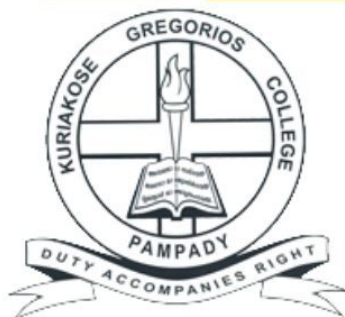


KURIAKOSE GREGORIOS COLLEGE PAMPADY



Website: www.kgcollege.ac.in

Phone: 0481 2505212

Email: mail@kgcollege.ac.in



6.3.1 PERFORMANCE APPRAISAL
SYSTEM/WELFARE MEASURES FOR TEACHING
AND NON TEACHING STAFF



APPRAISAL, WELFARE AND CAREER PROGRESSION MEASURES FOR TEACHING AND NON-TEACHING STAFF

CONTENTS		Page No.
APPRAISAL SYSTEM		
1	Appraisal Form of Teachers	4
2	Appraisal Form of Non-Teaching Staff	9
3	Feedback on Individual Teachers by Students	10
4	Annual Confidential Report Submitted to Management by Principal	11
5	UGC Career Advancement Scheme	12
WELFARE MEASURES		
1	Staff Tour	15
2	Farewell Functions	16
3	Birthday Celebrations	17
4	Welcoming New Principal	17
5	Christmas Celebrations	18
6	New Year Lunch	18
7	Badminton Tournament for Teachers	19
8	Kattaadi Thanal	20
9	Cafeteria	20





10	Canteen	21
11	DTP Centre	21
12	Parking Lot for Teachers	22
13	GSUITE Id	22
14	Training Programmes for Staff	23
15	Recognition for Teachers	24
16	Salary Advance	25
17	Transportation Facility	26
CAREER PROGRESSION		
1	Audited Statement of Financial Assistance Provided to Teachers	27





APPRAISAL SYSTEM

APPRAISAL FORM FOR TEACHING STAFF

KG College, Pampady

Annual Appraisal Form for Teaching staff

ACADEMIC YEAR 2022-2023

GENERAL INFORMATION AND ACADEMIC



BACKGROUND

1	Name	
2	Father's Name	
3	Gender	
4	Religion	
5	Indicate Category: SC/ST/OBC/OEC/General category	
6	Whether differently abled?(Divyang)	
7	Date and Designation of Joining service	
8	Permanent Address with PINCODE	
9	Address for Communication with PINCODE	
10	Phone numbers Email Id	

11. Academic Qualifications

Qualification	University/Board	Year of Passing	% of marks obtained	Division/ Class/ Grade	Subjects/ Specialization

