

## CRITERION 6 - GOVERNANCE LEADERSHIP & MANAGEMENT

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### **6.3 FACULTY EMPOWERMENT STRATEGIES**

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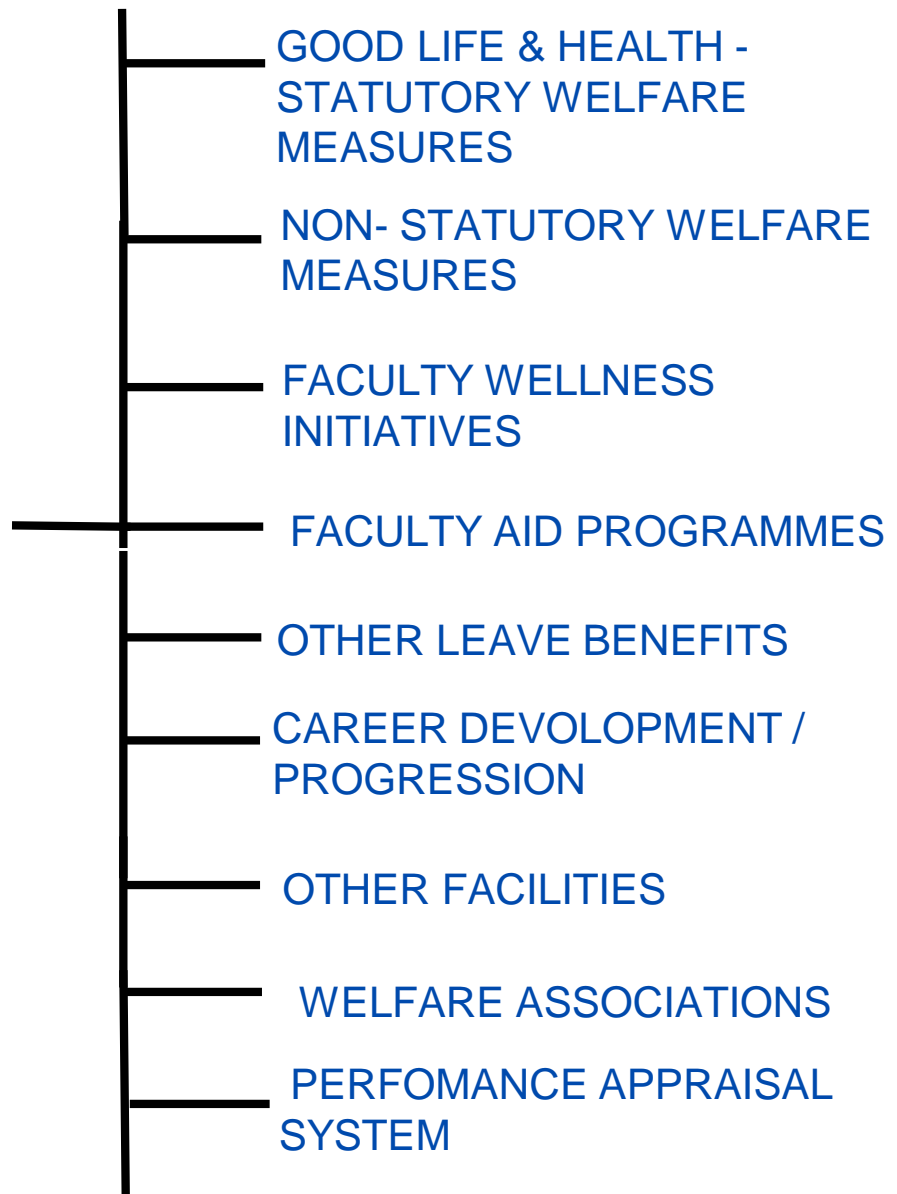
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- **The institution has implemented a robust performance appraisal system, comprehensive welfare measures for both teaching and non-teaching staff and established pathways for career development and progression.**
- **MES Asmabi College offers effective welfare measures for both the self financing and aided staff. We ensure all the welfare measures of the government are made available and have instituted similar schemes for the self financing staff. This coupled with the crucial support of the college promotes equity and fosters a happy and productive environment.**

## 6.3 - FACULTY EMPOWERMENT STRATEGIES

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### **WELFARE SCHEMES & STRATEGIES**



## WELFARE SCHEMES & STRATEGIES

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### I. GOOD LIFE & HEALTH- STATUTORY WELFARE MEASURES

# GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- General Provident Fund & Employees Provident Fund

**EMPLOYEES' PROVIDENT FUND**  
 (A Statutory Body under the Ministry of Labour and Employment,  
 www.epfoida.gov.in)

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**PROVIDENT FUND CODE NUMBER INTIMATION**

No: 186654/2020/21 Date: 18/02/2021

To  
**AJAMU P MOHAMMED**  
 Principal  
**M E S ASHANI COLLEGE P VEMBALLUR**  
 Mo Aashani College P Vembalor  
 P Vembalor THIRUVARUR  
 KERALA - 696021

Sub: Intimation of Code Number to establishment Mo M E S ASHANI COLLEGE P VEMBALLUR under Employees' Provident Fund and Miscellaneous Provisions Act, 1952 regarding.

**Sir/Madams,**  
 Based on the information submitted online by you, your establishment is registered with Employees' Provident Fund Organisation with the following code number:

**Code Number - ANR01807239008**

This code number is allotted based on the following particulars to you:

1. Name of Establishment: M E S ASHANI COLLEGE P VEMBALLUR
2. PAN of Establishment: AAQA88799K
3. Date on which employment strength increased to: 01/04/2018
4. Section under which: 90013333
5. Primary Activity: COLLEGE
6. Community Type: REGISTERED SOCIETY
7. The address proof of the establishment is:

Application Number: 055504732 Page 1 of 2  
 Code Number: ANR01807239008

**എംപ്ലോയീ പ്രോവിഡന്റ് ഫണ്ട് ഓർഗനൈസേഷൻ**  
 Employees' Provident Fund Organisation  
 എംപ്ലോയീ പ്രോവിഡന്റ് ഫണ്ട് ഓർഗനൈസേഷൻ, 11-44,  
 മനോഹർ റോഡ് ബ്ലോക്ക്, 25, മിഡിൽ കോർട്ട്, ന്യൂ ഡൽഹി - 110002

(Generated On: 20/02/2024 14:30)

**Payment Confirmation Receipt**

TRFPA No:	2128401810119
Payment Status:	Payment Confirmed
Order Generated On:	04-JAN-2024 11:18:42
Establishment ID:	ANR01807239008
Establishment Name:	M E S ASHANI COLLEGE P VEMBALLUR
Order Type:	Monthly Contribution Credit
Total Members:	06
Wage Month:	05/02/2024
Total Amount (INR):	21,400
Account-1 Amount (INR):	5,100
Account-2 Amount (INR):	1,000
Account-3 Amount (INR):	27,500
Account-01 Amount (INR):	1,000
Account-02 Amount (INR):	0
Payment Confirmation Bank:	State Bank of India
UPI:	60217010421006
Payment Date:	17-JAN-2024
Payment Confirmation Date:	17-JAN-2024
Total PAYEE Benefit:	0

Page 1 of 1

General Provident Fund is a saving scheme aimed at providing financial security to aided staff. Management equal contribution along side self financing staff to the EPF fosters financial equity within the organisation.

# GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- State Life Insurance

Below ₹ 2405355  
 Rupees Twenty Four Lakh Five Thousand Three Hundred And Fifty Five  
 Form TR 51  
 [Vide G.O(P) No.381/2015/Fin dated, 07.09.2015]  
**DETAILED PAY BILL OF GAZETTED/NON-GAZETTED ESTABLISHMENT/WAGES**  
 Name of Treasury: Sub Treasury, Kullungaller (2303)

Computer Sequence No./Token No. \_\_\_\_\_ Date \_\_\_\_\_  
 Control No. \_\_\_\_\_ **CINP 000500**

Unit Code: 16A  
 Name of Office: MES ASHAI COLLEGE P VEMBALLUR DDO Code: 2303-16A-022  
 Bill No: \_\_\_\_\_  
 Head of Account: 2204-00-101-09-00-01-01 SALARY Plan(P)/Non-Plan(N) N Voted(y)/Charged(c) V  
 Received for the Period:(From) 01/1/2020 (To) 31/1/2020

ABSTRACT OF THE BILL					
CODE	A. DUES	Total in ₹	CODE	B. DEDUCTIONS	Total in ₹
01	Pay/B/S/P/D/Grass/TP	1081400	129	State Life Insurance-sub(129)	30350
22	DA/DA	207471	301	Family Benefit Scheme(301)	100
24	House Rent Allowance	45500	324	Group Insurance Scheme(324)	17100
96	Academic Grade Pay(96)	253000	303	LIC Premium(303)	69635
06	Special Allowance(06)	3000	311	Income tax(311)	487030
			322	Kerala Pvt Colls Staff PE(122)	292430
			447	CMD/IE-Flood Relief	614
			390	NPS Indv Contribn-State(390)	45155
			149	Kns Pvt College StaffPF(149)	18550
			419	NPS Indv Contribn-State(419)	25062

Total A - Gross : 3371371  
 Total = A - B : 2405355  
 Rupees Twenty Four Lakh Five Thousand Three Hundred And Fifty Five  
 Signature, Name and Designation of Drawing and Disbursing Officer \_\_\_\_\_  
**FOR TREASURY USE ONLY**  
 Pay ₹ \_\_\_\_\_ (Rupees) \_\_\_\_\_ only)  
 In Cash/Cheque \_\_\_\_\_ (Rupees) \_\_\_\_\_ only)  
 by B/R and ₹ \_\_\_\_\_ (Rupees) \_\_\_\_\_ only) by TC  
 P/O No. \_\_\_\_\_ Date \_\_\_\_\_  
 Accountant \_\_\_\_\_ Treasury Officer \_\_\_\_\_  
 Received Pay Order/Cheque \_\_\_\_\_ Pay Order Cheque Issued by \_\_\_\_\_  
 Signature of Recipient \_\_\_\_\_ Accountant \_\_\_\_\_  
 Spans Code : 53176 47979 96776 46760

The State Life Insurance scheme provides financial protection to the staff .

# GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Group Insurance Scheme

Below ₹ 2405355  
 Rupees Twenty Four Lakh Five Thousand Three Hundred And Fifty Five  
**Form TR 51**  
 [Vide GO(P) No.391/2015/Fin dated, 07.09.2015]  
**DETAILED PAY BILL OF GAZETTED/NON-GAZETTED ESTABLISHMENT/WAGES**  
 Name of Treasury: Sub Treasury, Kodungallur (2303)  
 Computer Sequence No /Token No. \_\_\_\_\_ Date \_\_\_\_\_  
 Credit Code: 16A  
 Name of Office: MES ASMABI COLLEGE P VEMBALLUR  
 Bill No: \_\_\_\_\_ DDO Code: 2303-16A-022  
 Head of Account: 2204-00-101-99-00-01-01 SALARY Plan(P)/Non-Plan(N) N Voted(v)/Charged(c) V  
 Received for the Period:(From) 01/1/2020 (To) 31/1/2020

ABSTRACT OF THE BILL					
CODE	A. DUES	Total in ₹	CODE B. DEDUCTIONS	Total in ₹	
01	Pay/Ls/SP/Wages/TP	1081400	129	State Life Insurance-sub(129)	30350
22	DA/ADP	2007471	301	Family Benefit Scheme(301)	100
23	House Rent Allowance	46500	324	Group Insurance Scheme(324)	17100
56	Academic Grant: Post(56)	253000	303	LIC Premium(303)	69635
06	Special Allowance(06)	3000	311	Income tax(311)	467030
			122	Kerala Pvt Collg Staff PF(122)	292430
			447	CMDRF-Flood Relief	614
			399	NPS Indiv Contribn-State(399)	45155
			149	Krfa Pvt College Staff PF(149)	18540
			419	NPS IndivContribn-Ann-State(419)	25002

Total A Gross : 3371371  
 Total = A + B : 2405355  
 Total B : 966016  
 Received ₹ 2405355

Rupees Twenty Four Lakh Five Thousand Three Hundred And Fifty Five  
 Signature, Name and Designation of Drawing and Disbursing Officer

**FOR TREASURY USE ONLY**  
 Pay E .....(Rupees.....only)  
 In Cash/Cheque.....(Rupees.....only)  
 by RBR and ₹ .....(Rupees.....only)by TC  
 ROC No..... Date.....  
 Accountant Treasury Officer  
 Received Pay Order Cheque Pay Order Cheque issued by  
 Signature of Recipient Accountant  
 Spark Code : 53176 47979 98778 46760

This scheme ensures comprehensive financial protection and support to the staff.

## GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- MEDISEP (Medical Insurance)



**Verified/Rejected Users**

Sl.No	PEN/PPONO/ID	MEDISEP ID	Name	DOB	Aadhaar	DOR	Mobile
1	465117	1963472	Dr Kesavan K	02/01/1970	0968	31/01/2026	9495247407
2	465118	1963473	Shoba A Nair	01/06/1968	1949	31/03/2024	9846262611
3	465151	1963483	Dr Biju A	31/05/1968	7841	31/05/2024	9447520841
4	468227	1964743	Sheena P A	02/03/1968	6760	31/03/2024	9847654406
5	469747	1965534	Sadaruddeen K A	10/05/1969	9487	31/05/2025	9539166365
6	469797	1965548	Sakkeena M K	20/03/1977	8162	31/03/2033	9745099787
7	469813	1965557	Yakkathali P P	20/03/1968	7859	31/03/2024	9446633274
8	679493	1968958	Dr SANJEEV KUMAR K	18/05/1980	7894	31/03/2036	9497251102
9	680666	1969210	SHINEY C N	31/05/1984	2124	31/03/2040	8129486620
10	680667	1969211	DEEPA K A	15/04/1984	0197	31/03/2040	9895335357
11	680668	1969212	RINDIL M R	02/04/1972	4590	30/04/2028	9847374706
12	680671	1969214	SHAHEDHA T M	28/05/1985	9002	31/03/2041	9895993276
13	680672	1969215	REENA MOHAMED P M	16/12/1974	3183	31/03/2031	9497657566
14	692960	1969814	JEENA P M	17/05/1979	2890	31/03/2035	9747431475
15	696760	1969924	PRENCY FRANCIS	10/05/1979	5944	31/03/2035	9746568093
16	718082	1970685	DIHANYA K	05/05/1982	9322	31/03/2038	9496129594
17	723076	1970963	GIRJA T P	20/04/1979	4545	31/03/2035	9526570267
18	723078	1970965	MOHAMMED AREEJ F M	31/05/1985	8264	31/03/2041	9496844901

MEDISEP offers financial support for the medical needs of the aided staff.



# GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Employees State Insurance (ESI)

View Contribution History

ESIC Employees' State Insurance Corporation

Insurance

Monthly Contribution - View History

View History

Employee Code: 84200248660011005

Period: 2023

Total ESI Contribution	Total Employer Contribution	Total Contribution	Total Government Contribution	Total Monthly Wages
3228.00	1008.00	2220.00	0.00	30838.00

Sl. No.	ESIC Number	Insurance Number	Insured Person	No. of Days Worked	Total Monthly Wages	ESI Contribution	Remarks
1	84200248660011005	84200248660011005	...	28	12700.00	31.80	
2	84200248660011005	84200248660011005	...	28	12700.00	31.80	
3	84200248660011005	84200248660011005	...	28	12700.00	31.80	
4	84200248660011005	84200248660011005	...	28	12700.00	31.80	
5	84200248660011005	84200248660011005	...	28	12700.00	31.80	
6	84200248660011005	84200248660011005	...	28	12700.00	31.80	
7	84200248660011005	84200248660011005	...	28	12700.00	31.80	
8	84200248660011005	84200248660011005	...	28	12700.00	31.80	
9	84200248660011005	84200248660011005	...	28	12700.00	31.80	
10	84200248660011005	84200248660011005	...	28	12700.00	31.80	
11	84200248660011005	84200248660011005	...	28	12700.00	31.80	
12	84200248660011005	84200248660011005	...	28	12700.00	31.80	
13	84200248660011005	84200248660011005	...	28	12700.00	31.80	
14	84200248660011005	84200248660011005	...	28	12700.00	31.80	
15	84200248660011005	84200248660011005	...	28	12700.00	31.80	
16	84200248660011005	84200248660011005	...	28	12700.00	31.80	
17	84200248660011005	84200248660011005	...	28	12700.00	31.80	
18	84200248660011005	84200248660011005	...	28	12700.00	31.80	
19	84200248660011005	84200248660011005	...	28	12700.00	31.80	
20	84200248660011005	84200248660011005	...	28	12700.00	31.80	
21	84200248660011005	84200248660011005	...	28	12700.00	31.80	
22	84200248660011005	84200248660011005	...	28	12700.00	31.80	
23	84200248660011005	84200248660011005	...	28	12700.00	31.80	
24	84200248660011005	84200248660011005	...	28	12700.00	31.80	
25	84200248660011005	84200248660011005	...	28	12700.00	31.80	
26	84200248660011005	84200248660011005	...	28	12700.00	31.80	
27	84200248660011005	84200248660011005	...	28	12700.00	31.80	
28	84200248660011005	84200248660011005	...	28	12700.00	31.80	
29	84200248660011005	84200248660011005	...	28	12700.00	31.80	
30	84200248660011005	84200248660011005	...	28	12700.00	31.80	

Print Cancel

Signature: M. S. ...

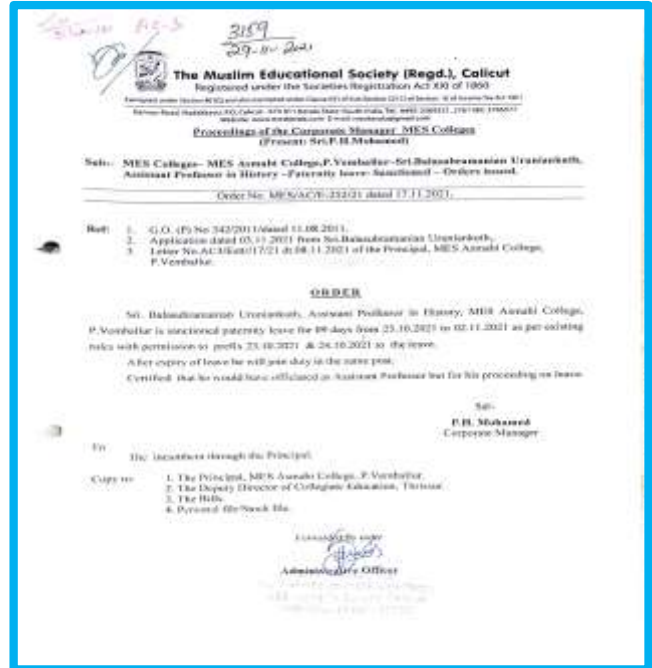
Stamp: ...

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The management contributes the same amount as that of teachers in the self financing staff through the Employee State Insurance Scheme to ensure that their medical expenses are covered.

# GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Paternity & Maternity Benefits




Paternity benefits include days paid leave for fathers to support and bond with new born child. Maternity benefits include 6 months paid leave for mothers.

## GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Contributory Pension

ACCOUNT ENFORCEMENT .		DATE:- 16/10/2020	
REG NO.	1020488420	PR NO.	2102062572/P-2/1
NAME OF PENSIONER	MOHAMED NASSER KM ✓		
DOR	31/05/2020 ✓	DOD	
NET QUALIFYING SERVICE	27 Years	8 Months	11 Days
			28 NQS
PLACE OF PAYMENT	KODUNGALLUR ✓	Sub Treasury	
AVG. ENOL.	76000.00 ✓	LAST PAY	76000.00 ✓
DA FOR DCRG	***** (148%) ✓	DP	.00
SCALE OF PAY	37400-67000+9000 ✓		
PENSIONARY BENEFITS ADMITTED			
AMOUNT OF PENSION	35467.00 ✓	PENSION FROM	01/06/2020 ✓
PP HIGHER RATE	35467.00 ✓	HIGHER RATE TILL	23/05/2027 ✓
FP NORMAL RATE	22800.00 ✓	NORMAL RATE FROM	24/05/2027 ✓
GROSS GRATUITY	1400000.00 ✓	SRVC. GRTY	.00
GRATUITY NOW AUTHD.	1400000.00 ✓	DCRG WITHHELD.	
AMOUNT OF COMMUTED	14186.00 ✓	CVP NOW AUTHD.	1889576 ✓
REDUCED PENSION	21281 ✓	TOTAL CVP	1889576 ✓
AUTHORITY DETAILS PP NAME :- SHERBA NH ✓			
PPC/P990	112076907	CPO	132076907
GPO	122076907	S.GPO	

  
 Asst.Accounts Officer  
 16/10/20



This is a retirement plan where the staff and government make regular contributions to fund the pension.

## GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Festival Allowance

**MES ASMABI COLLEGE ,P. VEMBALLUR**  
ONAM ALLOWANCE STATEMENT FOR THE MONTH AUGUST 2022 (AUGUST 2022)

Sl No	Name of the teachers)	Salary	Allowance	Account No	Name of the bank	Branch	IFSC
1	Sury Siddh	24,584.00	1,500.00	67175441011	SBI	Momrpendika	SBIIN0720990
2	Liu T	27,391.00	1,500.00	95022260000000	Canara Bank	P/Venobafar	CNRB0004903
3	Moka M D	20,370.00	1,500.00	98110880001889	KTCB	g. vandakur	IBKL0299KTC
4	Lafal Puzath	26,620.00	1,500.00	9010033688518	HDFC	Chovakkal	HDFC0001334
5	Suresh K J	21,296.00	1,500.00	0134033000016641	SBI	Ashroada	SBIIN000174
6	Jahn T. H	29,282.00	1,500.00	8787032174	Jahon Bank	Kothangallur	IBIN0006091
7	Naraya P.M	21,296.00	1,500.00	0250030000056485	SBI	Ernad	SBIIN000150
8	Ami S	21,296.00	1,500.00	97815191144	SBI	PeyyachALA	SBIIN0008665
9	Sibu T.S	28,637.00	1,500.00	6722920173	SBI	Kudangallur	SBIIN000160
10	Rasidha K. C	28,677.00	1,500.00	67180541716	SBI	Edamattam	SBIIN0001010
11	Shabna V.A	28,677.00	1,500.00	673101145425	Canara Bank	Kudangallur	CNRB0000718
12	Ramesha P.M	22,827.00	1,500.00	100310182128	Canara Bank	Kozhikodam	CNRB0001001
13	Reshma A.J	25,280.00	1,500.00	3421898771	SBI	TBD Kudangallur	SBIIN0071021
14	Krishnagiriya	22,918.00	1,500.00	0007101067278	Canara Bank	Irinjilakkata	CNRB0000907


  
**PRINCIPAL**  
**MES ASMABI COLLEGE**  
**P.O.P. VEMBALLUR**  
**EDDINGACULOD-625 671**

The government gives Rs.2750 as festival allowance for the aided staff. The management offers Rs.1500 festival allowance to the self-financing staff ensuring a fair and equitable treatment.

# GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- House Rent Allowance

Rupees Twenty Four Lakh Five Thousand Three Hundred And Fifty Five  
 Form TR 51  
 [Vide G.O(P) No.381/2015/Fin dated, 07.09.2015]  
**DETAILED PAY BILL OF GAZETTED/NON-GAZETTED ESTABLISHMENT/WAGES**  
 Name of Treasury: Sub Treasury, Kodungallur (2303)

Computer Sequence No /Token No: \_\_\_\_\_ Date: \_\_\_\_\_  
 Serial No: \_\_\_\_\_

Debit Code: 16A DDO Code: 2303-16A-022  
 Name of Office: MES-ASMABI COLLEGE P VEMBALLUR  
 Bill No: \_\_\_\_\_  
 Head of Account: 2204-00-101-99-00-01-01 SALARY Plan(P)/Non-Plan(N) N Voted(V)/Charged(C) V

Received for the Period:(From) 01/1/2020 (To) 31/1/2020

ABSTRACT OF THE BILL					
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			149	Kria Pvt College Staff(F(149)	18540
			419	NPS IndvContribArr-State(419)	25062

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 Total = A - B : 2405355  
 Total B : 966016  
 Received ₹ 2405355

Rupees Twenty Four Lakh Five Thousand Three Hundred And Fifty Five  
 Signature, Name and Designation of Drawing and Disbursing Officer

**FOR TREASURY USE ONLY**  
 Pay ₹ .....(Rupees.....only)  
 In Cash/Cheque.....(Rupees.....only)  
 by RRR and ₹ .....(Rupees.....only)by TC  
 POC No..... Date.....  
 Accountant Treasury Officer  
 Received Pay Order Cheque..... Pay Order Cheque issued by  
 Signature of Recipient Accountant

Spark Code : 53176 47979 98778 46760

The government provides a fixed amount as House Rent Allowance for aided staff.

## GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Reimbursement for Vaccination and Essential Health Services during COVID-19 Outbreak

MES ASMABI COLLEGE . P. VEMBALLUR				
Teachers Reimbursement for Covid-19 Vaccination 2020-2021				
SL.NO.	Date	NAME	TS/NTS	Amount(Rs.)
1	8/12/2021	Sinsy Siddiq	TS	390.00
2	8/12/2021	Liji. T	TS	390.00
3	8/12/2021	Nisha M D	TS	390.00
4	8/13/2021	Lathif Penath	TS	390.00
5	8/13/2021	Sumayya K.I	TS	390.00
6	8/13/2021	Jabin T.H	TS	390.00
7	8/13/2021	Nasiya. P.M.	TS	390.00
8	8/13/2021	Anu. S.	TS	390.00
9	8/13/2021	Shiji T.S	TS	390.00
10	8/13/2021	Ramisha K.C	TS	390.00
11	8/13/2021	Shahija V.A	TS	390.00
12	8/18/2021	Raseena P.M.	TS	390.00
13	8/18/2021	Reshma.A.R	TS	390.00
14	8/18/2021	Krishnapriya	TS	390.00
15	8/18/2021	Abdul Yafiz K M	TS	390.00
16	8/18/2021	Prasoon T P	TS	390.00
17	8/18/2021	Dr.Sayana	TS	390.00
18	8/24/2021	Muneer	NTS	390.00
19	8/24/2021	Zeenath	NTS	390.00
20	8/25/2021	Naseeba	NTS	390.00



PRINCIPAL  
MES ASMABI COLLEGE,  
P.O.P.VEMBALLUR,  
KODUNGALLUR - 686 071

To help reduce the severity of illness and to lower the risk of hospitalization, MES Asmabi college urged all the staff to get vaccinated and offered reimbursement for vaccination and Essential Health care services.



## GOOD LIFE & HEALTH -STATUTORY WELFARE MEASURES

- Vacation Salary

**MES ASMABI COLLEGE, P. VEMBALLUR**  
**QUEST VACATION SALARY STATEMENT FOR THE MONTH MAY 2022**

Sl No	Name of the teacher/TA	Salary	ESI	PF	Present Salary	Account No	Name of the bank	Branch	IFSC
1	Sathy Sridhar	11,220.00			11,220.00	67173445012	SBI	Mysore/peelkha	501900000996
2	Hema	9,600.00			9,600.00	916226100001001	Canara Bank	P Vemballur	CNR000014560
3	Lalit T	22,700.00		3,400.00	19,300.00	816322000000000	Canara Bank	K Vemballur	CNR000018560
4	Hema H.D	9,350.00	31.00	1,765.00	5,484.00	300100000010000	K.C.C.B	P. Vemballur	0000126000100
5	Lalith Prasad	12,300.00			12,300.00	901600754400010	HDFC	Channarayana	5028000015100
6	Shruthi Shilpa	9075.00	65.00		9,000.00	999901000000000	Federal Bank	Kudremukh	FDR000010700
7	Shravan R. J.	9,600.00	33.00		9,600.00	01746330000100001	SBI	Ashwaha	5019000015700
8	Jagan T.G	14,340.00			13,310.00	67999331100	Indian Bank	Kudremukh	0000000010000
9	Shanthi P.M	9,850.00	73.00	1,600.00	5,300.00	02300050000000000	SBI	Udupi	5019000000000
10	Preethi S. M	10,010.00	36.00	1,800.00	8,238.00	100701001590000	Federal Bank	Kankalagudi	FTBR000010000
11	Ana T.	9,600.00			9,600.00	37933344100	SBI	Peelkha	5019000000000
12	Shri T.S	11,833.00		1,800.00	11,220.00	67250116175	SBI	Kudremukh	0000000010000
13	Prasanna K.C	13,833.00		1,800.00	11,220.00	07999341710	SBI	Udupi	5019000000000
14	Shashik V. S	13,225.00		1,800.00	11,220.00	0791001143400	Canara Bank	Kudremukh	CNR000018560
15	Ramesh P.M	10,245.00	39.00	1,200.00	8,400.00	0001011821500	Canara Bank	Kudremukh	CNR000018560




MES Asmabi college ensures equitable treatment to its staff by providing vacation salary to self financing teachers. This measure acknowledges their dedication and commitment, contributing to a fair and supportive work environment.

## WELFARE SCHEMES & STRATEGIES

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## II. NON –STATUTORY WELFARE MEASURES



## NON-STATUTORY WELFARE MEASURES

- Preference to Wards of the Staff for Admission to Various Programmes with Fee Waiver or Concession.

Name of the ward	Name of the faculty and Designation	Name of the course to which admitted	Year of Admission
Abhirami M.V	Smitha(Lab Assistant)	BSc (Aquaculture)	2021
Irfana K.I	Iqbal K.M(Security Staff)	MES Higher secondary School +2 (Commerce)	2021



MES Asmabi college prioritizes the admission of wards of its staff members to various programs, extending a generous policy of fee waivers or concessions. This commitment reflects our dedication to supporting the educational pursuits of our employees families and fostering a sense of community within the institution.

## NON-STATUTORY WELFARE MEASURES

---

- Open Gymnasium & Health Club



MES Asmabi college provides state-of-the-art open gymnasium and health club facilities for staff members. These facilities aim to promote a healthy work-life balance by offering opportunities for physical fitness and well-being, contributing to positive and energized professional environment.

## WELFARE SCHEMES & STRATEGIES

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### III. FACULTY WELLNESS INITIATIVES

## FACULTY WELLNESS INITIATIVES

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- Annual Picnics & Celebration of Festivals





## FACULTY WELLNESS INITIATIVES

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MES Asmabi College organizes an annual picnic, staff day celebration and festive events, fostering a vibrant community spirit. These occasions provide staff members with opportunities to relax, bond and celebrate together, enhancing the collegial atmosphere in the institution.

