Faculty Self-Appraisal Form
(Maximum API Score: 100, Minimum Required API: 60)

PART A

A. General Information:

Name:	Sudeep B. Chandramana
Designation:	Associate Professor
Department:	Management Studies
Qualification:	B Tech, M Phil, PhD
Area of Specialization:	Marketing & Operations

Date of Appointment:	In Institution:	15.11.2006	
	In Present Post:		
Experience (In Years)	At Previous Institution	At Present Institution	Total
	10 years (Corporate)	14.5 years	24.5 years

PART B
ACADEMIC PERFORMANCE INDICATORS (APIs)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (55)

B. Additional Teaching Work Load (5):

(*Other than Regular Teaching Workload*: Per Week --> Theory: One period (1Point), Lab: Two periods (1Point)) Period/Hour adjustments may not be considered

S. No.	Class & Course	Total number of extra hours/period	Self-appraisal Score	Verified API Score
1	S1 & S2 MBA ("Reconnect" sessions on life skills/soft skills)	2 per week	2	5
2	Business Intelligence Summit (BIS) sessions for S3/S4 MBA	1 per week	1	
3	Business Aptitude Game (BAG) sessions for S2 MBA	1 per week	1	
4	Resource person for orientation programme for MCA, Bio-Science and MBA (all semesters)	3 hours per programme (3 hr x 3 depts x 4 sem)	3	
	Total		7	

C. Course File & Material/Lab Manual Completion (15):

(*For each Theory Course file /Lesson plan (5), Theory Material (10 for courses with no lab, 5 for courses with lab), Lab Course file /Lesson plan (5), Lab Manual (5)*)

S. No.	Class & Course	Self- appraisal Score	Verified API Score
1	4 theory courses: Lesson Plan (4x5)	20	15
2	4 theory courses: Theory materials (4x10)	40	
	Total	60	

D. Student Feedback (15) :(To be filled by Head of the Departments)

*(Feedback Scales: 1-10, **Points: (Scale / 10)*15)**)*

S. No.	Class & Course	Self- appraisal Score	Verified API Score
1	Marketing Management	13.5	
2	Strategic Management	13.5	
3	Integrated Marketing Communications	13.5	
4	Marketing Research	13.5	
	Average		

E. Results (20):

(If the pass % is above 90, its 20 Points, else if the average of pass percentage is 'y' for last three years in a subject is taken as reference and performance will be evaluated. IF 'x' is current pass %, then x<y -> 0 pts; x=y ->10pts; x>=(y+5%) -> 15 pts, x>=(y+6% or more) -> 20pts)

Sl. No.	Class & Course	Last 3 years average pass %	Pass Percentage	Self- appraisal Score	Verified API Score
1	Marketing Management	92.33	95	10	
	Integrated Marketing Communications	90	95.88	10	20
3	Marketing Research	100	100	10	
4	Strategic Management	96.65	97.39	10	
	Average			**40**	

Score for Category I

S. No.	Maximum API Score	API Score obtained	Remarks	
B	5	5	5	40
C	15	15	15	
D	15	13.5		
E	20	20	20	

CATEGORY II: PROFESSION – RELATED CONTRIBUTION (30)

F: Additional Responsibilities (15):

(Need to mention your additional work, such as committees involved, Admission activities, Outreach Programme etc. related to the institution (you may have to provide additional information or proof if asked))

S. No.	Nature of Role	Self- appraisal Score	Verified API Score
1	Head of the Department		
2	Core Committee		
3	Finance Committee		
4	Admission Committee (Admission activities like KMAT database collection, prospectus design, CMAT/KMAT coaching, Students Internship for admission calls, FB/Instagram posters, etc.)		
5	Placement Committee		

6	Department Quality Assurance Cell		
7	IQAC		
8	Resource Person for Outreach Programme		
9	Member of NAAC Criterion 6		
10	Co-ordinator of MICS & SKY		
11	International /National Conference Committee		
12	Publication of Book by DMS faculty		
13	Public Relations Committee		
14	Chairman of S3 MBA Valuation Camp (2019)		
15	Chief Examiner of S3 MBA Valuation Camp (2020)		
16	Additional Examiner of S1 MBA Valuation Camp (2020)		
17	Additional Examiner of S2 MBA Valuation Camp (2019)		
18	Team member of 3 Mobile applications during Covid-19 pandemic		
19	Theme/Design idea of full page advertisement in "The Hindu" about Covid-19 related service activities of MACFAST		
20	Organised 3 day "Immunity Enhancement Programme" for faculty, parents and students during the 2nd wave of Covid-19 (June 2021)		
21	Successfully **completed 54 Coursera Certifications and 12 EdX Certifications (including Yale, Harvard, MIT, Stanford, London Business School, University of Pennsylvania, IIM Bangalore, etc)**		
	Total		15

G: Memberships in Professional Bodies and University Councils (5):

(*For each professional membership (1 Points)*)

S. No.	Organization	Self- appraisal Score	Verified API Score
1	Strategic Management Forum of India (SMFI)	1	
2	Kerala Management Association	1	
3	Member of Syllabus Revision Core Committee (2019 onwards)	1	
4	Convenor of MGU Question Bank Preparation Committee of S1 MBA	1	

