

Supporting Document

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1.Monthly Report of Departments

MES ASMABI COLLEGE, P.VEMBALLUR

MONTHLY REPORT

Department: English

Month: November

Year: 2020

1. Hours of teaching by the Faculty members:

| Sl.No | Name | No of hours allotted | No of hours engaged |
|-------|-------------------------------|----------------------|---------------------|
| 1 | Dr. Murali Krishnan T. R(HoD) | | |
| 2 | Reena Mohamed | 38 | 38 |
| 3 | Jameelathu K. A | 40 | 40 |
| 4 | Sabitha M. M | 38 | 38 |
| 5 | Reshmi .S | 38 | 38 |
| 6 | Mona V.M | 56 | 56 |
| 7 | Amitha P. Mani | 40 | 40 |
| 8 | Dr. Reshmi Ravindran P | 38 | 38 |
| 9 | Swapna N.R. | 38 | 38 |
| 10 | Veenalekshmi U. R | 36 | 36 |

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 | Dr. Murali Krishnan T. R (HoD) | | |
| 2 | Reena Mohamed PM | III English-V SEM portions completed | Nil |
| | | II MA-II SEM portions completed | Nil |
| | | I BA -Sonnet 29 | 90% |
| | | I MA-Coolie | 90% |
| 3 | Jameelathu K. A | III Eng-5th sem portions completed | 100% |
| | | I MA -John Milton Intro | 10% |
| | | II MA -III Sem completed | 100% |
| | | I B.Com- Vowel sounds | 10% |
| 4 | Sabitha M. M | III Eng- | Nil |
| | | Informatics- MS Office and Open Office Tools | 10% |
| | | II MA- New Historicism & Cultural Materialism | 95% |
| | | I BA- A01- 1st Module | |
| 5 | Reshmi .S | I Eng- Introduction to Module 1: Language and its Literary Nuances | 97% |
| | | II BA- Module 1: Literature and Media | |
| | | 'Divided Times' by Amanda | 95% |
| | | III Eng- Fifth sem portions completed | Nil |
| | | I MA- Introduction to Ages in Literature | 98% |
| | | II MA- Introduction to Fourth semester portions | 98% |
| 6 | Mona V.M | III BA- Fifth Sem Portions Completed (Including Open Course) | Nil |

| | | | |
|---|------------------------|---|--|
| 7 | Amitha P. Mani | <p>II BA- Active and Passive Voice</p> <p>II BSc- Fifth Sem Portions Completed</p> <p>II MA-Third Sem Portions Completed</p> <p>I MA- Discrepancy between Grammar and Spelling</p> | <p>5%</p> <p>Nil</p> <p>Nil</p> <p>90%</p> |
| 8 | Dr. Reshmi Ravindran P | <p>I BSc Aquaculture- Syllabus discussion, Question pattern discussion, Ways with Words- Sonnet 29</p> <p>I BSc - Syllabus discussion, Question pattern discussion, Ways with Words- Sonnet 29</p> <p>III Eng-5th sem portions completed</p> <p>I MA -Introduction, discussion of syllabus</p> <p>II MA -III Sem completed</p> | |
| 9 | Swapna N.R. | <p>I BSc Aquaculture- Syllabus discussion, Question pattern discussion, Transactions Module -2 started</p> <p>I BSc - Syllabus discussion, Question pattern discussion Transactions Module -2 started</p> <p>III Eng-5th sem portions completed</p> <p>I MA -Introduction, discussion of syllabus,Introducing William Blake</p> <p>II MA -III Sem completed</p> | |
| | | <p>III Eng-5th sem portions completed</p> <p>II English: I sem completed</p> <p>I MA - Introducing Syllabus</p> <p>II MA -III Sem completed</p> | |

| | | | | |
|----|-------------------|---|-----|-----|
| 10 | Veenalekshmi U. R | I B.Com- Transactions Module III | 95% | |
| | | II MA - Mother of 1084 and Phenomenal Woman | | |
| | | III Eng - Portions Completed | | |
| | | II Eng - Prose (Bible Translations), Rearranging jumbled sentences | | 90% |
| | | I Bsc - Appointment in Samarra | | 10% |
| | | I Aqua - Speaking SKills | 10% | |

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

| Sl. No | Dates | Name of the Teacher | Subjects | No. of students present |
|--------|--------|---------------------|----------------------------------|-------------------------|
| 1 | 28 Nov | Reena Mohamed PM | II MA English Postcolonialism | 15 |
| 2 | 29 Nov | Reena Mohamed PM | II MA English Postcolonialism | 12 |

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

| Sl. No | Programme, batch, date | Agenda | No. of parents present |
|--------|------------------------|--------|------------------------|
| | | | |

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

| Programme BA/BSc/BCom | Slow learners (Names) | Advanced learners (Names) | Faculty member with date |
|--------------------------|--------------------------|------------------------------|-----------------------------|
| | 1. | 1. | |
| | 2. | 2 | |
| | 3 | 3 | |
| | 4 | 4 | |

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

| Sl.No | Name of the Teacher | ICT Resources Used |
|-------|-----------------------|---|
| 1 | Sabitha M M | Podcasts, Youtube Videos, Materials and notes shared in Google Classroom & Moodle. |
| 2 | Reena Mohamed PM | Podcasts, Youtube Videos, Materials and notes shared in Google Classroom & Moodle. |
| 3. | Reshmi S | Youtube Videos, Materials and notes shared in Google Classroom & Moodle. |
| 4. | Mona V M | Self prepared YouTube Videos ,Podcasts and Materials shared,Other YouTube videos for reference |
| 5. | Jameelathu.KA | Podcasts, Youtube Videos, Materials and notes shared in Google Classroom & Moodle. |
| 6. | Amitha P Mani | Podcasts, Prepared Youtube Videos, Materials and notes shared in Google Classroom & Moodle. |
| 7 | Muralikrishnan T.R. | |
| 8 | Dr Reshmi Ravindran P | Self prepared materials and notes shared in Moodle. |
| 9 | Swapna N R | Podcasts, Prepared Video content, Materials and notes shared in Moodle, telegram and whatsapp group |
| 10 | Veenalekshmi U R | Podcasts, Self Prepared Videos, PPT, Moodle. |

