

**6.3.5 PERFORMANCE APPRAISAL SYSTEM FOR TS AND NTS
AQAR 2022-2023**

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1.Monthly Report of Department-Sample

MES ASMABI COLLEGE, P.VEMBALLUR

MONTHLY REPORT

Department: Botany Month: JUNE Year: 2022

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		(on Special Casual leave)
2	Dr. Girija T.P	70	60
3	Dr. Amitha Bachan KH	70	60
4	Dr. Jisha KC	70	56
5	Smt. Shemi C.B	70	60
6	Smt. Nazeema M.K	72	42

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	-	-

2	Dr. Girija T.P	III Sem B.Sc - Pteridology - Introduction started	95%
		Students on University (First sem) exam and II Sem Internal exam	
		V Sem B.Sc - Ethnobotany - Allotted portions completed	0%
		Economic Botany - Cereals and millets, pulses and legumes, Ornamental plants, masticatories completed	50%
		Practicals - Ethnobotany Completed	
		Economic botany, horticulture and Tissue culture remaining	80%
		IV Sem MSc -Pathology - Allotted portions completed	0%
		II Sem MSc -Genetics - Mobile genetic elements, quantitative inheritance completed	30%
		Practical - Genetics and cytogenetics problem completed	
		Cytogenetics - Ploidy, chromosomes and robertsonian translocation completed	50%

3	Dr. Amitha Bachan KH	VI Sem BSC - Taxonomy	70%
		Basics of family identification, three families completed	
		Practicals - Three family completed	70%
		MSc IISem - Ecology and Conservation biology	20%
		Practicals - Conservation biology	30%
		MSc III Sem - Angiosperm taxonomy	80%
		Practicals - Four families	70%
		IV Sem MSC	
		Environmental biology	0%

		Practicals -	20%
		Dissertation- Six students (In writing stage)	20%

4	Dr. Jisha KC	<p>BSc Vth Sem- Cell Biology and Biochemistry- Introduction completed, Plasma membrane, ER, Golgi bodies completed</p> <p>MSc Second Sem- Cell Biology- Programmed cell death, Meiotic errors, cell signalling completed</p> <p>Msc Fourth Sem- Pathology - Allotted portions completed, Students on project work</p>	<p>85%</p> <p>15%</p> <p>0%</p>
5	Shemi C B	<p>BSc Vth Sem- Gymnosperm-Introduction, Cycas Completed</p> <p>Practicals-Gymnosperm started</p> <p>MSc Second Sem- Molecular Biology- Transcription and Gene regulation in Prokaryotes completed.</p> <p>Msc Fourth Sem- Pathology - Allotted portions completed</p>	<p>70%</p> <p>95%</p> <p>60%</p> <p>0%</p>

6	Nazeema M.K	<p>III Sem B Sc Botany- Phycology, Bryology and Pteridology Salient features of Bryophytes</p> <p>V Sem B Sc Botany- Evolution Introduction, Theories on organic evolution, Evidences for evolution</p> <p>II Sem M Sc Botany Evolution, Plant ecology and Phytogeography Evolution introduction, evidences for evolution, Geological time scale</p> <p>IV Sem M Sc Botany- Seminars completed Wetlands (Ramsar sites), mangroves forest types of Kerala Cybernetics, ecological foot print, sustainable development deep ecology, Gaia hypothesis, conservation ethics, peoples' movements for biodiversity conservation, role of NGOs and educational institutions in biodiversity conservation</p>	100%
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		trade related IPR, ecotourism Thoughts on ecology	
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3. **Extra classes & Tutorial** hours engaged:

Sl. No	Dates	Name of the Teacher	Subjects	No. of students present
1	17.06.2022	Dr. Girija TP	Ethnobotany	24
2	23.06.2022	Dr. Girija TP	Economic Botany	20
3	28.06.2022	Shemi C B	Tutorial	19
4	25.06.2022	Dr. Jisha KC	Tutorial	17
5	16.06.2022	Nazeema M K	Tutorial	38

