



CARMEL COLLEGE, MALA

Nationally Re-accredited with 'A' grade (Third Cycle)

Thrissur Dt., Kerala- 680732, Ph:04802890247, Fax: 04802890247

E-mail: carmelcollege@rediffmail.com, Website: www.carmelcollegemala.ac.in



Criteria VI

Governance, Leadership and Management

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND TEACHING STAFF

Submitted to



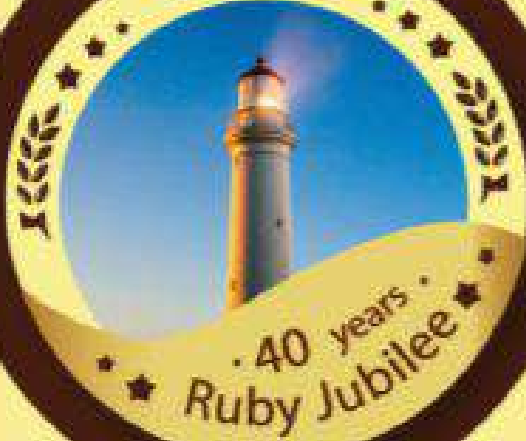
THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

HAND BOOK AND
CALENDAR

2020-2021



1981-2021



CARMEL COLLEGE

MALA, THRISSUR

Affiliated to University of Calicut &
Nationally Re-accredited with 'A' grade (Third Cycle)



JULY 2020			
DATE	DAYS		PARTICULARS
1	Wed		2.30 pm - Staff Meeting (Teaching Staff)
2	Thu		Readmission 50/- Fine Rs. 10/-
3	Fri	H	First Friday, St. Thomas Day
4	Sat	H	
5	Sun	H	
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat	H	Second Saturday, World Population Day
12	Sun	H	
13	Mon		
14	Tue		13 Hours Adoration
15	Wed		
16	Thu		Feast of our Lady of Mt. Carmel (College Patroness)
17	Fri		2.30 pm - Meet the Principal (English)
18	Sat	H	
19	Sun	H	
20	Mon	H	Karkidaka Vavu
21	Tue		2.30 pm - Meet the Principal (Mathematics)
22	Wed		2.30 pm - Meet the Principal (Computer Science)
23	Thu		2.30 pm - Meet the Principal (Physics)
24	Fri		2.30 pm - Meet the Principal (Chemistry)
25	Sat	H	
26	Sun	H	
27	Mon		I Internal of 3 rd & 5 th Semester, 2.30 pm - Meet the Principal (Botany)
28	Tue		Feast of St. Alphonsa, 2.30 pm - Meet the Principal (Zoology)
29	Wed		2.30 pm - Meet the Principal (Sociology), 3.30 pm - NAAC Steering Committee Meeting
30	Thu		2.30 pm - Meet the Principal (History), 3.30 pm - Staff Meeting (Non- Teaching Staff)
31	Fri	H	Bakrid



AUGUST 2020			
DATE	DAYS		PARTICULARS
1	Sat	H	
2	Sun	H	World Friendship Day
3	Mon		2.30 pm - Meet the Principal (Political Science)
4	Tue		2.30 pm - Meet the Principal (B. B. A)
5	Wed		2.30 pm - Staff Meeting (Teaching Staff)
6	Thu		Hiroshima Day, 2.30 pm - Meet the Principal (Software Development & Multimedia), 3.30 pm - IQAC Meeting
7	Fri		First Friday, 2.30 pm - Meet the Principal (Fashion Technology & Agriculture)
8	Sat	H	Second Saturday
9	Sun	H	Quit India Day, Nagasaki Day
10	Mon		I Internal Exam of I st Semester, 2.30 pm - Meet the Principal (Accounting & Taxation and Banking Financial Service & Insurance)
11	Tue		2.30 pm - Meet the Principal (Commerce)
12	Wed		International Youth Day, 2.30 pm - Meet the Principal (Community College)
13	Thu		Organ Donation Day
14	Fri		
15	Sat	H	Independence Day, Feast of Assumption of Our Lady
16	Sun	H	
17	Mon		
18	Tue		
19	Wed		World Photography Day
20	Thu		
21	Fri		
22	Sat	H	
23	Sun	H	
24	Mon		
25	Tue		
26	Wed		3.30 pm - NAAC Steering Committee Meeting
27	Thu		College closes for Onam Holidays, 3.30 pm - Staff Meeting (Non- Teaching Staff)
28	Fri	H	Ayyankali Jayanthi
29	Sat	H	Feast of St. Euphrasia, National Sports Day, Muharram
30	Sun	H	First Onam
31	Mon	H	Thiruvonam



