



MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)

**MACFAST**<sup>TM</sup>  
Igniting wisdom since 2001

---

TEMPLATE FOR TEACHING FACULTY

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

**PART A**

**A. General Information:**

Name:			
Designation:			
Department:			
Qualification:			
Area of Specialization:			
Date of Appointment:	In Institution:		
	In Present Post:		
Experience (In Years)	At Previous Institution	At Present Institution	Total

**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				
2				
<b>Total</b>				

**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			
2			
<b>Total</b>			

**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			
<b>Average</b>			



**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  $x < y \rightarrow 0$  pts;  $x = y \rightarrow 10$  pts;  $x > (y + 5\%) \rightarrow 15$  pts,  $x > (y + 6\% \text{ or more}) \rightarrow 20$  pts)

Sl. No.	Class & Course	Last 3 years average pass %	Pass Percentage	Self- appraisal Score	Verified API Score
	Average				

**Score for Category I**

S. No.	Maximum API Score	API Score obtained	Remarks
B	5		
C	15		
D	15		
E	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			
2			
<b>Total</b>			

**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			
2			
<b>Total</b>			

**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				
2				
<b>Total</b>				



### Score for Category II

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

### 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				
<b>Total</b>				

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

(For each Project (1))

S. No.	Title	Sanctioned Organization	Self-appraisal Score	Verified API Score
1				
<b>Total</b>				

### 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	
<b>Total</b>		



**Recommendations From HoD :**


[Empty rounded rectangular box for recommendations]

**Signature of the Faculty  
with designation and date**

**Signature of HOD**

**Signature of the  
Principal with date**



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





MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)

**MACFAST  
SELF-APPRAISAL OF TEACHING FACULTY-2019**

Name of the faculty:	
Department:	
Designation:	
Email Id:	
Mobile Number:	
Subjects Handled:	
Experience in MACFAST:	
Total Experience:	

I hereby declare that the information given below is true and correct to the best of my knowledge and belief.



Signature:

Date:

Fr. Dr. CHERIAN J KOTTAYIL  
PRINCIPAL

Mar Athanasios College for Advanced Studies  
Tiruvalla-689101, Kerala



MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)

---

**MACFAST  
SELF-APPRAISAL OF TEACHING FACULTY-2019**

1. Student Feedback

- Overall score of 20%
- Other inputs taken- Discipline, Placement, Initiatives.

2. Teaching methodology and practices adopted.

3. Catering to the diverse needs of students.

4. Initiatives/ Contributions

- Any Awards received
- Any particular programme organized/ implemented.
- Own projects or research.
- Participation/ Involvement in the regular Meetings.
- MAKS, Radio, CTMA, Research Publications/ Papers published, EXTERNAL PROJECT, Fest, Journal, MII, Quality Hour, NAAC, NSS, Online exams, Hostel support, Website support,
- Any other

5. Pass percentage

- Particular steps taken to improve the pass percentage
- Any other

6. Admission support

- Involvement in Admission procedures.
- MORP
- Sessions handled in other Degree Colleges.
- Work Diary (Principal Office)
- Punching system/ Report from IT.





MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)

---

- Involvement in Department.

7. Placement support

- Involvement in Placement Activities
- Any reference for placement
- Arranged interaction of any Corporate Personnel

8. Grievances/ suggestions. (If any)

**Note:**

Kindly provide the details and attach relevant documents of Criteria Number 2 to Number 6.







## MACFAST SELF-APPRAISAL OF TEACHING FACULTY-2018

Name of the faculty:	
Department:	
Designation:	
Email Id:	
Mobile Number:	
Subjects Handled:	
Experience in MACFAST:	
Total Experience:	

I hereby declare that the information given below is true and correct to the best of my knowledge and belief.



Signature:

Date:

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



**MACFAST  
SELF-APPRAISAL OF TEACHING FACULTY-2018**

Performance is evaluated based on the following criteria.

1. Student Feedbacks- 20%
2. Initiatives/ Contributions- 25%
3. Pass percentage- 10%
4. Admission support- 20%
5. Branding- Papers/ Conferences- 10%
6. Placement/ Research - 15%

1. Student Feedback

- Overall score of 20%
- Other inputs taken- Discipline, Placement, Initiatives.

