



S.N.M COLLEGE MALIANKARA

SELF PERFORMANCE APPRAISAL FORM OF TEACHING FACULTY

Period from 1/06/2018 to 31/05/2019

1.	Name	Dr. Sanilkumar M.G.	
2.	Gender	Male	
3.	Department	Botany	
4.	Designation	Assistant Professor	
5.	Date of Birth	26.05.1977	
6.	Date of Joining	11.12.2012	
7.	Highest Qualification	PhD	
8.	Additional Qualification during the period	Nil	
9.	PAN Number	BOKPG7058D	
10.	Aadhar Number	753340893164	
11.	Regular/Guest/Self/Visiting	Regular	
12.	Worked Previous Year in this institution (Y/N)	Yes	
13.	Total Teaching Experience as on 31/05/2019	6 years 6 months	
14.	Total Industry Experience as on 31/05/2019	Nil	
15.	No. of Fellowships other than student project, mention the amount	Nil	
16.	Date of Qualifying PhD	12.06.2009	
17.	If pursuing, date of joining Ph.D	NA	
18.	University / Institution	Cochin University of Science and Technology	
19.	Area	Marine Plants (Phycology)	
20.	Title of Thesis	Microalgae in the Southwest coast of India	
21.	Took Guideship (Y/N), If yes	Yes	
a.	Date of obtaining Guideship	07.12.2015	
b.	Research centre	Department of Botany, SNM College Maliankara	
c.	No of Scholars admitted so far	04	
d.	No of PhDs Completed	Ongoing	
e.	No of Scholars discontinued	Nil	
f.	No of Scholars presently	04	
22.	No of books and chapters in edited volumes/books published and papers in national/ international conference proceedings	Nil	
23.	No of Papers published, Give details	Scopus:	
		UGC CARE List:	
		Peer reviewed/ Any other:	
		International:	2
24.	No of Papers Presented: Give details	National:	
		State/Others:	1
		International:	1
25.	No of Seminar/Conferences/Workshop / Training Programs Attended	National:	
		State/Others:	4
		International:	
26.	No of Seminar/Conferences/Workshop / Training Programs organised	International:	
		National:	
		State/Others:	

27.	No of Orientation Programs (HRDC) attended	Nil
28.	No of Refresher Programs (HRDC) attended	Nil
29.	No of Summer/ Winter Schools (HRDC) attended	Nil
30.	No of Short term programs attended	Nil
31.	No of Orientation/Training programs attended	Nil
32.	No of events as Resource Person	3
33.	No of Awards / Achievements / Patents	Nil
34.	No of Major / Minor Projects	1 (Major project)
35.	No of Consultancy/Corporate training Provided	Nil
36.	Contribution to Community and Extension Services	Nil
37.	Average No of working hours engaged for teaching per month	64 hours/month
38.	Approximate number of Hours spent in Library per week	Online
39.	No of Student projects supervised this year	5
40.	Innovation of any type introduced in the Class / department /College/outside	Nil
41.	Contribution to Curriculum Development (Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment)	Member, PG Board of Studies in Botany, Mahatma Gandhi University, Kottayam
42.	Contribution to Cultural/Sports/Extra Curricular Activities	
43.	Membership in Research Bodies / Professional Associations	Life member, Marine Biological Association of India Member, Society of Marine Biologists
44.	Contribution through Administrative Assignments	Member, Admission Committee
45.	Contribution through Committees	Member, Discipline Committee
46.	Contribution through Clubs	Nil
47.	Involvements in Student related extension and field-based activities	Field trips (BSc and MSc Botany)
48.	No of Invigilation Duties undertook	As assigned by the Principal
49.	No of Days in University Valuation Camps	As assigned by University
50.	No of Hours – UGC NET Coaching Classes taken	Nil
51.	No of Remedial Classes taken	5 online
52.	No. of hours spent for mentoring	5 hours

NB: Please attach necessary supporting documents like copies of publications, certificate of participations and achievements, certificate of PhD etc.