8. Details of **Examination duties** taken

| Sl. | Dates | Name of the | Name of the | Invigilation | Valuation | Practical |
|-----|-------|-------------|-------------|--------------|-----------|-----------|
|-----|-------|-------------|-------------|--------------|-----------|-----------|

| No | | Teacher | Examination (Internal/University) | duty | duty (CV, CMV) | Exam duty |
|----|------------------------------|-----------------------|-----------------------------------|-------------------------------|----------------|-----------|
| 1 | 03, 06, 16, 19 & 23 Nov 2020 | Sabitha M M | University | Invigilation IV Sem UG | | |
| 2 | 11 Nov to 17 Nov and 19 Nov | Veenalekshmi U R | University | IV Sem UG | | |
| 3. | 1,3,6,16 and 19th Nov | Jameelathu.Ka | University | IV SemUG AND III SEM PG | | |
| 4. | 02, 06, 16, 18 & 22 Nov 2020 | Dr Amitha P Mani | University | IV Sem UG | | |
| 5 | 05, 09, 18 & 25 Nov 2020 | Reena Mohamed PM | University | IV Sem UG | | |
| 6 | 09,11,18, 25 Nov 2020 | Dr Reshmi Ravindran P | University | IV Sem UG | | |
| | 09,11,18, 25 Nov 2020 | Swapna N R | University | IV Sem UG | | |

9. **Involvement** of department teachers in the Post accreditation work, IQAC, AQAR, Criteria monitoring & documentation. (NIRF, AISHE, ISO etc. can also be included)

| Sl. No | Name of the Teacher | Contribution to Quality Sustainance |
|--------|---------------------|-------------------------------------|
| 1. | Sabitha M M | AQAR – Criterion 1 |
| 2 | Reshmi S | criterion 2 |

| | | |
|----|------------------|--------------|
| 3. | JAMEELATHU.KA | criterion IV |
| 4. | Dr Amitha P Mani | AQAR |
| 5. | Reena Mohamed PM | AQAR |
| 6. | Mona V M | Criterion 5 |
| 7. | Veenalekshmi U R | Criterion 7 |
| 8. | | |

10. Details of **publication** and/or **presentation** by faculty members:

| Sl. No | Name of the Teacher | Title of the paper published/presented | Conference organizer/Journal & publisher | ISSN/Care list index number/IF | Month date if any |
|--------|---------------------|--|---|--------------------------------|-------------------|
| 1. | Reena Mohamed PM | At the periphery:A Close Reading of the Nugatory existence of Parsis in Mistry's Such a Long Journey | Kala:The Journal of Indian Art History Congress UGC Care Group I Journal | ISSN0975-7945 | |
| 2. | | | | | |
| 3. | | | | | |

11. Refresher course/ Workshops/ FDP/ STC / Seminars etc. **participated** by the teachers. (Title of seminar, Agency, Place and dates (duration) conducted may be indicated)

- Sabitha M M attended 3 webinars.
- Dr Amitha P Mani attended 5 webinars

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.)

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

14. Additional Information if any:

- First year UG and PG classes commenced on 02 November and 23 November 2020 respectively. Students and parents attended a general orientation program conducted by the college via G-Meet and YouTube live streaming.

- First & Fourth Semester UG students participated in a 3 day Webinar Series organised by the Department of Politics in association with IQAC, MES Asmabi College on 18, 19 and 20 November 2020.
- ASAP sessions for Batch 2019-20 resumed online on 23 November 2020.
- Sabitha M M attended Election Rehearsal class on 30 November 2020 at Kaipamangalam Gramapanchayath Hall at 10am.
- Dr Reshmi Ravindran attended Election Rehearsal class on 30 November 2020 at Mathilakam Gramapanchayath Hall at 10am.
- Swapna N R attended Election Rehearsal class on 30 November 2020 at Perinjanam Gramapanchayath Hall at 10am

Date : 30.11.2020

Signature of the HOD

Countersigned by Principal

2.Performance Appraisal – API of Teaching Faculty

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

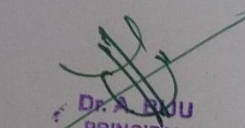
Session/Year 21-02-2020 to 20-02-2021

(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 |




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

PART B:
Annual Performance Assessment Reports (APAR)
Session/Year:21-02-2019 to 20-02-2020

(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 | III sem B.Sc | L, P, S | 3 (Odd Sem) | 3 (Odd Sem) | 100 % |
| 2. | CORE COURSE 4: METHODOLOGY AND PERSPECTIVES IN PLANT SCIENCE PRACTICAL- CORE COURSE 4 | IV sem B.Sc | L, P, S | 3 (Even Sem) | 3 (Even Sem) | 100 % |
| 3. | THEORY- 1.OPEN COURSE: APPLIED BOTANY PRACTICAL- CORE COURSE 8 | V Sem B.Sc | L, P, S | 3 (Odd Sem) | 3 (Odd Sem) | 100 % |
| 4. | THEORY- ELECTIVE COURSE II: GENETICS AND CR OP IMPROVEMENT PRACTICAL- CORE COURSE10 | VI Sem B.Sc | L, P, S | 3 (Even Sem) | 3 (Even Sem) | 100 % |
| 5. | THEORY- 1.BOT1C01 PHYCOLOGY, BRYOLOGY, PTERIDOLOGY AND GYMNOSPERMS 2.BOT1CT03 ANGIOSPERM ANATOMY, ANGIOSPERM | I Sem. MSc | L, P, S | 5 (Odd Sem) | 5 (Odd Sem) | 100 % |