NOVEMBER 2020			
DATE	DAYS		PARTICULARS
1	Sun	H	Kerala Piravi , All Saint's Day
2	Mon		All Soul's Day, Even Semester Commences for UG & PG
3	Tue		3.30 pm - IQAC Meeting
4	Wed		2.30 pm – Staff Meeting (Teaching Staff)
5	Thu		
6	Fri		First Friday
7	Sat	H	
8	Sun	H	
9	Mon		10.30am Autonomous Committee Meeting
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat	H	Second Saturday, Diwali, Children's Day
15	Sun	H	
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		2.30 pm - Meet the Principal (English)
21	Sat	H	
22	Sun	H	
23	Mon		Canonization Of St. Chavara And St. Euphrasia 2.30 pm - Meet the Principal (Mathematics)
24	Tue		2.30pm - Meet the Principal (Computer Science)
25	Wed		2.30pm - Meet the Principal (Physics), 3.30 pm - NAAC Steering Committee Meeting
26	Thu		2.30pm - Meet the Principal (Chemistry), 3.30pm – Staff Meeting (Non- Teaching Staff)
27	Fri		2.30 pm - Meet the Principal (Botany)
28	Sat	H	
29	Sun	H	10.30 am- Governing Body Meeting
30	Mon		2.30 pm - Meet the Principal (Zoology)



DECEMBER 2020			
DATE	DAYS		PARTICULARS
1	Tue		World Aids Day, 2.30 pm - Meet the Principal (Sociology)
2	Wed		2.30 pm – Staff Meeting (Teaching Staff)
3	Thu		2.30 pm - Meet the Principal (History)
4	Fri		First Friday, 10.30 am- Purchase Committee Meeting 2.30 pm - Meet the Principal (Political Science)
5	Sat	H	
6	Sun	H	
7	Mon	H	
8	Tue		2.30 pm - Meet the Principal (B.B.A), 3.30 pm - IQAC Meeting
9	Wed		2.30 pm - Meet the Principal (Software Development & Multimedia)
10	Thu		Human Rights Day, 2.30 pm - Meet the Principal (Fashion Technology & Agriculture)
11	Fri		2.30 pm - Meet the Principal (Accounting & Taxation and Banking Financial Service & Insurance)
12	Sat	H	Second Saturday
13	Sun	H	
14	Mon		National Energy Conservation Day, 2.30 pm - Meet the Principal (Commerce)
15	Tue		2.30 pm - Meet the Principal (Community College)
16	Wed		3.30 pm - NAAC Steering Committee Meeting
17	Thu		
18	Fri		
19	Sat	H	
20	Sun	H	
21	Mon		10.30 am Project Monitoring Committee Meeting
22	Tue		National Mathematics Day
23	Wed		3.30 pm – Staff Meeting (Non- Teaching Staff), College Closes for Christmas Holidays
24	Thu	H	
25	Fri	H	Christmas
26	Sat	H	
27	Sun	H	
28	Mon	H	
29	Tue	H	
30	Wed	H	5.00 pm - Board of Management meeting
31	Thu	H	

No. of working days: 16



JANUARY 2021			
DATE	DAYS		PARTICULARS
1	Fri	H	New Year Day , First Friday
2	Sat	H	Mannam Jayanthi
3	Sun	H	Feast Of Chavara Kuriakose Elias, Founding Father Of CMC
4	Mon		College Reopens after Christmas Holidays
5	Tue		
6	Wed		2.30pm – Staff Meeting (Teaching Staff)
7	Thu		3.30 pm - IQAC Meeting
8	Fri		
9	Sat	H	Second Saturday
10	Sun	H	
11	Mon		1st Internals for UG & PG
12	Tue		National Youth Day
13	Wed		
14	Thu		
15	Fri		
16	Sat	H	
17	Sun	H	
18	Mon		
19	Tue		
20	Wed		
21	Thu		2.30 pm - Meet the Principal (English)
22	Fri		2.30 pm - Meet the Principal (Mathematics)
23	Sat	H	
24	Sun	H	
25	Mon		2.30 pm - Meet the Principal (Computer Science)
26	Tue	H	Republic Day
27	Wed		2.30 pm - Meet the Principal (Physics), 3.30 pm - NAAC Steering Committee Meeting
28	Thu		2.30 pm - Meet the Principal (Chemistry) 3.30 pm - Staff Meeting (Non- Teaching Staff)
29	Fri		2.30 pm - Meet the Principal (Botany) 3.30 pm - Library Advisory Committee Meeting
30	Sat	H	
31	Sun	H	