5	Convenor of MGU Question Bank Preparation Committee of S3 MBA	1	
6	Convenor of MGU Question Bank Preparation Committee of S4 MBA	1	
7	Chairman of Question Paper scrutiny committee of Kerala University (MA HRM)	1	
8	Member of Question Setting Committee of St Gitts MBA Programme (MGU Autonomous)	1	
9	Chairman of S3 MBA Valuation Board (2019)	1	
10	Chief Examiner for S3 MBA Valuation Board (2020)	1	
11	Chief Examiner for S4 MBA Valuation Board (2020)	1	
12	Additional Examiner for S1 MBA Valuation Board (2019)	1	
13	Additional Examiner for S2 MBA Valuation Board (2019)	1	
14	Viva Examiner of S2 Course Viva (2020)	1	
	Total	**14**	

H: Workshops/FDPs/Conferences Attended as a Participant or Resource person (10):

(For each day 1 Point for participant and 2 points for resource person)

S. No.	Workshop/FDP/Conference Name	No. of days	Self- appraisal Score	Verified API Score
1	Two weeks MOOC course on Online Learning and Content Development by Directorate of Collegiate Education, Govt. of Kerala	14	14	
2	Online FDP on "Effective Online Teaching Strategies" by Marian International Institute of Management, Kuttikkanam , Kerala	1	1	
3	FDP on "Faculty Empowerment in Career Advancement of Students" by Loudes Matha institute of management studies, Trivandrum, Kerala	1	1	
4	FDP on "Flipped Classroom" by AIKTC, Maharashtra	1	1	
5	MDP on NBA Accrediation by MACFAST	2	2	

6	6 days "International FDP on Research Writing" by Glocal University, Noida	6	6	
7	3 days FDP on "Child Centric Disaster Risk Reduction" by MG University	3	3	
8	3 month ARPIT - Online Refresher programme in Management by SWAYAM, MHRD, Govt. of India	3 months	90	
9	**Paper presented:** "Market Structure Analysis of E-Commerce Industry in India", **National Conference** on Recent Advances in Commerce, Management and Computer Science (NRCACMC-2020), conducted on 4th January 2020 at the Department of Commerce, VEL TECH Ranga Sanku Arts College, Avadi, Chennai-62.	1	1	
10	**Paper presented:** "Socio-economic Development and Global Sustainability - The IAHV Model", at **the International Conference** on Green Economy and Sustainable Development (ICGESD 2019), conducted on 16th October 2019 at Mar Athanasios College for Advanced Studies Thiruvalla, Kerala.	1	1	
11	**Paper presented:** "Socio-economic Development built on Human Values: The IAHV Model for Global Sustainability", at the 25th IAJBS **World Forum** on Sustainability – Innovate & Flourish, conducted on 21-24 July 2019 at Xavier University, Bhubaneswar, Odisha.	4	4	
12	**Paper presented:** "Sustainable Development Goals and Youth Empowerment: A Development Model for Emerging India", at the **International Conference** on United Nations Sustainable Development Goals (SDGs) - How can Business, NGOs and Educational Communities Contribute? conducted on 14 – 15,	2	2	

	13July 2019 at Xavier Institute of Management & Entrepreneurship, Kochi, Kerala			
13	**Presented 13 papers** (collaborating with faculty colleagues and students) in the *National Conference on Atmanirbhar Bharat: A Roadmap to Self Reliant India (NCABSRI 2020),* conducted on 25th November 2020 at Department of Management Studies, Mar Athanasios College for Advanced Studies Tiruvalla (MACFAST), Kerala. The titles of the research papers are: 1. "Impact of New Education Policy 2020 on Higher Education" 2. "Sino-Indian Standoff and its IT Implications in the wake of RCEP" 3. "Role of Start-ups in Building Atma Nirbhar Bharat" 4. "Wings of Wisdom: A Practical Model to Foster Entrepreneurship Culture in Business Schools for an Atmanirbhar Bharat" 5. "A Self-reliant Rural India through Empowered Communities for Sustainable Development" 6. "Corporate Social Responsibility Practices Among Indian Companies During Covid-19 Pandemic Period" 7. "A Conceptual analysis on the role of FMCG sector in building Self-Reliant India" 8. "Driving towards Sustainable Development through Green Logistics" 9. "Contribution of Indian Handloom Industry in Fashion Business: An Atmanirbhar Bharat perspective" 10. "Re-thinking HR Strategies for the Post-Covid Workplace" 11. "India on the Move: An	1	13	

S. No.				
	Appraisal of Indian Tyre Industry" 12. "Extending a Helping Hand to the Rural Populace in Covid Times - Radio Macfast: A True Companion of the Common Man" 13. "Global Challenges and Local Solutions: A Study on Use of Information Technology for Atmanirbhar Bharat in Post-Covid Era"			
14	**Resource person** for **3 Investor meets** of District Industries Centre Kottayam, Alappuzha and Chengannur in Feb-April 2021	3	6	
	Total		**145**	(10)