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| | | | | | | |
|---|--|---------------------|---------|-------------------|-------------------|-------|
| | 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 | 5 (Even Sem) | 5(Even Sem) | 100 % |
| 7. | THEORY- BOT3C09 BIOTECHNOLOGY AND BIOINFORMATICS PRACTICAL - BO03L06 | III Sem. M.Sc | L, P, S | 5 (Odd Sem) | 5 (Odd Sem) | 100 % |
| 8. | THEORY- BOT4E01-2. ENVIRONMENTAL BIOLOGY AND BIODIVERSITY CONSERVATION PRACTICAL - BOT04L07 PROJECT | IV Sem M.Sc | L, P, S | 5 (Even Sem) | 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. | Internal Marks | Coordinator |
| 2. | Women's Forum | Member |
| 3. | ICC/CASH | Member |
| 4. | Admission committee | Member |
| 5. | NAAC Criteria IV | Head |
| Total number of activities involved | | 5 |



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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 - FRUITERA | Co-ordinator |
| 2. | Algal Collection visit | Co-ordinator |
| 3. | Annual ACBAA meeting | Joint Co-ordinator |
| 4. | Tutorial hours/Mentoring/ Counselling/etc. | Tutor |
| 5. | Student seminar | Mentor |
| Total number of activities involved | | 4 |

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

| Sl. No. | Type of Responsibility/Duty | Role performed |
|-------------------------------------|---|--------------------|
| 1. | Webinar on Importance of Medicinal plants | Joint Co-ordinator |
| 2. | Gramika 2020 | Joint Co-ordinator |
| 3. | Botany Association day seminar | Joint Co-ordinator |
| Total number of activities involved | | 3 |

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 |



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| | |
|--|--|
| (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 | |
|--|--|

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 21-02-2020 to 20-02-2021.

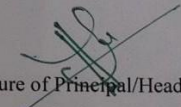
Countersigned by:


Dr. SHAFER 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
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KODUNGALLUR- 680 671

3. Performance Appraisal - AAA of Teaching Faculty

The Muslim Educational Society | 2020



THE MUSLIM EDUCATIONAL SOCIETY, CALICUT
ACADEMIC & ADMINISTRATIVE AUDIT
FOR ARTS & SCIENCE COLLEGES

AAA PROFORMA FOR TEACHERS

(FORM No. 1)

ACADEMIC & ADMINISTRATIVE AUDIT FOR ARTS & SCIENCE COLLEGES PROFORMA FOR TEACHERS – (FORM No. 1)

(Fill carefully in the given MS Word format. Add more columns if needed)

Academic year 2020-2021

- 1) Name: Dr. Jisha KC
- 2) Designation: Assistant Professor
- 3) Teaching Experience in years: 6
- 4) Research Experience in years: 6

AAA Proforma for Faculty – Form 1

Page 1

The Muslim Educational Society | 2020

- 5) Department: Botany
- 6) Qualifications: MSc, MPhil, PhD, NET
- 7) Fields of Specialization: Plant Stress Physiology, Phytochemistry
- 8) Details of Additional Qualifications achieved including SWAYAM, MOOC, NPTEL, NMEICT courses

| Sl. No. | Programme | Awarded by | Grade Obtained | Date of degree/Award |
|---------|-------------------------------------|-------------|----------------|----------------------|
| 1 | SWAYAM 12 Week course- Biochemistry | NPTEL-AICTE | ELITE | NA |

9) Details of Classes Engaged including Practical

a) Odd Semester

| Sl.No. | Classes engaged (Semester and programme) | Course name | Total Number of hours allotted | Total Number of hours engaged | Extra Hours taken, if any | Syllabus Completed or Not | Remarks |
|--------|--|--|--------------------------------|-------------------------------|---------------------------|---------------------------|---------|
| 1 | BSc Botany I Sem | Angiosperm Anatomy, Reproductive Botany & Palynology (Theory) | 18 | 18 | Nil | Completed | |
| | | Angiosperm Anatomy, Reproductive Botany & Palynology (Practical) | 36 | 36 | Nil | Completed | |
| 2 | BSc Botany V Sem | Open Course- Applied Botany (Theory) | 18 | 18 | Nil | Completed | |
| | | Embryology, Palynology, Economic Botany, | 18 | 18 | Nil | Completed | |

AAA Proforma for Faculty – Form 1

Page 2

| | | | | | | | |
|---|--------------------|--|----|----|-----|-----------|--|
| | | Ethanobotany & Horticulture (Theory) | | | | | |
| | | General Bioinformatics, Introductory Biotechnology, Molecular Biology (Theory) | 18 | 18 | 2 | Completed | |
| | | Morphology and Systematics (Practical) | 36 | 36 | 4 | Completed | |
| 3 | MSc Botany I Sem | Mycology, Lichenology Microbiology & Plant Pathology (Theory) | 36 | 36 | Nil | Completed | |
| | | Mycology, Lichenology Microbiology & Plant Pathology (Practical) | 18 | 18 | Nil | Completed | |
| | | Palynology, Embryology (Practical) | 18 | 18 | Nil | Completed | |
| 4 | MSc Botany III Sem | Physiology & Biotechnology (Theory) | 54 | 54 | Nil | Completed | |
| | | Cell Biology (Practical) | 18 | 18 | Nil | Completed | |

b) Even Semester

| Sl.No. | Classes engaged (Semester and programme) | Course name | Total Number of hours allotted | Total Number of hours engaged | Extra Hours taken, if any | Syllabus Completed or Not | Remarks |
|--------|--|--|--------------------------------|-------------------------------|---------------------------|---------------------------|---------|
| 1 | BSc Botany II Sem | Microbiology, Mycology, Lichenology & Plant pathology (Theory) | 18 | 9 | Nil | Not Completed | |

| | | | | | | | |
|---|-------------------|---|----|----|-----|-----------|--|
| | | Microbiology, Mycology, Lichenology & Plant pathology (Practical) | 36 | 36 | Nil | Completed | |
| 2 | BSc Botany VI Sem | Elective- Genetics & Crop improvement, Physiology & Metabolism (Theory) | 54 | 54 | Nil | Completed | |
| | | Cell Biology & Biochemistry (Practical) | 36 | 36 | Nil | Completed | |
| 3 | MSc Botany II Sem | Cell Biology & Molecular Biology (Theory) | 54 | 54 | Nil | Completed | |
| | | Cell biology, Molecular biology and Biophysics (Practical) | 18 | 18 | Nil | Completed | |
| 4 | MSc Botany IV Sem | Elective-Pathology (Theory) | 54 | 54 | Nil | Completed | |
| | | Elective-Pathology (Practical) | 18 | 18 | Nil | Completed | |

