



# **CARMEL COLLEGE, MALA**

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

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## **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**

**2021-2022**



1981-2022



**CARMEL COLLEGE  
MALA, THRISSUR**

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



JUNE 2021			
DATE	DAYS		PARTICULARS
1	Tue		College Re- Opening
2	Wed		2.30 pm- Staff meeting (Teaching Staff, Permanent) 3.30 pm - Meet the Principal with Staff (English)
3	Thu		3.30 pm - Meet the Principal with Staff (Mathematics)
4	Fri		First Friday, 3.30 pm - Meet the Principal with Staff (Computer Science)
5	Sat	H	World Environmental Day,
6	Sun	H	
7	Mon		3.30 pm - Meet the Principal with Staff (Physics)
8	Tue		Feast of St. Mariam Thressia, 3.30 pm - Meet the Principal with Staff (Chemistry)
9	Wed		3.30 pm - Meet the Principal with Staff (Botany)
10	Thu		3.30 pm - Meet the Principal with Staff (Zoology)
11	Fri		Feast of Sacred Heart, 2.30 pm- Staff meeting (Teaching Staff, Guest), 3.30 pm - Meet the Principal with Staff (Sociology)
12	Sat	H	Second Saturday, Feast of Immaculate Heart of Mary
13	Sun	H	Feast of St. Antony,
14	Mon		World Blood Donor Day, 3.30 pm - Meet the Principal with Staff (History)
15	Tue		3.30 pm - Meet the Principal -Staff (Political Science), 4.30 pm - Building Committee Meeting
16	Wed		2.30 pm- Planing Board meeting, 3.30 pm - Meet the Principal with Staff (B. B. A)
17	Thu		3.30 pm - Meet the Principal with Staff (Software Development )
18	Fri		2.30 pm- Library Advisory Committee meeting, 3.30 pm - Meet the Principal with Staff (Multimedia)
19	Sat	H	
20	Sun	H	Father's Day
21	Mon		International Yoga Day, 3.30 pm - Meet the Principal with Staff (Fashion Technology), Tution Fee with Fine Rs. 10/- ( II, III UG, II PG 3 <sup>rd</sup> sem)
22	Tue		3.30 pm - Meet the Principal with Staff (Agriculture)
23	Wed		3.30 pm - Meet the Principal with Staff (Accounting & Taxation)
24	Thu		3.30 pm - Meet the Principal with Staff (Banking Financial Service & Insurance), 4.30 am- Purchase Committee Meeting
25	Fri		3.30 pm - Meet the Principal with Staff (Commerce)
26	Sat	H	International Anti- Drugs Day, 4.30 pm - Local Management Committee Meeting
27	Sun	H	4.30 pm - Financial Advisory Committee Meeting
28	Mon		3.30 pm - Meet the Principal with Staff (Community College)
29	Tue		National Statistics Day, Feast of St. Peter & St. Paul, 3.30 pm - Meet the Principal (Languages)
30	Wed		2.30 pm - Staff Meeting (Non- Teaching Staff)



JULY 2021			
DATE	DAYS		PARTICULARS
1	Thu		2.30 pm - Meet the Principal with Students (English)
2	Fri		First Friday, 2.30 pm - Meet the Principal with Students (Mathematics), 3.30 pm -Autonomous Status Cell Meeting
3	Sat	H	St. Thomas Day
4	Sun	H	
5	Mon		2.30 pm - Meet the Principal with Students (Computer Sci-
6	Tue		2.30 pm - Meet the Principal with Students (Physics)
7	Wed		2.30 pm- Staff meeting (Teaching Staff, Permanent)
8	Thu		2.30 pm - Meet the Principal with Students (Chemistry)
9	Fri		2.30 pm- Staff meeting (Teaching Staff, Guest)
10	Sat	H	Second Saturday
11	Sun	H	World Population Day
12	Mon		2.30 pm - Meet the Principal with Students (Botany)
13	Tue		2.30 pm - Meet the Principal with Students (Zoology), 3.30 pm -NISP Committee Meeting, 13 Hours Adoration
14	Wed		2.30 pm - Meet the Principal with Students (Sociology)
15	Thu		2.30 pm - Meet the Principal with Students (History)
16	Fri		Feast of our Lady of Mt. Carmel (College Patroness)
17	Sat	H	
18	Sun	H	
19	Mon		2.30 pm - Meet the Principal with Students (Political Science)
20	Tue	H	Bakrid
21	Wed		2.30 pm - Meet the Principal with Students (B. B. A) Tuition Fee with Fine Rs. 20/- ( II, III UG, II PG 3 <sup>rd</sup> sem)
22	Thu		2.30 pm - Meet the Principal with Students (Software Devel-
23	Fri		2.30 pm - Meet the Principal with Students (Multimedia)
24	Sat	H	
25	Sun	H	
26	Mon		2.30 pm - Meet the Principal with Students (Fashion Technology) 4.30 pm - Local Management Committee Meeting
27	Tue		2.30 pm - Meet the Principal with Students (Agriculture), 3.30 pm - Project Monitoring Committee Meeting
28	Wed		Feast of St. Alphonsa
29	Thu		2.30 pm - Meet the Principal with Students (Accounting & Taxation)
30	Fri		2.30 pm - Meet the Principal with Students (Banking Financial Service & Insurance)
31	Sat	H	