Score for Category II

S. No.	Maximum API Score	API Score obtained	Remarks
F	15	15	15
G	5	5	4
H	10	10	10

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CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS (15)

I: Publications/Reviewer (10)

(*International Journal/Book (5), National Journal (4), International Conference (3), National Conference (2), Article in any magazines (1), Reviewer (2)*)

S. No.	Title	Type	Self-appraisal Score	Verified API Score
1	Sustainable Rural Development through empowerment at the Base of Pyramid	**UGC CARE:** Journal of The Gujarat Research Society, ISSN: 0374-8588, Volume 21 Issue 8, November 2019	4	
2	Market Structure Analysis of E-Commerce Industry in India	**UGC CARE:** Think India Journal, ISSN: 0971-1260 Vol-22, Special Issue-21, December 2019	4	
3	Sustainable Supply Chain Management: A Hybrid Method To Assess The Drivers	**SCOPUS ELSEVIER:** International Journal of Advanced Science and Technology, ,	5	

		Vol. 29 No. 8s (Special issue 2020), May 2020		
4	Women Empowerment – Awakening of a New Era	Empyreal Publishing House (ISBN : 978-81-944813-5-5)	5	
5	Transition from B-Schools to L-Schools for a Sustainable Future	Archers and Elevators Publishing House, Bangalore (ISBN: 978-93-88805-95-7)	5	
6	Women Empowerment – A Progressive Approach for Sustainable Development in Rural Communities	International Publications, Kanpur (ISBN : 978-81-945988-7-9)	5	
7	Sustainable Business Practices for the Post-Covid Age	Victorious Publishers, New Delhi (ISBN: 978-93-87294-40-0)	5	
		Total	28	

J: Funded Projects (Ongoing/Completed) (5)

(For each Project (1))

S. No.	Title	Sanctioned Organizatio n	Self- appraisal Score	Verified API Score
1	None		0	
	Total		0	

Score for Category III

S. No.	Maximum API Score	API Score obtained	Remarks
I	10	10	10
J	5	0	0

Summary of API Scores

Category	Criteria	Total API Score for the Assessment period 2019-21
I	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES	53.5
II	PROFESSION – RELATED CONTRIBUTION	35
III	RESEARCH AND RELATED	10

CONTRIBUTIONS		
	Total	98.5

89 **79**

Recommendations From HoD :

Signature of the Faculty
with designation and date

Signature of HOD

Signature of th
Principal with dat

Annual increment sanctioned at the rate of
7% since the API Score is between. 75 and 85

Faculty Self-Appraisal Form

(Maximum API Score: 100, Minimum Required API: 60)

PART A

A. General Information:

Name:	Dr. Jenny Jacob
Designation:	Associate Professor and Head
Department:	School of Biosciences
Qualification:	MSc Biochemistry, PhD Biochemistry, CSIR NET Life Sciences, GATE
Area of Specialization:	Biochemistry

Date of Appointment:	In Institution:	6/3/2017	
	In Present Post:		

Experience (In Years)	At Previous Institution	At Present Institution	Total
	8 years	4 years	12 years

PART B
ACADEMIC PERFORMANCE INDICATORS (APIs)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (55)

B. Additional Teaching Work Load (5):

(*Other than Regular Teaching Workload*: Per Week --> Theory: One period (1Point), Lab: Two periods (1Point)) *Period/Hour adjustments may not be considered*

S. No.	Class & Course	Total number of extra hours/period	Self-appraisal Score	Verified API Score
1	Molecular Biology (extra topic handled) (MSc Plant biotechnology, MSc Bioinformatics, MSc Phytomedical Science and Technology, MSc Bionanotechnology)	10	10	
2	Student Project (Ahmad Tiyeb Yosofi and Ryne Pereira)	10	5	
	Total		15	5

C. Course File & Material/Lab Manual Completion (15):

(*For each Theory Course file /Lesson plan (5), Theory Material (10 for courses with no lab, 5 for courses with lab), Lab Course file /Lesson plan (5), Lab Manual (5)*)

S. No.	Class & Course	Self- appraisal Score	Verified API Score
	2019-21 Batch		
	MSc Biochemistry – Human Physiology and Biostatistics S1	5+10=15	
1	MSc Biochemistry – Microbiology S2	5+5+5=15	
2	MSc Bioinformatics – Microbiology S2	5+5+5=15	
3	MSc Biotechnology – Microbiology S2	5+5+5=15	
4	MSc Biochemistry – Molecular Endocrinology S3	5+10=15	
5	MSc Biochemistry – Research Methodology, IPR and	5+10=15	

	Bioethics S4		
6	MSc Plant Biotechnology – Research Methodology and Science Communication S4	5+10=15	
7	MSc Bioinformatics – Research Methodology and Science Writing S4	5+10=15	
2020-2022 Batch		
8	MSc Biochemistry - Human Physiology and Biostatistics S1	5+10=15	
9	MSc Biotechnology – Biophysics and S1	5+10=15	
10	MSc Biochemistry – Microbiology S2	5+10=15	
11	MSc Bioinformatics – Microbiology S2	5+10=15	
12	MSc Biotechnology – Microbiology S2	5+10=15	
	Total	**15**	15