FEBRUARY 2021			
DATE	DAYS		PARTICULARS
1	Mon		2.30 pm - Meet the Principal (Zoology)
2	Tue		2.30 pm - Meet the Principal (Sociology)
3	Wed		2.30 pm- Staff Meeting (Teaching Staff)
4	Thu		World Cancer, 2.30 pm - Meet the Principal (History)
5	Fri		First Friday Day, 2.30 pm - Meet the Principal (Political Science)
6	Sat	H	
7	Sun	H	
8	Mon		2.30 pm - Meet the Principal (B. B. A.)
9	Tue		2.30 pm - Meet the Principal (Software Development & Multimedia)
10	Wed		10.30 am- Staff Council (Teaching Staff), 2.30 pm - Meet the Principal (Fashion Technology & Agriculture)
11	Thu		2.30 pm - Meet the Principal (Accounting & Taxation and Banking Financial Service & Insurance)
12	Fri		10.30 am – College Council meeting 2.30 pm - Meet the Principal (Commerce)
13	Sat	H	Second Saturday
14	Sun	H	
15	Mon		Ash Monday, Lent Begins, 2.30 pm - Meet the Principal (Community College)
16	Tue		10.30am Autonomous Committee Meeting
17	Wed		
18	Thu		
19	Fri		3.30 pm - Staff Council (Non- Teaching Staff)
20	Sat	H	
21	Sun	H	
22	Mon		
23	Tue		
24	Wed		
25	Thu		3.30pm – Staff Meeting (Non- Teaching Staff)
26	Fri		3.30 pm - NAAC Steering Committee Meeting
27	Sat	H	IInd Internals for VI th Sem UG IV th Sem PG
28	Sun	H	National Science Day



OFFICE BEARERS

Manager	Dr. Sr. Vimala CMC
Local Manager	Sr. Jasmine CMC
Principal	Dr. Sr. Licy A. D. (Sr. Catherine)
Vice-Principal & Staff Advisor, Unty. Exam – Chief Supt., Direc- tor of Botany Research Centre	Dr. Sr. Kochuthressia. K P. (Sr. Seena)
NAAC Co-ordinator	Ms. Linda P Joseph
NAAC Internal Peer Team	Dr. Sr. Rini Raphael, Ms. Reena T. K, Dr. Vidya Francis & Ms. Riya Jose
IQAC, RTI, B. Voc & WWS Coordinator	Dr. Sr. Rini Raphael
IPR / Public Relations Officer	Dr. Sr. Rini Raphael & Dr. Merin Francis
Staff Secretaries (TS)	Dr. Roshini K. Thumpakkara & Ms. Raji Madhu
Staff Secretary (NTS)	Ms. Jiji M. D
RUSA, UGC, SAAC& Autono- mous Co ordinator	Dr. Roshini K. Thumpakkara
College Council Secretary	Ms. Mary Philip
Student Advisor & EBSB and Minority Cell Coordinator	Dr. Princy K. G
Academic Coordinator (Aided section)	
Academic Coordinators (Self Financing Section and B. Voc section)	Ms. Raji Madhu & Ms. Jilu Mathew
College Union Election Convenors	Dr. Bindhu. K. B & Dr. Jismy Joseph
OBC Cell Coordinator	Dr. Bindhu. K. B
Research Cell Coordinator & Discipline Committee Convenor	Dr. Shibi C
PTA – Staff Representatives Admission Nodal Officers	Ms. Grealat Francis & Ms. Meenu Jose
Editor – Carmel Glow	Ms. Linda P Joseph
Media Coordinators	Ms. Linda P Joseph, Ms. Raji Madhu, Mr. Shinto V. D & Mr. Amal Lloid Antony
Career Guidance & Placement Cell Coordinator	Dr. Pretty John. P & Mr. Shinto V.D
NCC Officer	Dr. Jismy Joseph (ANO)

