



ALPHONSA COLLEGE

Palai, Kottayam

Reaccredited to A Grade by NAAC with CGPA 3.24

Institutional Performance Appraisal System

Teacher's work diary and self-appraisal form of the Institution follows. These record the daily work performance and annual appraisal of the teachers. Regular evaluations of these are performed by the Head of the Department, Principal and College Manager.

ALPHONSA COLLEGE, PALA



TEACHER'S WORK RECORD

200 – 200

Name of Teacher :

Department :

PERSONAL INFORMATION

Name :

Department :

Qualification :

Designation :

Residential Address with Pincode :

Phone Number :

SERVICE DETAILS

Date of Birth :

Date Of Frist Appointment :

Date of Entry into permanent Service :

Promotion to Senior Grade :

Promotion to Selection Grade :

Increment Date :

DETAILS OF LEAVE TAKEN

H.P.L. :

E.O.L. :

FIP Leave :

Seminars & Courses Attended / Conducted (Outside the college)

Papers Presented/ Published

Positions held and responsibilities undertaken

Details of examination duty taken in the previous year

Other informations, if any, may be recorded in the blank Sheet at the end.

TIME TABLE

Day	1hr	2hr	3hr	4hr	5hr
1 st Day					
2 nd Day					
3 rd Day					
4 th Day					
5 th Day					

wrok Load : U.G. Theory -

U.G. Practical -

P.G. Theory -

P.G. Practical -

Total (hrs.) -

Class teachership
(Class, no.of Students etc.)

Practical charge -

Religion& Moral Instruction class -

Tutorial assistance -

Guidance & Counselling -

MONTH.....YEAR.....

Day	Date	I	II	III	IV	V
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
	11					
	12					
	13					
	14					
	15					
	16					

Day	Date	I	II	III	IV	V
	17					
	18					
	19					
	20					
	21					
	22					
	23					
	24					
	25					
	26					
	27					
	28					
	29					
	30					
	31					
Extra classes taken should be marked in red ink						

EXTRA WORKS DONE

	Date	Duration	Details
Special classes taken			
Seminars Conducted			
Extra Curricular Activities			
Guidance, Counselling			
Extension work / Community Service			
Any other			

Signature :

H.O.D.

Principal

ALPHONSA COLLEGE, PALA

Arunapuram P.O. - 686 574, Kottayam, Kerala
Affiliated to M.G. University, Kottayam, Kerala

Performance Appraisal Form

Department/ Subject :-

Performance Appraisal Form of : Dr. /Sri. /Smt :-

Period of Appraisal :

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (English Block Letters)	
	Malayalam	
2	Father's Name	
3	Date and Place of Birth	
4	Gender	
5	Nationality	
6	Religion	
7	Indicate Category: SC/ST/OBC/OEC/General category	
8	Whether differently abled?	
9	Current Designation	
10	Date of Joining service	
11	Permanent Address with PINCODE	
12	Address for Communication with PINCODE	
13	Phone Nos. and email Id	Mobile: Email:
14	University Examiner Code	
15	Date in which University teachers portal last updated	
16	Date in which College deQ portal last updated	

17. Academic Qualifications

Qualification	University/Board	Year of Passing	% of marks obtained	Division/ Class/ Grade	Subjects/ Specialization
SSLC/Equivalent					
Higher Secondary/ Equivalent					
UG					
PG					
Others					

18. Research Degrees

Qualification	Title	Date of award	University
M.Phil/M.Tech			
PhD			
D.Sc/D.Lit/Others			

19. Record of academic/ research experience prior to joining the current post

Institution	Designation	Essential qualification for the post at the time of appointment	Nature of appointment (Regular/fixed term/temporary/ Adhoc)	Nature of duties (Teaching/Research/others)	Scale of Pay	Date of Joining and Date of leaving	Reason of Leaving

20. List of most significant UGC listed/peer reviewed Publications

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages

21. Whether an Approved Research Guide- Yes/No

If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

PART B: TEACHING- LEARNING/CO-CURRICULAR/RESEARCH CONTRIBUTIONS

(Relevant period only, For Details see Appendix I)

CATEGORY: 1. TEACHING – LEARNING AND EVALUATION

a. Details of class teachership

Class teachership (if allotted)	No. of students allotted

b. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Mode of Activity*	Total class Assigned (hrs /week)	Number of classes engaged as per documented record (hrs /week)

*Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)

c. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl. No	Name of Duty	Role Performed