Name : Sanilkumar MG

Signature : 

Date : 31.05.2019



S.N.M COLLEGE MALIANKARA

SELF PERFORMANCE APPRAISAL FORM OF TEACHING FACULTY

Period from 1/06/2019 to 31/05/2020

1.	Name	Dr. Sanilkumar M.G.	
2.	Gender	Male	
3.	Department	Botany	
4.	Designation	Assistant Professor	
5.	Date of Birth	26.05.1977	
6.	Date of Joining	11.12.2012	
7.	Highest Qualification	PhD	
8.	Additional Qualification during the period	Nil	
9.	PAN Number	BOKPG7058D	
10.	Aadhar Number	753340893164	
11.	Regular/Guest/Self/Visiting	Regular	
12.	Worked Previous Year in this institution (Y/N)	Yes	
13.	Total Teaching Experience as on 31/05/2020	7 years 6 months	
14.	Total Industry Experience as on 31/05/2020	Nil	
15.	No. of Fellowships other than student project, mention the amount	Nil	
16.	Date of Qualifying PhD	12.06.2009	
17.	If pursuing, date of joining Ph.D	NA	
18.	University / Institution	Cochin University of Science and Technology	
19.	Area	Marine Plants (Phycology)	
20.	Title of Thesis	Microalgae in the Southwest coast of India	
21.	Took Guideship (Y/N), If yes	Yes	
a.	Date of obtaining Guideship	07.12.2015	
b.	Research centre	Department of Botany, SNM College Maliankara	
c.	No of Scholars admitted so far	04	
d.	No of PhDs Completed	Ongoing	
e.	No of Scholars discontinued	Nil	
f.	No of Scholars presently	04	
22.	No of books and chapters in edited volumes/books published and papers in national/ international conference proceedings	Nil	
23.	No of Papers published, Give details	Scopus:	1
		UGC CARE List:	
		Peer reviewed/ Any other:	
		International:	
24.	No of Papers Presented: Give details	National:	
		State/Others:	1
		International:	
25.	No of Seminar/Conferences/Workshop / Training Programs Attended	National:	
		State/Others:	4
		International:	
26.	No of Seminar/Conferences/Workshop / Training Programs organised	International:	

		National: State/Others:
27.	No of Orientation Programs (HRDC) attended	Nil
28.	No of Refresher Programs (HRDC) attended	Nil
29.	No of Summer/ Winter Schools (HRDC) attended	Nil
30.	No of Short term programs attended	Nil
31.	No of Orientation/Training programs attended	Nil
32.	No of events as Resource Person	3
33.	No of Awards / Achievements / Patents	Nil
34.	No of Major / Minor Projects	1 (Major project)
35.	No of Consultancy/Corporate training Provided	Nil
36.	Contribution to Community and Extension Services	Nil
37.	Average No of working hours engaged for teaching per month	64 hours/month
38.	Approximate number of Hours spent in Library per week	Online
39.	No of Student projects supervised this year	5
40.	Innovation of any type introduced in the Class / department /College/outside	Nil
41.	Contribution to Curriculum Development (Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment)	Member, PG Board of Studies in Botany, Mahatma Gandhi University, Kottayam
42.	Contribution to Cultural/Sports/Extra Curricular Activities	
43.	Membership in Research Bodies / Professional Associations	Life member, Marine Biological Association of India Member, Society of Marine Biologists
44.	Contribution through Administrative Assignments	Member, Admission Committee
45.	Contribution through Committees	Convenor, E-Teaching Assistance Cell Member, Discipline Committee
46.	Contribution through Clubs	Nil
47.	Involvements in Student related extension and field-based activities	Field trips (BSc and MSc Botany)
48.	No of Invigilation Duties undertook	As assigned by the Principal
49.	No of Days in University Valuation Camps	As assigned by University
50.	No of Hours – UGC NET Coaching Classes taken	Nil
51.	No of Remedial Classes taken	5 online
52.	No. of hours spent for mentoring	5 hours

NB: Please attach necessary supporting documents like copies of publications, certificate of participations and achievements, certificate of PhD etc.