**No. of working days: 21**



AUGUST 2021			
DATE	DAYS		PARTICULARS
1	Sun	H	World Friendship Day
2	Mon		2.30 pm - Meet the Principal with Students (Commerce), 3.30 pm - Drama Club Meeting
3	Tue		2.30 pm - Meet the Principal with Students (Community College)
4	Wed		2.30 pm- Staff meeting (Teaching Staff, Permanent), 3.30 pm - Examination Committee Meeting
5	Thu		
6	Fri		First Friday, Hiroshima Day,
7	Sat	H	
8	Sun	H	Karkidaka Vavu
9	Mon		Quit India Day, Nagasaki Day
10	Tue		3.30 pm - ARIIA Committee Meeting
11	Wed		
12	Thu		International Youth Day,
13	Fri		World Organ Donation Day, 2.30 pm- Staff meeting (Teaching Staff, Guest), 3.30 pm - Dancer's Forum Meeting
14	Sat	H	Second Saturday,
15	Sun	H	Independence Day, Feast of Assumption of Blessed Virgin Mary
16	Mon		3.30 pm - ICC Meeting
17	Tue		
18	Wed		
19	Thu	H	World Photography Day, Muharram
20	Fri	H	First Onam
21	Sat	H	Thiruvonam
22	Sun	H	Third Onam
23	Mon	H	Sree Narayana Guru Jayanthi, Forth Onam
24	Tue		3.30 pm - Singer's Forum Meeting
25	Wed		2.30 pm - Staff Meeting (Non- Teaching Staff)
26	Thu		4.30 pm - Local Management Committee Meeting
27	Fri		3.30 pm - IIC Meeting
28	Sat	H	Ayyankali Jayanthi
29	Sun	H	Feast of St. Euphrasia, National Sports Day
30	Mon	H	Sree Krishna Jayanthi
31	Tue		



SEPTEMBER 2021			
DATE	DAYS		PARTICULARS
1	Wed		2.30 pm- Staff meeting (Teaching Staff, Permenant)
2	Thu		
3	Fri		First Friday
4	Sat	H	
5	Sun	H	Teacher's Day, Feast of St. Mother Theresa
6	Mon		3.30 pm - YIP Meeting
7	Tue		International Day of Clean Air
8	Wed		World Literacy Day, 3.30 pm - Writer's Forum Meeting
9	Thu		
10	Fri		2.30 pm- Staff meeting (Teaching Staff, Guest)
11	Sat	H	Second Saturday
12	Sun	H	
13	Mon		
14	Tue		
15	Wed		
16	Thu		World Ozone Day
17	Fri		
18	Sat	H	
19	Sun	H	
20	Mon		
21	Tue	H	Sree Narayana Guru Samadhi, International Day of Peace, World Alzheimer's Day
22	Wed		Rose Day for Welfare of Cancer Patients
23	Thu		
24	Fri		
25	Sat	H	
26	Sun	H	4.30 pm - Local Management Committee Meeting
27	Mon		World Tourism Day
28	Tue		2.30 pm - College Council Meeting
29	Wed		World Heart Day, 2.30 pm - Staff Meeting (Non- Teaching Staff)
30	Thu		

**No. of working days: 21**



<b>OCTOBER 2021</b>			
<b>DATE</b>	<b>DAYS</b>		<b>PARTICULARS</b>
1	Fri		First Friday, The International Day of Older Person, Feast of St. Teresa of Lisieux, 3.30 pm - Meet the Principal with staff (English)
2	Sat	H	Gandhi Jayanthi,
3	Sun	H	
4	Mon		2.30 pm - Examination Committee Meeting, 3.30 pm - Meet the Principal with staff (Mathematics)
5	Tue		3.30 pm - Meet the Principal with staff (Computer Science)
6	Wed		2.30 pm- Staff meeting (Teaching Staff, Permanent), 3.30 pm - Meet the Principal with staff (Physics)
7	Thu		3.30 pm - Meet the Principal with staff (Chemistry)
8	Fri		2.30 pm- Staff meeting (Teaching Staff, Guest), 3.30 pm - Meet the Principal with staff (Botany)
9	Sat	H	Second Saturday
10	Sun	H	
11	Mon		International Day of Girlchild, 3.30 pm - Meet the Principal with staff (Zoology)
12	Tue		3.30 pm - Meet the Principal with staff (Sociology)
13	Wed		3.30 pm - Meet the Principal with staff (History)
14	Thu	H	Mahanavami
15	Fri	H	Vijaydashami, World Student's Day, Feast of St. Tresa of Avila, International Mathematics Day
16	Sat	H	
17	Sun	H	
18	Mon		3.30 pm - Meet the Principal with staff (Political Science)
19	Tue	H	Milad-i-Sherif
20	Wed		3.30 pm - Meet the Principal with staff (B. B. A)
21	Thu		3.30 pm - Meet the Principal with staff (Software Development)
22	Fri		3.30 pm - Meet the Principal with staff (Multimedia)
23	Sat	H	
24	Sun	H	UN Day
25	Mon		3.30 pm - Meet the Principal with staff (Fashion Technology)
26	Tue		3.30 pm - Meet the Principal with staff (Agriculture) 4.30 pm - Local Management Committee Meeting
27	Wed		2.30 pm - Staff Meeting (Non- Teaching Staff), 3.30 pm - Meet the Principal with staff (Accounting & Taxation)
28	Thu		3.30 pm - Meet the Principal with staff (Banking Financial Service & Insurance),
29	Fri		Rosary Rally, 3.30 pm - Meet the Principal with staff (Commerce)
30	Sat	H	
31	Sun	H	