D. Student Feedback (15) :(To be filled by Head of the Departments)

*(Feedback Scales: 1-10, **Points:** (Scale / 10)*15))*

S. No.	Class & Course	Self- appraisal Score	Verified API Score
1			
2			
	Average		

E. Results (20):

(If the pass % is above 90, its 20 Points, else if the average of pass percentage is 'y' for last three years in a subject is taken as reference and performance will be evaluated. IF 'x' is current pass %, then x<y -> 0 pts; x=y ->10pts; x>=(y+5%) -> 15 pts, x>=(y+6% or more) -> 20pts)

Sl. No.	Class & Course	Last 3 years average pass %	Pass Percentage	Self- appraisal Score	Verified API Score
		2018-2020 Batch			
	S2 MSc Biochemistry Metabolism	85.7	88.89	10	
	S2 MSc Biotechnology Metabolism	33.3	87.5	20	
	S2 MSc Bioinformatics Metabolism	83.3	88.89	15	
	S3 MSc Biochemistry Neurobiology	95	88.89	0	
	S4 MSc Nutrition and Lifestyle Diseases		100	20	
		2019-2021 Batch			
	S1 MSc Human Physiology		92.86	20	
	Average		91.17	20	20

Score for Category I

S. No.	Maximum API Score	API Score obtained	Remarks
B	5		5
C	15		15
D	15		
E	20		20

40

CATEGORY II: PROFESSION – RELATED CONTRIBUTION (30)

F: Additional Responsibilities (15):

(Need to mention your additional work, such as committees involved, Admission activities, Outreach Programme etc. related to the institution (you may have to provide additional information or proof if asked))

S. No.	Nature of Role	Self- appraisal Score	Verified API Score
1	MAKS Assistant Coordinator	1	
2	Research Forum Coordinator (till Dec 2020)	1	
3	NAAC Criteria 3 Convenor	1	
4	MICS Committee member	1	
5	Academic Quality Assurance Council member	1	
6	School of Biosciences Admission Committee	1	
7	School of Biosciences Mentoring In Charge	1	
8	Water Analysis in School of Biosciences	1	
9	Initiated and conducted FDP on Creating and Managing Online classes (July 2020)	1	
10	College Bus Enquiry Committee	1	
11	Joint Coordinator of Bioradiance 2020 with Pushpagiri Research Centre	1	
12	Initiated interaction and group formation of the alumni group of biosciences	1	
13	Young Innovators Programme (YIP-KDISC) Faculty Coordinator, MACFAST	1	
14	SPOC for NPTEL Local Chapter	1	
15	DOC in charge for School of Biosciences	1	
16	Biospectrum Organizing committee member	1	
17	PR Team Member	1	
	Total	**17**	15

G: Memberships in Professional Bodies and University Councils (5):

(For each professional membership (1 Points))

S. No.	Organization	Self- appraisal Score	Verified API Score
1	Society for Ethnopharmacology	1	
2	Syllabus Restructuring Committee of Biochemistry for PGCSS of the MG	1	

	university		
3	Syllabus Restructuring Committee of Biosciences for PGCSS of the MG university	1	
4	Question bank Coordinator for MSc Biochemistry (Cell Biology and Genetics)	1	
5	Question Bank Coordinator for MSc Microbiology (Microbial physiology and Metabolism)	1	
6	Question bank Coordinator for MSc Bioinformatics (Research Methodology and Scientific Writing)	1	
7	Question bank coordinator for MSc Biochemistry (Research Methodology, IPR and Bioethics)	1	
8	Question Bank Coordinator for MSc Plant Biotechnology (Research methodology and Science Communication)	1	
	Total	**8**	5

H: Workshops/FDPs/Conferences Attended as a Participant or Resource person (10):

(For each day 1 Point for participant and 2 points for resource person)

S. No.	Workshop/FDP/Conference Name	No. of days	Self- appraisal Score	Verified API Score
1	Faculty Development Programme on Moodle Learning Management System by Sinhgad Institute of Technology, Pune on 1st May to 6th May 2020	6	1	
2	Two Weeks Faculty Development Programme on Managing Online Classes and Co-creating MOOCS : 2.0 by Ramanujan College, University of Delhi on May18 to June 03 2020	14	1	
3	Four days online training programme on soft skills by Krantiguru Shyamji Krishna Verma Kachchh University, Bhuj-Kachchh in collaboration with Business Excellence Inc. USA on 20th, 22nd, 24th, 27th July 2020	4	1	
4	Conducted FDP on Creating and Managing Online Classes with academic collaboration of KSHEC	10	2	
5	General Course on Intellectual Property by World Intellectual	43	1	

