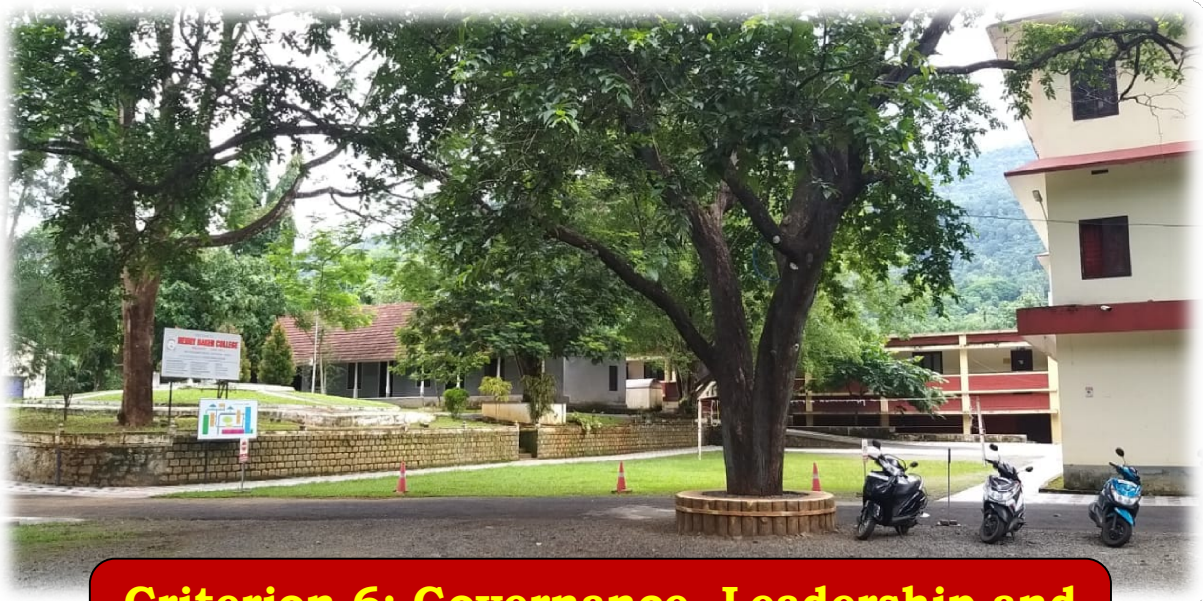


Assessment Period 2015-2020



## **HENRY BAKER COLLEGE, MELUKAVU**

A Christian Minority Educational Institution run by CSI East Kerala Diocese



### **Criterion 6: Governance, Leadership and Management**

#### *6.3.5 Appraisal System in the College*

*Submitted to*



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

# PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) REPORT

Submitted to



**MAHATMA GANDHI UNIVERSITY, KOTTAYAM**  
For Promotion Under UGC Career Advancement Scheme

(In accordance with UGC regulation 2010)

**Assistant Professor Stage I to Stage II**

**Period for Assessment: 13/01/2011 to 31/05/2017**

Submitted by,




**Jenipher Carlos Hosanna**

Department of Commerce

Henry Baker College, Melukavu



  
PRINCIPAL  
HENRY BAKER COLLEGE,  
MELUKAVU

# Mahatma Gandhi University, Kottayam



Revised PBAS Proforma for promotion under UGC Career Advancement scheme  
(In accordance with UGC regulation 2010)

Read: 1)GC(P)No58/2010/H.Edn.Dtd27-3-2010, 2)UGC Regulation F1-3/2009Dtd30/6/2010,3) UO No 4233/L/Acad/2011Dtd1/8/2011,4)NotificationNo.Ac.L/1/2017Dtd:23/02/2017.