NOVEMBER 2021			
DATE	DAYS		PARTICULARS
1	Mon		Kerala Piravi , All Saint's Day, 3.30 pm - Meet the Principal with staff (Community College)
2	Tue		All Soul's Day, 3.30 pm - Meet the Principal with staff (Languages)
3	Wed		10.00 am- Governing Body meeting, 2.30 pm- Staff meeting (Teaching Staff, Permanent)
4	Thu	H	Deepavali
5	Fri		First Friday 2.30 pm - Meet the Principal with Students (English)
6	Sat	H	
7	Sun	H	
8	Mon		2.30 pm - Meet the Principal with Students (Mathematics)
9	Tue		10.30 am Autonomous Committee Meeting, 2.30 pm - Meet the Principal with Students (Computer Science)
10	Wed		2.30 pm - Meet the Principal with Students (Physics),
11	Thu		2.30 pm - Meet the Principal with Students (Chemistry)
12	Fri		2.30 pm- Staff meeting (Teaching Staff, Guest)
13	Sat	H	
14	Sun	H	Second Saturday, Diwali, Children's Day
15	Mon		2.30 pm - Meet the Principal with Students (Botany)
16	Tue		2.30 pm - Meet the Principal with Students (Zoology)
17	Wed		2.30 pm - Meet the Principal with Students (Sociology)
18	Thu		2.30 pm - Meet the Principal with Students (History)
19	Fri		2.30 pm - Meet the Principal with Students (Political Science)
20	Sat	H	
21	Sun	H	
22	Mon		2.30 pm - Meet the Principal with Students (B.B.A.)
23	Tue		Canonization Of St. Chavara And St. Euphrasia 2.30 pm - Meet the Principal with Students (Software Development.)
24	Wed		2.30 pm - Staff Meeting (Non- Teaching Staff)
25	Thu		2.30 pm - Meet the Principal with Students (Multimedia)
26	Fri		2.30 pm - Meet the Principal with Students (Fashion Technology) 4.30 pm - Local Management Committee Meeting
27	Sat	H	
28	Sun	H	
29	Mon		2.30 pm - Meet the Principal with Students (Agriculture)
30	Tue		2.30 pm - Meet the Principal with Students (Accounting & Taxation)





DECEMBER 2021			
DATE	DAYS		PARTICULARS
1	Wed		World Aids Day, 2.30 pm- Staff meeting (Teaching Staff, Permanent)
2	Thu		2.30 pm - Meet the Principal with Students (Banking Financial Service & Insurance)
3	Fri		First Friday, International Day of Disabled Person, 2.30 pm - Meet the Principal with Students (Commerce)
4	Sat	H	
5	Sun	H	10.00 am Board of Management Meeting
6	Mon		2.30 pm - Meet the Principal with Students (Community College)
7	Tue		
8	Wed		The immaculate Conception of the Blessed Virgin Mary
9	Thu		
10	Fri		Human Rights Day, International Animal Rights Day 2.30 pm- Staff meeting (Teaching Staff, Guest)
11	Sat	H	Second Saturday
12	Sun	H	
13	Mon		
14	Tue		National Energy Conservation Day,
15	Wed		
16	Thu		
17	Fri		2.30 pm - Library Advisory Committee Meeting
18	Sat	H	
19	Sun	H	
20	Mon		
21	Tue		
22	Wed		National Mathematics Day , 2.30 pm - Staff Meeting (Non-Teaching Staff)
23	Thu		
24	Fri		
25	Sat	H	Christmas
26	Sun	H	4.30 pm - Local Management Committee Meeting
27	Mon	H	
28	Tue	H	
29	Wed	H	
30	Thu	H	
31	Fri	H	



JANUARY 2022			
DATE	DAYS		PARTICULARS
1	Sat	H	New Year Day
2	Sun	H	Mannam Jayanthi
3	Mon		Feast Of Chavara Kuriakose Elias, Founding Father Of CMC
4	Tue		2.30 pm- College Council meeting
5	Wed		2.30 pm- Staff meeting (Teaching Staff, Permenant)
6	Thu		
7	Fri		First Friday
8	Sat	H	Second Saturday
9	Sun	H	
10	Mon		
11	Tue		
12	Wed		National Youth Day
13	Thu		
14	Fri		2.30 pm- Staff meeting (Teaching Staff, Guest)
15	Sat	H	
16	Sun	H	
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		Tution Fee with Fine Rs. 10/- ( II PG 4 <sup>th</sup> sem), 3.30 pmWriter's Forum Meeting
22	Sat	H	
23	Sun	H	
24	Mon		
25	Tue		3.30 pm Examination Committee Meeting
26	Wed	H	Republic Day, 4.30 pm - Local Management Committee Meeting
27	Thu		2.30 pm - Staff Meeting (Non- Teaching Staff)
28	Fri		
29	Sat	H	
30	Sun	H	
31	Mon		