	Property Organization, Switzerland			
6	National Level Workshop on Online Teaching Tools by Essgee Digiskills	14	1	
7	Online Workshop on Writing Proposals for Scientific Projects by Sree Chithra Tirunal Institute for Medical Science and Technology, TVM	1	1	
8	EMBO International Lecture Workshop on Cell Cycle and Cell Death	2	1	
9	ADVANCED TRAINING IN ICT-ENABLED ONLINE TEACHING TOOLS by MGU UGC STRIDE	5	1	
10	International conference on Advances in Food and Industrial Biotechnology Biospectrum 2019	3	1	
	Total		11	10

Score for Category II

S. No.	Maximum API Score	API Score obtained	Remarks
F	15		15
G	5		5
H	10		10

30

CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS (15)

I: Publications/Reviewer (10)

(*International Journal/Book (5), National Journal (4), International Conference (3), National Conference (2), Article in any magazines (1), Reviewer (2)*)

S. No.	Title	Type	Self-appraisal Score	Verified API Score
1	Dihydroxy berberine from Tinospora cordifolia: In silico evidences for the mechanism of anti-inflammatory action through dual inhibition of Lipoxygenase and Cyclooxygenase	International Journal	5	
2	Effective Microorganisms: Evaluation of potential application in polluted water	International Conference	3	

	treatment strategies			
3	Extraction, characterization and storage studies of essential oil from *Pimenta dioica* leaves	International Conference	3	
		Total	11	10

J: Funded Projects (Ongoing/Completed) (5)

(*For each Project (1)*)

S. No.	Title	Sanctioned Organization	Self- appraisal Score	Verified API Score
1	NIL		0	10
	Total			

Score for Category III

S. No.	Maximum API Score	API Score obtained	Remarks
I	10		
J	5		

Summary of API Scores

Category	Criteria	Total API Score for the Assessment period 2019-21
I	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES	
II	PROFESSION – RELATED CONTRIBUTION	
III	RESEARCH AND RELATED CONTRIBUTIONS	
	Total	

80

Recommendations From HoD :

Signed on 7th July 2021

Signature of the Faculty
with designation and date

Signature of HOD

Signature of th
Principal with dat

Annual increment Sanctioned at the rate of
7% since the API score is between 75 and 85

Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala

Faculty Self-Appraisal Form

(Maximum API Score: 100, Minimum Required API: 60)

PART A

A. General Information:

Name:	Tiji Thomas	
Designation:	HoD & Associate Professor	
Department:	Department of Computer Applications	
Qualification:	M. Tech , MCA	
Area of Specialization:	Data Mining , Database Management Systems	
Date of Appointment:	**In Institution:**	5/11/2021
	In Present Post:	1/11/2007
Experience (In Years)	**At Previous Institution**	**At Present Institution** **Total**
	3	20 23

PART B
ACADEMIC PERFORMANCE INDICATORS (APIs)

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES (55)

B. Additional Teaching Work Load (5):

(*Other than Regular Teaching Workload: Per Week --> Theory: One period (1Point), Lab: Two periods (1Point)***)** *Period/Hour adjustments may not be considered*

S. No.	Class & Course	Total number of extra hours/period	Self-appraisal Score	Verified API Score
1	LBS Training Session for MCA 2020 Admission	3	3	
2	Bridge Course for MCA 2020-2022 Batch	3	3	
3	Bridge Course(MCA 2019-2021) L.E Batch	10	5	
4	Orientation Session (MCA 2019-2021) L.E Batch.	5	5	
5	Handled Sessions for Outreach Programmes	40	10	
6	Revision Classes	30	10	
Total		**91**	**91/6=15.16**	5

C. Course File & Material/Lab Manual Completion (15):

(*For each Theory Course file /Lesson plan (5), Theory Material (10 for courses with no lab, 5 for courses with lab), Lab Course file /Lesson plan (5), Lab Manual (5)***)**

S. No.	Class & Course	Self- appraisal Score	Verified API Score
1	**MCA 2017-2019(L.E/Direct) & MCA 2016-2019(Regular) Batch** • MCA 601 – Main Project Faculty Guide	10	
2	**MCA 2018-2020(L.E) &MCA 2017-2020 (Reg)**		

	• MCA 405T- Big Data Analytics	15	
	• MCA 407D- Mini Project Faculty Guide	10	
	• MCA 508S- Python Programming	15	
	• MCA 508S- Main Seminar Faculty Guide	10	
	• MCA 601D – Main Project Faculty Guide	10	
3	**MCA 2018-2020(Direct)**		
	• MCA 407D- Mini Project Guide	10	
	• MCA 405T- Big Data Analytics	15	
	• MCA 508S – Main Seminar Guide	10	
	• MCA 601D – Main Project Faculty Guide	10	
4	MCA 2019-2021(L.E)		
	• MCA 302T- Algorithm Analysis and Design	15	
	• MCA 601D – Mini Project Guide	10	
5	**MCA 2019-2022 (Regular)Batch**		
	• MCA 105T-Problem Solving and Programming in C	10	
	• MCA 106P- C Programming Practicals	10	
	• MCA 302T- Algorithm Analysis and Design	15	
	• MCA 407- Mini Project Guide	10	
6	**MCA 2020-2022 Batch**		
	• MCA 103- Structured Programming in C	10	
	• MCA 105- DBMS and NoSql	15	
		10	
	• MCA 107- Software Development C Programming Lab	15	
	• MCA 202-Data Structures And Algorithm Analysis	10	
	• MCA 207- Data Structures Lab Using C		
	Total	245/21=11.66	15