12. Research

Qualification	Title	Date of award	University





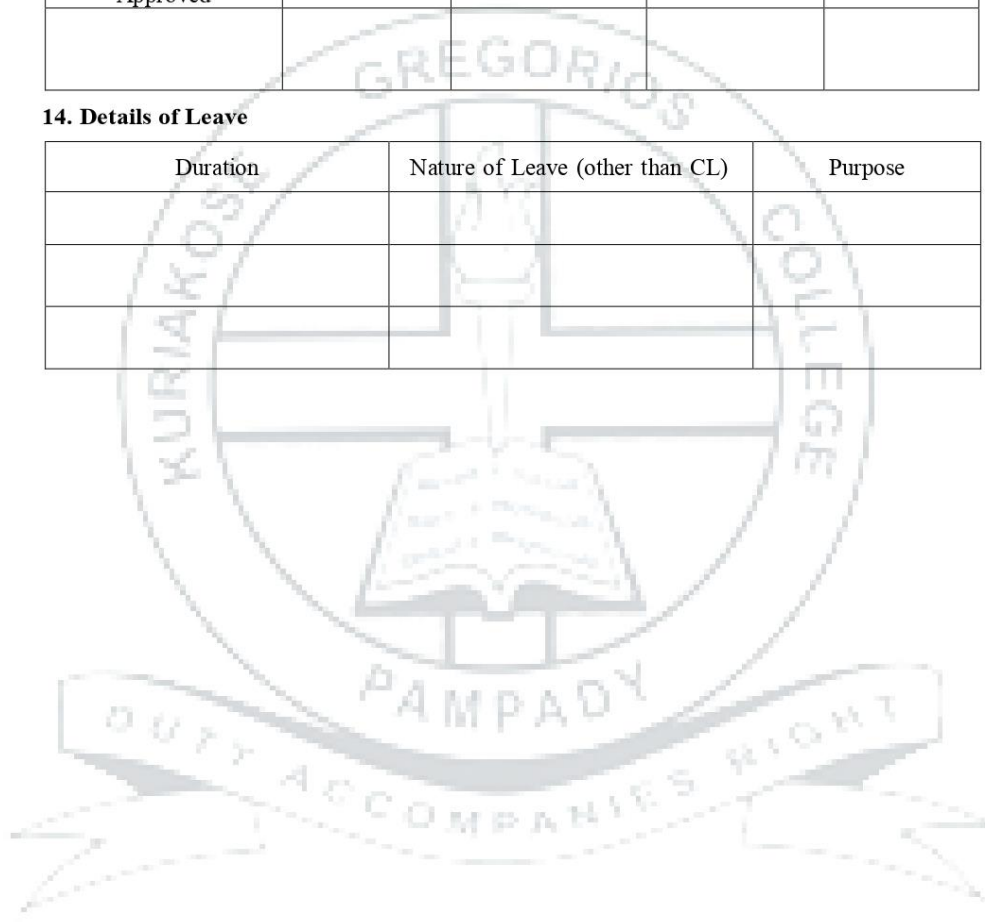
13. Whether an Approved Research Guide

If Yes, Give the details in the following table

Name of the Institution/ University at which guideship is Approved	Date in which the guideship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

14. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose





ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE
CATEGORY: I. TEACHING

Lectures, Seminars, Tutorials, Practical, Contact Hours

Mode of Activity	Total class Assigned	Number of classes engaged as per documented record

CATEGORY: II. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES

a. Administrative responsibilities

Sl.No.	Administrative Body	Role Performed

b. Examination and evaluation duties assigned by the college/university or attending paper evaluation

Sl.No.	Name of Duty	Role Performed

c. Student related co-curricular, extension and field-based activities

Sl.No.	Name of the Club	Role Performed	Number of Activities

d. Organizing seminars/conferences/workshops and other college/university activities

Sl.No	Type of Programme	Level	Role Performed

e. Awards received

Sl.No	Name of the award	Name of Agency





CATEGORY: III RESEARCH ACTIVITIES

a. Evidence of actively involved in guiding Ph. D. Students

Sl. No	Name of Student	Date of Registration	U.O granting Registration

b. Evidence of involvement in providing Project guidance to Students (UG/PG)

Sl. No	UG/PG	Name of Student	Title of study

c. Details of minor/major research project sponsored by national or international agencies.

Sl.No	Name of the project	Funding Agency	Amount sanctioned/utilized

d. Details of Publications in Journals / Books Published

Journals					
Sl. No.	Title of the Article	Journal	Date of Publication & Page Nos.	ISSN/ ISBN	Whether you are the main Author

Books					
Sl. No.	Title	Publisher	Date of Publication	ISSN/ ISBN	Whether you are the main Author