No. of working days: 20



<b>FEBRUARY 2022</b>			
<b>DATE</b>	<b>DAYS</b>		<b>PARTICULARS</b>
1	Tue		3.30 pm- Drama Club meeting
2	Wed		2.30 pm- Staff meeting (Teaching Staff, Permenant), 3.30 pm- Singer's Forum meeting
3	Thu		
4	Fri		First Friday, World Cancer Day
5	Sat	H	
6	Sun	H	
7	Mon		3.30 pm- Dancer's Forum meeting
8	Tue		3.30 pm- NISP meeting
9	Wed		3.30 pm- ARIIA meeting
10	Thu		
11	Fri		2.30 pm- Staff meeting (Teaching Staff, Guest)
12	Sat	H	Second Saturday
13	Sun	H	
14	Mon		
15	Tue		4.30 pm - Building Committee Meeting
16	Wed		3.30 am ICC Meeting
17	Thu		
18	Fri		
19	Sat	H	
20	Sun	H	
21	Mon		Tution Fee with Fine Rs. 20/- ( II PG 4 <sup>th</sup> sem)
22	Tue		
23	Wed		2.30 pm - Staff Meeting (Non- Teaching Staff)
24	Thu		
25	Fri		3.30 pm - IIC Meeting
26	Sat	H	4.30 pm - Local Management Committee Meeting
27	Sun	H	
28	Mon		National Science Day



<b>MARCH 2022</b>		
<b>DATE</b>	<b>DAYS</b>	<b>PARTICULARS</b>
1	Tue	Shivaratri
2	Wed	2.30 pm- Staff meeting (Teaching Staff, Permanent)
3	Thu	National Defence Day
4	Fri	First Friday
5	Sat	H
6	Sun	H
7	Mon	
8	Tue	International Women's Day
9	Wed	3.30 pm - Autonomous Status Cell Meeting
10	Thu	
11	Fri	2.30 pm- Staff meeting (Teaching Staff, Guest) Maha Shivratri
12	Sat	H Second Saturday
13	Sun	H
14	Mon	International Mathematics Day
15	Tue	World Consumer Rights Day
16	Wed	
17	Thu	4.30 pm - Purchase Committee Meeting
18	Fri	
19	Sat	H Feast of St. Joseph
20	Sun	H
21	Mon	
22	Tue	World Day of Water, 2.30 pm - Library Advisory Committee Meeting
23	Wed	
24	Thu	World TB Day
25	Fri	Annunciation, 3.30 pm - Project Monitoring Committee Meeting, 4.30 pm - Financial Advisory Committee Meeting
26	Sat	H 4.30 pm - Local Management Committee Meeting
27	Sun	H
28	Mon	2.30 pm - Planning Board Meeting
29	Tue	
30	Wed	2.30 pm - Staff Meeting (Non- Teaching Staff)
31	Thu	College Closes for Summer Holidays



**OFFICE BEARERS**

<b>Manager</b>	<b>Dr. Sr. Vimala CMC</b>
<b>Local Manager</b>	<b>Sr. Jasmine CMC</b>
<b>Principal</b>	<b>Dr. Sr. Catherine CMC. (Sr. Licy A.D)</b>
<b>Vice-Principal &amp; Staff Advisor, Unty. Exam – Chief Supt., Director of Botany Research Centre</b>	<b>Dr. Sr. Seena CMC (Sr. Kochuthressia. K. P.)</b>
<b>NAAC Co-ordinator</b>	<b>Ms. Linda P. Joseph</b>
<b>NAAC Internal Peer Team</b>	Dr. Sr. Rini Raphael CMC, Dr. Princy. K G, Ms. Mary Philip & Dr. Geo Joseph
<b>IQAC, B. Voc. &amp; Community College Co ordinator</b>	<b>Dr. Sr. Rini Raphael CMC</b>
<b>IQAC Team</b>	Ms. Linda P. Joseph, Dr. Princy. K G, Ms. Mary Philip & Dr. Geo Joseph
<b>IPR</b>	<b>Dr. Roby T. J., Dr. Nivya Roy</b>
<b>College Council Secretary</b>	<b>Ms. Mary Philip</b>
<b>Staff Secretaries (TS)</b>	<b>Ms. Greal Francis &amp; Ms. Rajeswary P.K</b>
<b>Staff Secretary (NTS)</b>	<b>Ms. Jiji M. D</b>
<b>RTI/Public Relations Officers</b>	<b>Dr. Sr. Rini Raphael CMC, Dr. Merin Francis</b>
<b>PTA - Staff Representatives</b>	<b>Ms. Keerthy Sophiya Pon- nathan &amp; Ms. Meenu Jose</b>
<b>Hostel Wardens</b>	<b>Dr. Sr. Jesmi Rose CMC &amp; Sr. Jesna Rose CMC</b>
<b>Admission Nodal Officers</b>	<b>Ms. Greal Francis &amp; Ms. Meenu Jose</b>
<b>RUSA &amp; UGC Cell</b>	<b>Dr. Roshni K. Thumpakkara, Ms. Maya Mathew, Sr. Sajeewa CMC, Sr. Christy CMC</b>
<b>Student Advisor</b>	<b>Dr. Princy K.G., Dr. Nivya Roy, Dr. Vijisha M.V</b>
<b>Minority Cell</b>	<b>Dr. Princy K. G., Sr. Sajeewa CMC, Dr. Dhanya Thomas T. T.</b>
<b>SQAC</b>	<b>Dr. Princy K. G., Dr. Sr. Rini Raphael CMC</b>
<b>EBSB</b>	<b>Dr. Princy K. G., Ms. Sneha John, Ms. Veenamol K. V.</b>



<p><b>Accademic Co ordinator (Aided Section)</b></p> <p><b>Accademic Co ordinator (Self Financing Section)</b></p> <p><b>Accademic Co ordinator (B.Voc. Section)</b></p>	<p><b>Dr. Bindhu. K. B</b></p> <p><b>Ms. Jilu Mathew</b></p> <p><b>Ms. Rajeswary P.K</b></p>
<p><b>College Union Election</b></p>	<p><b>Dr. Bindhu K. B &amp; Ms. Jismy Joseph</b></p>
<p><b>Board of Studies</b></p>	<p><b>Ms. Meenu Jose, , Dr. Princy K. G, Dr. Pretty John P., Dr. Vinitha N. Vijayan, Dr. Bindhu K. B, Mr. Santhosh Jose K, Ms. Beena Thomas</b></p>
<p><b>Research Cell</b></p>	<p><b>Ms. Vidya Francis</b></p> <p><u>Arts &amp; Humanities</u>: Dr.Sandhya P.A, Ms. Annliya Shaijan, Dr. Manjima</p> <p><u>Science</u> : Dr. Sr. Sinjumol, Dr. Jismy Joseph</p> <p><u>Commerce</u>: Ms. Maneesha T. M., Mr. Blesson Babu, Ms. Revathy A. R, Ms. Anjali Balan</p> <p><u>Vocational Studies</u>:Dr. Manjusha, Ms. Beena Thomas, Mr. Vijin T.C</p>
<p><b>Magazine Committee (Carmel Glow)</b></p>	<p><b>Ms.Keerthy Sophiya Ponnachan, Ms. Annliya Shaijan,Ms. Rajeswary P. K, Ms. Veenamol K. V.</b></p>
<p><b>Ethics &amp; Value Education</b></p>	<p><b>Dr. Vinitha N. Vijayan,Ms.Ushus Mol, Ms. Liliya Johns, Ms. Deepa M. L, Ms. Varna Jose, Ms. Hima Mohan</b></p>
<p><b>Career Guidance &amp; Placement Cell</b></p>	<p><b>Dr. Pretty John P. &amp; Mr. Shinto V. D.</b></p> <p>Ms.Beena Thomas , Ms. Jilu Mathew, Mr. Santhosh Jose K.</p>
<p><b>NCC Officer</b></p>	<p><b>Lt. Dr. Jismy Joseph (ANO) , Ms. Sneha John</b></p>
<p><b>NSS Programme Officers</b></p>	<p><b>Ms. Mary Philip &amp; Ms. Rachel Paul</b></p>
<p><b>WWS</b></p>	<p><b>Ms. Maya Mathew,Ms. Anjana K. Mukundan, Dr. Rajasree E. R.</b></p>

2021-2022



“ Let your ability  
be in piety  
regulating your life and  
controlling your senses ”

St. Chavara

# **Carmel College, Mala**

## **SELF APPRAISAL**

### **Session /Year**

#### **PART A: GENERAL INFORMATION**

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

**Academic Staff College Orientation/Refresher Course attended: Nil**



**PART B:**

**1. TEACHING**

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

**(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

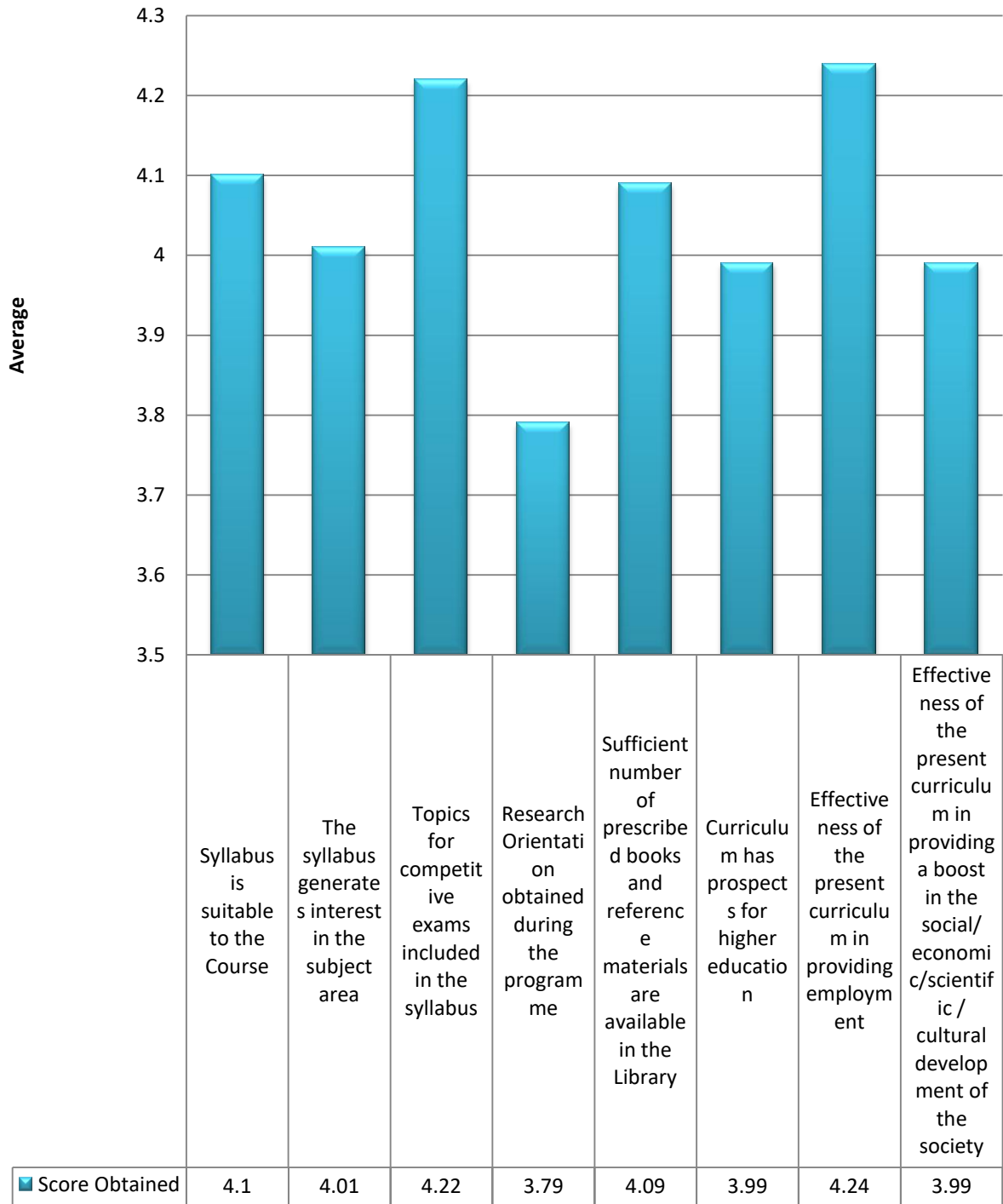
Name and Signature of Faculty

Name and Signature of HOD

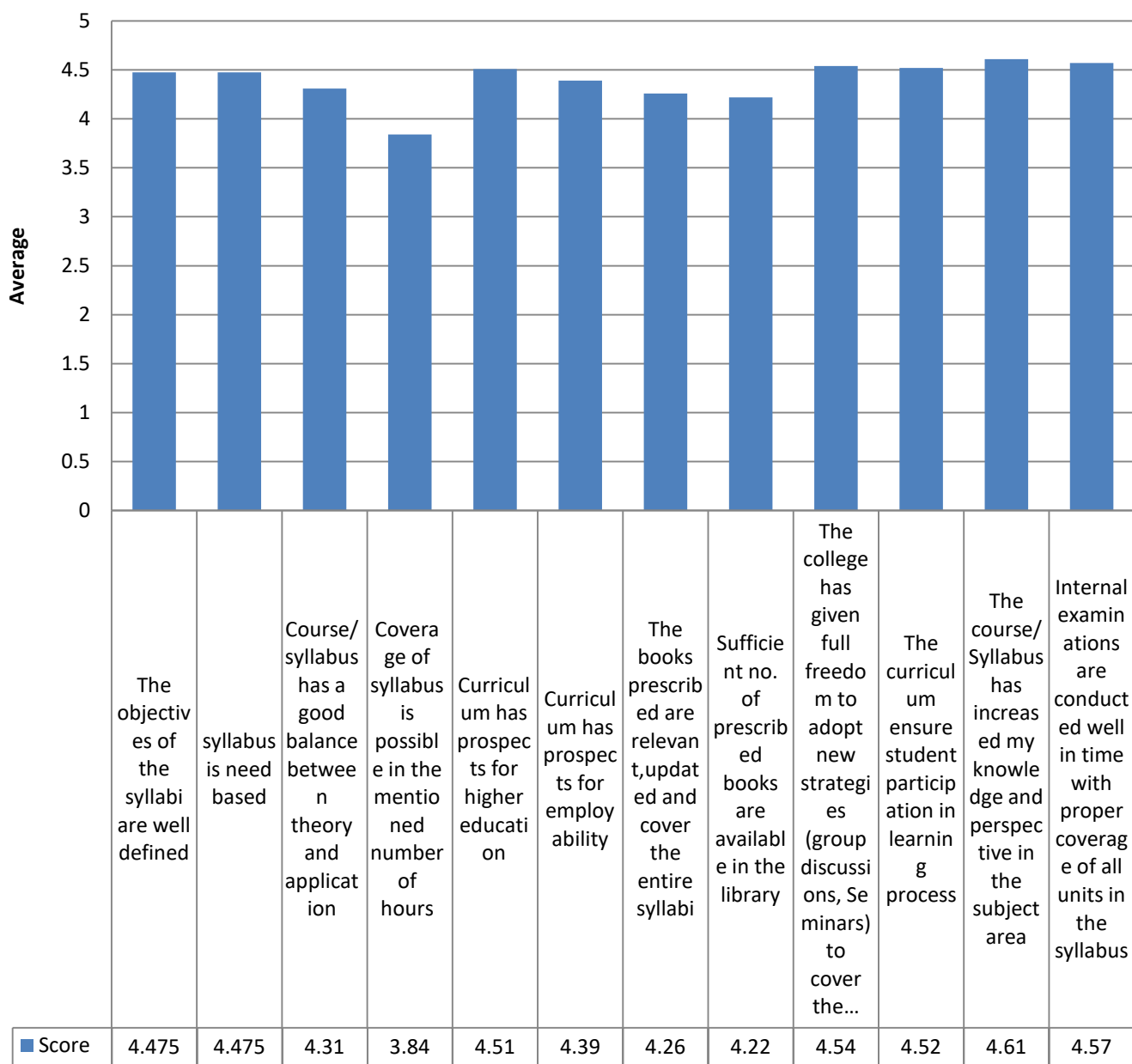
Name and Signature of IQAC Co-ordinator

Name and Signature of Principal

## Students' Feedback on Curriculum 2021-22



## Teachers feedback on curriculum 2021-2022



# 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			
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			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)**

<b>Sl. No.</b>	<b>Name of the student</b>	<b>Class</b>

# DETAILS OF LEAVE TAKEN

<b>Date</b>	<b>Day</b>	<b>Nature of Leave</b>	<b>Total Leave Taken so far</b>

# MEETING ATTENDED

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

Date	Nature of Meeting	Purpose	Duration

**SEMINARS/WORKSHOPS ATTENDED**

<b>Date</b>	<b>Resource</b>	<b>Venue</b>	<b>Topic</b>

# 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 2021-2022

Review Report of External Experts

Department: CHEMISTRY

Date of Audit: 12/8/2022

Remarks:

→ Well documented and filed.

Suggestions

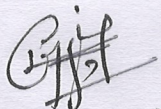
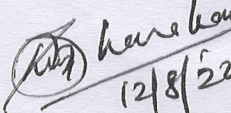
- Outcome for Certificate course to be realized.
- Faculty can uptake measures for individual funded projects.
- Document the healthy practices.
- Feedback to be on curriculum.
- Extension activities to be continued.


Name, Designation and signature Of Academic Audit Experts

Mary Grisby Paulose, Asst. Prof., Dept of Physics,  
St. Joseph's College (Autonomous) Kariyalakuda

Sheeja T. Thorekkan, Dept of Botany  
Vimala College (Autonomous), P.R

Sinto Jacob, Asst. Prof., St. Aloysius College,  
Edthuvethi

  
 harekkan  
12/8/22

 Sinto 12/8/2022

**CARMEL COLLEGE, MALA**

Thrissur

*Dr. VIDYA FRANCIS*

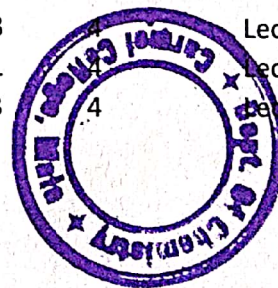
Department:CHEMISTRY Batch:BSCH2020 Semester:S4

Subject Planner Report Of CHE4B04 Organic Chemistry-I

Sl.no	Topic Name	Description	Date	Hour	Module	Mode of Instruction	Teaching Pedagogy
1	Stereochemistry	Introduction	02-12-2021	3	2	Lecture	Discussion
2	Concept of isomerism:	Definition	06-12-2021	1	2	Lecture	Discussion
3	Types of isomerism	classification	07-12-2021	3	2	Lecture	Questioning
4	constitutional isomerism	(chain, position and functional)	09-12-2021	3	2	Lecture	Discussion
5	stereoisomerism.	Definition	13-12-2021	1	2	Lecture	Questioning
6	stereoisomerism.	Classification into conformational isomerism and configurational isomerism.	14-12-2021	3	2	Lecture	Discussion
7	Elements of symmetry of molecules	Identity, proper axis of rotation, plane of symmetry, centre of symmetry	16-12-2021	3	2	Lecture	Discussion
8	Elements of symmetry of molecules		20-12-2021	1	2	Lecture	Discussion
9	Representation of organic molecules:	improper axis of rotation	21-12-2021	3	2	Lecture	Discussion
10		Fischer, Flying wedge, Conformations "Conformational analysis of ethane and n-butane	23-12-2021	3	2	Lecture	Questioning
11	Conformational Isomerism:	including energy diagrams. B	03-01-2022	1	2	Lecture	Discussion
12	Conformational Isomerism:	Baeyer's strain theory	04-01-2022	3	2	Lecture	Questioning
13	Conformations of	chair, half chair, boat and twist	06-01-2022	3	2	Lecture	Discussion
14	Conformations of	Axial and equatorial bonds	10-01-2022	1	2	Lecture	Discussion
15	Conformations of	diaxial and flagpole interactions.	11-01-2022	3	2	Lecture	Discussion
16	Configurational isomerism:	Optical isomerism	13-01-2022	3	2	Lecture	Discussion