## FACULTY WELLNESS INITIATIVES

---

- Sports



MES Asmabi college hosts engaging sports events for faculty promoting physical well being and camaraderie among staff members. These events provide a platform for healthy competition, fostering a healthy and active life style within the academic community.

## WELFARE SCHEMES & STRATEGIES

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### IV. FACULTY AID PROGRAMMES

## FACULTY AID PROGRAMME

- Salary Advance

**M.E.S ASMABI COLLEGE, P.VEMBALLUR**  
SALARY ADVANCE (GOVT GUEST) FOR THE MONTH JULY 22 (AUGUST 22)

Sl No	Name of the teacher(s)	Salary	ESI	PF	Present Salary	Account No	Name of the bank	Branch	IFSC
1	NAREERA	10000			10000	20177730781	SBI	110123430	SBIN00490940
2	KEERTHANA	10000			10000	67227952754	SBI	60000114148	SBIN00701408
3	DR. SETHUSAR	10000			10000	427000010057789	PUNJAB NATIONAL BANK	ERAKKANGALUR	PUNJ00417900
4	DEVI	10000			10000	23605900005602	SBI	ERIVAD	SBIL0000200
5	SHASHANA	10000			10000	940033000001410	SBI	KONAVYKUNDU	SBIL0000040
6	PAPATHAJ	10000			10000	16400000000000	FEDERAL BANK	PERUMBELANG	FEDL0001883
7	PVATHI	10000			10000	87282468736	SBI	THEKUPUZHA	SBIN0070155
8	ARVANK	10000			10000	803002010000250	UNION BANK	KUTTIKUPUZHA	UBIN00140142
9	ATHIRA	10000			10000	54147974126	SBI	KATTUR	SBIN0008627
10	SHEPA	10000			10000	3420494594	SBI	KODUMBALLUR	SBIN0011001
11	SARMA	10000			10000	38481004011	SBI	MATTAYUR	SBIN0070142




MES Asmabi College supports its teachers by providing salary advance when needed. This initiative reflects the institutions commitment to the well being of its staff ensuring they have access to timely financial support during unforeseen circumstances.



## WELFARE SCHEMES & STRATEGIES

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### V. OTHER LEAVE BENEFITS


## OTHER LEAVE BENEFITS

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- Casual Leave

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


**Application for Casual leave**

Name : Abdul Yaqub k.M  
Designation : H.O.D  
No. of leave required : 1  
Day & date of leave : 16/3/23  
Reason for leave : Family  
No. of leave already availed : 12  
No. of leave on Credit : 3  
Signature :   
Place : P. Vemballur  
Date : 17/3/23

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Work arrangement

Recommendation of H. O. D. / Supdt.  
Granted / ~~Not-Granted~~

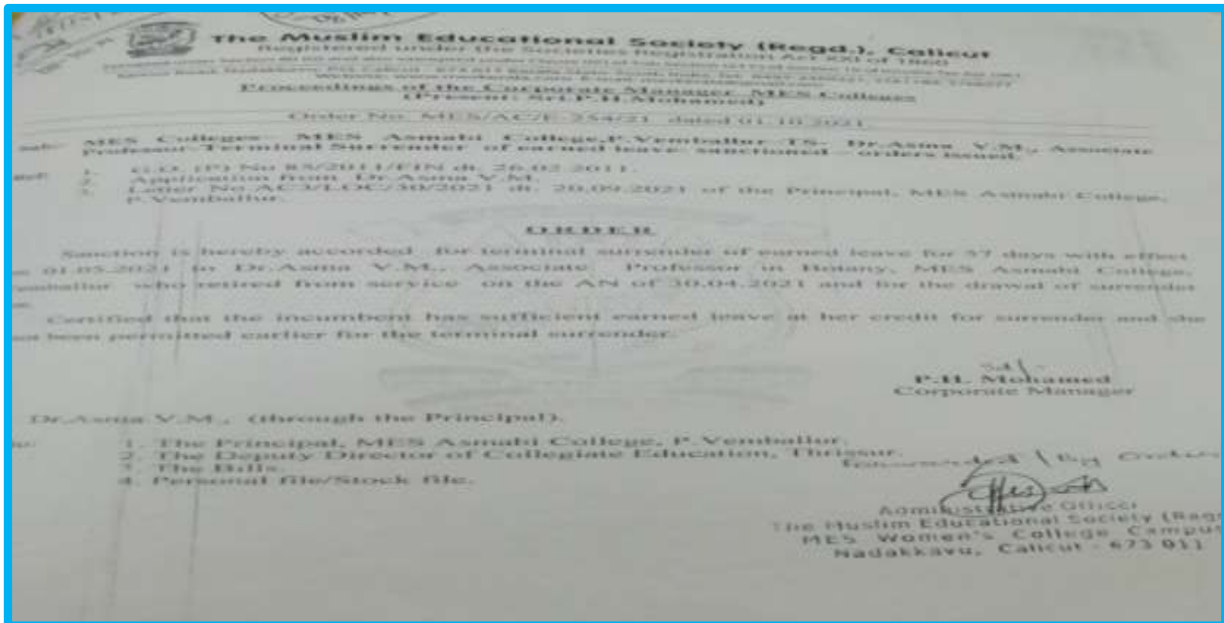
  
PRINCIPAL

MES Asmabi college grants teachers the flexibility of casual leave, allowing them to address personal or unforeseen matters. This policy recognizes the importance of work-life balance and acknowledges the individual needs of faculty members, contributing to a supportive and understanding workplace culture .

## OTHER LEAVE BENEFITS

---

- Earned Leave



Earned leave for teachers provides them with a designated period of time off based on their accrued service. The earned leave policy contributes to a positive and sustainable working environment in the college

## OTHER LEAVE BENEFITS

- Special Casual Leave

 **M.E.S. ASMARI COLLEGE**  
Re-accredited by N.A.A.C with 'B+' Grade  
R. Vembalur, P.O. - 625011,  
Rudrangallur, Tiruvarur Dt.  
Email: principal.mesasmari@gmail.com  
Website: www.mesasmari.ac.in

Tel: Office : 04691-2850596  
Principal : 9447520841

*o/c*      *Dispatch No - 6259*  
*01/02/23*

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AC/3 Estt/17/2023      30.01.2023

To  
The Corporate Manager  
MES Aided Colleges  
Fathima Gafoor Memorial Women's College Campus  
IMA Hall Road, Nadakkavu P.O.  
Chennai-673011

Sir,

**Sub :- Leave other than Casual Leave-Special Casual Leave-Smt – Shaheedha T.M**  
**- forwarding of-**

I am forwarding here with an application for the Special Casual Leave as shown below.

Sl.No	Name & Designation	Nature, Days & Period of the leave
1.	Smt Shaheedha T.M Assistant Professor	Special Casual Leave for 27 days from 05/01/2023 to 31/01/2023

The leave in respect of the Teacher may please be sanctioned and the orders in this regard be issued at your earliest.

Yours Faithfully  
  
PRINCIPAL  
M.E.S. ASMARI COLLEGE  
R.VEMBALUR  
RUDRANGALLUR-625011

Encl: 1. Leave Application  
2. Filled in proceedings (4 copies)  
3. G.O.(P) No.447/2013/Fin Dated 09.09.2013

This is typically given for unique situations that may not be covered by regular leave categories.

# OTHER LEAVE BENEFITS

- Medical Leave

o/k

Form 13  
**APPLICATION FOR LEAVE**  
(Spec. Rule 113, Part-1 K.S.R.)

1. Name of applicant	1. Post held
2. Date of birth	2. Category
3. Designation	3. Date of entry in service
4. Date of commencement of continuous service	4. Whether the applicant has got confirmation in any post, if so, from which date and in which post
5. Name of the post held during the leave period	5. Name of the post held during the leave period
6. Name of the post held during the leave period	6. Name of the post held during the leave period
7. Name of the post held during the leave period	7. Name of the post held during the leave period
8. Name of the post held during the leave period	8. Name of the post held during the leave period
9. Name of the post held during the leave period	9. Name of the post held during the leave period
10. Name of the post held during the leave period	10. Name of the post held during the leave period
11. Name of the post held during the leave period	11. Name of the post held during the leave period
12. Name of the post held during the leave period	12. Name of the post held during the leave period
13. Name of the post held during the leave period	13. Name of the post held during the leave period
14. Name of the post held during the leave period	14. Name of the post held during the leave period
15. Name of the post held during the leave period	15. Name of the post held during the leave period
16. Name of the post held during the leave period	16. Name of the post held during the leave period
17. Name of the post held during the leave period	17. Name of the post held during the leave period
18. Name of the post held during the leave period	18. Name of the post held during the leave period
19. Name of the post held during the leave period	19. Name of the post held during the leave period
20. Name of the post held during the leave period	20. Name of the post held during the leave period

Name: P. Vembalath  
Date: 25-01-2023

Signature (dated) of the applicant: [Signature]

Signature (dated) of Principal: [Signature]  
Principal: M.E.S. ASHANI COLLEGE  
KODUNGALLUR - 686605

**CERTIFICATE REGARDING ADMISSIBILITY OF THE LEAVE**

17. Certificate that Special Leave for 27 days from 05-01-2023 to 31-01-2023 is admissible under rule \_\_\_\_\_ of the Kerala Service Rules.

Name of the Secretary, Local Grievance Committee: [Signature]  
Secretary & Correspondent: M.E.S. Ashani College  
Kodungallur, Kerala

18. Order of the Sanctioning Authority: \_\_\_\_\_

This is granted to the employees to address their health-related needs.

# OTHER LEAVE BENEFITS

- Commuted Leave

Form 13  
APPLICATION FOR LEAVE  
(See: Rule 113, Part-I K.S.R.)

1. Name of applicant	SHANEEHA T.M	2. Post held	ASST. PROFESSOR
3. Date of Birth	28.02.1982	3. Post held	ASST. PROFESSOR
4. Department		4. Post held	ASST. PROFESSOR
5. Pay and Scale of Pay	35200	5. Post held	ASST. PROFESSOR
6. Date of entry in service	21.02.2011	6. Post held	ASST. PROFESSOR
7. Date of commencement of continuous service	21.02.2011	7. Post held	ASST. PROFESSOR
8. Whether the applicant has got confirmation in any post, if so, from which date and in which post	N/A	8. Post held	ASST. PROFESSOR
9. Address during the leave period	Pulacopuzambil (M), Pullichayam P.O. Malappuram - 670022	9. Post held	ASST. PROFESSOR
10. House Rent Allowance, Conveyance Allowance or other compensatory allowance drawn in the present post	HRA - 3000	10. Post held	ASST. PROFESSOR
11. Nature and period of leave applied for and also from which required	S.M.L. for 3 days from 08.11.2021 to 10.11.2021	11. Post held	ASST. PROFESSOR
12. Reason and holidays, if any, proposed to be provided/allowed to the leave	Prefix 6.11.2021 to 8.11.2021 Suffix N/A	12. Post held	ASST. PROFESSOR
13. Ground on which the leave is applied for	Medical	13. Post held	ASST. PROFESSOR
14. Date of return from last leave and the nature and period of that leave	20.09.2021 C.C.M.L for 18 days from 31.08.2021 to 17.09.2021	14. Post held	ASST. PROFESSOR
15. I undertake to refund the leave salary which will be paid to me if found excess as per the leave rules of service conditions.		15. Post held	ASST. PROFESSOR
16. Signature (dated) of the applicant		16. Post held	ASST. PROFESSOR
17. Signature (dated) of Principal		17. Post held	ASST. PROFESSOR
18. Signature (dated) of Secretary, Local Managing Committee		18. Post held	ASST. PROFESSOR
19. Signature (dated) of Sanctioning Authority		19. Post held	ASST. PROFESSOR

**CERTIFICATE REGARDING ADMISSIBILITY OF THE LEAVE**

17. Certified that Commuted leave 3 days from 08.11.2021 to 10.11.2021 is admissible under rule 24 of the Kerala Service Rules.

18. Office of the Sanctioning Authority:

This is admissible in exchange of half pay leave to a aided staff on medical ground.

## WELFARE SCHEMES & STRATEGIES

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## VI. CAREER DEVELOPMENT / PROGRESSION

## CAREER DEVELOPMENT/PROGRESSION

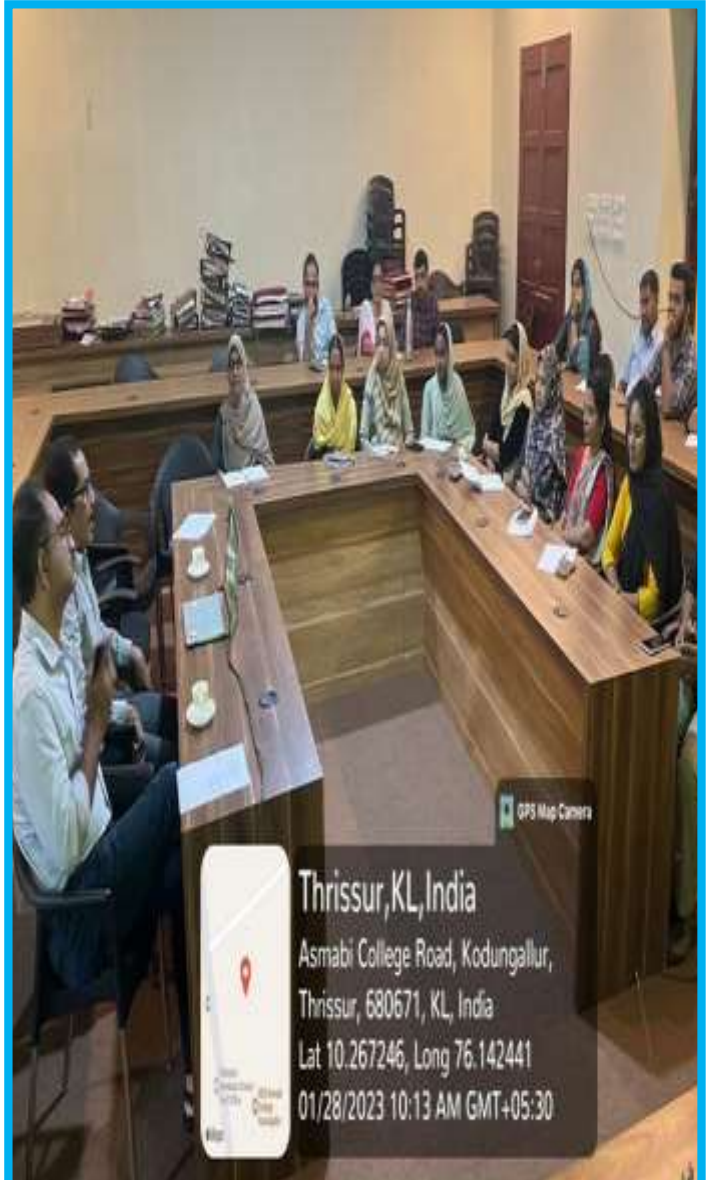
- Professional and technical training programmes for skill enhancement.