Name of the College: **Henry Baker College, Melukavu**  
Subject: **Commerce**  
Proposal for promotion of **Jenipher Carlos Hosanna**  
Promotion as: **Assistant Professor (stage I to Stage II)**

Period of Assessment of Promotion: From 13-01-2011 to 31-01-2017

## PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (in Block Letters)	JENIPHER CARLOS HOSANNA
2	Father's Name	SOMARAJ C
3	Date and Place of Birth	20-05-1975; Vazhuthoor (Neyyattinkara)
4	Sex	Male
5	Marital Status	Married
6	Nationality	Indian
7	Indicate Category: SC/ST/OBC/General category	OBC
8	Current Designation & AGP	Assistant Professor; Rs. 6,000/-
9	Date of last Promotion with Post/ Grade promoted to with UO reference.	NIL
10	Designation and grade pay to which promotion required?	Assistant Professor; AGP Rs. 7,000
11	Date of Eligibility of Promotion	13-01-2017
12	Basic Pay and AGP, Present Scale	Rs. 15,600 - 39100 + AGP 6000
13	Date and Post of Joining service	13-01-2011; Assistant Professor
14	Permanent Address with PINCODE	Hosanna Gardens, Christ Nagar Neyyattinkara P O Trivandrum - 695121
15	Address for Communication with PINCODE	Henry Baker College, Melukavumattom P O Kottayam - 686 652
16	Phone numbers (Off. Res. Mob) and email id	Office: 04822 - 219014 Residence: 0471 - 2227466 Mobile: 9495875531 Email: hosannagardens@gmail.com
17	University's Examiner Code	ABXR
18	Date in which University teachers portal updated	13-02-2018

19. Academic Qualifications

Qualification	University/Board	Year of Passing	%of marks obtained	Division/ Class/ Grade	Subjects/ Specialization
SSLC	Board of Public Examinations	1990	67	First	Malayalam, Hindi, English SS, Science & Maths
PDC	University of Kerala	1992	53	Second	Science and Maths
BSc	University of Kerala	1995	75	First	Statistics
LLB	University of Kerala	2004	69	First	Law
B.Com	University of Kerala	2001	68	Third	Taxation
MFM	Pondicherry University	2004	66	First	Financial Management
MCS	Alagappa University	2005	62	First	Corporate Secretaryship
LLM	Acharya Nagarjuna University	2006	61	First	Corporate & Securities Laws
MBA	Alagappa University	2008	61	First	Corporate Secretaryship
M.Com	University of Kerala	2008	67	First	Finance
PGDT	CTS, Govt. of Kerala	2003	65	First	Taxation
CS(Intermediate)	Institute of Company Secretaries of India (ICSI)	2007	52	Pass	Company Secretaryship
UGC NET	UGC	2006	Pass	Pass	Commerce

20. Research Degrees

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

21. 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
Christian College, Katakada	Guest Lecturer	PG in Commerce/ Management	Temporary	Teaching	Rs. 3000 p.m.	04-08-2007 to 31-10-2007	Low Pay and no PG class
KNM Govt. Art & Science College, Kanjiramkulam	Guest Lecturer	PG in Commerce/ Management	Temporary	Teaching	Rs. 6000 p.m. - 10000 pm	01-11-2007 to 31-03-2008	Low Pay and no PG class
Axis College, Thampanoor (Tutorial College)	Tutor	PG in Commerce/ Management	Temporary	Teaching	Rs. 15000 p.m.	01-04-2008 to 15-10-2009	Joined as Fulltime FIP Substitute Teacher in KNM Govt. College
KNM Govt. Art & Science College, Kanjiramkulam	Guest Lecturer	PG in Commerce/ Management	Adhoc (Fulltime FIP Substitute)	Teaching	UGC Scale	16-10-2009 to 12-01-2011	Got a permanent job in HBC. Melukavu

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.

- 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 or an ad hoc or in a leave vacancy of less than one year duration.