e. Details of Paper presentations in seminars/conferences

Sl.No.	Date	Title	Seminar/ conference	College/University

f. Orientation/Refresher/ winter /Short Term/MOOC/Training programmes attended

Sl. No	Name of the Course	Name of Institution &Place	Date





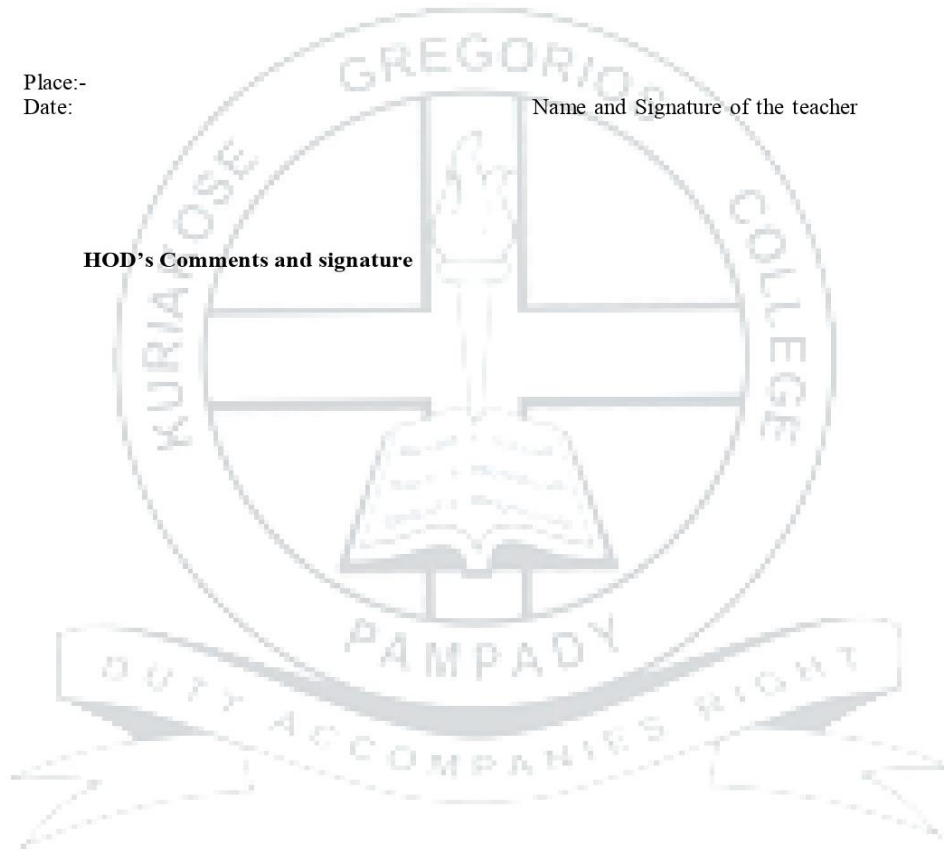
Declaration

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

Place:-
Date:

Name and Signature of the teacher

HOD's Comments and signature



Counter signature of Head of the Institution





APPRAISAL FORM FOR NON - TEACHING STAFF



KURIAKOSE GREGORIOS COLLEGE PAMPADY

Annual Performance Appraisal for Non-Teaching Staff Members

ASSESSMENT PERIOD JUNE _____ TO MAY _____

Name:	
Educational Qualifications:	
Year of entry into service:	
Total service as on 31 MAY 20 :	
Date of Retirement	
Current Post:	
Experience in the present post:	
Workshop/Training Programme attended if any:	
Number of leave taken during the period under review	
Contribution to Social/Community Initiatives:	
Recognition/Award if any:	

Signature of the Staff Member

Signature of the Principal





FEEDBACK ON INDIVIDUAL TEACHERS BY STUDENTS

K. G. COLLEGE, PAMPADY

This feedback form is to evaluate the teaching learning process in classroom. Please rate your teachers regarding all the parameters.

You may rank your opinion as 5 for excellent, 4 for Good, 3 for Satisfactory and 2 for Poor and 1 for very poor

Department

Class

No.	Statements	Ranks				
		Dr. Joy Thomas	Preethy Saira Philip	Lt. Renish Joseph	Priya V K	Elizabeth Johnson
1	Preparation for the class					
2	Punctuality and Regularity					
3	Allowing students participation					
4	Communication Skills					
5	Teaching Methodology					
6	Motivating to acquire latest Trends/knowledge					
7	Evaluation in test papers assignments					
8	Motivation in co/extra curricular activities					
9	Accessibility to teacher					
10	Relationship with students in general					
11	Conduct of seminars / assignments etc					
12	Fairness and Impartiality in Internal Assessment					
13	Manners and Behaviour of the teacher					
14	Appraisal of the teacher as Mentor & Role Model					