Name : Sanilkumar MG

Signature :

Date : 31.05.2020



S.N.M COLLEGE MALIANKARA

SELF PERFORMANCE APPRAISAL FORM OF TEACHING FACULTY

Period from 1/06/2020 to 31/05/2021

1.	Name	Dr. Sanilkumar M.G.	
2.	Gender	Male	
3.	Department	Botany	
4.	Designation	Assistant Professor	
5.	Date of Birth	26.05.1977	
6.	Date of Joining	11.12.2012	
7.	Highest Qualification	PhD	
8.	Additional Qualification during the period	Nil	
9.	PAN Number	BOKPG7058D	
10.	Aadhar Number	753340893164	
11.	Regular/Guest/Self/Visiting	Regular	
12.	Worked Previous Year in this institution (Y/N)	Yes	
13.	Total Teaching Experience as on 31/05/2021	8 years 6 months	
14.	Total Industry Experience as on 31/05/2021	Nil	
15.	No. of Fellowships other than student project, mention the amount	Nil	
16.	Date of Qualifying PhD	12.06.2009	
17.	If pursuing, date of joining Ph.D	NA	
18.	University / Institution	Cochin University of Science and Technology	
19.	Area	Marine Plants (Phycology)	
20.	Title of Thesis	Microalgae in the Southwest coast of India	
21.	Took Guideship (Y/N), If yes	Yes	
a.	Date of obtaining Guideship	07.12.2015	
b.	Research centre	Department of Botany, SNM College Maliankara	
c.	No of Scholars admitted so far	04	
d.	No of PhDs Completed	Ongoing	
e.	No of Scholars discontinued	Nil	
f.	No of Scholars presently	04	
22.	No of books and chapters in edited volumes/books published and papers in national/ international conference proceedings	Nil	
23.	No of Papers published, Give details	Scopus:	
		UGC CARE List:	
		Peer reviewed/ Any other:	
		International:	
24.	No of Papers Presented: Give details	National:	
		State/Others:	
		International:	
25.	No of Seminar/Conferences/Workshop / Training Programs Attended	National:	1
		State/Others:	
		International:	
26.	No of Seminar/Conferences/Workshop / Training Programs organised	National:	
		State/Others:	
		International:	

27.	No of Orientation Programs (HRDC) attended	Nil
28.	No of Refresher Programs (HRDC) attended	1, UGC-HRDC, Calicut (12.08.2020-25.08.2020)
29.	No of Summer/ Winter Schools (HRDC) attended	Nil
30.	No of Short term programs attended	Nil
31.	No of Orientation/Training programs attended	Nil
32.	No of events as Resource Person	1
33.	No of Awards / Achievements / Patents	Nil
34.	No of Major / Minor Projects	Nil
35.	No of Consultancy/Corporate training Provided	Nil
36.	Contribution to Community and Extension Services	Nil
37.	Average No of working hours engaged for teaching per month	64 hours/month
38.	Approximate number of Hours spent in Library per week	Online
39.	No of Student projects supervised this year	5
40.	Innovation of any type introduced in the Class / department /College/outside	Nil
41.	Contribution to Curriculum Development (Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment)	Nil
42.	Contribution to Cultural/Sports/Extra Curricular Activities	Mangrove restoration programme
43.	Membership in Research Bodies / Professional Associations	Life member, Marine Biological Association of India Member, Society of Marine Biologists
44.	Contribution through Administrative Assignments	Member, Admission Committee
45.	Contribution through Committees	Convenor, E-Teaching Assistance Cell Member, Discipline Committee Cluster admin, snmvirtual.com
46.	Contribution through Clubs	Nil
47.	Involvements in Student related extension and field-based activities	Field trips (BSc and MSc Botany)
48.	No of Invigilation Duties undertook	As assigned by the Principal
49.	No of Days in University Valuation Camps	As assigned by University
50.	No of Hours – UGC NET Coaching Classes taken	Nil
51.	No of Remedial Classes taken	2
52.	No. of hours spent for mentoring	5 hours

NB: Please attach necessary supporting documents like copies of publications, certificate of participations and achievements, certificate of PhD etc.