22. Posts held after appointment at this institution

Designation	Department	Date of Joining		Grade
		From	To	
NIL	NIL	NIL	NIL	

23. Period of Teaching Experience

Total Teaching Experience at College level	10 years
P.G. Classes(in Years and months)	7 years
U.G. Classes(in Years and months)	10 years

24. Research experience excluding years spent in M.Phil/Ph.D (in years)	NIL
---	-----

25. Field of Specialization under the subject/ Discipline	Commerce; Corporate & Securities Laws
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26.UGC/AICTE/ISTE recognized Orientation/Refresher Winter Courses attended

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency
UGC Sponsored Orientation Programme	UGC Academic Staff College, kariavattom	17-04-2012 to 14-05-2012	UGC
UGC Sponsored Special Summer School (Refresher Course)	UGC Academic Staff College, kariavattom	18-02-2014 to 10-03-2014	UGC

27.List of five most significant 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
1	A Critical Analysis of Capital Asset Pricing Model (CAPM)	Kgees Journal of Social science	01-01-2011; Research Analysis of CAPM	Vol. 3 No. 1 January 1, 2011 Pages 175 - 181 ISSN 0975- 3621
2	India ASEAN FTA – The Challenges of Going Global	Free trade Agreements and Indian Economy- Prospects, Potentials, Problems and Experiments	01-01-2013; Impact of Free Trade Agreements on Indian Economy	ISBN: 978-81-923975-3-5; Pages 136-146
3	Financial Inclusion of the Urban Poor – Challenges and Solutions	Financial Inclusion and Inclusive Growth	01-01-2013	ISBN:978-81-8484-264-7

28. Whether an Approved Research Guide- Yes/No

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
NA	NA	NA	NA	NA

## 29. Details of Leave

Duration	Nature of Leave (other than CL and half pay leave)	Purpose
23-06-2011 to 24-06-2011 and 27-06-2011 to 29-06-2011	Duty Leave	C V Camp, Alphonsa College Pala
12-12-2011 to 14-12-2011	Duty Leave	
20-3-2012 to 21-03-2012	Duty Leave	UGC Sponsored National Seminar organized by Dept. of Commerce, St. Stephen's College, Uzhavoor on 20-21 March 2012
17-04-2012 to 20-04-2012 and 23-04-2012 to 27-04-2012	Duty Leave	UGC Sponsored Orientation Programme Conducted by Academic Staff College, University of Kerala, Kariavattom
19-07-2012 to 20-07-2012	Duty Leave	National Workshop Conducted by Christ University, Bangalore on 18-21 July 2012 (Duty Leave for 2 days)
11-02-2013 to 12-02-2013	Duty Leave	National Seminar on Ethics in Social Science Research organized by Department of Commerce, KNM Govt. Arts & Science College, Kanjiramkulam. Title of the paper presented is Ethical research in Social Science
20-01-2014	Duty Leave	Viva Voce of Rani L for PhD, University of Kerala
11-02-2014 to 12-02-2014		National Seminar on Entrepreneurial Possibilities in Indian Scenario organized by Department of Commerce, KNM Govt. Arts & Science College, Kanjiramkulam. Title of the paper presented is Entrepreneurial Possibilities for Business Students
18-02-2014 to 21-02-2014; 24-02-2014 to 26-02-2014; 03-03-2014 to 7-03-2014 and 10-03-2014	Duty Leave	UGC Sponsored Special Summer School (Equivalent to a Refresher Course) Conducted by Academic Staff College, University of Kerala, Kariavattom
26-11-2014 to 28-11-2014 and 01-12-2014 to 02-12-2014	Duty Leave	C V Camp, Alphonsa College, Pala
08-01-2015 to 09-01-2015	Duty Leave	National Seminar on Customized Banking Organized by Department of Commerce, Govt. Arts College, Thiruvannathapuram. Title of the paper presented is Banking Codes and Standards
06-02-2015	Duty Leave	National Seminar on Goods and Service Tax – Perspectives and Pragmatism Organized by Department of Commerce, KNM Govt. Arts & Science College, Kanjiramkulam. Title of the paper presented is Challenges and Synergies of GST
19-02-2015 to 20-02-2015 and 23-02-2015 to 27-02-2015	Commutated Leave	Ill-health
10-08-2015 to 13-08-2015 and 17-08-2015 to 18-08-2015	Duty Leave	Project Evaluation and Viva St. George College, Aruvithura
11-09-2015 and 18-09-2015	Commutated Leave	Ill-health
29-09-2015	Duty Leave	PW 3 in Sec. 1523/09 Additional Sessions Court, Neyyattinkara
02-10-2015	Duty Leave	Election Rehearsal Class at Vyaparapuram Auditorium, Erattupetta
30-10-2015	Commutated Leave	Ill-health
04-11-2015 to 05-11-2015	Duty Leave	Election Duty in Erattupetta Municipality
18-11-2015 to 20-11-2015	Duty Leave	National Seminar on Recent Developments in the Vibrant Corporate Sector – Aspirations, Challenges and Opportunities Organized by Department of Commerce, Govt. College, Nedumangad. Title of the paper presented is Future of India – The Winning Leap
09-12-2015 to 11-12-2015 and 14-12-2015 to 15-12-2015	Duty Leave	CV Camp Alphonsa College, Pala
08-01-2016	Duty Leave	National Seminar on Service Sector and Indian Economy: Opportunities Problems and Sustainability Issues