CATEGORY: II. PROFESSIONAL DEVELOPMENT, CO-CURRICULAR & EXTENSION ACTIVITIES

a. Administrative responsibilities

Sl. No	Type of Responsibility	Role Performed

b. Student related co-curricular, extension and field based activities

Sl. No	Type of Activity	Role Performed

c. Organizing seminars/conferences/workshops and other college/university activities

Sl. No	Type of Activity	Role Performed

d. Professional Development Activities

Name of the Course attended	Name of Institution & Place	Period	Sponsoring Agency

e. Participation/Presentation in Conference/ Seminars/Workshops

Name of the Seminar/ Workshop/ Conference attended	Name of Institution & Place	Period	Details of paper presented(if applicable)

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

I. Research Guidance, Projects and Consultancy

a. Details of minor/ major research project sponsored by State/ National/ International agencies

Sl.No.	Name of the Project	Funding Agency	Period	Amount sanctioned /utilized

b. Details of Publication in peer-reviewed or UGC listed journals

Sl. No.	Title with page Nos. and year	Journal	No. in the UGC List of Journals	Whether peer reviewed or not, Impact Factor, if any	UGC/ ISSN/ ISBN No.	Whether you are the main Author

c. Evidence of actively involved in guiding Ph. D. students

Sl.No	Name of Student	Date of Registration

d. Research Guidance

Category	Name and affiliation of students	Title of Thesis Submitted	Degree Awarded
i. Ph.D or equivalent			
ii.M.Phil or equivalent			
iii. PG Dissertation			

e. Consultancy

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)

II. Publications other than Research Papers

a. Articles/Chapters/Books

Sl. No.	Title with Page Nos	Book, Title, Editor & Publisher	ISSN/ISBN No.	No. of Co-authors	Whether you are the main Author

b. Translation works in Indian and Foreign Languages by faculty

Sl. No.	Title with Page Nos.	Book, Title, Editor & Publisher	No. of Co-authors	Whether you are the main Author

III. Creation of ICT mediated Teaching Learning pedagogy and content development of new and innovative courses and curricula

a. Development of Innovative Pedagogy

Sl.No.	Type of Pedagogy	Level (UG/PG)	Class and Semester	Topic Covered

b. Design of New Curricula and Courses

Sl. No.	Name of Course	Level (UG/PG)	Class and Semester	University

c. Development of MOOCs with 04 quadrants

Sl. No.	Name of MOOC	Level (UG/PG)	University

d. Development of e-content /e- learning material

Sl. No.	Title of Module/Material with details

IV. Patents, Policy Documents, Awards/Fellowships and Invited Lectures/ Resource Persons

a. Patents

Sl. No.	Description of Patent	International/National

b. Major Policy document submitted to an International Body/organization or Central or State Government

Sl. No.	Description	International Bodies/ Central/State Government/

c. Fellowships/Awards/Degrees

Sl. No	Award/Fellowship/Degree with year	International/National/ State/University/Others	Awarded by

d. Invited Lectures/ Resource Persons and Papers at International /National/State/ University/College Level

Sl. No.	Type of the Lecture/ Academic Session	Topic of paper /lecture	Place & Date	Whether International/ National/State/ University/College Level

Declaration

I hereby declare that the information provided is true to the best of my knowledge.