**HAND BOOK AND
CALENDAR**

2020-2021



CARMEL COLLEGE

MALA, THRISSUR

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Carmel College, Mala

SELF APPRAISAL

Session /Year

PART A: GENERAL INFORMATION

1.	Name of College/ University	
2.	Name of Incumbent (In Block Letters)	
3	Name of Father / Mother	
4.	Sex	
5.	Date of Birth	
6.	Nationality	
7.	Current designation	
8.	Department	
9.	Date of entry to service	
10.	Date of last promotion if any	
11.	Date of eligibility for promotion	
12.	Address for correspondence (with Pin code)	
13.	Telephone No:	
14.	Email	

Academic Staff College Orientation/Refresher Course attended: Nil

PART B:

1. TEACHING

Sl. No	Course/Paper	Level	Mode of teaching*	No. of classes per Week allotted	No. of classes conducted per Week	% of Classes/ Pract. taken
Odd semester						
Even semester						
TOTAL						

(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/ Co-ordinator, Warden etc.

Sl. No	Type of Responsibility/Duty	Role Performed

(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
Total number of activities Involved		9

(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
Total number of activities Involved		

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

Sl. No	Type of Responsibility/Duty	Role Performed
Total number of activities Involved		

(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 students			

(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) 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 Co-authors	Whether you are the main Author
Total number of publications						L