		Organized by Department of Commerce, Govt. Arts College, Thiruvannathapuram. Title of the paper presented is Real Estate Business Trends in Kerala. The abstract of paper presentation was published as Compendium ISBN 978-93-84734-15-2
21-01-2016 to 22-01-2016	Duty Leave	National Seminar on Innovative and Integrated Banking Organized by Department of Commerce, KNM Govt. Arts & Science College, Kanjiramkulam. Title of the paper presented is Business Banking Problems and Innovative Solutions
03-02-2016 to 04-02-2016	Duty Leave	National Seminar on Accessible Tourism: A New Scenario in Indian Tourism Sector Organized by Department of Commerce, Govt. College, Nedumangad. Title of the paper presented is Prospects of Responsible Tourism in Edukki District.
24-02-2016 to 25-02-2016	Duty Leave	Two Day International Seminar conducted by University of Kerala on Emerging Business Opportunities – Global Markets and the Indian Potential. Title of the paper presented is 'Made in China' Scores Over 'Make in India'. Abstract published by Kerala University as Compilation of Seminar Paper Abstracts Page No. 54
26-02-2016	Duty Leave	National Seminar on Methodology of Research in Social Sciences Organized by Department of Commerce, Govt. College for Women, Thiruvananthapuram. Title of the paper presented is A Typology of Research Methods within the Social Sciences
11-03-2016 and 23-03-2016	Duty Leave	M G University Paper Valuation
01-09-2016 and 05-09-2016 to 07-09-2016 and 20-09-2016 to 22-09-2016	Duty Leave	Conduct of Dissertation Evaluation & Viva-voce at St. George College, Aruvithura
02-11-2016 to 04-11-2016	Duty Leave	M G University Paper Valuation
5-11-2016 to 18-11-2016 and 21-11-2016 to 25-11-2016	Duty Leave	C V Camp, Alphonsa College, Pala
01-12-2016 to 02-12-2016 and 07-12-2016 to 09-12-2016 and 14-12-2016	Duty Leave	M G University Paper Valuation
09-01-2017 to 10-01-2017 and 27-01-2017	Duty Leave	Additional Examiner of IV Semester M.Com (CSS) Examination, June 2015
30-01-2017		Additional Examiner of I semester B.Com (CBCSS) examination, November, 2015
02-02-2017 to 03-02-2017	Duty Leave	National Workshop on Research methodology and Applications of Statistical Package in Social Science Research organized by Dept. of Economics, Govt. College, Nedumangad on 2-3 February 2017
14-02-2017 to 15-02-2017	Duty Leave	National Workshop on Statistical Package in Social Science Research organized by Dept. of Commerce, BJM Govt. College, Chavara, Kollam on 13-15 February 2017
15-03-2017 to 17-03-2017	Duty Leave	Additional Examiner of III Semester M.Com (CSS) Examination, January 2017
27-06-2017	Duty Leave	Additional Examiner of I Semester B.Com (CBCSS) Examination, Nov./Dec. 2016
25-07-2017 to 27-07-2017	Duty Leave	Dissertation Evaluation and Viva Voce at T. M. J. M Govt. College, Manimalakkunu
24-08-2017 to 25-08-2017	Duty Leave	Additional Examiner of IV Semester M.Com Degree (CSS) Examination, May/June 2017