10) Remedial Classes taken:

| Sl.No. | Class | Course | No. of Hours taken | Details of result improvement |
|--------|-------------------|---|--------------------|---|
| 1 | V Sem BSc Botany | Biotechnology, Bioinformatics & Molecular Biology | 4 | Students showed improved marks in the unit test papers and internal exams |
| 2 | VI Sem BSc Botany | Physiology & Metabolism | 4 | Improvement in their overall class performance |

| | | | | | | | |
|---|--------------------|--|----|----|-----|-----------|--|
| | | Ethanobotany & Horticulture (Theory) | | | | | |
| | | General Bioinformatics, Introductory Biotechnology, Molecular Biology (Theory) | 18 | 18 | 2 | Completed | |
| | | Morphology and Systematics (Practical) | 36 | 36 | 4 | Completed | |
| 3 | MSc Botany I Sem | Mycology, Lichenology Micrbiology & Plant Pathology (Theory) | 36 | 36 | Nil | Completed | |
| | | Mycology, Lichenology Micrbiology & Plant Pathology (Practical) | 18 | 18 | Nil | Completed | |
| | | Palynology, Embryology (Practical) | 18 | 18 | Nil | Completed | |
| 4 | MSc Botany III Sem | Physiology & Biotechnology (Theory) | 54 | 54 | Nil | Completed | |
| | | Cell Biology (Practical) | 18 | 18 | Nil | Completed | |

b) Even Semester

| Sl.No. | Classes engaged (Semester and programme) | Course name | Total Number of hours allotted | Total Number of hours engaged | Extra Hours taken, if any | Syllabus Completed or Not | Remarks |
|--------|--|--|--------------------------------|-------------------------------|---------------------------|---------------------------|---------|
| 1 | BSc Botany II Sem | Microbiology, Mycology, Lichenology & Plant pathology (Theory) | 18 | 9 | Nil | Not Completed | |

| | | | | | | | |
|---|-------------------|---|----|----|-----|-----------|--|
| | | Microbiology, Mycology, Lichenology & Plant pathology (Practical) | 36 | 36 | Nil | Completed | |
| 2 | BSc Botany VI Sem | Elective- Genetics & Crop improvement, Physiology & Metabolism (Theory) | 54 | 54 | Nil | Completed | |
| | | Cell Biology & Biochemistry (Practical) | 36 | 36 | Nil | Completed | |
| 3 | MSc Botany II Sem | Cell Biology & Molecular Biology (Theory) | 54 | 54 | Nil | Completed | |
| | | Cell biology, Molecular biology and Biophysics (Practical) | 18 | 18 | Nil | Completed | |
| 4 | MSc Botany IV Sem | Elective-Pathology (Theory) | 54 | 54 | Nil | Completed | |
| | | Elective-Pathology (Practical) | 18 | 18 | Nil | Completed | |

10) Remedial Classes taken:

| Sl.No. | Class | Course | No. of Hours taken | Details of result improvement |
|--------|-------------------|---|--------------------|---|
| 1 | V Sem BSc Botany | Biotechnology, Bioinformatics & Molecular Biology | 4 | Students showed improved marks in the unit test papers and internal exams |
| 2 | VI Sem BSc Botany | Physiology & Metabolism | 4 | Improvement in their overall class performance |

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

| Sl.No. | Batch | Course name | Number of students appeared in the University examination | Number of students passed | Percentage of pass | Result Analysis |
|--------|-----------|--|---|---------------------------|--------------------|--------------------------------|
| 1 | 2017-2020 | BSc Botany (I Sem) Angiosperm Anatomy | 33 | 33 | 100 | A+-1, A-4, B-6, C-8, D-7, E-7 |
| 2 | 2017-2020 | BSc Botany (II Sem) Research methodology & Microtechnique | 34 | 33 | 97 | A-3, B-5, C-8, D-6, E-11, F-1 |
| 3 | 2017-2020 | BSc Botany (III Sem) Microbiology, Mycology, Lichenology & Plant Pathology | 34 | 34 | 100 | A+-1, A-3, B-8, C-12, D-5, E-5 |
| 4 | 2017-2020 | BSc Botany (IV Sem) Phycology, bryology & Pteridology | 34 | 31 | 91 | A-2, B-5, C-2, D-7, E-15, F-3 |
| 5 | 2017-2020 | BSc Botany Practical-I sem to IV sem | 33 | 33 | 100 | A+-5, A-17, B-11 |
| 6 | 2017-2020 | BSc Botany (V Sem) Embryology, Palynology, Economic Botany, Ethnobotany & Horticulture | 32 | 30 | 94 | A-3, B-2, C-8, D-11, E-6, F-2 |
| 7 | 2017-2020 | BSc Botany (V Sem) General & bioinformatics, Introductory Biotechnology and Molecular Biology | 31 | 30 | 97 | A-1, B-9, C-5, D-9, E-6, F-1 |
| 8 | 2017-2020 | BSc Botany (V Sem) | 32 | 32 | 100 | A+-2, A-1, B-5, C-8, |