D. Student Feedback (15) :(To be filled by Head of the Departments)

*(Feedback Scales: 1-10, **Points**: (Scale / 10)*15))*

S. No.	Class & Course	Self- appraisal Score	Verified API Score
1	**MCA 2017-2019(L.E/Direct) & MCA 2016-2019(Regular) Batch** MCA 601 – Main Project Faculty Guide	10	
2	**MCA 2018-2020(L.E) &MCA 2017-2020 (Reg)** • MCA 405T- Big Data Analytics • MCA 407D- Mini Project Faculty Guide • MCA 508S- Python Programming • MCA 508S- Main Seminar Faculty Guide • MCA 601D – Main Project Faculty Guide	10	
3	**MCA 2018-2020(Direct)** • MCA 407D- Mini Project Guide • MCA 405T- Big Data Analytics • MCA 508S – Main Seminar Guide • MCA 601D – Main Project Faculty Guide	10	

4	MCA 2019-2021(L.E) • MCA 302T- Algorithm Analysis and Design • MCA 601D – Mini Project Guide	10	
5	**MCA 2019-2022 (Regular)Batch** • MCA 105T-Problem Solving and Programming in C • MCA 106P- C Programming Practicals • MCA 302T- Algorithm Analysis and Design MCA 407- Mini Project Guide	10	
6	**MCA 2020-2022 Batch** • MCA 103- Structured Programming in C • MCA 105- DBMS and NoSql • MCA 107- Software Development C Programming Lab • MCA 202-Data Structures And Algorithm Analysis MCA 207- Data Structures Lab Using C	10	
	Average	**15**	

E. Results (20):

(If the pass % is above 90, its 20 Points, else if the average of pass percentage is 'y' for last three years in a subject is taken as reference and performance will be evaluated. IF 'x' is current pass %, then x<y -> 0 pts; x=y ->10pts; x>=(y+5%) -> 15 pts, x>=(y+6% or more) -> 20pts)

Sl. No.	Class & Course	Last 3 years average pass %	Pass Percentage	Self- appraisal Score	Verified API Score
1	MCA 405T- Big Data Analytics MCA 2017-2020(L.E) &MCA 2017-2020 (Reg)	100	100	20	
2	MCA 508S- Python Programming MCA 2017-2020(L.E) &MCA 2017-2020 (Reg)	100	100	20	
3	MCA 2017-2019(L.E)- Third Semester MCA 302:Algorithm Analysis and Design	93	93	20	
4	MCA 2018-2020(L.E)- Fourth Semester Main Project	100	100	20	
5	MCA 2018-2020(L.E)- Fourth Semester Mini Project	100	100	20	
	Average			**20**	

Score for Category I

S. No.	Maximum API Score	API Score obtained	Remarks
B	5		5
C	15		15
D	15		
E	20		20

40

CATEGORY II: PROFESSION – RELATED CONTRIBUTION (30)

F: Additional Responsibilities (15):

(Need to mention your additional work, such as committees involved, Admission activities, Outreach Programme etc. related to the institution (you may have to provide additional information or proof if asked))

S. No.	Nature of Role	Self- appraisal Score	Verified API Score
1	**HoD – Department of Computer Applications**		
2	Convener- NAAC- Criteria VII		
3	**All India Survey of Higher Education (AISHE)**		
4	**Coordinator - Admission Committee**		
5	**Nodel officer -**		
6	Member – MG University Syllabus Revision Committee		
7	Chairman - MG University MCA Fifth and Second Semester		
8	Chief Examiner – Big Data Analytics and Algorithm Design and Analytics		
9	Conducted Outreach programs for Various Collages- Details Attached		
10	Member – North Kerala Admission Drive		
11	M. Sc Data Science Syllabus Preparation		
12	Main project University External Examiner		
13	Returning officer – College Union Election		
14	Member of the Pass Board for MCA Course		
15	Student Verification- Attended and replied more than 100 student verification from various agencies and companies.		
16			

	Vice President – Kerala Forum on United Nations Academic Impact (KFUNAI)		
17	Member – Pass Board – MCA S1 , S2 , S4 and S5		
	Total	15	15

G: Memberships in Professional Bodies and University Councils (5):

(*For each professional membership (1 Points)*)

S. No.	Organization	Self- appraisal Score	Verified API Score
1	Chairman – Board of Examiners MCA Fifth Semester		
2	Chairman – Board of Examiners MCA Second Semester		
3	Computer Society of India		
4	Vice President -KFUNAI		
	Total	5	4

H: Workshops/FDPs/Conferences Attended as a Participant or Resource person (10):

(*For each day 1 Point for participant and 2 points for resource person*)