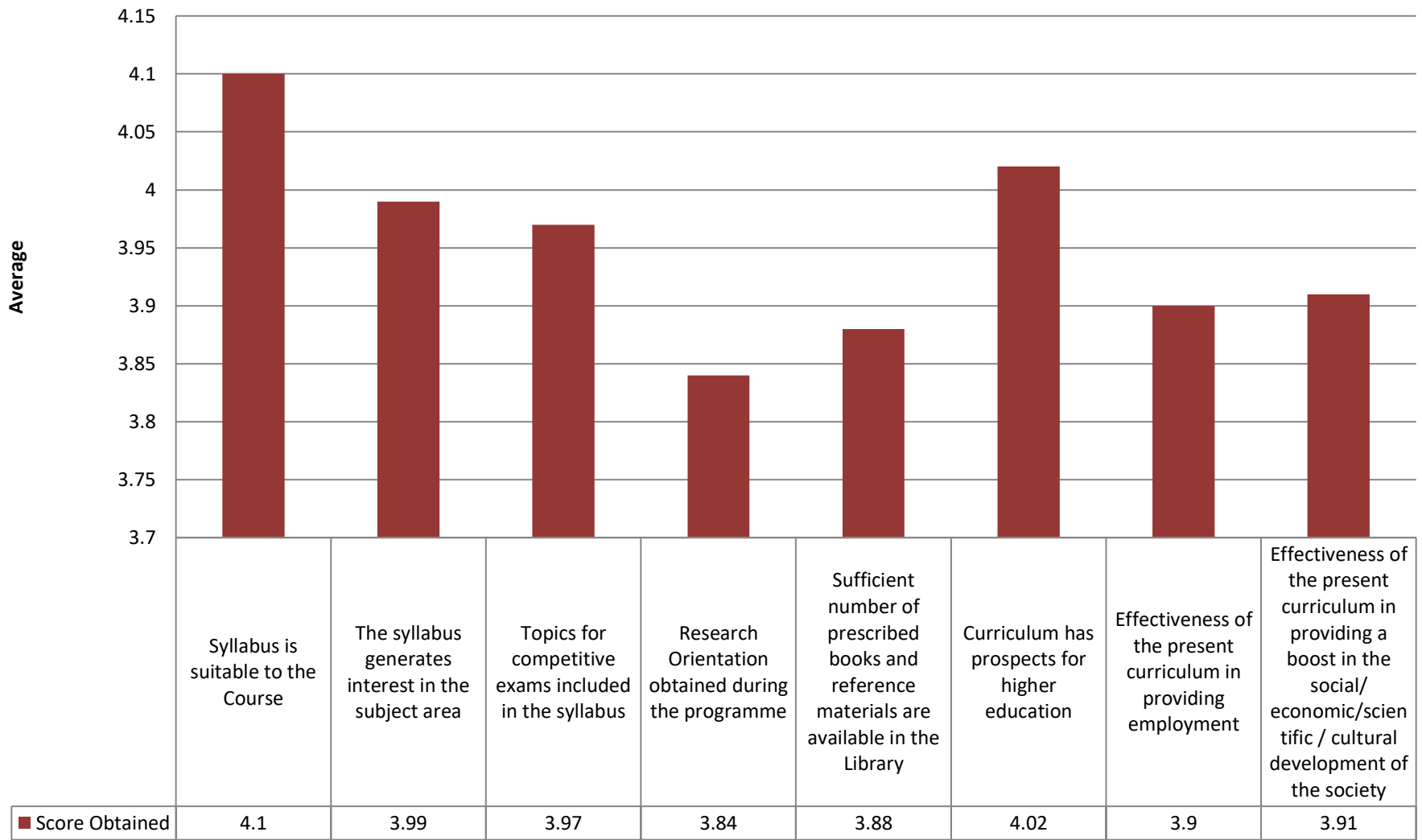
Name and Signature of Faculty

Name and Signature of HOD

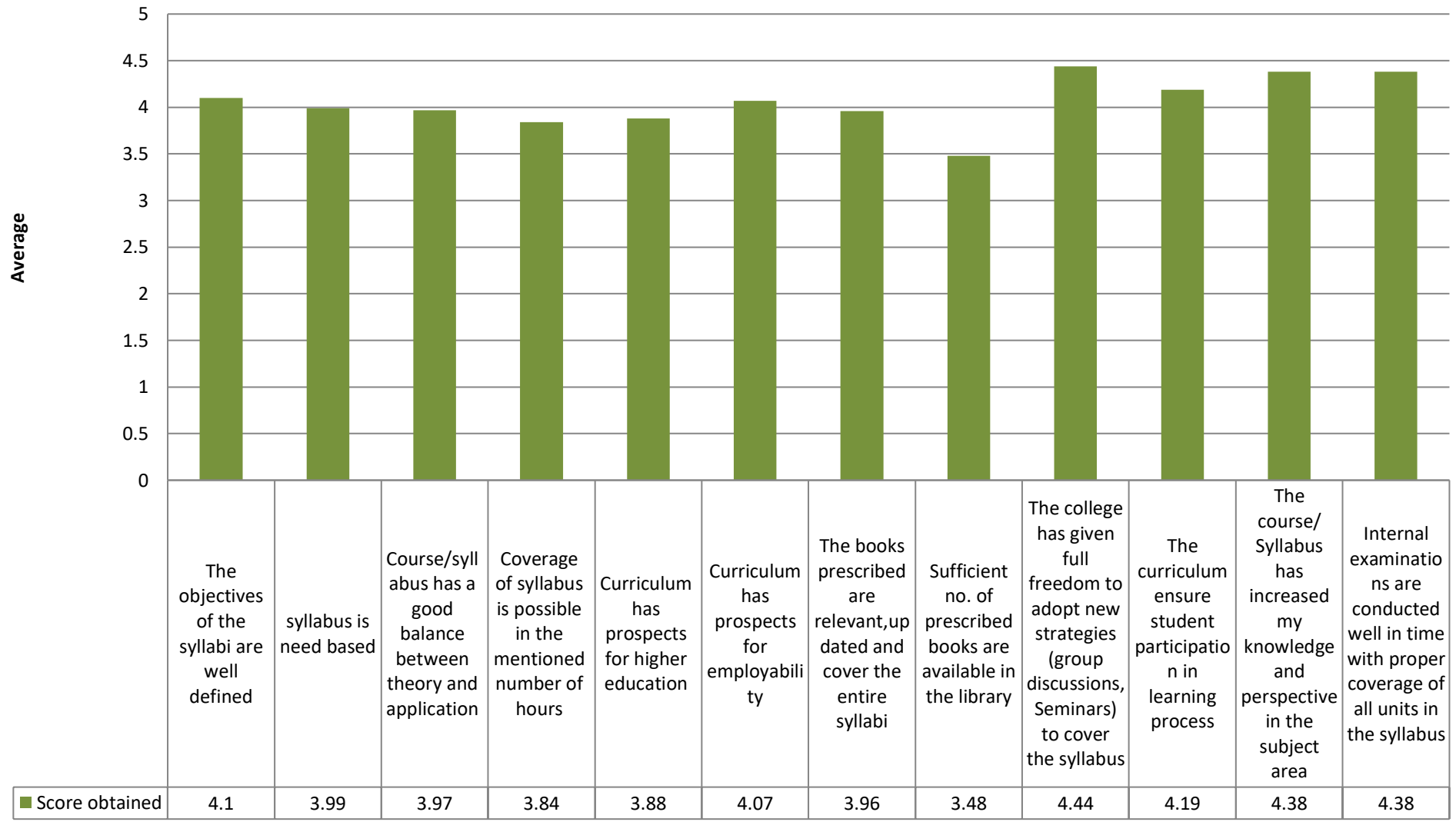
Name and Signature of IQAC Co-ordinator

Name and Signature of Principal

Students' Feedback on Curriculum 2020-2021



Teachers' Feedback on Curriculum 2020-2021



CARMEL COLLEGE MALA



TEACHERS DIARY

20.....20.....

TEACHER'S DIARY

PERSONAL INFORMATION

NAME :

QUALIFICATION :

ACADEMIC :

OTHER :

DESIGNATION :

DEPARTMENT :

AREA OF SPECIALIZATION :

HONOURS CONFERRED :

RESIDENTIAL ADDRESS :

Phone No :

E -Mail :

Statement of Work

Day	Month	Date	Period	Classes engaged	Subject/Topic discussed	Remarks
Monday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities			Time			
Tuesday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities			Time			
Wednesday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities			Time			
Thursday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities			Time			
Friday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities						

Signature of Faculty

Statement of Work

Day	Month	Date	Period	Classes engaged	Subject/Topic discussed	Remarks
Monday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities			Time			
Tuesday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities			Time			
Wednesday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities			Time			
Thursday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities			Time			
Friday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities						

Signature of Faculty