Name : Sanilkumar MG

Signature : 

Date : 31.05.2021



S.N.M COLLEGE MALIANKARA

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Period from 1/06/2021 to 31/05/2022

1.	Name	Dr. Sanilkumar M.G.	
2.	Gender	Male	
3.	Department	Botany	
4.	Designation	Assistant Professor	
5.	Date of Birth	26.05.1977	
6.	Date of Joining	11.12.2012	
7.	Highest Qualification	PhD	
8.	Additional Qualification during the period	Nil	
9.	PAN Number	BOKPG7058D	
10.	Aadhar Number	753340893164	
11.	Regular/Guest/Self/Visiting	Regular	
12.	Worked Previous Year in this institution (Y/N)	Yes	
13.	Total Teaching Experience as on 31/05/2022	9 years 6 months	
14.	Total Industry Experience as on 31/05/2022	Nil	
15.	No. of Fellowships other than student project, mention the amount	Nil	
16.	Date of Qualifying PhD	12.06.2009	
17.	If pursuing, date of joining Ph.D	NA	
18.	University / Institution	Cochin University of Science and Technology	
19.	Area	Marine Plants (Phycology)	
20.	Title of Thesis	Microalgae in the Southwest coast of India	
21.	Took Guideship (Y/N), If yes	Yes	
	a. Date of obtaining Guideship	07.12.2015	
	b. Research centre	Department of Botany, SNM College Maliankara	
	c. No of Scholars admitted so far	04	
	d. No of PhDs Completed	Ongoing	
	e. No of Scholars discontinued	Nil	
	f. No of Scholars presently	04	
22.	No of books and chapters in edited volumes/books published and papers in national/ international conference proceedings	Nil	
23.	No of Papers published, Give details	Scopus:	3
		UGC CARE List:	
		Peer reviewed/ Any other:	
24.	No of Papers Presented: Give details	International:	3
		National:	
		State/Others:	
25.	No of Seminar/Conferences/Workshop / Training Programs Attended	International:	
		National:	
		State/Others:	3
26.	No of Seminar/Conferences/Workshop / Training Programs organised	International:	
		National:	

		State/Others:
27.	No of Orientation Programs (HRDC) attended	Nil
28.	No of Refresher Programs (HRDC) attended	1, UGC HRDC, University of Hyderabad (13-25 Sept 21)
29.	No of Summer/ Winter Schools (HRDC) attended	Nil
30.	No of Short term programs attended	Nil
31.	No of Orientation/Training programs attended	Nil
32.	No of events as Resource Person	3
33.	No of Awards / Achievements / Patents	Nil
34.	No of Major / Minor Projects	Nil
35.	No of Consultancy/Corporate training Provided	Nil
36.	Contribution to Community and Extension Services	Nil
37.	Average No of working hours engaged for teaching per month	64 hours/month
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39.	No of Student projects supervised this year	5
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41.	Contribution to Curriculum Development (Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment)	Chairman, UG BoS in Botany, Mahatma Gandhi University, Kottayam. Question paper setter, PG Botany, Maharajas College (Autonomous) Ernakulam
42.	Contribution to Cultural/Sports/Extra Curricular Activities	Mangrove restoration programme
43.	Membership in Research Bodies / Professional Associations	Life member, Marine Biological Association of India Member, Society of Marine Biologists
44.	Contribution through Administrative Assignments	Convenor, Admission Committee
45.	Contribution through Committees	Convenor, Research Committee Convenor, E-Teaching Assistance Cell Member, Discipline Committee Cluster admin, snmcvirtual.com
46.	Contribution through Clubs	Nil
47.	Involvements in Student related extension and field-based activities	Field trips (BSc and MSc Botany)
48.	No of Invigilation Duties undertook	As assigned by the Principal
49.	No of Days in University Valuation Camps	As assigned by University
50.	No of Hours – UGC NET Coaching Classes taken	Nil
51.	No of Remedial Classes taken	2
52.	No. of hours spent for mentoring	5 hours

NB: Please attach necessary supporting documents like copies of publications, certificate of participations and achievements, certificate of PhD etc.