| | | | | | | |
|----|-----------|---|----|----|------|-------------------------------|
| | | Gymnosperms, Paleobotany, Phytogeography & Evolution | | | | D-8, E-8 |
| 9 | 2017-2020 | Elective-Genetics & Crop Improvement | 32 | 32 | 100 | A+-1, A-4, B-7, C-5, D-8, E-7 |
| 10 | 2017-2020 | BSc Botany V Sem Practical | 31 | 31 | 100 | A+-7, A-12, B-6, C-6, |
| 11 | 2017-2020 | BSc Botany VI Sem practical | 31 | 31 | 100 | A+-10, A-18, B-3 |
| 12 | 2018-2020 | MSc Botany (I Sem) Mycology, Lichenology Microbiology & Plant Pathology | 12 | 12 | 100% | B-9, C-3 |
| 13 | 2018-2020 | MSc Botany (II Sem) Cell biology, Molecular biology and Biophysics | 12 | 12 | 100% | A-2, B-8, C-2 |
| 14 | 2018-2020 | MSc Botany (III Sem) Biotechnology & Bioinformatics | 12 | 12 | 100% | B-8, 4-3 |
| 15 | 2018-2020 | MSc Botany (IV Sem) Elective-Genetics and crop improvement | 12 | 12 | 100% | B-5, C-7 |

12) Course Outcome

| SLNo. | Course | Course Outcome | Analysis of Course Outcome |
|-------|--------------|---|--------------------------------------|
| 1 | BSc Botany I | By the end of the course, students are expected to: | 100% of students achieved the course |

12) Course Outcome

| Sl.No. | Course | Course Outcome | Analysis of Course Outcome |
|--------|--------------|---|--------------------------------------|
| 1 | BSc Botany I | By the end of the course, students are expected to: | 100% of students achieved the course |

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| | | | |
|---|--|--|--|
| | Semester Angiosperm Anatomy | 1. Demonstrate the ability to differentiate plant organs by observing anatomical features 2. Understand the non-living inclusions of plants and their significance 3. Differentiate tissues and their functions 4. Illustrate primary and secondary (normal and anomalous) structures of plant organs | outcome |
| 2 | BSc Botany II Semester-Research methodology & Microtechnique | By the end of the course, students are expected to: 1. Understand the various research methods in science 2. Identify the various instruments used in scientific experiments 3. Familiarize with various staining procedures | 97% of students achieved the course outcome |
| 3 | BSc Botany II Semester-Mycology, microbiology, Lichenology & Plant Pathology | By the end of the course, students are expected to: 1. Understand basics of microbial life and their economic importance 2. Develop general awareness on the diversity of microorganisms, fungi and lichens 3. Analyze the ecological role played by bacteria, fungi and lichens 4. Identify plant diseases and find out control measures 5. Realize the significance of plant diseases as far as crop production is concerned. | 100% of students achieved the course outcome |
| 4 | BSc Botany (IV Sem) Phycology, bryology & Pteridology | By the end of the course, students are expected to: 1. Appreciate the diversity and evolutionary significance of lower plant groups. 2. Classify algae, bryophytes and pteridophytes. 3. Understand the economic and ecological importance of lower plant groups. | 91% of students achieved the course outcome |
| 5 | BSc Botany (V Sem) General & | Students will be able to understand the basic techniques used in bioinformatics, biotechnology and molecular biology | 97% of students achieved the course outcome |

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| | | | |
|----|--|---|--|
| | bioinformatics, Introductory Biotechnology and Molecular Biology | | |
| 6 | BSc Botany (V Sem) Gymnosperms, Paleobotany, Phytogeography & Evolution | Students will be able to understand the distribution of various plant groups, their history, fossil plants etc. | 100% of students achieved the course outcome |
| 7 | BSc Botany (V Sem) Embryology, Palynology, Economic Botany, Ethanobotany & Horticulture | Students will be able to understand the various mechanism in plant reproduction, pollen morphology and also should be able to analyse the economic and medicinal importance of plants | 94% of students achieved the course outcome |
| 8 | MSc Botany (I Sem) Mycology, Lichenology Microbiology & Plant Pathology | Students will be able to understand and identify the different groups of plants and will be able to understand the various diseases associated with plants | 100% of the students achieved the course outcome |
| 9 | MSc Botany (II Sem) Cell biology, Molecular biology and Biophysics | Students will be able to understand the various biochemical pathways and molecular mechanisms in plants, they also able to identify various biophysical methods | 100% of the students achieved the course outcome |
| 10 | MSc Botany (III Sem) Biotechnology & Bioinformatics | Students will be able to understand the various biotechnological and bioinformatics tools used in botany | 100% of the students achieved the course outcome |
| 11 | MSc Botany (IV Sem) Elective- Genetics and Crop | Students will be able to identify different types of diseases in various crops and to familiarize various crop improvement methods | 100% of the students achieved the course outcome |

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| |
|-------------|
| improvement |
|-------------|

a) Tutorial System

| Class in charge | Total Hours engaged | | Brief Report of Tutorial activities |
|-------------------|---------------------|-------|--|
| | Odd | Even | |
| I Year MSc Botany | 5hrs | 5 hrs | <ul style="list-style-type: none"> - Personal counseling and tried to identify their problems - Planning the various co-curricular activities of the class - Discussion about algal collection trip - Discussion about evaluation of internal exam result to plan for better academic performance - Grievance redressal on certain matters - Discussion about corona virus to prevent it in a better way |

b) Details of Slow Learners:

| Sl. No | Name of Slow Learners | Special Programmes arranged | Outcome achieved |
|--------|------------------------|---|-------------------------------|
| 1 | Akhil Raj-I MSc Botany | Personal counselling, Discussion with parents | Showed improvement in studies |

c) Details of Advanced Learners

| Sl. No | Name of Advanced Learners | Special Programmes arranged | Outcome achieved |
|--------|---------------------------|-----------------------------|------------------|
|--------|---------------------------|-----------------------------|------------------|

| | | | |
|---|------------------------|---------------------------|------------------|
| 1 | Raheema Febin Hassan E | Question paper discussion | Improved studies |
| 2 | Mufeeda Thasni AC | Question paper discussion | Improved studies |
| 3 | Ishrath Sabah C | Question paper discussion | Improved studies |

d) Personal Mentoring/Counselling given

| Sl.No. | Date | Whether Internal/External | Remarks |
|--------|------------|---------------------------|--------------------|
| 1 | 10-12-2020 | Internal | Solved the problem |
| 2 | 02-03-2021 | Internal | Solved the problem |

14) Usage of ICT/E-learning technology.

| Sl No. | Course | ICT/E-resources prepared and used |
|--------|---|--|
| 1 | Angiosperm anatomy, Reproductive Botany & Palynology | Power point presentation, Video tutorials |
| 2 | Microbiology, Mycology, Lichenology & Plant pathology | Power point presentation, Audio clips, Video tutorials |
| 3 | Open Course- Applied Botany | Power point presentation, Notes in PDF format |
| 4 | Embryology, Palynology, Economic Botany, Ethanobotany & Horticulture | Power point presentation |
| 5 | General Bioinformatics, Introductory Biotechnology, Molecular Biology | Power point presentation, Video tutorials |
| 6 | Plant Physiology & Metabolism | Power point presentation, Video tutorials |
| 7 | Elective-Genetics & Crop Improvement | Power point presentation, Notes in PDF format |

| | | |
|----|---|--|
| 8 | Mycology, Lichenology, Microbiology & Plant Pathology (MSc) | Power point presentation, Notes in PDF format, Video tutorials |
| 9 | Cell Biology, Molecular Biology & Biophysics (MSc) | Power point presentation, Notes in PDF format, Video tutorials |
| 10 | Biotechnology & Bioinformatics (MSc) | Power point presentation, Notes in PDF format, Video tutorials |
| 11 | Elective (MSc)- Genetics & Crop improvement | Power point presentation, Notes in PDF format |

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

| Sl No. | Course | Student Centric methods introduced | Innovative Teaching methods introduced |
|--------|------------|--|---|
| 1 | BSc Botany | Group discussion, assignment, seminar | Test paper conduction after completion of each topics & surprise test papers, Previous question paper answering by the students etc. |
| 2 | MSc Botany | Group discussion, assignment, seminar, debates | Test paper conduction after completion of each topics & surprise test papers, Previous question paper answering by the students, Field study etc. |

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

| Sl No | Programme | Course | Curriculum design (For new programmes only) | Restructuring of syllabi |
|-------|-----------|--------|---|--------------------------|
| | | | | |

17) Research funds generated: Nil

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

| Sl. No | Title of the Project | Name of the Students | UG | PG | MPhil | Duration | Any Fund Received | Funding Agency |
|--------|---|---|----|----|-------|----------|-------------------|----------------|
| 1 | Effects of soft drinks on seed germination and early seedling growth of <i>Vigna radiata</i> (L.) Wilczek. | Ameesha M.M. Arora Pradeep Anjana Suresh Akhil Krishna M.R. | UG | | | 6 Months | Nil | NA |
| 4 | Structural and Functional Analysis of Tropical Homegardens: A case study of Avanoor Grama Aanchayath, Thrissur District, Kerala | Prabisha VS | | PG | | 1 Year | Nil | NA |
| 5 | The Floristic and Functional Dynamics of Homegardens of Mulakunnathukavu Grama Panchayath, Thrissur District, Kerala | Surabhi Rajan M | | PG | | 1 Year | Nil | NA |

19) Research Guide ship details

| Sl.No | Name of Scholar | Research Centre | Research Guide | FIP/JRF/Full time/Part time | Status |
|-------|-----------------|--|----------------|-----------------------------|--|
| 1 | Sumitha Thomas | Department of Botany, MES Asmabi College, P. Vemballur | Dr. Jisha K.C. | JRF-Full time | Collection of Plant materials done, Standardization process ongoing. |

| | | | | | |
|---|-------------------|--|----------------|---------------|--|
| | | | | | Review paper submitted for publication |
| 2 | Athira T.R. | Department of Botany, MES Asmabi College, P. Vemballur | Dr. Jisha K.C. | NET-Full time | Collection of Plant materials done, Standardization process ongoing, Review paper work in progress |
| 3 | Raga R | Department of Botany, MES Asmabi College, P. Vemballur | Dr. Jisha K.C. | PART-TIME | RAC meeting approved PhD Synopsis and applied for registration |
| 4 | Mohammed Areej EM | Department of Botany, MES Asmabi College, P. Vemballur | Dr. Jisha K.C. | PART-TIME | RAC meeting approved PhD Synopsis and applied for registration |

20) Revenue generated from Consultancy during the year: Nil

21) Revenue generated from corporate training during the year: Nil

22) a) Publication in Journals:

| Sl No. | Title of the paper | Name of the Journal | CARE listed (YES/NO) | Impact Factor | ISSN | Issue, Volume, Page No, Year | Authorship |
|--------|---|--------------------------------|----------------------|---------------|------------|-------------------------------|--------------|
| 1 | Physiological and Biochemical Responses of <i>Aerva lanata</i> (L.) Juss. | Journal of Stress & Physiology | YES | Nil | ISSN-1997- | Vol. 16, No. 3, 2020, pp. 67- | Neema P. and |

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| | | | | | | | |
|--|-------------------------------------|--------------|--|--|------|----|------------|
| | ex Schult. under Heavy Metal Stress | Biochemistry | | | 0838 | 73 | Jisha K.C. |
|--|-------------------------------------|--------------|--|--|------|----|------------|

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

23) Editorial ship of Journal/Books: Nil

24) Patent filed/Granted: Nil

25) Faculty as invited speaker/Resource person: Nil

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 | FDP on 'Quality Science Education in India in the 21 st century' | National | 9 th November 2020 | GAD-TLC & Christ College, Irinjalakkuda | No |
| 2 | FDP on 'Skills for Next Generation Teachers' | National | 7 th December 2020 | GAD-TLC & Vimala College, Thrissur | No |
| 3 | Doctrina II- Plant Functional Biology | International | 5/6/2020 to 7/06/2020 | Sir Syed College, Taliparamba | No |
| 4 | Importance of medicinal plants in the month of Karkkidaka | State | 29/7/2020 | MES Asmabi College, P. Vemballur | No |
| 5 | National Level Five Days Online Training in Biological Sciences | National | 3/8/2020 to 7/8/2020 | SN College, Nattika | No |
| 6 | Molecular diagnostic platforms through | International | 21/8/2020 | Kerala University | No |