2. Initiatives/ Contributions

- Any Awards received
- Any particular programme suggested and implemented.
- Implementing own projects or research.
- Participation/ Involvement in the regular Meetings.
- MAKs, Radio, CTMA, Research Publications/ Papers published, EXTERNAL PROJECT, Fest, Journal, MII, Quality Hour, NAAC, NSS, Online exams, Hostel support, Website support,
- Any other

3. Pass percentage

- Particular steps taken to improve the pass percentage
- Any other

4. Admission support

- Involvement in Admission procedures.
- MORP
- Sessions handled in other Degree Colleges.
- Work Diary (Principal Office)
- Punching system/ Report from IT.
- Involvement in Department.

5. Placement

- Involvement in Placement Activities





MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)

---

- Any reference for placement
- Arranged interaction of any Corporate Personnel

**Note:**

Kindly provide the details and attach relevant documents of Criteria Number 2 to Number 6.





MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)

**MACFAST  
FACULTY - SELF APPRAISAL FORM 2017**

Name of the faculty:

Department:

Designation:

Subjects Handled:

Ratings: 5: Excellent 4: Very Good 3: Good 2: Average 1: Poor

Sl. No	Criteria	Ratings	Remarks (If any)
1	Leadership Initiatives		
2	Mentoring / Guidance		
3	Preparation of Course Content		
4	Assessment Procedure		
5	Quality / Clarity of Communication		
6	Building & Equipment Maintenance		
8	Reports/ Documentation		
9	Involvement in NAAC		





MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)

10	Usage of Facilities - Internet/ Library/ E- Journals		
11	Branding /Outreach programmes		
12	Training & Development(No. of FDP'S, seminars attended/conducted)		
13	Seminars conducted internal/external		
14	Creative ideas/ Innovation		
15	Other Achievements		
16	Additional Responsibilities taken up		

**P.S. ATTACH RELEVANT DOCUMENTS FOR EACH**

**Signature:**

**Date:**



  
**Fr. Dr. CHERIAN J KOTTAYIL**  
PPIN, IPAL  
Mar Athanasios College for Advanced Studies  
Tiruvalla- 689101, Kerala



**MACFAST**  
**SELF-APPRAISAL OF TEACHING FACULTY**  
[The details are required from 2016 -2017]

<b>Name of the faculty:</b>	
<b>Department:</b>	
<b>Designation:</b>	
<b>Email Id:</b>	
<b>Mobile Number:</b>	
<b>Subjects Handled:</b>	
<b>Experience in MACFAST:</b>	
<b>Total Experience:</b>	

I hereby declare that the information given below is true to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA**  
**(MACFAST)**

---

**MACFAST**  
**SELF-APPRAISAL OF TEACHING FACULTY**  
(The details are required from 2016 -2017)

Performance evaluated based on the following criteria.

1. Student Feedbacks- 20%
2. Initiatives/ Contributions- 25%
3. Pass percentage- 10%
4. Admission support- 20%
5. Branding- Papers/ Conferences- 10%
6. Placement/ Research - 15%

1. Student Feedback

- Overall score of 20%
- Other inputs taken- Discipline, Placement, Initiatives.

The Person authorized

Student

2. Initiatives/ Contributions

- Any Awards received
- Any particular programme suggested and implemented.
- Participation/ Involvement in the regular Meetings.
- MAKs, Radio, CTMA, Research Publications/ Papers published, EXTERNAL PROJECT, Fest, Journal, MII, Quality Hour, NAAC, NSS, Online exams, Hostel support, Website support,
- Any other

The Person authorized

Principal  
NAAC Coordinator  
Student Councils/ Students  
HODs

3. Pass percentage

- Particular steps taken to improve the pass percentage





MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)

- Any other

The Person authorized

Student feedback  
HODs  
Miss. Pinchu/ Ms. Jinu/ Ms. Poornima

4. Admission support

- Involvement in Admission procedures.
- MORP
- Sessions handled in other Degree Colleges.

The Person authorized

Principal  
Deputy Director  
HODs

5. Discipline

- Work Diary (Principal Office)
- Punching system/ Report from IT.
- Involvement in Department.

The Person authorized

Principal  
Mr. Pavin  
HODs  
Students

6. Placement

- Involvement in Placement Activities
- Any reference for placement
- Arranged interaction of any Corporate Personnel

The Person authorized

Placement Officer  
Deputy Director  
HODs

**Note:**







MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA  
(MACFAST)

Kindly provide the details and attach relevant documents of Criteria Number 2 to Number 6.

Fr. Dr. CHERIAN J J  
PRINCIPAL  
Mar Athanasios College For Adv  
Tiruvalla-689101, Kerala