Name : Sanilkumar MG

Signature :

Date : 31.05.2022



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4.	Designation	Assistant Professor	
5.	Date of Birth	26.05.1977	
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7.	Highest Qualification	PhD	
8.	Additional Qualification during the period	Nil	
9.	PAN Number	BOKPG7058D	
10.	Aadhar Number	753340893164	
11.	Regular/Guest/Self/Visiting	Regular	
12.	Worked Previous Year in this institution (Y/N)	Yes	
13.	Total Teaching Experience as on 31/05/2022	10 years 6 months	
14.	Total Industry Experience as on 31/05/2022	Nil	
15.	No. of Fellowships other than student project, mention the amount	Nil	
16.	Date of Qualifying PhD	12.06.2009	
17.	If pursuing, date of joining Ph.D	NA	
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a.	Date of obtaining Guideship	07.12.2015	
b.	Research centre	Department of Botany, SNM College Maliankara	
c.	No of Scholars admitted so far	04	
d.	No of PhDs Completed	Ongoing	
e.	No of Scholars discontinued	Nil	
f.	No of Scholars presently	04	
22.	No of books and chapters in edited volumes/books published and papers in national/ international conference proceedings	Nil	
23.	No of Papers published, Give details	Scopus:	
		UGC CARE List:	
		Peer reviewed/ Any other:	
24.	No of Papers Presented: Give details	International:	
		National:	
		State/Others:	
25.	No of Seminar/Conferences/Workshop / Training Programs Attended	International:	
		National:	
		State/Others:	1
26.	No of Seminar/Conferences/Workshop / Training Programs organised	International:	
		National:	

		State/Others:
27.	No of Orientation Programs (HRDC) attended	Nil
28.	No of Refresher Programs (HRDC) attended	Nil
29.	No of Summer/ Winter Schools (HRDC) attended	Nil
30.	No of Short term programs attended	Nil
31.	No of Orientation/Training programs attended	Nil
32.	No of events as Resource Person	1
33.	No of Awards / Achievements / Patents	Nil
34.	No of Major / Minor Projects	Nil
35.	No of Consultancy/Corporate training Provided	Nil
36.	Contribution to Community and Extension Services	Nil
37.	Average No of working hours engaged for teaching per month	64 hours/month
38.	Approximate number of Hours spent in Library per week	2 hours
39.	No of Student projects supervised this year	5
40.	Innovation of any type introduced in the Class / department /College/outside	Nil
41.	Contribution to Curriculum Development (Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment)	Chairman, UG BoS in Botany, Mahatma Gandhi University, Kottayam. Question paper setter, PG Botany, Maharajas College (Autonomous) Ernakulam
42.	Contribution to Cultural/Sports/Extra Curricular Activities	Mangrove restoration programme
43.	Membership in Research Bodies / Professional Associations	Life member, Marine Biological Association of India Member, Society of Marine Biologists
44.	Contribution through Administrative Assignments	Member, College council, Member, DCDC MG University
45.	Contribution through Committees	Convenor, Research Committee Convenor, E-Teaching Assistance Cell Member, Discipline Committee Cluster admin, snmcvirtual.com
46.	Contribution through Clubs	Nil
47.	Involvements in Student related extension and field-based activities	Field trips (BSc and MSc Botany)
48.	No of Invigilation Duties undertook	As assigned by the Principal
49.	No of Days in University Valuation Camps	As assigned by University
50.	No of Hours – UGC NET Coaching Classes taken	Nil
51.	No of Remedial Classes taken	Nil
52.	No. of hours spent for mentoring	5 hours

NB: Please attach necessary supporting documents like copies of publications, certificate of participations and achievements, certificate of PhD etc.