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| | | | | | |
|----|---|---------------|------------------------|------------------------------------|----|
| | Chemistry, Biology & Nanotechnology | | | | |
| 7 | Recent Advances in Herbal Medicine | International | 21/8/2020 | SH College, Thevara | No |
| 8 | Impact of Dilution of EIA on Environment & People | National | 25/8/2020 | MES Asmabi College, P. Vemballur | No |
| 9 | Environmental concerns during Covid Era | International | 25/8/2020 & 26/8/2020 | Tarumitra, AADI, Attappadi | No |
| 10 | Covid 19: The Crisis of our Times: Past, Present & Future | State | 7/9/2020 | St. Joseph's College, Irinjalkkuda | No |
| 11 | Plant diseases of past, present & control measures | International | 10/9/2020 | Vivekananda College, Madurai | No |
| 12 | Herbal remedies in managing pandemics- scientific evaluation | National | 14/9/2020 | SD College, Alappuzha | No |
| 13 | Promotion under CAS-UGC guidelines | State | 19/9/2020 | Carmel College, Mala | No |
| 14 | Leverging nanotechnology to tackle cancer | National | 24/9/2020 | Bharat Mata College, Thrikkakara | No |
| 15 | Techniques for isolation & Identification of Active Ingredients from Medicinal Plants | State | 3/10/2020 | KKTM College, Pullut | No |
| 16 | Materials in medicine | International | 3/10/2020 to 5/10/2020 | MES Asmabi College, P. Vemballur | No |

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| | | | | | |
|----|---|---------------|--|--|----|
| 17 | Conservation & Right Debate Series | International | 10/10/2020 12/10/2020 17/10/2020 19/10/2020 | MES Asmabi College, P. Vemballur | No |
| 18 | Bioinformatics- Fundamentals to Advanced | State | 12/10/2020 | KKTM College, Pullut | No |
| 19 | Healthy Food Habits through Ayurveda | State | 15/10/2020 | KKTM College, Pullut | No |
| 20 | Traditional Foods of Kerala as immunity Boosters | State | 1/11/2020 | KKTM College, Pullut | No |
| 21 | The Trajectory of Conservation and Justice in the context of FRA 2006 | National | 12/11/2020 | Sree Sankarachaarya University of Sanskrit, Kalady | No |
| 22 | Women & Covid | National | 18/11/2020 19/11/2020 20/11/2020 | MES Asmabi College, P. Vemballur | No |
| 23 | Scope & Significance of Ethnobotanical Research | National | 19/11/2020 | BAM College, Pathanamthitta | No |
| 24 | Women Entrepreneurship | International | 19/11/2020 | Mercy College, Palakkad | No |
| 25 | Glance of Bioinformatics | State | 24/11/2020 | Forum for Natural Studies & Conservation | No |
| 26 | Online tools for qualitative research & knowledge dissemination | National | 28/12/2020 | Carmel College, Mala | No |

27) Seminars/Workshops/Conferences/FDP/Training Programmes/Fests etc. co-ordinated: Nil

28) Details of Internships/Apprenticeship/OJT/Study Tours/ Field Trips/Industrial Visits/Project Work (done at outside) etc. co-ordinated

| Sl. No. | Activity | Class | Number of Students | Dates | Remarks |
|---------|--|--------------|--------------------|------------|---------|
| 1 | Algal collection trip at Thikkodi, Calicut | I MSc Botany | 17 | 26-03-2021 | |

29) Details of Extension, Out-reach programmes co-ordinated: Nil

30) Details of other duties engaged and Contribution to corporate life:

| Sl No | Other duties in-charge, Contribution to corporate life | Activities Organized with dates |
|-------|--|---|
| 1 | NAAC Criterion II Head | Collected the information and analyzed the information as per NAAC guidelines |
| 2 | In charge of Science Forum | <ul style="list-style-type: none"> ➤ As part of 'Karkkidakamasacharanam 2020', online Ramayana quiz for college students on 3/7/2020 ➤ As part of ozone day 2020, online intercollegiate collage competition for college students on 16th September 2020 ➤ As part of National Science day 2021, an online quiz competition for college students on 27th and 28th February 2021. |

| | | |
|---|--|--|
| 3 | In charge of Debate club/Parliamentary affairs | No activities were organized to covid issues |
|---|--|--|

31) Details of Examination duties taken

| Duty | Name of Examination | University/Autonomous College | Dates |
|---------------------|-----------------------------|-------------------------------|---------------------------------|
| Valuation Duty | IV Sem MSc Botany 2020 | University | 9/9/2020 & 11/9/2020 |
| | III Sem BSc Botany 2020 | University | 21/10/2020 |
| | I Sem MSc Botany 2020 | University | 7/1/2020 |
| | I Sem BSc Botany 2020 | University | 6/2/2021 |
| | I Sem BVoc Agriculture 2020 | University | 15/3/2021, 12/4/2021, 13/4/2021 |
| Invigilation Duty | UG/PG Exams 2020 | University | 9/11/2020 |
| | UG/PG Exams 2020 | University | 10/11/2020 |
| | UG/PG Exams 2020 | University | 8/1/2021 |
| | UG/PG Exams 2020 | University | 25/1/2021 |
| | UG/PG Exams 2020 | University | 9/2/2021 |
| | UG/PG Exams 2020 | University | 15/3/2021 |
| | UG/PG Exams 2020 | University | 18/3/2021 |
| Practical Exam duty | IV Sem MSc Botany 2020 | University | 8/9/2020 |
| | IV Sem MSc Botany 2020 | University | 17/9/2020 |
| | IV Sem BSc Botany 2020 | University | 11/1/2021 |
| | IV Sem BSc Botany 2020 | University | 12/1/2021 |
| | II Sem MSc Botany 2020 | University | 30/1/2021 |

| | | | |
|--------------------|-----------------------------|------------|----------------------|
| | I Sem MSc Botany 2020 | University | 11/2/2021 |
| | II Sem MSc Botany 2020 | University | 12/2/2021 |
| | IV Sem MSc Botany 2021 | Autonomous | 20/4/2021 |
| Project Evaluation | IV Sem MSc Botany 2020 | University | 23/9/2020, 24/9/2020 |
| | I Sem BVoc Agriculture 2020 | University | 27/4/2021 |
| Viva Voce | IV Sem MSc Botany 2021 | Autonomous | 9/4/2021 |

32) Membership in Academic/Professional bodies (Existing only): Nil

33) Awards & Recognitions received: Nil

34) Library Visit/N list access

| | | |
|---|-----------------------------|---------------------------------------|
| No of library visits as per Library record | No of books borrowed | No of reference books borrowed |
| 2 | Nil | Nil |

35) Details of Leave (other than Casual Leave) and deputation availed:

| Leave | LPL | CML | HPL | Maternity/Paternity Leave | Duty Leave | FIP | Deputations | Any Other Leave | Total |
|------------|-----|-----|-----|---------------------------|------------|-----|-------------|-----------------|-------|
| No of days | 0 | 0 | 0 | 0 | 15 | 0 | 0 | 0 | |

36) Individual action plan reflecting opportunities and challenges in your domine.

| | |
|---------------|--|
| Opportunities | 1) Can continue research, since 4 PhD students are registered 2) Can get more time for the preparation in the current scenario of college time change 3) During the Lock down situation, familiarized the different online platforms, thus could be used effectively in the teaching |
| Challenges | 1) Preparing students for offline examinations |

| | |
|--|--|
| | 2) Semester system impose more stress to teachers and students |
|--|--|

37) Any Other relevant information: Nil

Name and Signature of Teacher

Name and signature of HoD

Name and Signature of Principal

Date: Dr. Jisha KC

4. Performance Appraisal -Non-Teaching Staff


INTERNAL QUALITY ASSURANCE CELL
MES ASMABI COLLEGE, P. VEMBALLUR

Administration


Self-Appraisal

Academic year: 2020-21

| Personal Data | | | | |
|------------------------------|--|---|-----------------------------------|---------------|
| 1 | Name | Rajeeb P B | | |
| 2 | Designation | Clerk | | |
| 3 | Sex | Male | Date of birth | 05-06-1990 |
| 4 | Address | Ponakuzhi(H) P O Madavana, Abdulla Road Pin: 680666 | | |
| 5 | Religion & Caste | Islam | Muslim | |
| Departmental Qualifications | | | Experience in Administrative area | |
| 1 | MOP | 1 | Administration |years |
| 2 | Attender Test | 2 | Accounts |years |
| 3 | Account Test Lower | 3 | Establishment |years |
| 4 | Account Test Higher | 4 | Spark | 4year 2 month |
| 5 | Library Certificate Course | 5 | E grants |years |
| | Other activities/programmes | 6 | Gain PF |years |
| | | 7 | Exam |years |
| | | 8 | EPF |years |
| | | 9 | |years |
| | | 10 | |years |
| Training programmes attended | | | | |
| 1 | GAINF Training Class Contact by Department of Collegiate Education held at center for Training in Finance Management, Thiruvananthapuram | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 1 | Section in the office serviced in this year | Bill Section | | |
| 2 | Works carried out in this section | Salary Bill TS & NTS, Arrear Bill TS&NTS, salary Particular TS & NTS, DA Arrear Bill TS&NTS, Pay Revision Fixation in Spark TS & NTS, Guest Lecture Bill ,Leave Travel Concession Bill, Medical Re-Imbursement Bill, Salary Certificate TS&NTS, Income TAX TS&NTS, Loans-Documents TS & NTS | | |
| 3 | Pending works | TS=15, NTS =6 | | |
| 4 | Measures taken to clear pending works | 3 Months | | |
| 5 | Difficulties faced in this section | Nil | | |

Signature: 

Name: RAJEEB P B

Remarks of HA (supdt) 

Remarks of Principal

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



INTERNAL QUALITY ASSURANCE CELL

MES ASMABI COLLEGE, P. VEMBALLUR

Administration

Self-Appraisal

Academic year: 2020-2021

| Personal Data | | | | | |
|------------------------------|---|--|-----------------------------------|----------------|------------|
| 1 | Name | Naseeba - P. A | | | |
| 2 | Designation | Computer Assistant | | | |
| 3 | Sex | Female | Date of birth | 28-05-1977 | |
| 4 | Address | Pakothi parambpl (H) P. Vemballur, Pin - 680671 Thrissur (Dt) | | | |
| 5 | Religion & Caste | Islam | Mappila | | |
| Departmental Qualifications | | | Experience in Administrative area | | |
| 1 | MOP | | 1 | Administration |years |
| 2 | Attender Test | | 2 | Accounts |years |
| 3 | Account Test Lower | | 3 | Establishment |years |
| 4 | Account Test Higher | | 4 | Spark |years |
| 5 | Library Certificate Course | | 5 | E grants |years |
| | Other activities/programmes | | 6 | Gain PF |years |
| | | | 7 | Exam |years |
| | | | 8 | EPF |years |
| | | | 9 | |years |
| | | | 10 | |years |
| Training programmes attended | | | | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 1 | Section in the office serviced in this year | Computer work | | | |
| 2 | Works carried out in this section | | | | |
| 3 | Pending works | No | | | |
| 4 | Measures taken to clear pending works | No | | | |
| 5 | Difficulties faced in this section | No | | | |

Signature:

Name:

Naseeba
Naseeba - P. A

Remarks of HA (supdt)

Remarks of Principal

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