S. No.	Workshop/FDP/Conference Name	No. of days	Self- appraisal Score	Verified API Score
1	STTP on "Data Analytics & Machine Learning Tools"	6	6	
2	Virtual hands-on training programme on "Python for data analysis"	3	3	
3	STTP on "Blockchain Fundamentals	6	6	
4	Blockchain Technology and Its Applications	6	6	
5	Robotics Process Automation with Artificial Intelligence	1	1	
6	Natural Language Processing	1	1	
7	Big Data Analytics and Digitisation in Agriculture	1	1	
8	Resource Person - Workshop on Scientific computing with Python-3 (Organized by Marthoma College, Tiruvalla)	2	4	
9	Resource Person - Python Data Structures and Data Science (Organized by SNDP College , Pulpally)	1	2	

10	Resource Person – Introduction to Data Science and Machine Learning ((Organized by Dept of Computer Science UIT College , Adoor)	1	2	
11	Resource Person – Python Data Structures and Decision Making ((Organized by Mar Sleeva College of Arts and Science , Murichasserry)	1	2	
12	Resource Person – Introduction to Data Science and Machine Learning ((Organized by Mar Baselius , College , Adoor)	1	2	
13	Coursera on line Course - Python Programming			
	Total		**38**	10

Score for Category II

S. No.	Maximum API Score	API Score obtained	Remarks	
F	15		15	34
G	5		4	
H	15		10	

CATEGORY – III: RESEARCH AND RELATED CONTRIBUTIONS (15)

I: Publications/Reviewer (10)

(International Journal/Book (5), National Journal (4), International Conference (3), National Conference (2), Article in any magazines (1), Reviewer (2))

S. No.	Title	Type	Self-appraisal Score	Verified API Score
1	An overview of a new neural deep learning network- Capsule Network	International Journal	5	
2	Compression strength prediction using machine learning techniques	International Journal(Scorpus Indexed)	5	
3	A Peep Into the Frontiers of Modern Computer Technology- Department of Computer Applications Book Publication- Editorial Board Member	MACFAST publication		
4	Database Management System for Business	Book	5	
5	Computer Fundamentals, Internet, MS. Office	Book	5	

	Total		8

J: Funded Projects (Ongoing/Completed) (5)

(*For each Project (1)*)

S. No.	Title	Sanctioned Organization	Self- appraisal Score	Verified API Score
1				
Total				

Score for Category III

S. No.	Maximum API Score	API Score obtained	Remarks
I	10		8
J	5		

8

Summary of API Scores

Category	Criteria	Total API Score for the Assessment period 2019-21
I	TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES	
II	PROFESSION – RELATED CONTRIBUTION	
III	RESEARCH AND RELATED CONTRIBUTIONS	
	Total	89

Recommendations From HoD :
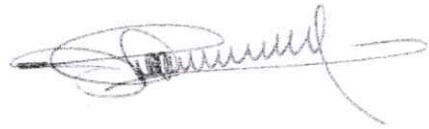
Signature of the Faculty
with designation and date

Signature of HOD

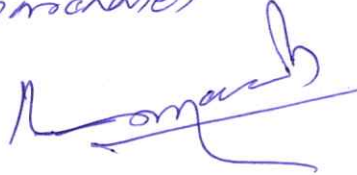**Signature of the**
Principal with da

Annual increment sanctioned at the rate of
7% since the API score is between 75 and 85

Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala

SELF APPRAISAL FORM FOR NON-TEACHING STAFF

2020-2021

1. Name   *REJIMON JACOB*

2. Designation   *Office Supdt.*

3. Department/Section   *Administration Main office*

4. Date of Joining   *02-03-2020*

5. Qualification   *MA JMC*

6. Details of Current Responsibilities   *1. Supervisory Roll of office 2. Uty matters, Student affairs 3. Office administration and 4. Purchases*

Signature of Staff:

Date   *5-05-2021.*

NAME				
DESIGNATION/SECTION				
APPRAISAL CATEGORY	EXCELLENT	GOOD	SATISFACTORY	POOR
	4	3	2	1
1.PROFESSIONAL COMPETENCE				
**Knowledge of rules, regulations and procedure		✓		
Ability to organize work		✓		
Ability and willingness to take up new responsibilities		✓		
**Capacity to supervise		✓		
Response to instructions and guidance of supervisor		✓		
2. QUALITY OF WORK				
Ability to maintain Files /Records		✓		
Accuracy and speed of Work		✓		
Completion of Work as per the Schedule		✓		
3.PERSONAL CHARACTERISTIC				
Regularity		✓		
Punctuality		✓		
Interaction with Colleagues and Students		✓		

** Not Applicable for Attenders and House Keeping Staff

Any other Contribution Made by the Employee

Member Secretary Administrative and Finance Council /

Maintaining Report of Administrative and Finance Council /

Grading Based on Points

POINTS	FEEDBACK
85-100	Feedback is good
70-85	Feedback is Satisfactory
<70	Needs improvement

Signature of the Staff:
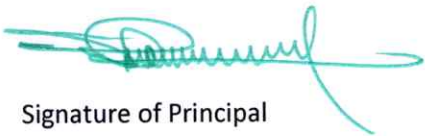
Date   5-05-21

COMPARITIVE POINTS AND GRADING

APPRAISAL CATERGORY	SELF APPRAISAL		APPRAISAL BY PRINCIPAL	
	POINTS	GRADE	POINTS	GRADE
Professional Competence	15	A	15	A
Quality of Work	9	A	12	A+
Personal Characteristics	6	A	8	A
Overall Evaluation	30/40	A	35/40	A*

Comments/Actions Taken/ Suggestions given by the Principal

Appreciating the Good work done. Plan
the proper completion of the ERP
in all our office proceedures.