Name : Sanilkumar MG

Signature : 

Date : 31.05.2023

Self

S N M COLLEGE, MALIANKARA



Maliankara P O, Moothakunnam Via., Ernakulam (DT), Kerala - 683 516

(Affiliated to Mahatma Gandhi University, Kottayam)

Accredited by NAAC with - B++ Grade

Phone: 0484 2482386, 2483600, Mobile : 9495742386

Website: www.snmcollege.in, e-mail: principalsnm@gmail.com

Performance Appraisal Form for Non-Teaching Staff

Academic Year: 2018 - 2019

1. Name of the Faculty : LEENA.TU
2. Position Title : LIBRARY ASSISTANT
3. Date of Entry into Service : 01-11-1996
4. No. of Years in Service : 22 YEARS
5. Date of Retirement : 30-04-2027
6. Qualification : SSLC
7. Details of Current Responsibilities: CATALOGUE AND MAINTAIN LIBRARY MATERIALS,
HANDLE, INTER LIBRARY LOANS

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		.	✓		
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies		✓			
4	Creativity and innovation			✓		
5	Ability to learn and perform new duties			✓		
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge (theory, hands on) for all aspects of the job to Perform your job functions satisfactorily?			✓		

II PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?				✓	
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work			✓		
4	Neatness & tidiness of work		✓			
5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility		✓			

II. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance		✓			
2	Punctuality		✓			
3	Discipline		✓			
4	Integrity and behavior		✓			

III. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?		✓			
2	Mutual motivation with your colleagues?	✓				

IV ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?		✓			
3	Rapport with the public whenyou interact with them?	✓				

IV. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively workin the interest of students?		✓			
3	Responsibility towardsyour tasks/ areas of management assigned to?		✓			

Declaration

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

Place: MALIANKARA

Date: 21/05/2019

Name and Signature of the non- teaching staff

REENA T G

Principal In Charge

Countersigned by the Head of the Institution

Drawing and Disbursing Officer

S. N. M. College, Maliankara



(Handwritten signature in green ink)
(Handwritten signature in blue ink)



S N M COLLEGE, MALIANKARA

Maliankara P O, Moothakunnam Via., Ernakulam (DT), Kerala - 683 516

(Affiliated to Mahatma Gandhi University, Kottayam)

Accredited by NAAC with – B++ Grade

Phone: 0484 2482386, 2483600, Mobile : 9495742386

Website: www.snmcollege.in, e-mail: principalsnmc@gmail.com

Performance Appraisal Form for Non-Teaching Staff

Academic Year: 2019-20

1. Name of the Faculty : LEENA . P . U
2. Position Title : LIBRARY ASSISTANT
3. Date of Entry into Service : 01-11-1996
4. No. of Years in Service : 23 YEARS
5. Date of Retirement : 30/4/2027
6. Qualification : SSLC
7. Details of Current Responsibilities: CATALOGUE AND MAINTAIN LIBRARY MATERIALS ,
HANDLE INTER LIBRARY LOANS

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies		✓			
4	Creativity and innovation			✓		
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge (theory, hands on) for all aspects of the job to Perform your job functions satisfactorily?		✓			

II PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records		✓			
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work		✓			
5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility	✓				

II. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance		✓			
2	Punctuality		✓			
3	Discipline	✓				
4	Integrity and behavior		✓			

III. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?		✓			

IV ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
3	Rapport with the public whenyou interact with them?	✓				

IV. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively workin the interest of students?		✓			
3	Responsibility towardsyour tasks/ areas of management assigned to?		✓			

Declaration

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

Place: MALIANKARA

Date: 30/5/2020

Reena
Name and Signature of the non- teaching staff

REENA F U

Countersigned by the Head of the Institution



Prncipal In Charge
Drawing and Disbursing Officer,
S N. M. College, Maliankara




S N M COLLEGE, MALIANKARA



Maliankara P O, Moothakunnam Via., Ernakulam (DT), Kerala - 683 516

(Affiliated to Mahatma Gandhi University, Kottayam)