Statement of Work

Day	Month	Date	Period	Classes engaged	Subject/Topic discussed	Remarks
Monday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities			Time			
Tuesday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities			Time			
Wednesday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities			Time			
Thursday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities			Time			
Friday			1			
			2			
			3			
			4			
			5			
Special Class/Remedial Class/ Club Activities						

Signature of Faculty

TUTOR OF(CLASS)

Sl. No.	Name of the student	Class

DETAILS OF LEAVE TAKEN

Date	Day	Nature of Leave	Total Leave Taken so far

MEETING ATTENDED

(Staff Meeting, P.T.A. Meeting, Committee etc.)

Date	Nature of Meeting	Purpose	Duration

SEMINARS/WORKSHOPS ATTENDED

Date	Resource	Venue	Topic

VALUATION OF ANSWER SCRIPT

University Level				College Level		
Name of exam	Subject	No.of Answer Script	Nature of Examinership	Name of Exam.	Subject/ Duration	No.of Papers

CARMEL COLLEGE, MALA

Academic Audit 2020 -2021

Review Report of External Experts

Department: Botany

Date of Audit: 05/01/2022

Remarks

1- SSR & documentation maintained properly. Overall Performance: - good.

Suggestions


Add-on course.

Best practices

Extension activities

Name, Designation and Signature of Academic Audit Experts

Dr. Teju Tharayal, St Aloysius College Elthumth. 

Amr. V. KKTRI Govt. College, Pullut 

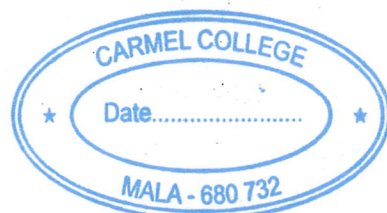
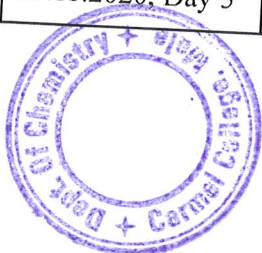
Dr. Lgo J. Manavalan Little Flower College, Anuvayoor 

CARMEL COLLEGE, MALA
TEACHING PLAN 2020 - 2021

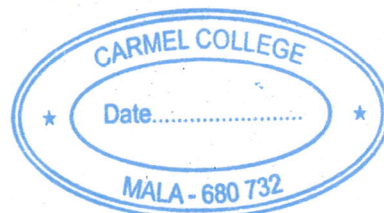
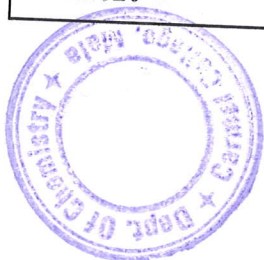
Department: Chemistry
Programme: UG
Semester: I

Teacher in Charge: Dr Roshini K.T
Subject: Theoretical and Inorganic
Chemistry- I

Date	Unit and subject	Teaching method adopted	Method of evaluation	Remarks
NOVEMBER				
2.11.2020, Day 1	Commencement of Semester			
3.11.2020, Day 2	Module IV: Standard electrode potential, Flame colour of s block elements	Lecture		
4.11.2020, Day 3				
5.11.2020, Day 4	Module IV: Diagonal relationships- Inert pair effect	Lecture	Oral Test	
6.11.2020, Day 5				
7.11.2020	Saturday			
8.11.2020	Sunday			
9.11.2020, Day 1				
10.11.2020, Day 2	Module IV: Comparison of Lewis acidity of boron halides	Lecture	Oral Test	
11.11.2020, Day 3				
12.11.2020, Day 4	Module IV: Preparation, properties, structure and uses of Diborane, Boric acid	Lecture	Oral Test	
13.11.2020, Day 5				



14.11.2020	Saturday			
15.11.2020	Sunday			
16.11.2020, Day 1				
17.11.2020, Day 2	Module IV: Borazine and Boron nitride	Lecture	Oral Test	
18.11.2020, Day 3				
19.11.2020, Day 4	Module IV: Structure of $AlCl_3$	Lecture	Oral Test	
20.11.2020, Day 5				
21.11.2020	Saturday			
22.11.2020	Sunday			
23.11.2020, Day 1				
24.11.2020, Day 2	Module IV: Structures of oxides N and P.	Lecture	Oral Test	
25.11.2020, Day 3				
26.11.2020, Day 4	Module IV: Oxy acids of N and P	Lecture	Oral Test	
27.11.2020, Day 5				
28.11.2020	Saturday			
29.11.2020	Sunday			
30.11.2020, Day 1				
DECEMBER				
1.12.2020, Day 2	Module IV: Oxy and peroxy acids of sulphur	Lecture	Oral Test	
2.12.2020, Day 3				
3.12.2020, Day 4	Module IV: Oxy acids of chlorine	Lecture	Oral Test	
4.12.2020, Day 5				
5.12.2020	Saturday			
6.12.2020	Sunday			



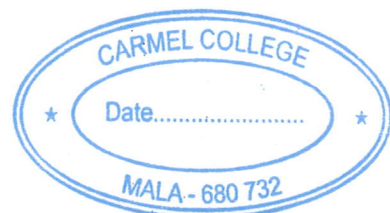
7.12.2020, Day 1				
8.12.2020, Day 2	Module IV: Preparation, properties and uses of ammonia	Lecture	Oral Test	
9.12.2020, Day 3				
10.12.2020, Day 4	Module IV: nitric acid, ozone, hydrogen peroxide	Lecture	Oral Test	
11.12.2020, Day 5				
12.12.2020	Saturday			
13.12.2020	Sunday			
14.12.2020, Day 1				
15.12.2020, Day 2	Module IV: sulphuric acid and hydrochloric acid.	Lecture	Oral Test	
16.12.2020, Day 3				
17.12.2020, Day 4				
18.12.2020, Day 5				
19.12.2020	Christmas Vacation starts			
29.12.2020, Day 1				
30.12.2020, Day 2	Module V: Arrhenius definition, Bronsted-Lowry definition and conjugate acid –base pairs.] Lux- Flood	Lecture	Oral Test	
31.12.2020, Day 3				
JANUARY				
1.1.2021, Day 4	Module V: Lux- Flood Definition			
2.1.2021	Saturday			
3.1.2021	Sunday			
4.1.2021, Day 5				