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
1				

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

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

Programme BA/BSc/BCom	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	Practical Exam duty
1	01/06/2022, 03/06/2022 & 20/06/2022 28/06/200	Shemi C B	University Internal	Invigilation duty(Isem UG) Invigilation duty(II Sem UG)		

2	02-06-2022, 08-06-2022 & 13-06-2022 13-06-2022 & 14-06-2022 23-06-2022 & 24-06-2022 28-06-2022 & 29-06-2022	Girija TP Girija TP Girija TP Girija TP	University Internal Internal	Invigilation duty (I Sem UG) Invigilation duty (IV Sem UG) Invigilation duty (II Sem UG)		
					III Sem PG at Mercy college, Palakkad	

3	02-06-2022, 07-06-2022	Nazeema M K	University	Invigilation duty (I Sem UG)		
	21-06-2022		University	Invigilation duty (IVSem UG)		
	23-06-2022 & 24-06-2022		Internal			

	28-06-2022 & 29-06-2022			Invigilation duty (II Sem UG)	III Sem PG at Mercy College, Palakkad College, Palakkad	
4	07-06-2022	Dr. Jisha KC	University examination Duty (I Sem UG)	Invigilation Duty		
	08-06-2022	Dr. Jisha KC	Internal Examination (IV Sem UG)	Invigilation Duty		
	09-06-2022	Dr. Jisha KC	University examination Duty(I Sem UG)	Invigilation Duty		
	14-06-2022	Dr. Jisha KC	University examination Duty(I Sem UG)	Invigilation Duty		
	27-06-2022	Dr. Jisha KC	Internal Examination (II Sem UG)	Invigilation Duty		
	29-06-2022	Dr. Jisha KC	Internal Examination (II Sem UG)	Invigilation Duty		
	30-06-2022	Dr. Jisha KC	Internal Examination (II Sem UG)	Invigilation Duty		

5	06-06-2022	Dr. Amitha Bachan KH	University	Invigilation Duty (UG)	III Sem PG at Mercy College, Palakkad
	22-06-2022	Dr. Amitha Bachan KH	University	Invigilation Duty (UG)	
	28-06-2022 & 29-06-2022	Dr. Amitha Bachan KH	University examination Duty		

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 Sustenance
1	Smt. Shaheedha TM	AQAR Preparation work, CriteriaIV monitoring and documentation
2	Dr. Jisha KC	AQAR Preparation work
3	Dr. Girija TP	Criteria 2 -Monitoring and documentation work

4	Dr. Amitha Bachan KH	NAAC Coordinator, IQAC, Nodal officer research, Research and publication, Website, Certificate course, College planning, preparation of research guidelines, IAIP Plagiarism, Office automation and data management for the college- Team coordinator, Eco restoration extension and research program
5	Smt. Shemi CB	Criteria - documentation work
6	Smt. Nazeema M.K	Criteria 5 - documentation work

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.	Dr. Amitha Bachan KH	Research Planning and Synopsis preparation	Research Department of Botany, MES Asmabi College		23rd June 2022
2	Dr. Amitha Bachan KH	Two days training on Hornbill monitoring focused on threatened plants for tribal	Malayattoor Forest Division		Malayattoor 17th & 18th June 2022

		watchers and forest staff.			
3	Dr. Amitha Bachan KH	Ecosystem based approach for Sustainable Development	Govt. Womens Polytechnic college, Thrissur		4th June
4	Dr. Amitha Bachan KH	'Kadum Kadalum'	Govt. Fisheries L.P. School P. Vemballur		6th June

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

Sl.No.	Name of Faculty	Title of seminar	Agency	Place and date

12. Details of Seminars/conferences, Webinars, Workshops, FDP, Training Programmes, Skill enrichment programmes, Fests, invited talks, Association activities **organized** 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.):

Sl.No.	Title of the event	state/national/international	Date	Invited guest's name	intra-college/inter-college	participation details

1	World Environment Day	International	7th June	Smt R. Lakshmi, DFO Vazhachal	Inter collegiate	110 students, MNREGA
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WORLD ENVIRONMENT DAY 2022

As part of the Environment Day Week celebrations, the Western Ghats Hornbill Foundation (WGHF) in collaboration with the Society for Ecological Restoration (SER) and Research Department of Botany, MES Asmabi College, Kodungallur jointly organised the launching of “Make A Difference Week” on 07th June 2022 at the college Seminar Hall, announcing a yearlong campaign, actions and workshops on ecorestoration. The programme announced the public campaign for action “Local Gene pool in Local Nurseries for Ecosystem Restoration and Climate Resilience” to spread the message of “Only One Earth”. The MNREGA members of SN Puram Panchayath, teaching, non-teaching staff and students of the college and other stakeholders were gathered.