ANNUAL CONFIDENTIAL REPORT SUBMITTED TO MANAGEMENT BY PRINCIPAL

**CORPORATE MANAGEMENT OF M.O.C. COLLEGES
CONFIDENTIAL REPORT ABOUT TEACHING AND NON-TEACHING STAFF
[FORM]**

1. Name of the College : Kuriakose Gregorios College, Pampady

2. Year / half year of report :

3. Name and Designation :

4. Date of Birth :

5. Total Period of service :

6. Pay and Scale of pay :

7. Qualifications (with class, distinction etc.)
(a) General :
(b) Professional :

8. Native Place :

9. Religion, Denomination / Caste :

10. Health – Whether active or not :

11. Professional efficiency and Sincerity in
Discharging duties :
[Remarks may be supported by result statistics wherever required]

12. Intelligence, initiatives, resourcefulness etc. :

13. Punctuality – Whether dutiful :

14. Ability to control class and command :
respect of students

15. Capacity and willingness to receive new ideas:

16. Involvement in Co-curricular activities :

17. Co-operativeness-willingness to take up :
Responsibilities

18. Loyalty to the institution and management :

19. Details of punishment imposed, if any :

20. Other matters worthy of special mention :

Date: _____ Signature and name of Principal

1. In the case of probationers half years report are to be sent
2. Remediable defects are to be communicated to the persons concerned.
3. Item No. 14 applies only to teaching staff





UGC CAREER ADVANCEMENT SCHEME

UGC Regulation 2018 : Option A

Mahatma Gandhi University, Kottayam

Proforma for promotion under UGC Career Advancement scheme.

(In accordance with UGC 2018 regulation)

Read: 1) GO(P)No 18/2019/H.Edn. Dtd 29-06-2019, 2) GO(P)No 28/2019/H.Edn. Dtd 29-06-2019, 3) GO(P)No. 29/2019/H.Edn. Dtd 30-09-2019, 4) U.O. No. 5020/ACL/2019/MGU dated 19-10-2019

Name of the College :-.....

The college is with minority status: Yes/No

Department/ Subject :-.....

(As per the university approval order)

Proposal for promotion of: Dr. /Srl. /Smt:-.....

Promotion as:

Assistant Professor (stage I to Stage II/ Academic Level 10 to 11)

Assistant Professor (Stage II to Stage III/ Academic Level 11 to 12)

Assistant Professor to Associate Professor (Stage III to Stage IV/ Acd Level 12 to Acd Lvl 13A)

Associate Professor to Professor/equivalent cadres (Stage V/Acd Level 13A to 14)

(Please indicate (✓) whichever is applicable)

Period of Assessment of Promotion:
From To

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (English Block Letters)	
	Malayalam	
2	Father's Name	
3	Date and Place of Birth	
4	Gender	
5	Nationality	
6	Religion	
7	Indicate Category: SC/ST/OBC/OEC/General category	
8	Whether differently abled? (Divyang)	
9	Current Designation & AGP/Academic Level	
10	Date of last Promotion with Post/ Grade promoted to with UO reference.(if applicable)	
11	Designation and grade pay/Academic Level to which promotion required?	
12	Date of Eligibility of Promotion	
13	Basic Pay and AGP(if any) of the Present Scale	
14	Date of Approval of Deputy Director for the last promotion (if any)*	





UGC Regulation 2018 : Option A

15	Date and Designation of Joining service*	
16	Permanent Address with PINCODE	
17	Address for Communication with PINCODE	
18	Phone numbers (Off. Res. Mob) and email Id	Office- Residence- Mobile- Email-
19	University's Examiner Code	
20	Date in which University teachers portal last updated	

* copy of the certificate is to be attached

21. Academic Qualifications

Qualification	University/Board	Year of Passing	% of marks obtained	Division/Class/Grade	Subjects/Specialization
SSLC/Equivalent					
Higher Secondary/Equivalent					
UG					
PG					
Others					

22. Research Degrees

Qualification	Title	Date of award	University
M.Phil/M.Tech			
PhD			
D.Sc/D.Lit/Others			

23. Record of academic service prior to joining the current post

Institution	Designation	Essential qualification for the post at the time of appointment	Nature of appointment (Regular/fixed term/temporary/Adhoc)	Nature of duties (Teaching/Research/others)	Scale of Pay	Date of Joining and Date of leaving	Reason of Leaving

Note: Please indicate in a separate sheet attached, the following

- The essential qualification for the post held where not lower than the qualifications prescribed by the University.
- The post is / was in an equivalent grade or of the pre revised scale of pay.
- Whether applied through proper channel
- Whether possess the same minimum qualifications as prescribed by UGC for appointment of the post.





UGC Regulation 2018 : Option A

- e. The post was filled in accordance with the prescribed selection procedure as laid down in the regulations of University/state government/ central Government/concerned institution, for each appointment.
- f. The previous appointment was not as Guest Lecturer for any duration.

24. Posts held after appointment at this Institution

Designation	Department	Date of Joining		Grade
		From	To	

25. Recognized Orientation/Refresher/ Winter /Short Term/MOOC Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency

26. List of most significant UGC listed/peer reviewed Publications (For the purpose of evaluation)

Sl. No	Title of Paper	Name of Journal/Publisher in case of Book	Date of Publication and Impact factor if any	Volume number and Pages

Attach copy of the publications.

27. Whether an Approved Research Guide- Yes/No
If Yes, Give the details in the following table

Name of the Institution/University at which guide ship is approved	Date in which the guide ship approved	Number of students enrolled for PhD/ M.Phil	Number of students submitted the thesis	Number of students awarded the Degree

28. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose

Declaration

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

Place:-

Date:-

Name and Signature of the teacher

Countersigned by the Head of the Institution





WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF
STAFF TOUR





FAREWELL FUNCTIONS



BIRTHDAY CELEBRATIONS



WELCOMING NEW PRINCIPAL



CHRISTMAS CELEBRATIONS



NEW YEAR LUNCH





BADMINTON TOURNAMENT FOR TEACHERS



KAATTADI THANAL



CAFETERIA





CANTEEN



DTP CENTRE

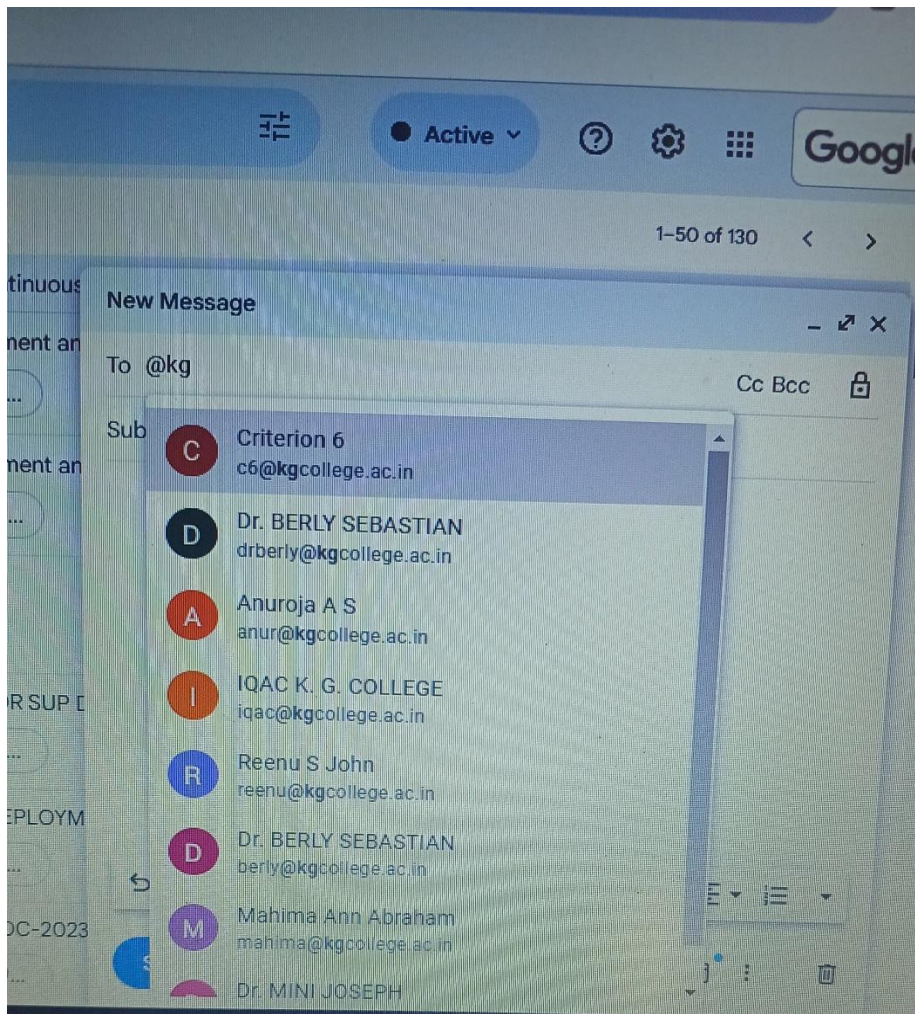




PARKING LOT

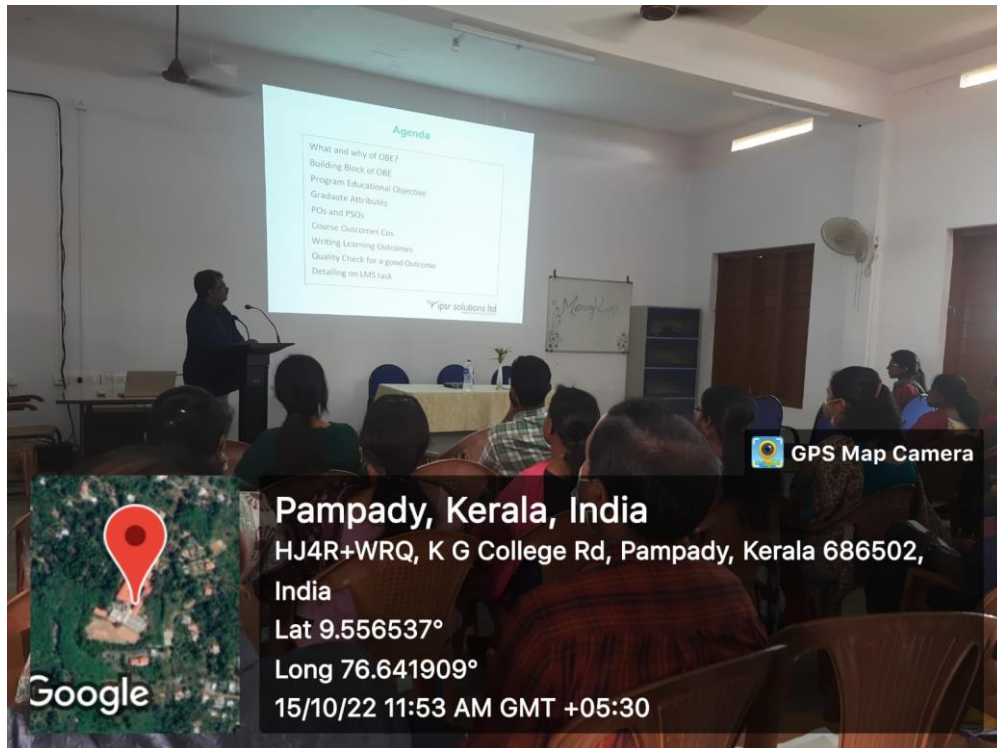


GSUITE ID



TRAINING PROGRAMMES FOR STAFF





RECOGNITION FOR TEACHERS





SALARY ADVANCE

To
The Principal
K.G. COLLEGE
Pampady

From
Feba Achy Andrews
Assistant Professor
Dept. of Zoology

Sir,
Please pay me Rupees *Five Thousand*
being *Salary Advance*

Sl. No.	Rate	Particulars	Amount Rs.	Ps.
		<i>Salary advance</i>	<i>5000</i>	<i>-</i>

Payment Recommended
Payment Sanctioned
Yours faithfully

Suef
PRINCIPAL

Received *five thousand*
..... only.