Place:-

Date:-

Name and Signature of the teacher

Countersigned by the Head of the Department

Appendix I

Category	Activity
I	<p>c. Examination and evaluation duties assigned by the college/university or attending paper evaluation</p> <ul style="list-style-type: none"> ➤ Valuation of University answer scripts – Chairman / Chief / Addl. Examiner ➤ University Exam Invigilation ➤ University –Question Paper setting / Question Bank ➤ Evaluation of Dissertation (Project Viva) – External Examiner /Chairman ➤ University Practical Exam– Chairman / External Examiner / Internal / Skill ➤ University Examination Squad duties–External ➤ Internal Exam – Question paper setting /Valuation of Answer scripts ➤ Assignment evaluation/ Viva
II	<p>a. Administrative responsibilities</p> <ul style="list-style-type: none"> ➤ Vice Principal/ HOD/ Hostel Warden/ Chief Superintendent/ Addl. Chief Superintendent in charge of University Exams in Colleges/ IQAC Coordinator/ NAAC Coordinator/ RUSA Coordinator/ PTA Secretary/ College Council Secretary / Nodal Officers– UGC, AISHE, Scholarships etc. ➤ Members of IQAC/ NAAC/ RUSA ➤ College Council Member (<i>Elected member only</i>) ➤ Faculty holding positions of various Committees (Discipline/ Admission/ Purchase/ Planning Board/ Research/ Ethics/ ICC/ Library/ Other bodies under UGC plan etc.) ➤ Faculty involved in various Centers in the college EDUSAT/Language lab/ Digital Resources/ Data Repository/ Website/ Centralized Computing Facility (CCF)/ Fitness Centre/ Experimentation Centre/ Instrumentation Centre/ Start- up units/ Technology Business Incubator (TBI)/ INFLIBNET etc. ➤ Staff in Charge of Department Alumni Association ➤ Faculty holding position as Secretary in College Cooperative Society ➤ Faculty involved in College Union Election Returning Officer ➤ Specify any other
II	<p>b. Student related co-curricular, extension and field based activities</p> <ul style="list-style-type: none"> ➤ NSS District Coordinator/ NSS Programme Officer/ NCC Officer/ NCC care taker ➤ Coordinators of New initiatives programmes of DCE (FLAIR, WWS, SSP, ASAP etc.) ➤ Faculty involved in various Cells/ Clubs ➤ Staff Advisor of College Union, Arts Club Advisor of College Union ➤ Staff accompanying students for Study Tour/ Arts/ Sports events ➤ Stage Managers of University Youth Festival ➤ Editor and editorial board members – College Magazine, College or Department News Letter /Campus Publications, Convener, Editor/ Sub-editor of College Souvenirs ➤ Faculty in charge of Extension and Outreach programmes ➤ Faculty in Charge of Documentation of Annual Reports, Administrative Reports etc of the college ➤ Organizing and conduction of popularization programmes/ training courses in computer assisted teaching/web-based learning and e-library skills to students ➤ Faculty involved in preparing Participatory Learning modules/ Interactive course

	<p>/Case Studies</p> <ul style="list-style-type: none"> ➤ Faculty involved in Developing and imparting soft skills/ communication skills /personality development courses/ psychological counseling modules ➤ Faculty involved in N-LIST/ INFLIBNET/ EDUSAT/ NPTEL, Usage/ preparation of digital library with seminar papers, uploading of seminar papers/ resource materials to the college website, scholar portal etc./ Use of online course management system. ➤ Faculty involved in Mentoring – Internal and external (e.g. WWS, SSP etc.) ➤ Industrial/ Institute visits ➤ Community work such as values of National Integration, Environment democracy, Socialism, Human Rights, Peace, Scientific temper; flood or drought relief, small family norms etc., Census work, waste management, Environment conservation etc ➤ Specify any other
II	<p>c. Organizing seminars/ conferences/ workshops and other college/ university Activities</p> <ul style="list-style-type: none"> ➤ Organizing seminars/conferences/workshops ➤ Subject Expert in Curriculum Preparation/ Question paper Setting/ Subject Expert in PSC Interview Board/ FIP Interview/ Guest Lecturer Interview ➤ Member–Faculty/ Board of Studies/Academic Council/ Pass Board/ Scrutiny Board/ Curriculum Committee of the University, ➤ Senate Member/Syndicate member ➤ Faculty involved in programmes initiated by DCE – e-governance coordinator ➤ Recipients of Internships (e.g. FLAIR) –International/ National ➤ Membership/ Participation/ Subject Expert in State/ Central Bodies/ Committees on Education, Research, Sports and National Development ➤ Organizing Programmes on PEECS, FLAIR,WWS, SSP, e-Governance. ➤ Lectures delivered in refresher/ orientation/ faculty development courses/ New initiative programmes (e.g. FLAIR, WWS, SSP, ASAP etc) ➤ Editors of Research Journals. ➤ Reviewer in Research Journals. ➤ Membership in Renowned Professional Associations ➤ Interaction with Industry, Industrial Experience for students ➤ Conducting Bridge Courses, Gifted Children programme. ➤ Specify any other
II	<p>d. Professional Development Activities</p> <ul style="list-style-type: none"> ➤ Participation in recognized Orientation/Refresher/ Winter /Short Term/ FDP ➤ For MOOC Courses, include details like course portal, name, duration, exam passed etc.
II	<p>e. Participation/Presentation in Conference/ Seminars/Workshops</p> <ul style="list-style-type: none"> ➤ Participation in Conference/ Seminars/Workshops ➤ Details of papers presented ➤ Seminar/ Conference proceedings etc.