Accredited by NAAC with - B++ Grade

Phone: 0484 2482386, 2483600, Mobile : 9495742386

Website: www.snmcollege.in, e-mail: principalsnmc@gmail.com

Performance Appraisal Form for Non-Teaching Staff

Academic Year: 2020 - 21

1. Name of the Faculty : LEENA TH
2. Position Title : LIBRARY ASSISTANT
3. Date of Entry into Service : 01/4/1996
4. No. of Years in Service : 24 YEARS
5. Date of Retirement : 30/04/2027
6. Qualification : SSC
7. Details of Current Responsibilities: CATALOGUE AND MAINTAIN LIBRARY MATERIALS
HANDLE INTER LIBRARY LOANS

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies	✓				
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties		✓			
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge (theory, hands on) for all aspects of the job to Perform your job functions satisfactorily?		✓			

II PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records	✓				
3	Accuracy & Speed of work		✓			
4	Neatness & tidiness of work		✓			
5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility		✓			

II. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality		✓			
3	Discipline	✓				
4	Integrity and behavior		✓			

III. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?		✓			

IV ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
3	Rapport with the public whenyou interact with them?	✓				

IV. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively workin the interest of students?		✓			
3	Responsibility towardsyour tasks/ areas of management assigned to?		✓			

Declaration

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

Place: MALIANKARA

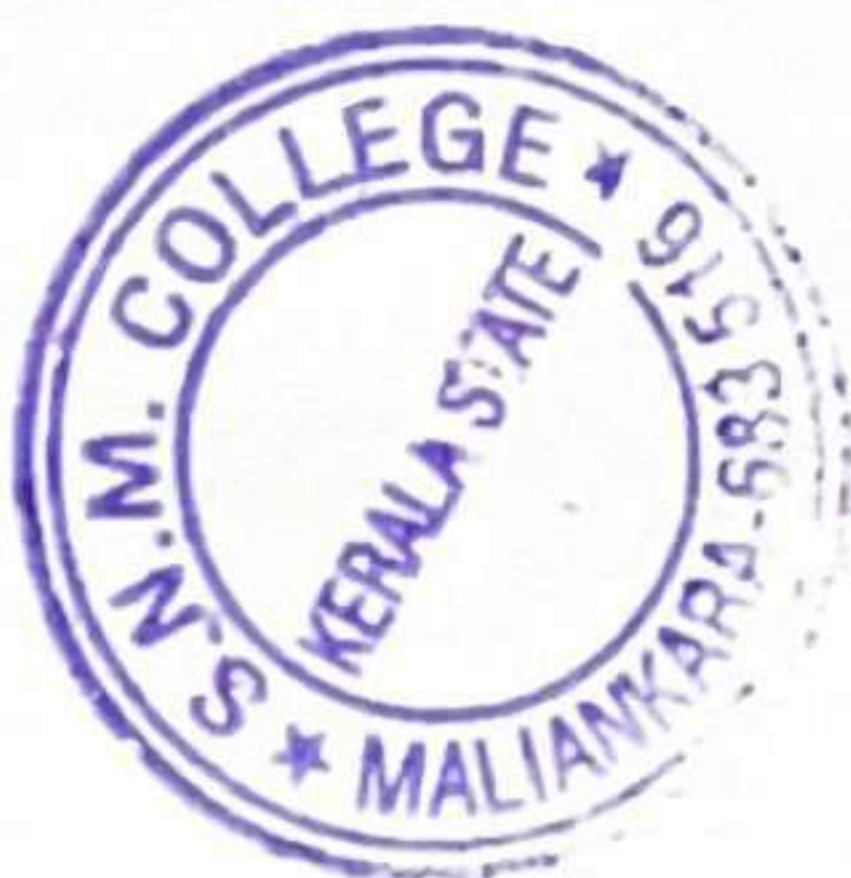
Date: 29/05/2021

Name and Signature of the non- teaching staff

LEENA T.M.