The programme was started with a brief introduction by Dr. K.H. Amitha Bachan, Assistant Professor of MES Asmabi College and Director of the Hornbill Foundation and he welcomed the gathering. The event was presided over by Dr. A Biju, Principal of MES Asmabi College. He addressed the importance of World Environment Day and the various ongoing activities of our college in collaboration with Western Ghats Hornbill Foundation in eco-restoration programmes. His valuable words encouraged the students to participate in such conservation programs. The programme was inaugurated by the Chief Guest, Smt. R. Lakshmi, Divisional Forest Officer, Vazhachal Forest Division by lamp lightening followed by her inaugural talk. She briefed about the uniqueness of evergreen forest in the Western Ghats and the role of forest in contributing to the sustenance of living organisms across the world. She also conveyed the need to restore and conserve our wilderness in the only one earth.

The event continued with a video message from Mr. John Salisbury, the programme associate of SER revealing the MAD week event across the globe. Mr. Rajesh K.R., member

representative of SN Puram Grama Panchayath shared his experience regarding the ongoing coastal restoration actions in the SN Puram Grama Panchayath in collaboration with WGHF and the role of MNREGA working in the restoration process.



The occasion were felicitated by Mr. Salim Arakkal, Secretary and Correspondent of MES Asmabi College followed by Dr. Reena Mohammed (Vice Principal), Dr. K.P Sumedhan (Director of Self-financing Department), Ms. Ekaterina (SER Asia Network Core Team Member). Next to that, we launched a recorded video of WGHF to promote the message of ecorestoration through spreading the necessity of “Local Gene pool in Local Nurseries for Ecosystem Restoration and Climate Resilience”. A different week, different thoughts for a different year of ecorestoration. Ecological Restoration could be a key for living sustainably in harmony with nature in the only one earth. The message for local gene pools and nurseries ensure diversity up to the genetic level, involvement of local community and a sustainable livelihood in all ecorestoration programs.



The event was successfully conducted with the wholehearted presence and support of MNREG members, students, colleagues and other stakeholders. The program ended with a vote of thanks by Dr. Girija T.P, Department Head of Botany, MES Asmabi College.



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

14. Additional Information if any:

Date

Signature of the HO

Countersigned by Principal

2.Performance Appraisal AAA -Teaching Faculty –Sample



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

PROFORMA FOR TEACHING STAFF

Academic Year 2022-23

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

- 1) Name: Abdul Yafiz K.M
- 2) Designation: Assistant Professor
- 3) Teaching Experience in years: 6
- 4) Research Experience in years:
- 5) Department: Logistics Management
- 6) Qualifications: M.Com, MA ,NET
- 7) Fields of Specialization: Human Resource Management, Logistics Management

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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

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	I B.VOC Logistics Management	First	Introduction to Logistics Management	60	56		Yes	
2	II B.VOC Logistics Management	Third	Business Mathematics	45	40		Yes	
3	II B.VOC Logistics Management	Third	Business Statistics	30	25		Yes	
4	III B.VOC Logistics Management	Fifth	Human Resource Management	45	40		Yes	
5	III B.VOC Logistics Management	Fifth	Air Cargo Logistics Management	30	25		Yes	

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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	I B.VOC Logistics Management	Second	Transportation Distribution Management	60	54		Yes	
2	II B.VOC Logistics Management	Fourth	Supply Chain Management	45	42		Yes	
3	II B.VOC Logistics Management	Fourth	Export and import policies and procedures	15	12		Yes	

10) Remedial Classes taken

Sl.No	Class	Course	No. of Hours taken	Details of improvement in result
1.				
2.				
3.				