Rs. 5000

Re.1
Stamp

Suef
11/3/2023
Signature with date

Paid Cash / Cheque No Entered Verified

Cashier



H.A / Supdt.

Suef
Principal





TRANSPORTATION FACILITY





CAREER PROGRESSION MEASURES

AUDIT STATEMENT OF FINANCIAL ASSISTANCE PROVIDED TO TEACHERS

2022 -2023

KURIAKOSE GREGORIOS COLLEGE PAMPADY
INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31-03-2023

	EXPENDITURE	SCHEDULE	AMOUNT		INCOME	SCHEDULE	AMOUNT
To	Expenditure for Infrastructure Augmentation	2	31,58,482.00	By	Contribution from Rusa		3,53,780.00
"	Maintenance of Academic facilities	3	42,30,234.00	"	PD Fund		2,55,367.00
"	Maintenance of Physical Facilities	4	33,19,502.00	"	Dr.Ambedkar Foundation Scholarship Grant received		5,22,469.00
"	Expenditure for green initiatives	5	3,67,755.00	"	Donations, Grant and Contributions	1	85,20,458.00
"	Scholarship and Freeships to students		80,770.00	"	Agricultural income- sale of Latex		3,07,234.00
"	Financial Assistance to Teachers		39,763.00	"	Interest received- FD & Endowment		1,62,820.00
"	Alumni Expenses		5,94,500.00	"	PTA Collection		2,66,000.00
"	UGC major research project		76,653.00	"	Women's Hostel Fees Collection		17,48,275.00
"	Miscellaneous Expenditure		5,84,564.00	"	Alumni contribution		5,50,700.00
"	e-Governance Expenditure		1,28,088.00	"	Tution fee- self financing		35,60,966.00
"	Depreciation		37,95,062.00	"	Grant for salary		3,23,88,782.00
"	Salary to staff- Management		44,03,974.00				
"	Regular		3,23,88,782.00	"	Excess of expenditure over income		45,31,278.00
	Total		5,31,68,129.00		Total		5,31,68,129.00

Place : Kottayam
Date: 30-06-2023



Principal
K.G. College, Pampady

For UNNOONNI PAUL & CO.
Chartered Accountants

Varghese Paul
VARGHESE PAUL FCA
M. No. 209 900 (Partner)





2021 -2022

KURIAKOSE GREGORIOS COLLEGE PAMPADY
INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31-03-2022

	EXPENDITURE	SCHEDULE	AMOUNT		INCOME	SCHEDULE	AMOUNT
To	Expenditure for Infrastructure Augmentation	2	40,27,699.00	By	Contribution from Rusa		33,59,200.00
"	Maintenance of Academic facilities	3	22,27,490.00	"	PD Fund		3,66,382.00
"	Maintenance of Physical Facilities	4	10,46,349.00	"	Donations, Grant and Contributions	1	1,11,49,367.00
"	Expenditure for green initiatives	5	2,63,875.00	"	Agricultural income- sale of Latex		1,30,846.00
"	Scholarship and Freeships to students		1,09,700.00	"	Interest received- FD & Endowment		1,29,325.00
"	Financial Assistance to Teachers		18,901.00	"	PTA Collection		2,82,000.00
"	Alumni expenses		95,850.00	"	Women's Hostel Fees Collection		6,49,739.00
"	Miscellaneous Expenditure		15,16,058.00	"	Alumni contribution		95,000.00
"	e-Governance Expenditure		16,244.00	"	Computer course -Tally		1,19,000.00
"	Depreciation		32,52,923.00	"	Tution fee- self financing		44,14,142.00
"	Salary to staff- Management		45,00,940.00	"	Grant for salary		3,57,81,218.00
"	Regular		3,57,81,218.00	"	Grand from UGC for Major projects		76,653.00
"	Excess of Income over Expenditure		37,04,175.00	"	Unnat Bharath Abhyan Fund		8,550.00
	Total		5,65,61,422.00		Total		5,65,61,422.00

Place : Kottayam
Date: 15-07-2022



Shy
Principal
K.G. College, Pampady

For UNNOONNI PAUL & CO.
Chartered Accountants
Unnoonni Paul
VARGHESE PAUL FCA
M. No. 209 900 (Partner)





2019 -2020

KURIAKOSE GREGORIOS COLLEGE, PAMPADY INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31-03-2020

	EXPENDITURE	SCHEDULE	AMOUNT		INCOME	SCHEDULE	AMOUNT
To	Expenditure for Infrastructure Augmentation	2	14,81,240.00	By	PD Fund		3,91,315.00
"	Maintenance of Academic facilities	3	35,26,062.00	"	Donations, Grant and Contributions	1	1,12,22,486.00
"	Maintenance of Physical Facilities	4	16,73,791.00	"	Agricultural income- sale of Latex		46,487.00
"	Expenditure for green initiatives	5	1,65,837.00	"	Interest received- FD & Endowment		2,74,370.00
"	Financial Assistance to Teachers		16,416.00	"	PTA Collection		5,11,000.00
"	Scholarship and Freshships to students		96,451.00	"	Women's Hostel Fees Collection		17,01,362.00
"	Alumni expenses		42,000.00	"	Alumni contribution		35,000.00
"	Miscellaneous Expenditure		26,57,906.00	"	Computer course - Tally		85,500.00
"	e-Governance Expenditure		21,000.00	"	Tuition fee- self financing		51,61,100.00
"	Depreciation		58,41,899.00	"	Grant for salary		2,69,89,626.00
"	Salary to staff- Management		47,66,112.00	"	Grant from UGC for Add-on course		2,30,414.00
"	Regular(Including FDP)		2,69,89,626.00	"	Excess of expenditure over income		6,29,680.00
	Total		4,72,78,340.00		Total		4,72,78,340.00

Place : Kottayam
Date: 24-07-2020



Shy
Principal
K.G. College, Pampady

For UNNOONNI PAUL & CO.
Chartered Accountants

Unnooni
VARGHESE PAUL FCA
M. No. 209 900 (Partner)





2018 -2019

KURIAKOSE GREGORIOS COLLEGE, PAMPADY
INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31-03-2019

	EXPENDITURE	SCHEDULE	AMOUNT		INCOME	SCHEDULE	AMOUNT
To	Expenditure for Infrastructure Augmentation	2	52,17,455.00	By	PD Fund		4,40,815.00
"	Maintenance of Academic facilities	3	35,58,090.00	"	Donations, Grant and contributions	1	1,62,91,256.00
"	Maintenance of Physical Facilities	4	14,80,401.00	"	Agricultural income- sale of Latex		91,969.00
"	Expenditure for green initiatives	5	2,27,830.00	"	Interest received- FD & Endowment		1,55,161.00
"	Scholarship and Freeships to students		1,00,980.00	"	PTA Collection		9,33,000.00
"	Financial Assistance to Teachers		29,202.00	"	Women's Hostel Fees Collection		18,51,295.00
"	Alumni expenses		20,790.00	"	Alumni contribution		28,000.00
"	Miscellaneous Expenditure		6,81,088.00	"	Computer course -Tally		1,41,000.00
"	Depreciation		63,06,867.00	"	Tution fee- self financing		53,66,210.00
"	e-Governance Expenditure		82,011.00	"	Grant for salary		2,75,59,526.00
"	Salary to staff - Management		46,85,815.00				
"	- Regular		2,75,59,526.00				
"	Excess of Income over Expenditure		29,08,177.00				
	Total		5,28,58,232.00		Total		5,28,58,232.00

Place : Kottayam
Date: 21-06-2019



Shary Anthon
Principal
K.G. College, Pampady

For UNNOONNI PAUL & CO.
Chartered Accountants

Varghese Paul
VARGHESE PAUL FCA
M. No. 209 900 (Partner)

