



SREEKRISHNAPURAM V.T. BHATTATHIRIPAD COLLEGE

Aided and Affiliated to University of Calicut, NAAC Accredited with B+ Grade

Phone (Office) : 0466-2268285 | Email : principalvtbcollege@gmail.com



CRITERION - VI GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5 Internal Quality Assurance System



www.vtb.ac.in



Mannampatta P.O., Palakkad - 678 633

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6.5.1 Contribution of Internal Quality Assurance Cell for Institutionalizing the Quality Assurance Strategies and Processes



Performance Appraisal System

IQAC Initiatives for Career Advancement of Faculty and Administrative Staff

The IQAC take significant effort in improving the academic ambience of the college. Apart from that IQAC also give importance to the professional development of faculty members as well as administrative staff of the institute. It has implemented career advancement scheme as per UGC Guidelines for teaching faculty and promotion as per Kerala Service Rules for administrative staff.

Under the CAS scheme, every faculty prepares and submits his/her PBAS- Performance Based Appraisal System (PBAS) to the Principal through the IQAC coordinator. In the assessment year the consolidated PBAS with supporting documents to the screening and evaluation committee for approval. After the approval from the screening committee the principal will forward the file to the University for Further Procedures. Ultimately, the decision is made by the University. University Syndicate holds significant authority in determining the recognition and validation of faculty members' contributions within the university system.

After getting a favourable approval from the University the CAS proposal is forwarded to the government authorities. The authorities ratify the recommendations and promotion is granted to the faculty.

The promotion requests from non-teaching staff is governed by Kerala Service Rules formulated by the government of Kerala.



Avenues for career development /progression:

Teaching staff: IQAC initiates Faculty empowerment programmes, Management provide Financial Assistance to attend Seminars/Workshops. For career advancement of teaching staff were relieved for orientation and refresher Courses up on their requests.

Non-teaching staff: Financial Assistance to attend Seminars/Workshops: IQAC initiates Faculty empowerment programmes, and Management provides Financial Assistance to attend Seminars/Workshops.

From
Rathi K. N.
Asst. Professor
P G Department of Commerce and Management Studies
Sreekrishnapuram V. T. Bhattathiripad College, Mannampatta

To
The Manager (Through Proper Channel)
Sreekrishnapuram V. T. Bhattathiripad College Mannampatta
Palakkad

Respected sir,

Subject : Request to grant fund for attending International Conference

I have to attend a International Hybrid Conference on Sustainable Tribal Development organized by PSGR Krishnammal College for women, Coimatore on 21st March 2023. The registration fee for the conference is Rs.500. I humbly request you to grant fund for the registration.

Thanking You.


Yours faithfully,
Rathi K. N. *RK*

Mannampatta
14/03/2023

Rathi K. N.
(IQAC Coordinator)

hmm

PRINCIPAL
Sreekrishnapuram V.T. Bhattathiripad College
Mannampatta, Palakkad - 678633



Sample CAS form of Teaching Staff

PART B
ANNUAL PERFORMANCE ASSESSMENT
REPORT (APAR)
(2021-2022)

1.	Name of college/University	Sreekrishnapuram V T Bhattathirippad College, Mannampatta
2.	Name of Incumbent (In Block Letters)	Dr. ASISH
3.	Name of Father/Mother	T.P Vijayan Nampoothiri
4.	Sex	Male
5.	Date of Birth	31-05-1982
6.	Nationality	Indian
7.	Current designation	Assistant professor (level10)
8.	Department	Economics
9.	Date of entry to Service	20-11-2017
10.	Date of last promotion if any	-
11.	Date of eligibility for next promotion	
12.	Address for Correspondence (with pin code)	Assistant Professor, Department of Economics, Sreekrishnapuram V T Bhattathirippad College, Mannampatta, Palakkad, Kerala-678633
13.	Telephone No.	9074421056
14.	Email	asish.nampoothiri@gmail.com

15. Academic Staff College Orientation/Refresher Course Attended: Nil



Annual Performance Assessment Reports (APAR)

1. TEACHING

Sl No	Course/Paper	Level	Mode of teaching*	No. of classes/ hours per week allotted	No. of classes arranged	% of classes/ practicals taken
Even Semester						
1	ECONOMICS OF BUSINESS AND FINANCE	VI Sem B.A.Economics Elective	L,S	2	2	100
2	DEVELOPMENT ECONOMICS	VI Sem B.A.Economics Core	L,S	5	5	100
3	CO OPERATION I	II Sem B.A.Economics Complementary	L,S	3	3	100
4	BANKING II	VI Sem B.A.Economics Complementary	L,S	3	3	100
5	INTRODUCTORY ECONOMICS II	VI SEM B.A.History Complementary	L,S	3	3	100
			Total	16	16	
80% and above: "Good" 70% to 80% : "Satisfactory" Less than 70% : "Not satisfactory"					Grade	Good