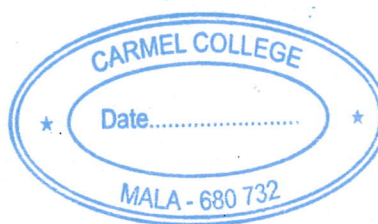
5.1.2021, Day 1				
6.1.2021, Day 2	Module V:Solvent System Definition	Lecture	Oral Test	
7.1.2021, Day 3				
8.1.2021, Day 4	Module V:Lewis definition	Lecture	Oral Test	
9.1.2021	Saturday			
10.1.2021	Sunday			
11.1.2021, Day 5				
12.1.2021, Day 1				
13.1.2021, Day 2	Module V:Usanovich definition	Lecture	Oral Test	
14.1.2021, Day 3				
15.1.2021, Day 4	Module V:Hard and soft acids and bases	Lecture	Oral Test	
16.1.2021, Day 5				
17.0.2021	Sunday			
18.1.2021, Day 1				
19.1.2021, Day 2	Question Paper Due			
20.1.2021, Day 3				
21.1.2021, Day 4	Revision		Oral Test	
22.1.2021, Day 5				
23.1.2021, Day 1				
24.1.2021	Sunday			
25.1.2021 – 3.2.2021 First Internal Examination				
FEBRUARY				
4.2.2021, Day 2	Module V:Classification of acids and bases as Hard and Soft	Lecture	Oral Test	
5.2.2021, Day 3				



6.2.2021	Saturday			
7.2.2021	Sunday			
8.2.2021, Day 4	Evaluated answer sheets returns to students			
9.2.2021, Day 5				
10.2.2021, Day 1				
11.2.2021, Day 2	Publication of I Internal marks			
12.2.2021, Day 3				
13.2.2021	Saturday			
14.2.2021	Sunday			
15.2.2021, Day 4	Module V: Applications and Limitations of HSAB concept	Lecture	Oral Test	
16.2.2021, Day 5				
17.2.2021, Day 1				
18.2.2021, Day 2	Module VI: Nuclear forces – Exchange theory and nuclear fluid theory – Nuclear reactors.	Lecture	Oral Test	
19.2.2021, Day 3				
20.2.2021	Saturday			
21.2.2021	Sunday			
22.2.2021, Day 4	Module VI: Decay series – group displacement law -	Lecture	Oral Test	
23.2.2021, Day 5				
24.2.2021, Day 1				
25.2.2021, Day 2	Module VI: Isotopes: Detection – Aston's mass spectrograph – Separation of isotopes by gaseous diffusion method and	Lecture	Oral Test	



23.3.2021, Day 4	Question paper discussion			
24.3.2021, Day 5				
25.3.2021, Day 1	Revision			
26.3.2021, Day 2	Evaluated answersheets returns to students			
27.3.2021	Saturday			
28.3.2021	Sunday			
29.3.2021, Day 3	Publication of internal marks			
30.3.2021, Day 4				
31.3.2021, Day 5	Publication of Consolidated Internal Marks			

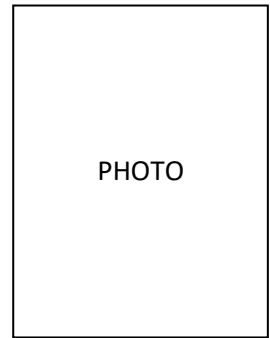


Internal Quality Assurance Cell

Carmel College, Mala

Self Appraisal of Administrative staff

20... - 20...



I. GENERAL INFORMATION

- a. Name :
- b. Residential Address :
- c. Date of Birth :
- d. Date of Joining :
- e. Present Designation :
- f. Date of last Promotion :
- g. Due date of Promotion :
- h. Date of Retirement :
- i. Language Known :
- j. Computer Knowledge :
- k. Working experience in Years:

II. Academic Qualification

Exam Passed	Board/University	Year of Passing

III. Seminars, Conferences attended for the improvement of professional competence

Name of the Seminar/ Conference	Name of the sponsoring agency	Place and Date

IV. Experience Details

Sections handled so far	Name of the institution	Duration

V. Any other information

Signature of Staff

Signature of Superintendent

Signature of Principal