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.	2020-2023	III B.VOC Logistics Management	49	38	77.55%	4	24	18	3

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12) Course Outcome

Sl. No	Course	Course Outcome	Analysis of Course Outcome
1	Introduction to Logistics Management	Understand the work of logistics and supply chain management.- Able to understand the logistics outsourcing and its importance in the world.- Able to understand the role of logistics managers.- Able to understand the Emerging concept in logistics.- Understand the importance of customer service in logistics.-	In internal exam 85% of students passed Exam. University exam result is not published.
2	Business Mathematics	.Apply numerical and reasoning skills in competitive examinations; . Understand some basic concepts of research and its methodologies; . Bridge the fundamental skills of computers with the present level of knowledge of the students; . To train and equip the students with the skills of modern banking and insurance	University exam is not conducted yet. In internal exam 96% of students passed exam
3	Business Statistics	Apply the skills of data collection.- Able to understand the importance of application of statistical tools in right time.- Apply the skills of Classification and tabulation of statistical data.- Apply the skills of Computation of Trend analysis.- They will be able to Computation of seasonal variation.-	University exam is not conducted yet. In internal exam 90% of students passed exam
4	Human Resource Management	Confidence in doing HR activities or to become a HR manager. Understand how to manage a critical situation in performance appraisal,grievance redressal etc. Understand the different training evaluation methods.- Understand the problems of performance appraisal.Understand the essentials of a good grievance procedure	In university exam 93% of students passed. In internal exam 85% of students passed exam
5	Air Cargo Logistics Management	Understand the importance of Air cargo industry. Understand the airline documents and other procedures needed . Understand the civil aviation safety and security Understand the dangerous (DGR) or hazardous goods in aircraft.Understand the airline marketing and customer service standardization in logistics.	In university exam 93% of students passed. In internal exam 85% of students passed exam

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6	Transportation & Distribution Management	Understand the role of transportation in supply chain management. Train and equip the students in in designing distribution channels.Understand the contribution of various agencies in transportation. Understand the advanced fleet management systems Understand the various trends in transportation	In internal exam 88% of students passed.. University exam result is not published exam
7	Supply Chain Management		University exam is not conducted yet. In internal exam 90% of students passed exam
8	Export and import policies and procedures		University exam is not conducted yet. In internal exam 90% of students passed exam

13 a) Tutorial System

Class in charge	Number of Students	Total hours engaged		Brief Report of Tutorial activities
		Odd	Even	
III B.Voc Logistics management	20	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.	Vijay T.B	Remedial Teaching	Improvement in 2 nd internal examinations

c) Details of Advanced Learners

Sl. No	Name of Advanced Learners	Special Programmes arranged	Outcome achieved
1	Jithin E C	Did personal mentoring	Participated in seminars, webinars and other development programmes
2	Hiba		

d) Personal Mentoring/Counselling given

Sl.No	Date	Whether Internal/External	Remarks
1	Vijay T B	Internal	III B.Voc Logistics management
2	Aman Thalath	Internal	III B.Voc Logistics management
3	Mohammed Shehin M A	Internal	III B.Voc Logistics management

14) Usage of ICT/E-learning technology.

Sl No.	Course	ICT/E-resources prepared and used
1	Introduction to Logistics Management	Powerpoint Presentations, 5 modules pdf notes prepared

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2	Business Mathematics	Pdf notes prepared
3	Business Statistics	Pdf notes prepared
4	Human Resource Management	Pdf notes prepared
5	Air Cargo Logistics Management	Pdf notes prepared
6	Transportation & Distribution Management	Pdf notes prepared
7	Supply Chain Management	Pdf notes prepared
8	Export and import policies and procedures	Pdf notes prepared

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

Sl No.	Course	Student Centric methods introduced	Innovative Teaching methods introduced
1	New trends in Logistics Management	Group discussion	Based on Powerpoint Presentations

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

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

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

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	Nil						
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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	Customer satisfaction towards online shopping with special reference to sreerayana puram panchayath	Hiba R S				
2	A STUDY ON CUSTOMER SATISFACTION TOWARDS HIMALAYA PRODUCTS WITH SOCIAL REFERENCE TO EDAVILANGU PANJAYATH	Arya P R				
3	" A STUDY ON THE CUSTOMERS PURCHASE BEHAVIOUR TOWARDS TWO-WHEELER BRAND ACTIVA WITH SPECIAL REFERENCE TO MATHILAKAM LOCALITY "	Amal Joy				
4	A STUDY ON THE CUSTOMER BUYING BEHAVIOR TOWARDS NIKE PRODUCTS WITH SPECIAL REFERENCE TO SN PURAM PANCHAYATH	Aneesa A A				
5	A study on work satisfaction of daily wage workers with special reference to sreerayana puram panchayath	Ayana				
6	"A STUDENT ON CONSUMER PERCEPTION TOWARDS ONLINE FOOD DELIVERY SERVICE IN REFERENCE TO ERIYAD PANCHAYATH"	Ahamed jaseer				
7	Customer satisfaction towards android smartphones with reference to eriyad panchayath	Arshad Roshan				

19) Research Guideship details

Sl.No	Name of the Scholar	Guide/Co-guide	Research Centre	FIP/JRF/Full time/Part time	Status

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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

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

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Sl. No	Title of article	Title of book, magazine, Periodical etc.	Name of the Publisher	Regional/National / International	ISBN	Issue, Volume, Page No, Year

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)
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

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

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

Sl. No.	Title	Seminars/Workshops/Conferences/FDP/Training Programmes/Fests	Dates	Funding Agency	Total funds received
1	LIFE SKILL TRAINING	Training	01/08/2022	College	
2	INSPIRA	Fest	26/10/2022	College	
3	PLACEMENT DRIVE,	Interview	23/09/2023	College	
4	Experia	Ewaste Collection	8 th Febraury 2023	College	
5	ORIENTATION PROGRAME	Training	23/09/2023	College	
6					
7					
8					
9					
10					

28) Details of Internships/Apprenticeship/OJT/Study Tours/ Field Trips/Industrial Visits etc co-ordinated

Sl. No.	Activity	Class	Number of Students	Dates	Remarks
1	Internship on import & export formalities in Aiwa shipping company	I B.Voc Logistics Management	56	2 -05-2023 to 31-05-2023	
2	Internship	III B.Voc Logistics Management	49	01-12-2022 TO 24-03/2023	
3	Industrial Visit to Cochin International Airport Limited (CIAL)	II B.Voc Logistics Management	47	03/12/2022	

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29) Details of Extension/Outreach programmes co-ordinated

Sl. No.	Activity	No of Students Participated	Dates	Remarks
	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

31) Details of Examination duties taken

Duty	Name of Examination	University/Autonomous College	Dates
Valuation Duty			
Invigilation Duty	University Examination duties	University	21/6/2022, 20/06/2022,15/06/2023,14/06/2023,10/06/2023 26/08/2023,24/06/2023,6/10/2023,11/10/2023,30/11/2023

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	Internal examinations		09/12/2022 TO 19/12/2022
Practical Exam duty	Nil		
Project Evaluation	Nil		
Viva Voce	Nil		
Question bank preparation	Uploaded in Calicut University portal		

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

Sl. No.	Details of Memberships	Organization	Period/Duration

33) Awards & Recognitions received

Sl. No	Name of Award/Recognition	Awarded by	International/national/state/University/College	Details
	Nil			

34) Library Visit and N list access

No of library visits as per Library record	No of books borrowed	No of reference books borrowed
3		-

35) Details of Leave(other than Casual Leave) and deputation taken

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Leave	CML	HPL	Maternity/Paternity Leave	Duty Leave	FIP	Deputations	Any Other Leave	Total
No of days	Nil	Nil	Nil	Valuation(6)	Nil	Nil	Nil	15

36) Individual action plan reflecting opportunities and challenges in your domain

Opportunities	1) More publications
Challenges	Changing attitude of new generation students

37) Any Other relevant information

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Abdul Yafiz K.M

Name and Signature of Teacher

Counter Signature of Principal

3. Annual student satisfaction survey

M.E.S. ASMABI COLLEGE, P.VEMBALLUR

FEEDBACK OF STUDENT ABOUT TEACHERS

Name of teacher... *Anu. Arkan*....., Subject *Inventory Management*
 Academic Year *2020-2021*....., Class *B.B.Vec. Logistics Management*

Write **A** for Excellent, **B** for Good, **C** for Fair and **D** for Poor

1.	Knowledge in the subject, preparation and communication skills	<i>B</i>
2.	Punctuality and regularity in taking classes	<i>A</i>
3.	Teaching methods adopted by the teacher	<i>B</i>
4.	Accessibility of the teacher in an outside the class	<i>A</i>
5.	Use of Blackboard, OHP, LCD and other teaching aids in the class	<i>B</i>
6.	Guidance given in Project works, Seminar, assignments etc and timely feed back	<i>A</i>
7.	Teachers sincerity/commitment in the Profession	<i>A</i>
8.	Involving students in classroom teaching	<i>B</i>
9.	Ability of the teacher to help you to get a broad view of the world you live in problems we face and the dangers that us	<i>C</i>
10.	Behavior of teacher inside and outside the class	<i>B</i>
11.	Co operation in co curricular activities	
12.	Ability for motivation (Interest generated by the teacher in the subject)	<i>B</i>
13.	Impartially while dealing students	<i>B</i>
14.	Role model of the teacher before the students	<i>B</i>
15.	Overall performance	<i>B</i>

Suggestions for further improvement of the teacher

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 *Include more examples in classrooms.*

4.Performance Appraisal AAA -Teaching Faculty –Sample

INTERNAL QUALITY ASSURANCE CELL
MES ASMABI COLLEGE, P. VEMBALLUR

Administration

Self-Appraisal

Academic year: 2023

Personal Data			
1	Name NASEEBA P.A		
2	Designation COMPUTER ASSISTANT		
3	Sex FEMALE Date of birth 28.05.1970		
4	Address Kale (ABDU P.A, PAKOTHIPARAMBIL HOUSE P.VEMBALLUR PIN 62062,		
5	Religion & Caste ISLAM, MAPPILA		
Departmental Qualifications		Experience in Administrative area	
1	MOP	1	Administrationyears
2	Attender Test	2	Accountsyears
3	Account Test Lower	3	Establishmentyears
4	Account Test Higher	4	Sparkyears
5	Library Certificate Course	5	E grantsyears
	Other activities/programmes	6	Gain PFyears
		7	Exam ..16...years
		8	EPFyears
		9	Computer assistat...1....years
		10years
Training programmes attended			
1	Spark Training program		
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		
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. VEMBALLUR,
KODUNGALLUR - 680 671



Name: Naseebi P-A

Signature: Naseebi

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

Self-Appraisal

Academic year: 2022-23

Personal Data			
1	Name	SADARUDDOEN, K.A	
2	Designation	Head Accountant	
3	Sex	male	Date of birth 10-5-1969
4	Address		
5	Religion & Caste	Islam	mus-lim
Departmental Qualifications		Experience in Administrative area	
1	MOP ✓	1	Administrationyears
2	Attender Test ✓	2	Accounts ...1...years
3	Account Test Lower	3	Establishment ..1...years
4	Account Test Higher	4	Sparkyears
5	Library Certificate Course	5	E grantsyears
	Other activities/programmes	6	Gain PFyears
		7	Examyears
		8	EPFyears
		9	Library .16...years
		10	Lab - .10...years
Training programmes attended			
1	Administrative staff Training M.E.S. Asmabi college		
2	Asst. Deputy Director of college Education T.M		
3	Administrative staff Training at Feroke college		
4	Administrative staff Training M.E.S. college Valanchery.		
5	Administrative staff Training M.E.S. college Ponnani		
1	Section in the office serviced in this year	Head Accountant	
2	Works carried out in this section	-	
3	Pending works	NIL	
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: Sadaruddoen. K.A

Signature: *Sadar*