Countersigned by the Head of the Institution

Principal In Charge
Drawing and Disbursing Officer
S. N. M. College, Maliankara



(Handwritten mark)



S N M COLLEGE, MALIANKARA

Maliankara P O, Moothakunnam Via., Ernakulam (DT), Kerala - 683 516

(Affiliated to Mahatma Gandhi University, Kottayam)

Accredited by NAAC with - B++ Grade

Phone: 0484 2482386, 2483600, Mobile : 9495742386

Website: www.snmcollege.in, e-mail: principalsnmc@gmail.com

Performance Appraisal Form for Non-Teaching Staff

Academic Year: 2021-2022

1. Name of the Faculty : LEENA . P . G
2. Position Title : LIBRARY ASSISTANT
3. Date of Entry into Service : 01/11/1996
4. No. of Years in Service : 25 YEARS
5. Date of Retirement : 30/04/2027
6. Qualification : SSLC
7. Details of Current Responsibilities: CARE AND MAINTAIN LIBRARY MATERIALS
HANDLE INTER LIBRARY LOANS

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies	✓	✓			
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties	✓				
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge (theory, hands on) for all aspects of the job to Perform your job functions satisfactorily?		✓			

II PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records	✓				
3	Accuracy & Speed of work	✓				
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule		✓			
6	Diligence and sense of responsibility		✓			

II. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behavior		✓			

III. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?		✓			

IV ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?	✓	✓			
3	Rapport with the public whenyou interact with them?	✓				

IV. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively workin the interest of students?		✓			
3	Responsibility towardsyour tasks/ areas of management assigned to?		✓			

Declaration

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

Place: MALIANKARA

Date: 28/05/2022

Leena
Name and Signature of the non- teaching staff
LEENA . T . G

Countersigned by the Head of the Institution

[Signature]
Principal In Charge
Drawing and Disbursing Officer
S N. M. College, Maliankara



[Signature]

S N M COLLEGE, MALIANKARA



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Phone: 0484 2482386, 2483600, Mobile : 9495742386

Website: www.snmcollege.in, e-mail: principalsnmc@gmail.com

Performance Appraisal Form for Non-Teaching Staff

Academic Year: 2022-2023

1. Name of the Faculty : LEENA T.M
2. Position Title : LIBRARY ASSISTANT
3. Date of Entry into Service : 01-11-1996
4. No. of Years in Service : 26 YEARS
5. Date of Retirement : 30-04-2027
6. Qualification : SSLC
7. Details of Current Responsibilities: CATALOGUE AND MAINTAIN LIBRARY MATERIALS -
HANDLE INTER LIBRARY LOANS

I. PROFESSIONAL COMPETENCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Knowledge of rules, regulation and procedure		✓			
2	Ability to organize work and carry it out		✓			
3	Ability and willingness to take up additional load in times of exigencies	✓				
4	Creativity and innovation		✓			
5	Ability to learn and perform new duties	✓				
6	Capacity to supervise* (For Supervising Staff Only)					
7	Do you possess good knowledge (theory, hands on) for all aspects of the job to Perform your job functions satisfactorily?	✓				

II PERFORMANCE

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Awareness of policies and procedures of the institution?		✓			
2	Maintenance of Files/Records	✓				
3	Accuracy & Speed of work	✓				
4	Neatness & tidiness of work	✓				
5	Completion of work on schedule	✓				
6	Diligence and sense of responsibility		✓			

II. PERSONAL CHARACTERISTICS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Attendance	✓				
2	Punctuality	✓				
3	Discipline	✓				
4	Integrity and behavior	✓				

III. ATTITUDE TOWARDS CO-WORKERS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation with your colleagues?	✓				
2	Mutual motivation with your colleagues?	✓				

IV ATTITUDE TOWARDS PUBLIC

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Cooperation to the needs of the public(Parents, Business Associates, Vendors, Well Wishers of the College)?	✓				
3	Rapport with the public whenyou interact with them?	✓				

IV. STAFF/STUDENT RELATIONS

Sl. No.		Excellent	Good	Satisfactory	Average	Poor
1	Ability to engage, motivate, supervise, and effectively workin the interest of students?	✓				
3	Responsibility towardsyour tasks/ areas of management assigned to?	✓				

Declaration

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

Place: MALIANKARA

Date: 23/5/2023

Leena

Name and Signature of the non- teaching staff

LEENA T.G

Countersigned by the Head of the Institution




Principal In Charge
Drawing and Disbursing Office
S N. M. College

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