Signature of Principal

Date:

Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala

SELF APPRAISAL FORM FOR NON-TEACHING STAFF

2020-2021

1. Name   Jiji Mathew

2. Designation   Hospitality Staff

3. Department/Section   Non Teaching

4. Date of Joining   01-01-2009

5. Qualification   S.S.L.C

6. Details of Current Responsibilities   Helps to prepare food in the Kitchen

Signature of Staff: Jiji mathew

Date

5-5-2021.

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA

(MACFAST)

NAME	Jiji Mathew			
DESIGNATION/SECTION	Hospitality Staff.			
APPRAISAL CATEGORY	EXCELLENT	GOOD	SATISFACTORY	POOR
	4	3	2	1
1.PROFESSIONAL COMPETENCE				
**Knowledge of rules, regulations and procedure				
Ability to organize work		✓		
Ability and willingness to take up new responsibilities		✓		
**Capacity to supervise				
Response to instructions and guidance of supervisor	✓			
2. QUALITY OF WORK				
Ability to maintain Files /Records	✓			
Accuracy and speed of Work	✓			
Completion of Work as per the Schedule	✓			
3.PERSONAL CHARACTERISTIC				
Regularity			✓	
Punctuality		✓		
Interaction with Colleagues and Students	✓			

** Not Applicable for Attenders and House Keeping Staff

Any other Contribution Made by the Employee

Grading Based on Points

POINTS	FEEDBACK
85-100	Feedback is good
70-85	Feedback is Satisfactory
<70	Needs improvement

Signature of the Staff: *Jijimethu*

Date 5-05-21

TOTAL POINTS

Maximum 50 – Minimum 12

PROFESSIONAL COMPETENCE	QUALITY OF WORK	PERSONAL CHARACTERISTICS
Good	*Satisfactory*	*Good.*
GRAND TOTAL		
GRADE	(35)	

GRADING BASED ON POINTS

GRADE	POINTS
Excellent	40 and Above
Good	35-39
Satisfactory	26-34
Poor	Below 25

Signature of Principal

Date:

Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala

SELF APPRAISAL FORM FOR NON-TEACHING STAFF

2020-2021

1. Name : Sr. Laicy. O.S.S

2. Designation : Chief Librarian

3. Department/Section : Library

4. Date of Joining : 13-5-2008

5. Qualification : MLISC, mphil

6. Details of Current Responsibilities : Collection management
(Purchase of book and jounals)
→ Technical work of (classification and data entry)
→ Scanning related work for News paper clipping
→ Updating Study archive
→ updating Students projects as yearly.
→ updating digital library resources.
→ Documentation work of NAAC
→ Orienbation program of New students and updating classes for how to access digital library resources.

Signature of Staff: *[signature]*

Date

21-5-2021

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA

(MACFAST)

NAME	Sr. Lavcy. O.S.S			
DESIGNATION/SECTION	Chief Librarian			
APPRAISAL CATEGORY	EXCELLENT	GOOD	SATISFACTORY	POOR
	4	3	2	1
1.PROFESSIONAL COMPETENCE				
**Knowledge of rules, regulations and procedure	4			
Ability to organize work	4			
Ability and willingness to take up new responsibilities	4			
**Capacity to supervise	4			
Response to instructions and guidance of supervisor	4			
2. QUALITY OF WORK				
Ability to maintain Files /Records	4			
Accuracy and speed of Work	4			
Completion of Work as per the Schedule	4			
3.PERSONAL CHARACTERISTIC	4			
Regularity	4			
Punctuality	4			
Interaction with Colleagues and Students	4			

** Not Applicable for Attenders and House Keeping Staff

Any other Contribution Made by the Employee

① Koha - updation : Version 18.05 to 20.05
② NDL - club registration (National Digital Library)
③ updating digital library (Dspace) Adding, students publication, and faculty publication

Grading Based on Points

POINTS %	FEEDBACK
85-100	Feedback is good
70-85	Feedback is Satisfactory
<70	Needs improvement

Signature of the Staff:

Date   21-05-21

COMPARITIVE POINTS AND GRADING

APPRAISAL CATERGORY	SELF APPRAISAL		APPRAISAL BY PRINCIPAL	
	POINTS	GRADE	POINTS	GRADE
Professional Competence	20	A+	15	A
Quality of Work	12	A+	12	A+
Personal Characteristics	8	A+	8	A+
Overall Evaluation	40/40	A+	35/40	A+

Comments/Actions Taken/ Suggestions given by the Principal

Improvement in professional competence and updating the modern changes in the field is necessary.

Signature of Principal

Date:

Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala