.Sc - Economic Botany - Allotted portions completed Ethnobotany - Introduction completed Horticulture - Irrigation completed III Sem B.Sc - Pteridophytes - introduction and classification completed III Sem MSc -Biochemistry - Molecular logic of life completed	0% 50% 40% 85% 85%
3	Dr. Amitha Bachan KH	V Sem BSc -Angiosperm Systematics Theory Practicals III Sem MSC Angiosperm Taxonomy Practicals IV Sem Msc University Examinations theory and practicals completed	10% 30% 0%
4	Dr. Jisha KC	V Sem BSc-Cell Biology & Biochemistry- Nucleus MSc III Sem- Physiology plant water relations	50% 85%

5	Shemi C B	<p>BSc Vth Sem- Gymnosperms Paleobotany</p> <p>MSc Second Sem-Biophysics & Molecular Biology- Allotted portions completed</p>	<p>30% 50%</p> <p>0%</p>
6	Nazeema M.K	<p>III Sem B Sc Botany- Phycology, Bryology, Pteridology Introduction, General Features of Bryophytes, Classification</p> <p>V Sem B Sc Botany- Evolution Evidences of Organic Evolution Theories on origin of species</p> <p>V Sem Open Course- Module II Chemical fertilizers Organic Manure Need of Water</p> <p>II Sem M Sc Botany- Evolution Completed</p> <p>III Sem M Sc Botany- Angiosperm morphology</p> <p>III Sem M Sc Botany- Angiosperm taxonomy</p> <p>Scope and importance of taxonomy, systems of classification</p> <p>III Sem M Sc Botany- Plant resources</p>	<p>85%</p> <p>50%</p> <p>75%</p> <p>0%</p> <p>100%</p> <p>70%</p> <p>100%</p>

3. **Extra classes & Tutorial** hours engaged:

Sl. No	Dates	Name of the Teacher	Subjects	No. of students present
1	26/08/2021	Shemi C B	Molecular Biology	15
2	28/08/2021	Shemi C B	Molecular Biology	14

4. **Remedial classes** arranged/engaged by the Department/teachers. (Indicate the duration if it is a bridge course)

Sl. No	Dates	Name of the Teacher	Subjects	No. of students present

5. **Class P.T.A** Conducted: Nil

6. **Academic Mentoring** given to slow and advanced learners

Programme BA/BSc/BCo m	Slow learners (Names)	Advanced learners (Names)	Faculty member with date

7. Use of **ICT/E-learning** technology.

Sl. No	Name of the Teacher	ICT Resources Use
1	Smt. Shaheedha TM	PPT, PDF, MP4 video, Doc, Google classroom

2	Dr. Girija T.P	PPT, Google classroom, MOODLE, PDF, Video link
3	Dr. Amitha Bachan KH	PPT, You tube, Video tutorial, zoom, Moodle, Interactive web live
4	Dr. Jisha KC	PPT, PDF, Doc., MOODLE, Youtube Videos
5	Smt. Shemi CB	PPT, Animations, Audio, Doc, MOODLE
6	Smt. Nazeema M.K	PPT, PDF, Online tools, Google Doc, Video Link, Web Link, Google Classroom

8. Details of **Examination duties** taken

Sl. No	Dates	Name of the Teacher	Name of the Examination (Internal/University)	Invigilation duty	Valuation duty (CV, CMV)	Practical Exam dut
1	02/08/2021 12/08/2021 13/08/2021 16/08/2021	Shemi C B	University	Invigilation duty		IV Sem M.Sc Practical exam IV Sem M.Sc - Comprehensive viva IV Sem M.Sc - Project evaluation
2	10.08.21 17.08.21 18.08.21	Dr. Girija TP				10.08.21 (IV Sem M.Sc Practical exam) 17.08.21

						(IV Sem M.Sc - Comprehensive viva) 18.08.21 ((IV Sem M.Sc - Project evaluation
3	12.8.2021 16.8.2021 17.8.2021	Dr. Jisha KC	University			12.08.21 & 16.08.21 (IV Sem M.Sc Practical exam) 17.08.21 (Project evaluation - MSc IV Sem)

4	11.08.2021 12.08.2021 13.08.2021	Dr. Amitha Bachan KH	University	Invigilation duty		11.08.2021 (MSc Practical Examination , Elective paper Carmel College, Mala) 12.08.2021 (MSc Practical Examination , Project Viva Carmel College, Mala) 13.08.2021 (MSc Practical Examination , Project Viva Little Flower College, Guruvayur)
	07.08.2021		Internal			07.08.21 MSc IV Sem Internal project Presentation
5	13.08.2021 FN 16.08.2021 FN & AN	Nazeema M K	University	Invigilation duty	16.07.21 to 20.07.21 (V Sem B Sc Botany	13.08.2021 (IV Sem M.Sc Practical exam -elective paper- at SN College, Nattika)

					CV Camp) 22.07.21 to 24.07.21 (VI Sem B Sc Botany CV Camp)	16.08.2021 (IV Sem M.Sc Practical exam-Project evaluation at SN College, Nattika)
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4	11.08.2021 12.08.2021 13.08.2021	Dr. Amitha Bachan KH	University	Invigilation duty		11.08.2021 (MSc Practical Examination , Elective paper Carmel College, Mala) 12.08.2021 (MSc Practical Examination , Project Viva Carmel College, Mala) 13.08.2021 (MSc Practical Examination , Project Viva Little Flower College, Guruvayur)
	07.08.2021		Internal			07.08.21 MSc IV Sem Internal project Presentation
5	13.08.2021 FN 16.08.2021 FN & AN	Nazeema M K	University	Invigilation duty	16.07.21 to 20.07.21 (V Sem B Sc Botany	13.08.2021 (IV Sem M.Sc Practical exam -elective paper- at SN College, Nattika)

					CV Camp) 22.07.21 to 24.07.21 (VI Sem B Sc Botany CV Camp)	16.08.2021 (IV Sem M.Sc Practical exam-Project evaluation at SN College, Nattika)
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11. Refresher course/ Workshops/ FDP/ STC / Seminars etc. **participated** by the teachers.
 (Title of seminar, Agency, Place and dates (duration) conducted may be indicated) : Nil

Sl.No.	Name of Faculty	Title of seminar	Agency	Place and date
1.	Nazeema M K			
2.				
3	Shemi C B	3D Bioprinting Technology for Regenerative Medicine	Organized by Dept. of Biochemistry, Annai Veilankanni's College for Women, Chennai	07/08/2021
4	Shemi C B	Fungal Biology and Biotechnology	Organized by Dept. of Botany, Vivekananda College, Puttur	07/08/2021
5	Shemi C B	Medicinal plants and Health care in the Month of Karkkitakam	Department of Botany, MES Asmabi College, P. Vemballur, Kodungallur	08/08/2021
6	Dr. Girija TP	Research: Concept to Process	IQAC and Post graduate departments, in	06/08/2021

			collaboration with Research Department of English, MES Asmabi College, P. Vemballur, Kodungallur	
7	Dr. Girija TP	3D Bioprinting Technology for Regenerative Medicine	Organized by Dept. of Biochemistry, Annai Veilankannies College for Women, Chennai	07/08/2021
8	Dr. Girija TP	Fungal Biology and Biotechnology	Organized by Dept. of Botany, Vivekananda College, Puttur	07/08/2021

9	Dr. Girija TP	Medicinal plants and Health care in the Month of Karkkitakam	Department of Botany, MES Asmabi College, P. Vemballur, Kodungallur	08/08/2021
16	Dr. Jisha KC	Research: Concept to Process	IQAC and Post graduate departments, in collaboration with Research Department of English, MES Asmabi College, P. Vemballur, Kodungallur	06/08/2021
17	Dr. Jisha KC	3D Bioprinting Technology for Regenerative Medicine	Organized by Dept. of Biochemistry, Annai Veilankannies College for Women, Chennai	07/08/2021
18	Dr. Jisha KC	Fungal Biology and Biotechnology	Organized by Dept. of Botany, Vivekananda College, Puttur	07/08/2021
19	Dr. Jisha KC	Medicinal plants and Health care in the Month	Department of Botany, MES	08/08/2021

		of Karkkitakam	Asmabi College, P. Vemballur, Kodungallur	
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12. Details of Seminars/conferences, Webinars, Workshops, FDP, Training Programmes, Skill enrichment programmes, Fests, invited talks, Association activities **organised** by the dept. (with date & Invited Guest's name, indicate whether it was intra-college or inter-college, state, national or international and indicate the participation details.): Nil

Sl.No.	Title of the event	state/ national / internati onal	Date	Invited guest's name	intra- college / inter-co llege	participati on details
1.	National Webinar entitled "Medicinal Plants and Health care in the month of Karkkitakam"	National	08/08/2021	Dr. Jayanthi A., Principal Scientific Officer, Pharmacognosy, Pharmacopoeia Commission for Indian Medicine & Homoeopathy, Ministry of AYUSH, Govt. of India	Inter-c ollegiat e	75 participan ts including UG, PG and research students and faculty members

13. Cultural fests/Sports conducted, number of students **participated & achievement** of the Department (from College level onwards): nil

14. Additional Information if any:

Report of National Webinar

(Online Mode)

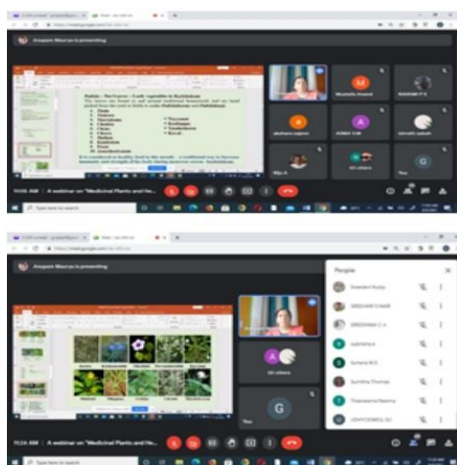
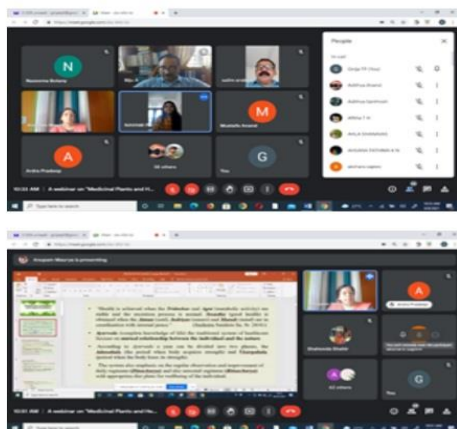
As part of Karkkidaka Masacharana, Research & PG Department of Botany, MES Asmabi College organized webinar entitled "Medicinal Plants and Health care in the month of Karkkitakam" on 8th August 2021 at 10.30 am. Smt. Shaheedha, TM HOD, Department of

Botany welcomed the gathering and Dr. A. Biju (Principal) delivered the presidential address. Sri. Saleem Arakkal (Secretary & Correspondent of MES Asmabi College) delivered felicitation.

Dr. Jayanthi A, Principal Scientific officer, Pharmacognosy, Pharmacopoeia Commission for Indian Medicine & Homoeopathy, Ministry of AYUSH, Govt. of India delivered the Keynote address. Madam conducted an informative session including the importance of medicinal plants, knowledge related to karkkidaka chikitsa, ingredients of Dasamoola, flowers related to Dsapushpa and the 10 leafy vegetables related in the month of karkkidaka etc. There were about 75 participants in the webinar including teachers, Research Scholars, PG & UG students, and e-certificate were provided for the participants.

Dr. Girija TP, Assistant Professor, Department of Botany delivered a vote of thanks. The programme was a grand success and well accepted by the participants

Photographs of the programme were attached



Date

Signature of the HOD

Countersigned by Principal

7.Performance Appraisal API -Teaching Faculty –Sample

ANNEXURE - II

ANNEXURE -II

UNIVERSITY OF CALICUT

Annual Performance Assessment Reports (APAR)

(As per UGC Regulation 2018, No.F. 1-2/2017 (EC/PS) dated 18th July 2018)

Appendix II, Table 1

Session/Year 21-02-2021 to 20-02-2022

(To be completed and submitted at the end of each assessment year)

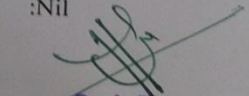
PART A: GENERAL INFORMATION

1.	Name of College/University	MES Asmabi College, P.Vemballur
2.	Name of Incumbent (In Block letters)	SHAHEEDHA T.M
3.	Name of Father/ Mother	T.A Mohamed Ashraf
4.	Sex	Female
5.	Date of Birth	28-05-1985
6.	Nationality	Indian
7.	Current designation	Assistant Professor (Level 11)
8.	Department	Botany
9.	Date of entry to Service	21-02-2011
10.	Date of last promotion if any	21-02-2017
11.	Date of eligibility for promotion	21-02-2022
12.	Address for Correspondence (with pin code)	ASSISTANT PROFESSOR DEPT. OF BOTANY M E S ASMABI COLLEGE P.VEMBALLUR (PO), THRISSUR DT. KERALA, PIN:680 671
13.	Telephone No.	9895993276
14.	Email	shaheedashahir@gmail.com

15. Academic Staff College Orientation/Refresher Course Attended

:Nil




Dr. A. BIJU
PRINCIPAL
M.E.S. ASMABI COLLEGE
P. VEMBALLUR P.O.,
KODUNGALLUR- 680 671

PART B:
Annual Performance Assessment Reports (APAR)
Session/Year:21-02-2021 to 20-02-2022

(To be completed and submitted at the end of each assessment year)

I. TEACHING

Sl. No.	Course/ Paper	Level	Mode of teaching*	No. of classes/ Hours per week allotted	No. of classes conducted per Week	% of Classes/ Pract. taken
1.	THEORY- 1. CORE COURSE 3: PHYCOLOGY, BRYOLOGY & PTERIDOLOGY PRACTICAL- CORE COURSE 3	IIIsem B.Sc	L, P, S	1 (Odd Sem)	1 (Odd Sem)	100 %
2.	CORE COURSE 4: METHODOLOGY AND PERSPECTIVES IN PLANT SCIENCE PRACTICAL- CORE COURSE 4	IVsem B.Sc	L, P, S	1 (Even Sem)	1 (Even Sem)	100 %
3.	THEORY- 1.OPEN COURSE: APPLIED BOTANY PRACTICAL- CORE COURSE 8 CORE COURSE 9	V Sem B.Sc	L, P, S	6 (Odd Sem)	6 (Odd Sem)	100 %
4.	THEORY- ELECTIVE COURSE II: GENETICS AND CR OP IMPROVEMENT PRACTICAL- CORE COURSE10 CORE COURSE11	VI Sem B.Sc	L, P, S	6 (Even Sem)	6 (Even Sem)	100 %
5.	THEORY- 1.BOT1C01 PHYCOLOGY, BRYOLOGY, PTERIDOLOGY AND GYMNOSPERMS 2.BOT1CT03 ANGIOSPERM	I Sem. MSc	L, P, S	4.5 (Odd Sem)	4.5 (Odd Sem)	100 %



(Signature)
Dr. A. BNU
PRINCIPAL
M.E.S. ASMABI COLLEGE
P. VEMBALLUR P.O.,
KODUNGALLUR- 680 671

	ANATOMY, ANGIOSPERM EMBRYOLOGY, PALYNOLOGY AND LAB TECHNIQUES PRACTICAL- BO01L01					
6.	THEORY- BOT2C05GENETICS, CYTOGENETICS, PLANT BREEDING, BIOSTATISTICS, EVOLUTION PRACTIC AL- BO02L04	II Sem M.Sc	L, P, S	4.5 (Even Sem)	4.5 (Even Sem)	100 %
7.	THEORY- BOT3C09 BIOTECHNOLOGY AND BIOINFORMATICS PRACTICAL - BO03L06	III Sem. M.Sc	L, P, S	4.5 (Odd Sem)	4.5 (Odd Sem)	100 %
8.	THEORY- BOT4E01-2. ENVIRONMENTAL BIOLOGY AND BIODIVERSITY CONSERVATION PRACTICAL - BOT04L07 PROJECT	IV Sem M.Sc	L, P, S	4.5 (Even Sem)	4.5 (Even Sem)	100 %
				16 (Odd/ Even)	16 (Odd/ Even)	100%
80% and above : "Good" 70% to 80% : "Satisfactory" Less than 70% : "Not Satisfactory"				Grade		Good
(Classes taught includes sessions on tutorials, lab and other teaching related activities) *Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)						

2. Involvement in the University/College students related activities/research activities:

2(a). Administrative responsibilities such as Head, Chairperson / Dean/ Director/ Coordinator, Warden etc

Sl. No.	Types of responsibility/duty	Role performed
1.	Head of the Department	Head
2.	Staff council	Member
3.	ICC/CASH	Member
Total number of activities involved		



Dr. A. ANJU
PRINCIPAL
M.E.S. ASHABI COLLEGE
P. VEMBALLUR P.O.,
KODUNGALLUR- 660 671

2(b). Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

Sl. No.	Type of Responsibility/Duty	Role performed
1.	University theory examinations	Invigilation duties
2.	University C.V. camp	Paper valuation
3.	University Practical Examination/Project Viva	External Examiner
4.	College Internal Examinations	Invigilation & question paper setting duties
Total number of activities involved		4

2(c). Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services

Sl. No.	Type of Responsibility/Duty	Role Performed
1.	World Environment day celebrations - SISTEMA	Joint Co-ordinator
2.	Tutorial /Mentoring/ Counselling/etc.	Tutor
3.	Student seminar	Mentor
Total number of activities involved		3

2(d). Organizing seminars/ conferences/ workshops, other college/university activities.

Sl. No.	Type of Responsibility/Duty	Role performed
1.	Webinar on Karkkidakamasacharanam	Joint Co-ordinator
Total number of activities involved		1

2(e). Evidence of actively involved in guiding Ph.D. students.

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

2(f). Conducting minor or major research project sponsored by national or international agencies.

Sl. No.	Name of the project	Funding agency	Amount sanctioned/Utilized
Total number of projects			

2(g). At least one single or joint publication in peer reviewed or UGC list of Journals.

Sl. No.	Title with page Nos.	Journal	ISSN/ISBN No	Peer reviewed/ UGC listed	No. of Coauthors	Whether you are the main Author
Total number of publications						
Overall Grade for 2 (a+b+c+d+e+f+g) (Good - Involved in at least 3 activities, Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities) *Number of activities can be within or across the broad categories of activities						Good



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KODUNGALLUR- 680 671

Summary of overall Grade in APAR

Activity	Grade
1. Teaching	Good
2. Involvement in the University/College student related activities/research activities.	Good
Overall Grade for the Assessment Year	Good

I certify that the information provided is correct as per records available and /or documents enclosed along with the duly filled APAR proforma.

Sign & Name of Applicant: *Shaheedha T.M*
Designation: Assistant Professor

Place: P.Vemballur
Date: 03.07.2023

CERTIFICATE

This is to certify that **SHAHEEDHA T.M.**, has successfully carried out all the duties in respect to APAR SI Number 1 & 2 assigned to her, which are claimed by her in the APAR Proforma for the assessment year 21-02-2021 to 20-02-2022.

Countersigned by:

Dr. Shafeer P. S.
Dr. SHAFEEER. P. S.
Co-ordinator
Internal Quality Assurance Cell (IQAC)
MES Asmabi College, P. Vemballur
Kodungallur, Thrissur,
Kerala-680671

(Office Seal)



Name and Signature of Principal/Head of the Office

Dr. A. Biju
Dr. A. BIJU
PRINCIPAL
M.E.S. ASMABI COLLEGE
P. VEMBALLUR P.O.,
KODUNGALLUR- 680 671

8.Performance Appraisal AAA -Teaching Faculty –Sample

MANUAL OF AAA

THE KERALA PRINCIPALS COUNCIL



THE COUNCIL OF PRINCIPALS OF COLLEGES IN KERALA
FORMAT FOR ACADEMIC & ADMINISTRATIVE AUDIT FOR ARTS AND SCIENCE COLLEGES
PROFORMA FOR TEACHING STAFF

Academic Year 2021-22

(Fill carefully and add more rows and space, if needed)

- 1) Name: Dr Amitha P Mani
 2) Designation: Assistant Professor
 3) Teaching Experience in years: 12
 4) Research Experience in years: 6
 5) Department: English
 6) Qualifications: MA, B Ed, NET, SET, PhD
 7) Fields of Specialization: Narratology, Comparative Literature, English Language Teaching & Gender Studies
 8) Details of Additional Qualifications achieved including SWAYAM, MOOC, NPTEL, NMEICT courses attended

Sl. No.	Qualifications/Programme	Awarded by	Grade Obtained	Date of degree/Award

- 9) Details of classes engaged (both theory and practical)
 a) Odd Semester

MANUAL OF AAA

THE KERALA PRINCIPALS COUNCIL

Sl.No.	Name of the Programme	Semester	Course name	Total Number of hours allotted	Total Number of hours engaged	Extra Hours taken if any	Syllabus Completed or Not	Remarks
1	II MA English	Third	Twentieth Century Literature Post 1940, Teaching of English, Women's Writing	20 (2 per week)	20	-	Yes	
2	I MA English	First	British Literature from Chaucer to the Eighteenth Century, Indian Literature in English	20 (2 per week)	20	-	Yes	
3	III BA English	Fifth	Literary Theory Indian Writing in English	28 (2per week)	28		Yes	
4	I BA English	First	Introducing Literature	30 (2 per week)	30		Yes	
5	I BSC Maths, Physics, Botany	First	A02 Ways with Words: Literatures in English	22 (2 per week)	22		Yes	
6	I BSC Aquaculture	First	A02 Ways with Words: Literatures in English	40 (4 per week)	40		Yes	

- b) Even Semester

Sl.No.	Name of the Programme	Semester	Course name	Total Number of hours allotted	Total Number of hours engaged	Extra Hours taken if any	Syllabus Completed or Not	Remarks
1	II MA English	Fourth	Malayalam Literatures in English Translations, English Literature in the 21 st Century	20 (2 per week)	20	2	Yes	
2	I MA English	Second	Literary Criticism and Theory Part 1.	20 (2 per week)	20	-	Yes	

			Post Colonial Writings					
3	III BA English	Sixth	Voices of Women New Literatures in English	28 (2 per week)	28	2	Yes	
4	I BA English	Second	Appreciating Poetry	30 (2 per week)	30	3	Yes	
5	I BSc (Maths, Physics, Botany)	Second	A03, Academic Writing, A04-Zeitgeist	22 (2 per week)	22	-	Yes	
6	I BSc Aquaculture	Second	A03, Academic Writing, A04-Zeitgeist	40 (4 per week)	40	-	Yes	

10) Remedial Classes taken

Sl.No.	Class	Course	No. of Hours taken	Details of improvement in result
1.	I BA English (1 st sem)	Introducing Literature	5	Improvement in 2 nd Internal marks
2.	III BA English(5 th sem)	Literary Theory	3	Improvement in 2 nd Internal marks
3.	I MA English(1 st sem)	Literary Criticism	2	Improvement in 2 nd Internal marks

11) Results of Courses engaged (result published previous batch)

Sl.No.	Batch	Course name	No. of students appeared in the University examination	Number of students passed	Percentage of pass	Result Analysis			
						A	B	C	D
1.	2018-2021	BA English	37	30	81 %	5	14	10	1
2.	2019-2021	MA English	20	14	70%	9	3	2	0

12) Course Outcome

Sl. No.	Course	Course Outcome	Analysis of Course Outcome
1	Twentieth Century British Literature Post 1940	It would train the students in various modern perspectives readings in poetry, drama and fiction like gender, race, caste, ethnicity, religion, region etc.	
2	Literary Criticism and Theory- Part 1	1. Make use of the concepts of criticism as developed in Classical Age to later periods through the works of Aristotle, Johnson, Longinus, Sydney, and Coleridge 2. Make use of the concepts of criticism as developed in Indian Aesthetics such as Rasa, Dhvani and Vakrokti 3. Understand the ideas of criticism as presented by Eliot, Brooks, Frye and Shklovsky 4. Familiarize with critical terms and concepts proposed by Wilson, Derrida, Barthes and Showalter 5. Understand the concepts and use of them in the critical analysis 6. Realize the possible dimensions in literary criticism	
3	English Literature in the Twenty-first Century	It enables the students to understand the evolution of literature during the twenty first century as a socio-cultural and political movement. It familiarises students the major writers of the century. Modern trends and practices will be well understood by the learners.	
4	British Literature from Chaucer to the Eighteenth Century	At the end of the course the student has learnt to; 1. Appreciate and analyse independently the poems of Chaucer, Donne, Marvell, Milton, Dryden, Pope and Gray 2. Understand the concept & types of poetry reflecting the age and its importance 3. Appreciate and analyse independently the drama of Shakespeare, Webster, and Sheridan 4. Understand the concept & types of drama reflecting the age and its importance 5. Appreciate and analyse the prose and fictional narratives of Bacon, Swift and Fielding 6. Understand the concept & types of fiction reflecting the age and its importance	
5	Indian Literature in English	1. Appreciate and analyse independently the poems of Tagore, Aurobindo, Naidu, Dutt etc 2. Understand the concept & types of poetry reflecting the age and its importance 3. Appreciate and analyse independently the drama of Manjula Padmanabhan and Mahesh Dattani 4. Understand the concept & types of drama reflecting the age and its importance 5. Appreciate and analyse the prose and fictional narratives of Anand, Desai, Narayan, Nehru, Nandy etc 6. Understand the concept & types of fiction reflecting the age and its importance	
6	Literary Theory	It cultivates among the students an understanding of important texts and movements in the history of literary theory. It enables the learners to	

		critically approach literature and culture in the context of theory, enriches the students through various perspectives of thinking and critique the major arguments presented in theory and promotes a pluralistic perspective of culture and literature in a multicultural society	
7	Indian Writing in English	It provides an overview of the various phases of the evolution of Indian writing in English, introduces students to the thematic concerns, genres and trends of Indian writing in English and exposes students to the pluralistic aspects of Indian culture and identity	
7	Introducing Literature	It trains the students to become better teachers who understand the nuances of literature. The students are encouraged to take up literary reviews in a serious manner	
8	A02 Ways with Words: Literatures in English	Understand and appreciate an excellent piece of prose, Develop insightful reading for understanding articles and classic poem, short stories and drama	
9	Teaching of English	At the end of the course the students will have basic awareness to the concepts and the current developments in Language Teaching in General and English Language Teaching in particular. Students get knowledge about various classroom strategies, techniques and teaching aids, lesson plans etc.	
11	Literary Criticism and Theory	It trains the students to become better teachers who understand the nuances of literature. The students are encouraged to take up literary reviews in a serious manner	
12	Appreciating Poetry	To critically analyse various perspectives in poetry aided by an understanding of the basic elements in poetry.	
13	New Literatures in English	It exposes the students to diverse cultures and modes of expression, enables them to explore issues of cultural plurality and hybridity and exposes the learners to literary negotiations of colonization and decolonization, identity, inequality, marginalization and so on.	
14	Voices of Women	It enables the students to understand the evolution of Feminism as a socio-cultural and political movement. It familiarises students the major women writers of world literature	
15	Malayalam Literature in Translation	1. Appreciate and analyse independently the poems of Kumaran Asan, Vallathol, Ulloor, Changampuzha etc. 2. Understand the concept & types of poetry reflecting the ethos of Kerala at its innate and rich tradition	

		3. Appreciate and analyse independently the drama of N. Krishnapillai, C. J. Thomas, Thoppil Bhasi etc. 4. Understand the concept & types of drama reflecting the experimentation at the regional level 5. Appreciate and analyse the prose and fictional narratives of O. Chandumenon, Thakazhi Basheer etc. 6. Understand the concept & types of fiction reflecting the Indian narrative strategy at the regional level	
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13 a) Tutorial System

Class in charge	Number of Students	Total hours engaged		Brief Report of Tutorial activities
		Odd	Even	
I MA English	21	7hrs	3 hrs	Imparted value education and value of education Personal counseling and identification of their issues Planning the various co-curricular activities of the class Discussion about evaluation of exam result to plan for better academic performance Grievance redressal on certain matters Discussion about corona virus to prevention

b) Details of Slow Learners

Sl. No	Name of Slow Learners	Special Programmes arranged	Outcome achieved
1.	Nasecha	Remedial Teaching and Personal Mentoring	Improvement in 2 nd internal examinations
2.	Fathumath Subra		
3.	Sooraj		
4.	Indhulakshmi		

c) Details of Advanced Learners

Sl. No	Name of Advanced Learners	Special Programmes arranged	Outcome achieved
1	Shabanamol A	Did personal mentoring	Participated in webinars and other development

2	Safa Fathima	programmes
3	Anupama K B	

d) Personal Mentoring/Counselling given

Sl.No.	Date	Whether Internal/External	Remarks
1	Anupama K B	Internal	I MA English
2	Nishana P N	Internal	I MA English
3	Shahanamol A	Internal	I MA English
4	Sooraj M P	Internal	I MA English
5	Fathimath Suhra	Internal	I MA English
6	Indhulakshmi	Internal	I MA English

14) Usage of ICT/E-learning technology.

Sl.No.	Course	ICT/E-resources prepared and used
1	Twentieth Century Literature upto World War II	Powerpoint Presentations, Youtube Videos, Audio lectures, Videos prepared by self in you tube, other youtube videos, shodhganga, epg pathsahala, notes in Google Classroom/Moodle
2	British Literature from Chaucer to the Eighteenth Century	Powerpoint Presentations, Youtube Videos
3	Malayalam Literature in English Translation	Powerpoint Presentations, Youtube Videos, Audio lectures
4	Literary Criticism and Theory	Powerpoint Presentations, Audio lectures, Videos prepared by self in you tube, other youtube videos, shodhganga, epg pathsahala, notes in Google Classroom/Moodle
5	Post Colonial Writings	Powerpoint Presentations, Videos prepared by self in you tube, other youtube videos, shodhganga, epg pathsahala, notes in Google Classroom/Moodle

6	Literary Theory	Powerpoint Presentations
7	Voices of Women	Powerpoint Presentations, Videos prepared by self in you tube, other youtube videos, shodhganga, epg pathsahala, notes in Google Classroom/Moodle
8	Teaching of English	Powerpoint Presentations, Videos prepared by self in you tube, other youtube videos, shodhganga, epg pathsahala, notes in Google Classroom/Moodle
9	Indian Literature in English	Powerpoint Presentations, Videos prepared by self in you tube, other youtube videos, shodhganga, epg pathsahala, notes in Google Classroom/Moodle

15) Student centric teaching and teaching innovations introduced, if any

Sl.No.	Course	Student Centric methods introduced	Innovative Teaching methods introduced
1	British Literature from Chaucer to the Eighteenth Century	Panel discussion	Based on Ted Talks in Youtube
2	Teaching of English	Group discussion	Based on Powerpoint Presentations
3	Literary Criticism and Theory	Role play	Based on Powerpoint Presentations
4	Post Colonial Writings	Panel discussion, Group discussion	Based on Youtube Videos
5	Informatics	Role play, peer reviewing	Audio lectures

16) Involvement in Curriculum design and Restructuring of syllabi, if any

Sl.No.	Programme	Course	Curriculum design (For new programmes only)	Restructuring of syllabi
1	Certificate Course in English for PSC	Certificate Course in	Certificate programme offered by the college	

	Examinations	English for PSC Examinations		
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17) Research funds generated

Sl. No	Name of the Project	Principal Investigator/Co-investigator	Major/Minor	Funding Agency	Duration	Funds Sanctioned	Status of the Project
	Nil						

18) Project Guidance (UG, PG, M.Phil. etc.)

Sl. No	Title of the Project	Name of the Students	UG, PG, M.Phil. etc.	Duration	Any Funds Received	Funding Agency
1	A Study on the Racial Prejudices revealed in Harper Lee's <i>To Kill a Mocking Bird</i> .	Abhishna Jayaprakash	MA English			
2	The Inevitability of Art in a Healing World: A Postapocalyptic Study on Emily St John Mandel's <i>Station Eleven</i>	Fathima Jumana K N	MA English			
3	Analysis of Literary trauma in Thomas Harris' <i>Silence of the Lambs</i> and <i>Hannibal Rising</i> .	Jincy Nasrin	MA English			
4	Feminism in Nadia Hashimi's <i>A House Without Windows</i>	Nijiya P A Mary Jisna Pereira Saeeda	BA English			
5	Aspects of Queer Theory in the fiction and Film Adaptation <i>Call Me by Your Name</i> .	Chithra K S Hameem Abdul Azeez Sumayya	BA English			

19) Research Guideship details

Sl.No	Name of the Scholar	Guide/Co-guide	Research Centre	FIP/JRF/Full time/Part time	Status
1.	Shabnam Sakiya P S	Guide	Research Department of English, MES Asmabi	JRF- full time	Pursuing

		College, P Vemballur		
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20) Revenue generated from Consultancy during the year

Name of consultancy project	Consulting/Sponsoring agency with contact details	Revenue generated (INR in Lakhs)
Nil		

21) Revenue generated from corporate training during the year

Names of the teacher-consultants/corporate trainers	Title of the corporate training program	Agency seeking training with contact details	Revenue generated (amount in rupees)	Number of trainees
Nil				

22) a) Publications in Journals

Sl. No.	Title	Name of the Journal	'CARE' listed (Yes/No)	Impact Factor	ISSN/ISBN No.	Issue, Volume, Page No., Year	Authorship
1	Anthropomorphic Elements in Sajid malik's <i>Munnu: A Boy from Kashmir</i> and Art Spiegelman's <i>Maus</i> .	Shodhsamhita; Journal of Fundamental & Comparative	Yes		ISSN: 2277-70067	Research Vol. VIII, No.1(V):2022	Dr Amitha P Mani
	Enhancement of Memory through Narrative Retrospection with Reference to Deepak Unnikrishnan's <i>Temporary People</i>	Anyesak, a biannual journal	Yes		ISSN-0378-4568	Vol. 51 No. 01(IX) UGC CARE Group-1, 2021	Dr Amitha P Mani

b) Publication of Books, Book Chapters, Seminar Proceedings, Popular Articles etc.

Sl. No	Title of article	Title of book, magazine, Periodical etc.	Name of the Publisher	Regional/National / International	ISBN	Issue, Volume, Page No, Year
1	Realising the Basal: The Pandemic Impact	Chronicles of Heart	Flairs and Glairs Publications House	National	9789391302252	1 st edition, 56-57, 2021

23) Editorship of Journal/Books

Sl. No	Title of Journal/Books	Name of the Publisher	Peer reviewed/National / International	ISBN/ Impact Factor	Issue, Volume, Page No, Year (In the case of Edited Book)
	Nil				

24) Patents filed/Granted

Sl. No	Details of Patent	Patent No	Indian/US/International
	Nil		

25) Faculty as Invited speaker/Resource person

Sl. No	Title of topic	Details of Programme	Date	Organised by	Invited Speaker/Resource person
1	UGC STRIDE Project, in association with Department of English, SSUS, Kalady.	Academic Writing workshop		Sree Sankaracharya University of Sanskrit, Kalady.	Invite Speaker

26) Orientation/Refresher Programmes/Seminars/Workshops/Conferences/FDP/Training Programmes/Summer, Winter School Programmes etc. participated

Sl. No	Program	International/National/State/Regional	Dates	Organised By	Paper/Poster Presented or not
1	DIGITAL CONTENT MANAGEMENT ON E-LEARNING	National	13 th to 19 th June 2021	Sree Narayana College, Kollam and Kerala State Higher Education Council.	Participated

Sl. No	Program	International/National/State/Regional	Dates	Organised By	Paper/Poster Presented or not
2	National Level Faculty Development Programme on English Language Teaching: Theory, Research and Pedagogy organized by the Department of English and Cultural Studies	National	2 nd to 8 th May 2022	Thiruvananthapuram	Participated
3	Recent Trends in English Literature	National	9 th to 15 th November 2021	UGC Stride, MG University Kottayam and Mar Thoma College, Perumbavoor.	Participated
4	National E- Conference on Literary Studies and its Changing Paradigms	National	27/9/2021	Department of English, Newman College, Thodupuzha	Presented a paper entitled Anthropomorphism in Sajid Malik's "Munnu: A Boy from Kashmir"
5	National Workshop on "Writing Research Funding Proposal and Patent Filing in"	National	26/2/2022	Department of English, KPR College of Arts, Science and Research, Coimbatore	Participated
6	Research Conclave organised by Research forum, of MES Asmabi College	State	30/3/2022		Presented a paper An Analysis of Working Class Subalternity in the select works of Gayatri Chakravorty Spivak and Allan Sillitoe.
7	Seminar on 'Reflections on Language and Thought.'	National	6/12/2021		Participated
8	"From Research to Publication," "Research: Concept to Process"	National	6/8/2021	Department of English and IQAC, MES Asmabi College, P Vemballur.	Participated
9	Workshop on Basics of Quality Research: A Hands on Experience	State	30/4/2022	IQAC, MES Asmabi College	Participated

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	Nil				

24) Patents filed/Granted

Sl. No	Details of Patent	Patent No	Indian/US/International
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9	Workshop on Basics of Quality Research: A Hands on Experience	State	30/4/2022	IQAC, MES Asmabi College	Participated

9. Performance Appraisal - Non-Teaching Staff - Sample

INTERNAL QUALITY ASSURANCE CELL
 MES ASMABI COLLEGE, P. VEMBALLUR
 Administration

Self-Appraisal

Academic year: 2021-22

Personal Data	
1	Name HASEENA P.H.
2	Designation CLERK
3	Sex Female
4	Address w/o. Habeesh Kalahari House P.O. Aalakkode
5	Religion & Caste Islam muslim
Date of birth 03/03/1985	
Departmental Qualifications	
1	MOP
2	Attender Test
3	Account Test Lower
4	Account Test Higher
5	Library Certificate Course
Other activities/programmes	
Experience in Administrative area	
1	Administration
2	Accounts
3	Establishment
4	Spark
5	E grants
6	Gain PF
7	Exam
8	EPF
9	
10	
Training programmes attended	
1	Spark training programme
2	AIC training programme
3	
4	
5	
1	Section in the office serviced in this year TC, ESJ, EPF, AIC software
2	Works carried out in this section
3	Pending works
4	Measures taken to clear pending works
5	Difficulties faced in this section

Remarks of HA (supdt)

Remarks of Principal

PRINCIPAL
 M.E.S. ASMABI COLLEGE,
 P.O.P. VEMBALLUR,
 KODUNGALLUR - 680 671



Name: Haseena P.H

Signature: *Haseena*


INTERNAL QUALITY ASSURANCE CELL
MES ASMABI COLLEGE, P. VEMBALLUR

Administration

Self-Appraisal

Academic year: 2021-2022

Personal Data				
1	Name	Mohamed Shagheef. M.A		
2	Designation	Lab Assistant (Dpt. of Botany)		
3	Sex	Male	Date of birth	07-07-1996
4	Address	Manjara Parambil (H) P.O P.Vemballur Pin:- 680641		
5	Religion & Caste	Muslim	Islam	
Departmental Qualifications			Experience in Administrative area	
1	MOP		1	Administration ...2...years
2	Attender Test		2	Accountsyears
3	Account Test Lower		3	Establishmentyears
4	Account Test Higher		4	Sparkyears
5	Library Certificate Course		5	E grants ..2...years
	Other activities/programmes		6	Gain PFyears
			7	Exam ..2...years
			8	EPFyears
			9	Lab ...3...years
			10	Scholarship ..2...years
Training programmes attended				
1	E-grants training			
2	MOP and administration programme			
3				
4				
5				
1	Section in the office serviced in this year	Lab		
2	Works carried out in this section	-		
3	Pending works	NO		
4	Measures taken to clear pending works	Yes		
5	Difficulties faced in this section	Yes		

Signature: 

Name: Mohamed Shagheef. M.A

Remarks of HA(suptd)

Remarks of Principal

MES ASMABI COLLEGE
P.O.P.VEMBALLUR,
KODUNGALLUR - 680 641