Odd Semester						
Sl No	Course/Paper	Level	Mode of teaching*	No. of classes/ hours per week allotted	No. of classes arranged	% of classes/ practicals taken
1	INDIAN ECONOMIC DEVELOPMENT	V Sem B.A.Economics Core	L,S	6	6	100
2	ECONOMICS IN EVERYDAY LIFE	V SEM OPEN COURSE	L,S	1	1	100
3	COOPERATION-II	III SEM B.A.ECONOMICS COMPLEMENTARY	L,S	3	3	100
4	BANKING I	I SEM B.A.ECONOMICS COMPLEMENTARY	L,S	3	3	100
5	INTRODUCTORY ECONOMICS II	I SEM B.A.History COMPLEMENTARY	L,S	3	3	100
			Total	16	16	
80% and above: "Good" 70% to 80% : "Satisfactory" Less than 70% : "Not satisfactory"					Grade	Good

(Classes taught includes sessions on tutorials, lab and other teaching related activities)

* Lecture (L), Seminar (S), Tutorial (T), Practical (P), Contact Hours (C)



1. INVOLVEMENT IN THE UNIVERSITY/COLLEGE STUDENTS RELATED ACTIVITIES/ RESEARCH ACTIVITIES:

(2. a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.

Sl. No	Type of Responsibility/Duty	Role Performed
1	SWAYAM NPTEL Local Chapter	Coordinator
2	Admission Committee Member	Member
3	Internal Exams – College Level	Coordinator
Total number of activities involved		3

(2. b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.

Sl. No	Type of Responsibility/Duty	Role Performed
1	University Exams	Invigilation
2	University Exams	Valuation
2	PSC Exams	Invigilation
Total number of activities involved		3

(2. c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.

Sl. No	Type of Responsibility/Duty	Role Performed
1	Member of Travel and Tourism Club	Member
2	E.D club Member	Member
Total number of activities involved		2

(2. d) Organising seminars/ conferences/ workshops, other college/university activities.

Sl. No	Type of Responsibility/Duty	Role Performed

(2. e) Evidence of actively involved in guiding PhD students.

Sl. No.	Name of Student	Date of Registration	U.O granting Registration
Total number of students			

(2. f) Conducting minor or major research project sponsored by national or international agencies



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

(2. g) At least one single or joint publication in peer- reviewed or UGC list of Journals

Sl. No.	Title with page nos.	Journal	ISSN/ ISBN No.	Peer reviewed/ UGC listed	No. of co-authors	Whether you are the main author
Overall Grade for 2 (a+b+c+d+e+f+g)						Good
Good - Involved in at least 3 activities						
Satisfactory - 1-2 activities						
Not-satisfactory- Not involved / undertaken any of the activities						
*Number of activities can be within or across the broad categories of activities						

Summary of overall Grade in APAR

Activity	Grade
1. Teaching	Good
2. Involvement in The University/ College Students Related Activities/ Research Activities	Good

I certify that the information provided is correct as per records available and /or documents enclosed along with the duly filled APAR proforma.

Sign & Name of Applicant: **Dr. ASISH**

Designation: **Assistant Professor**

Place: Mannampatta

Date: 22/2/23



CERTIFICATE

This is to certify that Dr.ASISH,² Assistant Professor, Dept. of Economics. has successfully carried out all the duties in respect to APAR SL Number 1 & 2 assigned to him, which are claimed by him in the APAR Proforma for the assessment year **2021-22**

Countersigned by:



Name and Signature of Principal/Head of the

PRINCIPAL Office

Sreekrishnapuram VT Bhattathiripad College
Mannampatta, Palakkad - 678633



Sample Self Appraisal form for Administrative Staff



SREEKRISHNAPURAM V. T. BHATTATHIRIPAD COLLEGE
MANNAMPATTA, PALAKKAD - 678633
(NAAC Reaccredited with B+)

**YEAR-END PERFORMANCE SELF-APPRAISAL REPORT OF NON-TEACHING STAFF
FOR THE ACADEMIC YEAR 20.. -20..**

1.	Name	Hari.K.N
2.	PEN No.	851888
3.	Address(Present)	Kayyandath mana Mannampatta (P.O) Palakkad, PIN-678633
4.	Address(Permanent)	Kayyandath mana Mannampatta (P.O) Palakkad, PIN-678633
5.	Mobile Number	9061778749
6.	Email id	kayyandam@gmail.com
7.	Date of Birth	16/09/1993
8.	Qualification	M.Com Finance
9.	Designation /Section	Library Assistant
10.	Date of Appointment in this institution	05/11/2018
11.	Date of Appointment in the present post	24/02/2022
12.	Details of present duties	Library Assistant
13.	Other institutional responsibilities undertaken	—

Declaration

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

Place: Mannampatta

Date: 30.01.2023

Countersigned by the Head of the Institution

PRINCIPAL
Sreekrishnapuram VT Bhattathiripad College
Mannampatta, Palakkad - 678633



Name & Signature of the Non-teaching staff

Hari.K.N. *K.N.H.*

Verified by: Junior Superintendent

Vedhan
Sankaran.M.J.



Sankaran.M.J.
PRINCIPAL
Sreekrishnapuram VT Bhattathiripad College
Mannampatta, Palakkad - 678633