



**GEMS ARTS AND SCIENCE COLLEGE**  
**KADUNGAPURAM P.O, RAMAPURAM, KERALA, INDIA, PIN: 679321**

**PERFORMANCE APPRAISAL FORM FOR TEACHING STAFF**

<b>General Information</b>	<b>Evaluation/Academic Year:</b> 2022-2023.	<b>Date:</b> 31/3/2023.
<b>Employee Name</b>	Dr. Siji Mol k	
<b>Employee Code</b>	1187	
<b>Contact Number</b>	9746638498	
<b>E-mail</b>	sijurose@gmail.com	
<b>Designation</b>	Assistant Professor	
<b>Department</b>	PG Department of General Biotechnology	
<b>Date of Appointment</b>	01.06.2022	
<b>Area of Specialization (M Phil or PhD holder)</b>	Plant Biotechnology, Bioinformatics	
<b>Date</b>		
<b>Additional Duties/In-charge</b>	Assistant Research officer Academic and Audit Convenor	

2. Courses taught in the academic year	
ODD SEMESTER	EVEN SEMESTER
Microbiology	rDNA technology
Research Methodology	Bioinformatics and Biostatistics
Cell Biology	Nanobiotechnology
Genetic Engineering (Theory + Practical)	Microbiology
Biodiversity	Project



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**3. Steps taken by you to enhance teaching learning experience of students**

Encourage students to give guidance to research field for their career

**4. List of student centric methods used( such as experiential and participative learning)**

- ICT enabled facilities adopted
- Involved in conducting Industrial visit to UG students as part of the academic

**5. Certificate / add on courses conducted/handled.**

NIL

**6. Teaching methods used**

- ICT enable methods for better teaching process
- Bilingual method of teaching for the mass for better learning

**7. Evaluation methods used**

- Internal test papers
- group discussion
- Interactive session among students

**8. Research contribution(if any)**

- Submitted three research project to central. govt. funding agencies and are under review.
- Communicated research paper.
- Research article published as book chapter



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9. Seminars /conferences / symposia organized by you during the year

- Webinar on thesis writing, research publications
- Online student presentation
- Product development training programme
- Organised entrepreneurship development programme

10 Extension activities conducted (if any)


- Conducted 'Tuberculosis Awareness Programme' - Swastha
- Organised water conservation awareness programme - Jal Shankhi

11. Achievements (if any)

- Published one research article in book chapter
- Communicated one research article in peer reviewed journal and are under review

12. Declaration :

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

Dr. Siji Mol  
Signature: 

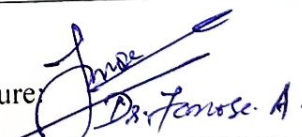
For Office Use Only

13. Remarks from Head of the Department: Good.

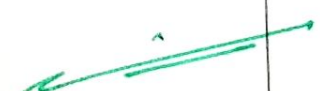
Signature: 

14. Remarks from IQAC

Good.

Signature: 

15. Remarks from the Principal:

Signature: 

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PERFORMANCE APPRAISAL REPORT FOR NON TEACHING STAFF

DETAILS	
Employee Name	VELAYUDHAN
Position	SECURITY STAFF
Evaluation Year	2018-2019
Date	31.03.2019

*Rating Scale:	Unsatisfactory(1)	Need Improvement(2)	Good(3)	Excellent(4)
Sl No.	Performance Details	Rating*	Comments if any	
1.	Understanding of job duties and responsibilities	4		
2.	Completes work with minimum errors	4		
3.	Effective application of technical and non technical skills	3		
4.	Ability to work effectively	3		
5.	Planning and organization	3		
6.	Ability to meet short/ unplanned requirements	3		
7.	Ability to work with minimal supervision	4		
8.	Reception to new ideas	4		
9.	Follows rules and regulations required for the job	4		
10.	Uses and maintains all equipments	-		
Remarks (if any) by the Reporting Officer		Name: GOPALAKRISHNAN		
Good		Designation: LIAISON OFFICER		
		Signature:		
Remarks of the Reviewing Official		Name: NAVEEN MOHAN		
		Designation: Principal		
		Signature:		



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