17	Configurational isomerism:	Geometrical isomerism.	17-01-2022	1	2	Lecture	Discussion
18	Optical Isomerism	Optical activity	18-01-2022	3	2	Lecture	Discussion, Questioning
19	Optical Isomerism	Concept of chirality, Chirality in organic molecules	20-01-2022	3	2	Lecture	Discussion
20	Optical Isomerism	Enantiomers, Diastereomers and Meso compounds.	24-01-2022	1	2	Lecture	Discussion
21	Optical Isomerism	lactic acid and tartaric acid	25-01-2022	3	2	Lecture	Discussion
22	Optical Isomerism	Relative and absolute configuration- DL system, R- S systems of nomenclature for acyclic optical isomers with one and two asymmetric carbon atoms	28-01-2022	3	2	Lecture	Discussion, Questioning
23	Optical Isomerism	sequence rules, Erythro and threo representations	01-02-2022	1	2	Lecture	Discussion
24	Optical Isomerism	Racemic mixture	02-02-2022	3	2	Lecture	Discussion
25	Optical Isomerism	Resolution methods	03-02-2022	3	2	Lecture	Discussion
26	Optical Isomerism	Enantiomeric excess.	04-02-2022	3	2	Lecture	Discussion
27	Optical Isomerism	Asymmetric synthesis	08-02-2022	1	2	Lecture	Discussion
28	Geometrical Isomerism	Definition, condition geometrical isomerism in but-2-ene,	09-02-2022	3	2	Lecture	Discussion
29	Geometrical Isomerism	geometrical isomerism in fumaric & maleic acid. notations with examples.	11-02-2022	3	2	Lecture	Discussion, Questioning
30	Geometrical Isomerism	cis-trans notations with examples.	15-02-2022	1	2	Lecture	Discussion
31	Geometrical Isomerism	syn-anti notations with examples.	16-02-2022	3	2	Lecture	Discussion
32	Geometrical Isomerism	E-Z notations with examples.	18-02-2022	3	2	Lecture	Discussion
33	Geometrical Isomerism	Introduction	22-02-2022	1	2	Lecture	Discussion
34	Stereochemistry	Structure of benzene	23-02-2022	3	4	Lecture	Discussion
35	Stereochemistry	Huckel's (4n+2)π electron rule].	25-02-2022	3		Lecture	Discussion
36	Stereochemistry	aromatic compounds	02-03-2022	1		Lecture	Discussion
37	Applications of Huckel's		03-03-2022	3		Lecture	Discussion



38	Applications of Huckel's rule	anti-aromatic compounds	07-03-2022	3	4	Lecture	Questioning, Discussion
39	Applications of Huckel's rule	non aromatic compounds	09-03-2022	1	4	Lecture	Questioning
40	Aromaticity of benzenoid	benzene	10-03-2022	3	4	Lecture	Discussion
41	Aromaticity of benzenoid	naphthalene	14-03-2022	3	4	Lecture	Discussion
42	Aromaticity of benzenoid	anthracene	16-03-2022	1	4	Lecture	Discussion
43	Aromaticity of nonbenzenoid	furan, thiophene	17-03-2022	3	4	Lecture	Questioning
44	Aromaticity of nonbenzenoid	pyrrole, pyridine	21-03-2022	3	4	Lecture	Discussion
45	Aromaticity of cyclic systems	cyclopropene and cyclopropenyl	23-03-2022	1	4	Lecture	Discussion
46	Aromaticity of cyclic systems	cyclopentadiene and cyclopentadienyl ions	24-03-2022	3	4	Lecture	Discussion
47	Aromaticity of cyclic systems	cycloheptatriene and tropylium ion	28-03-2022	3	4	Lecture	Questioning
48	Aromaticity of cyclic systems	cyclooctatetraene, azulene and annulenes.	30-03-2022	1	4	Lecture	Questioning, Discussion
							Dr. Princy K.G.
							Staffname & Signature:



6/8/22  
AD

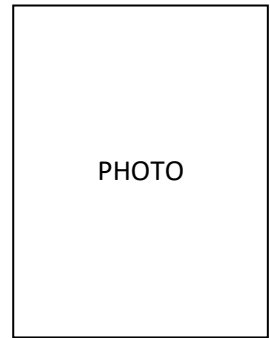
**Dr. PRINCY K.G.**  
**ASSOCIATE PROFESSOR & HEAD**  
**DEPT. OF CHEMISTRY**  
**CARMEL COLLEGE, MALA**

# 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