Declaration


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

: Melukavu

13-02-2018



Jenipher Carlos Hosanna



PRINCIPAL  
HENRY BAKER COLLEGE,  
MELUKAVU

**TEACHER'S DIARY**  
**2018 - 2019**



**HENRY BAKER COLLEGE**  
**MELUKAVU**

Melukavumattom P.O., Kottayam, Kerala-686 652

Tel: 04822-219014, 9656170018

Email: hbcprincipal@gmail.com

Website: henrybakercollege.edu.in







16-31 JULY 2018

**WORKING HOURS**

Date & Day	9.00 - 10.00 AM	10.00 - 11.00 AM	11.00 - 12.00 AM	12.00 - 1.00 PM
16 MON				
17 TUE	Collector declared holiday due to heavy rain and flood.			
18 WED				
19 THU	Preparation		III BSc	
20 FRI	"		II BSc	
21 SAT				
22 SUN				
23 MON	"	Orientation program for degree students		I <sup>st</sup> year
24 TUE	"		III BSc	
25 WED	"	II & I BSc	students on study leave	
26 THU Day 4.	"	University Exam Duty.		
27 FRI	"		III BSc	
28 SAT				
29 SUN				
30 MON	"	III BSc.		
31 TUE	"	I BSc	III BSc	

Total No. of hours spent for:

Lecture

10

Practical

10

Tutorial

Extension

Signature of the Teacher

*[Signature]*

Signature of the HOD

16-31 JULY 2018

**WORKING HOURS**

Date & Day	9.00 - 10.00 AM	10.00 - 11.00 AM	11.00 - 12.00 AM	12.00 - 1.00 PM
16 MON				
17 TUE	Collector declared holiday due to heavy rain and flood.			
18 WED				
19 THU	Preparatio		III BSc	
20 FRI	"		III BSc	
21 SAT				
22 SUN				
23 MON	"	Orientation program for I <sup>st</sup> year degree students		
24 TUE	"		III BSc	
25 WED	"	II & III BSc	students on study leave	
26 THU Day 4.	"	University	Exam Duty.	
27 FRI	"		III BSc	
28 SAT				
29 SUN				
30 MON	"	III BSc.		
31 TUE	"	I BSc	III BSc	

Total No. of hours spent for:

Lecture

10

Practical

10

Tutorial

Extension

Signature of the Teacher

*[Signature]*

Signature of the HOD

16-31 JULY 2018

**WORKING HOURS**

1.00 - 2.00 PM	2.00 - 3.00 PM	3.00 - 4.00 PM	4.00 - 5.00 PM	Remarks
				W/H/L
			1	
Lunch	III BSc	III BSc.	Preparatio	
Lunch	III BSc (lab) II BSc (lab)?	III BSc (lab) II BSc (lab)	"	
Lunch.	III BSc (lab)	III BSc (lab)	"	
"	III BSc (lab)	III BSc (lab)	"	
Lunch	III BSc (lab)	III BSc (lab)	"	
"	III BSc (lab) II BSc (lab)	III BSc (lab) II BSc (lab)	"	
Lunch	III BSc.		"	
	III BSc	III BSc.	"	