## CAREER DEVELOPMENT/PROGRESSION

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## WELFARE SCHEMES & STRATEGIES


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## VII. OTHER FACILITIES

## OTHER FACILITIES

- Gratuity for aided staff

ACCOUNT EMPACEMENT .		DATE:- 16/10/2020	
REG NO.	1020488420	PR NO.	2102062572/P-2/1
NAME OF PENSIONER	MOHAMED NASSER NM ✓		
DOR	31/05/2020 ✓	DOD	
NET QUALIFYING SERVICE	27 Years	6 Months	11 Days 28 NQS
PLACE OF PAYMENT	KODUNGALLUR ✓	Sub Treasury	
AVG. EMOL.	76000.00	LAST PAY	76000.00 ✓
DA FOR DCRG	***** (148%) ✓	DP	.00
SCALE OF PAY	37400-67000+9000 ✓		
PENSIONARY BENEFITS ADMITTED			
AMOUNT OF PENSION	35467.00 ✓	PENSION FROM	01/06/2020 ✓
FP HIGHER RATE	35467.00 ✓	HIGHER RATE TILL	23/05/2027 ✓
FP NORMAL RATE	22800.00 ✓	NORMAL RATE FROM	24/05/2027 ✓
GROSS GRATUITY	1400000.00 ✓	SRVC. GRTY	.00
GRATUITY NOW AUTHD.	1400000.00 ✓	DCRG WITHHELD.	
AMOUNT OF COMMUTED	14186.00 ✓	CVP NOW AUTHD.	1889576 ✓
REDUCED PENSION	21281 ✓	TOTAL CVP	1889576 ✓
AUTHORITY DETAILS FP NAME :- SHEKHA NE ✓			
PPO/PPPO	112076907	CPO	132076907
GPO	122076907	S.GPO	

  
 Asst. Accounts Officer  
 16/10/20





## OTHER FACILITIES

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- Separate Parking facility is provided for staff



## OTHER FACILITIES

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- Co-operative Store caters all the needs of staff with stationary items.

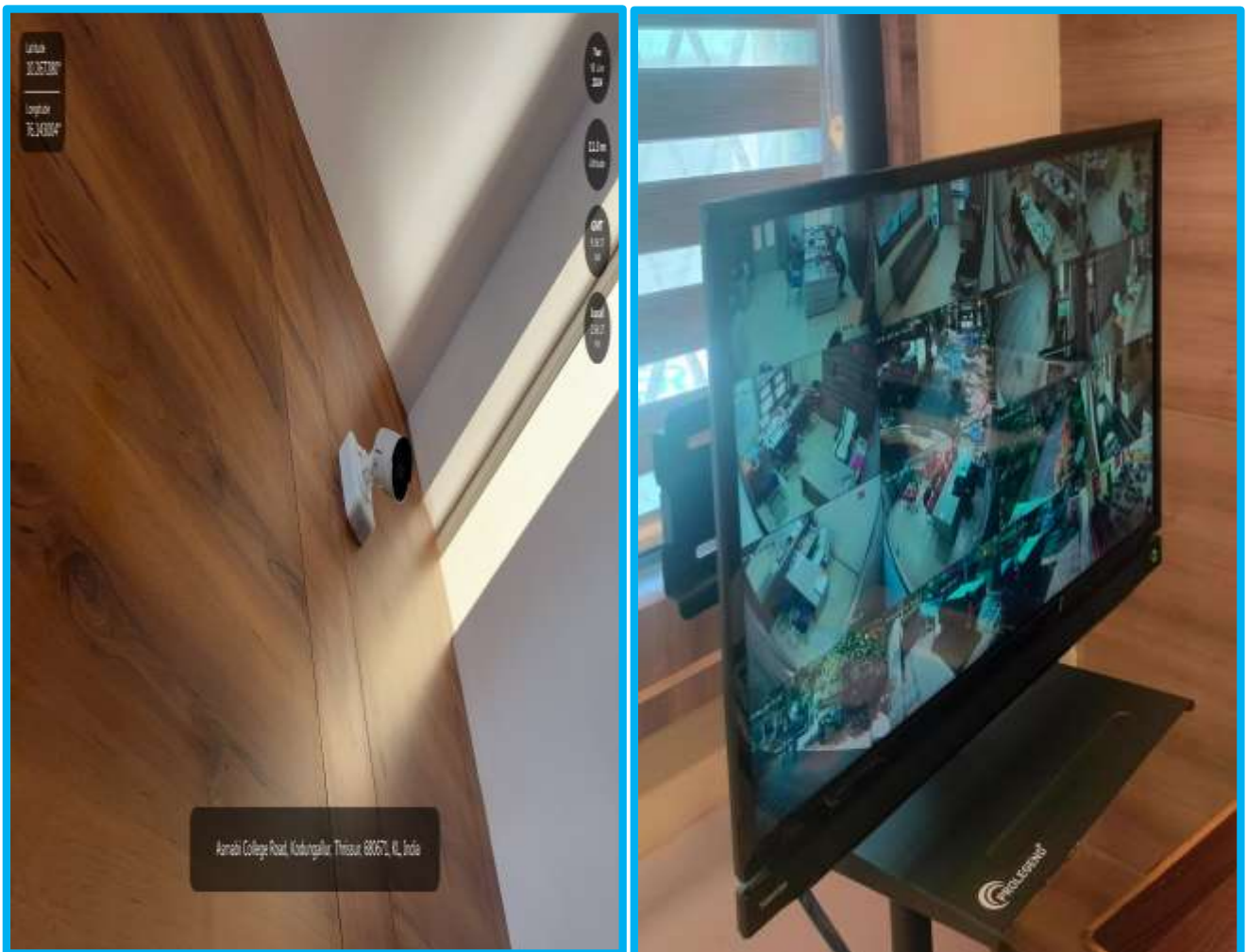




## OTHER FACILITIES

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- Campus security



## OTHER FACILITIES

---

- Free uniform to cleaning staff and security staff





## OTHER FACILITIES

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- Hostel Accommodation



## OTHER FACILITIES

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- College Bus



## OTHER FACILITIES

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- Day-care facility



## WELFARE SCHEMES & STRATEGIES

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### VIII. WELFARE ASSOCIATIONS



## WELFARE ASSOCIATIONS

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- Honouring teachers acquiring higher academic qualifications by PTA and Management



Honouring the Professorship conferred upon Principal Prof. (Dr) A.Biju by the University of Calicut



Dr.Shahija V A, Phd Awardee  
Head & Assistant Professor  
PG Department of Commerce &  
Management Studies

## WELFARE ASSOCIATIONS

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Dr. Sheena P A , Phd Awardee ,  
Associate Professor  
PG Department of Physics



Dr. Jasna N.M , Phd Awardee ,  
Assistant Professor  
PG Department of Economics

## WELFARE ASSOCIATIONS

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Dr. Reena Mohammed P M , Phd Awardee  
Vice-Principal ,Head & Assistant Professor  
PG Department of English



Dr. Reshmi S , Phd Awardee  
Assistant Professor  
PG Department of English



## WELFARE ASSOCIATIONS

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Dr. Ramisha K.C , Phd Awardee  
Assistant Professor  
PG Department of Commerce &  
Management Studies



Dr. Sakeena M.K, Phd Awardee  
Assistant Professor  
Department of Arabic

## WELFARE SCHEMES & STRATEGIES

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## IX. PERFORMANCE APPRAISAL SYSTEM


## PERFORMANCE APPRAISAL SYSTEM

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- **The institution has a Performance Appraisal System that evaluates its employees on a regular basis to maintain its strict quality parameters.**
- **Through internal and external evaluations as well as self-evaluation processes, it aids teaching and non-teaching employees in advancing their careers**
- **Departmental Mechanism such as regular staff meetings, Department Action Plan, Monthly report etc.**
- **Annual student satisfaction survey is conducted for assessment of the performance of teachers**

# PERFORMANCE APPRAISAL SYSTEM

- All Faculty members and departments are required to submit the filled in proforma to IQAC for Academic and Administrative Audit (AAA).

  
**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: Dr Amitha P Muni  
 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

(Signature of AA)

Opportunities	1) To produce PhDs 2) More publications
Challenges	Changing attitude of new generation students

37) Any Other relevant information

Dr Amitha P Muni  
 Associate Professor of English  
 M.E.S. Ashabi College  
 P Vombattur, E.R.T.T.  
 Kothangal, Thrissur  
 Date: 28/09/2023

  
 Counter Signature of Principal  
 PRINCIPAL  
 M.E.S. ASHABI COLLEGE  
 P.O. P VOMBATTUR  
 KOTHANGAL, TRISSUR

Dr Resma Mohamad P M  
 Associate Professor & HOD  
 PG & Research Department of English  
 M.E.S. Ashabi College  
 P Vombattur

# PERFORMANCE APPRAISAL SYSTEM

- Evaluation of API which helps in promotion of faculties.



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 18<sup>th</sup> July 2018)  
**Appendix II, Table 1**  
Session/Year 13-03-2018 to 12-03-2019  
(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)	Dr. Amitha Bachan K.H.
3.	Name of Father/ Mother	Hyder K.M. (late)
4.	Sex	Male
5.	Date of Birth	26-05-1977
6.	Nationality	Indian
7.	Current designation	Assistant Professor (Level 10)
8.	Department	Botany
9.	Date of entry to Service	13-03-2015
10.	Date of last promotion if any	No.
11.	Date of eligibility for promotion	13-03-2019
12.	Address for Correspondence (with pin code)	ASSISTANT PROFESSOR DEPT. OF BOTANY M E S ASMABI COLLEGE P.VEMBALLUR (PO), THRISSUR KERALA, PIN:680671
13.	Telephone No.	9497627870
14.	Email	amithabmes@gmail.com

15. Academic Staff College Orientation/Refresher Course Attended : Nil

Name of the Course/ Summer School	Venue	Duration	Sponsoring Agency



  
**Dr. A. BIJU**  
 PRINCIPAL  
 M.E.S. ASMABI COLLEGE  
 P. VEMBALLUR P.O.,  
 KODUNGALLUR-686 411

ANNEXURE - II

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: **Dr. Amitha Bachan K.H.** 

Designation: Assistant Professor

Place: P Vemballur  
Date: 31-1-2019


  
**Dr. A. BIJU**  
 PRINCIPAL  
 M.E.S. ASMABI COLLEGE  
 P. VEMBALLUR P.O.,  
 KODUNGALLUR-686 411

# PERFORMANCE APPRAISAL SYSTEM

- The Monthly report collected from the departments every month to evaluate the performance.

**MES ASMABI COLLEGE, P.VENBALLUR**  
**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. Shalashcha TM	30	25
2	Dr. Gejja J.P	32	32
3	Dr. Arulna Bachan KH	32	32
4	Dr. Neha KC	25	25
5	Smt. Shree C.B	31	31
6	Smt. Nazosna 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. Shalashcha TM	<b>BSc V Sem:CPEN- Module III-</b> Dichid, arthurium cultivation, mushroom cultivation  <b>MSc II Sem: Plant breeding-</b> Mutation breeding, polyploidy breeding, Biotechnology in plant breeding, stress resistance <b>MSc II Sem: Biostatistics:</b> Introduction, data collection, representation, central tendencies	50%  10%  00%

Date: *01/08/21*

  
 Counter signed by  
**MES ASMABI COLLEGE,**  
**P.O.P. VENBALLUR,**  
**KANNUR - 688571**

Signature of the HOD  
  
 Head of Department  
 Research & P.C. Dept. of Botany  
 MES ASMABI COLLEGE,  
 P. Venballur, Taluk of  
 Kanna - 688571

# PERFORMANCE APPRAISAL SYSTEM

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- Student Satisfaction Survey about teachers to evaluate their performance .

Student Satisfaction Survey on Teaching Learning Process	
<p><b>Following are questions for online student satisfaction survey regarding teaching learning process.</b></p> <p>1. How much of the syllabus was covered in the class? 4 – 85 to 100% 3 – 70 to 84% 2 – 55 to 69% 1– 30 to 54% 0 –Below 30%</p> <p>2. How well did the teachers prepare for the classes? 4 –Thoroughly 3 – Satisfactorily 2 – Poorly 1 – Insufficiently 0 – Won't teach at all</p> <p>3. How well were the teachers able to communicate? 4 - Always effective 3 - Sometimes effective 2 - Just satisfactorily 1 - Generally ineffective 0- Very poor communication</p> <p>4. The teacher's approach to teaching can best be described as 4- Excellent 3- Very good 2 - Good 1 - Fair 0- Poor</p>	<p>5. Fairness of the internal evaluation process by the teachers. 4 – Always fair 3 – Usually fair 2 - Sometimes unfair 1 - Usually unfair 0- Unfair</p> <p>6. Was your performance in assignments discussed with you? 4 – Every time 3 – Usually 2 – Occasionally-Sometimes 1 – Rarely 0 – Never</p> <p>7. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students. 4 – Regularly 3 - Often 2 – Sometimes 1 – Rarely 0- Never</p> <p>8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth. 4 – Significantly 3 – Very well 2 – Moderately 1 – Marginally 0- Not at all</p> <p>9. The institution provides multiple opportunities to learn and grow. 4 – Strongly agree 3 – Agree 2 – Neutral 1 – Disagree 0- Strongly disagree</p>



# PERFORMANCE APPRAISAL SYSTEM


- The IQAC collects self-appraisal form from non-teaching staff to evaluate their performance.

INTERNAL QUALITY ASSURANCE CELL  
MES ASMABI COLLEGE, P. VEMBALLUR  
Administration  
Academic year: 2022

Self-Appraisal

Personal Data	
1 Name	NASEEB A.P.A
2 Designation	COMPUTER ASSISTANT
3 Sex	FEMALE Date of birth 28.05.1979
4 Address	HAKE ABDU P.A, PAKSHI PARAMBIL HOVITE P.VEMBALLUR PIN 61067
5 Religion & Caste	ISLAM, MAPPILA
Departmental Qualifications	
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 Computer assist. 1 ..... years
	10 ..... years
Experience in Administrative area	
1 Administration	..... years
2 Accounts	..... years
3 Establishment	..... years
4 Spark	..... years
5 E grants	..... years
6 Gain PF	..... years
7 Exam	..... years
8 EPF	..... years
9 Computer assist.	..... years
10	..... years
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 \_\_\_\_\_  
Name: Naseeb A.P.A  
Signature: *Naseeb*




INTERNAL QUALITY ASSURANCE CELL  
MES ASMABI COLLEGE, P. VEMBALLUR  
Administration  
Academic year: 2022-23

Self-Appraisal

Personal Data	
1 Name	SADARUDDOON K.A
2 Designation	Head Accountant
3 Sex	male Date of birth 10-5-1969
4 Address	
5 Religion & Caste	Islam muslim
Departmental Qualifications	
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 Library ..... years
	10 Lab - ..... years
Experience in Administrative area	
1 Administration	..... years
2 Accounts	..... years
3 Establishment	..... years
4 Spark	..... years
5 E grants	..... years
6 Gain PF	..... years
7 Exam	..... years
8 EPF	..... years
9 Library	..... years
10 Lab -	..... years
Training programmes attended	
1	Administration staff training mes asmabi college
2	DD, Deputy director of college with cadre TDM
3	Administrative staff training at Faruk college
4	Administration staff training mes asmabi college
5	Administration staff training mes asmabi college
1 Section in the office serviced in this year	Head Accountant
2 Works carried out in this section	
3 Pending works	
4 Measures taken to clear pending works	nil
5 Difficulties faced in this section	

Remarks of HA (supdt) \_\_\_\_\_  
Remarks of Principal \_\_\_\_\_  
Name: Sadaruddoon K.A  
Signature: *Sadar*



**THANK YOU**