Examination

1

Research

Preparation

8

Any other

Signature of the Principal

PRINCIPAL

HENRY BAKER COLLEGE  
MELUKAVU



DAILY DUTY REGISTER FOR TEACHERS

Name of the Department: Commerce

Date: 1/11/2019

Sl. No.	Name of the Teacher	Morning/ Evening Class, if any	I Period	II Period	III Period	IV Period	V Period	Extra Classes Taken	Record, in case any assigned class is not engaged and state the reasons therefor	Signature of Teacher	Signature of HOD
1	D. S. Antony Joseph				I B. Com	I B. Com				[Signature]	
2	D. S. Suresh S. L.		I B. Com	I B. Com	I B. Com	I B. Com				[Signature]	
3	Jenipher Laxmi Aron									[Signature]	
4	Shinu Thomas P.									[Signature]	
5	Ashly Meera Mathew IDC									[Signature]	
6	Jacob S. L.				I M. Com	I M. Com				[Signature]	
7	Leni Haniff Abraham									[Signature]	
8	Anand Sam.									[Signature]	





## DAILY DUTY REGISTER FOR TEACHERS

Name of the Department: ..... *History* .....Date: *5/3/2020* .....

Sl. No.	Name of the Teacher	Morning/ Evening Class, if any	I Period	II Period	III Period	IV Period	V Period	Extra Classes Taken	Record, in case any assigned class is not engaged and state the reasons therefor	Signature of Teacher	Signature of HOD
1.	<i>Dr. Beena Paul</i>			<i>I MA</i>	<i>II MA</i>					<i>Beena</i>	
2	<i>Dr. Nisha Joseph</i>		<i>II BA</i>	<i>II MA</i>			<i>I MA</i>			<i>Nisha</i>	
3	<i>Dr. Jibin Mathew</i>				<i>III BA</i>	<i>I MA</i>	<i>II MA</i>			<i>Jibin</i>	
4	<i>Argi K.R.</i>				<i>I MA</i>		<i>II BA</i>	<i>SSP</i>		<i>Argi</i>	
5	<i>Ponnu Elizabeth Joy</i>		<i>I MA</i>	<i>III BA</i>		<i>II MA</i>				<i>Ponnu</i>	
6	<i>Aisha Muhammed</i>		<i>II MA</i>			<i>II BA</i>	<i>II BA Exam</i>			<i>Aisha</i>	
7	<i>Koyan Jacob</i>	<i>9.15. 0.00</i> <i>I BA Hist.</i>	<i>I BA</i>							<i>Koyan</i>	

Signature of Principal  
HENRY BAKER COLLEGE  
MELUKAVU



Signature of HOD

DAILY DUTY REGISTER FOR TEACHERS

Name of the Department: .....English.....

Day: .....V.....

Date: 31/3/2020

Sl. NO	Name of the Teacher	Morning/ Evening class, if any	I Period	II Period	III Period	IV Period	V Period	Extra Classes Taken	Reasons for not engaging class	Signature of Teacher	Signature of HOD
1.	K Jeevan Kumar		VI Sem BA Eng II Sem BA Eng	IV Sem BA Eng							
2.	Dona Sebastian		II Sem BA Eng		IV Sem BA Eng		VI Sem BA Eng				
3.	Ansa Andrews			II Sem BA Eng	VI Sem BA Eng	IV Sem BA Eng	II Sem BA Eng				
4.	Paul Mathews		II Sem BA Eng	VI Sem BA Eng		IV Sem BA Eng	II Sem BA Eng				
5.	Elizabeth Joseph		IV Sem BA Eng	II Sem BA Eng		VI Sem BA Eng	IV Sem BA Eng				
6.	Aruna Vimalan			IV Sem BA Eng	II Sem BA Eng						

Signature of Principal

PRINCIPAL  
HENRY BAKER COLLEGE  
MELUKAVU



Signature of HOD

# HENRY BAKER COLLEGE, MELUKAVU

Academic Year- 2019 - 2020

## Non -Teaching Staff -Profile & Performance Appraisal

### A. General Information

1. Name of the Employee : JOMON K JOSEPH
2. Designation : CLERK
3. Residential address : KOCHUVEETIL, NEGAJI NAGAR, THODUPUZHA EAST
4. Date of Birth : 17-04-1986
5. Date of Appointment : 10-08-2017
  - a. Into the service : 10-08-2017
  - b. In the present post : 10-08-2017
6. Date of Retirement : 30-04-2046

### B. Educational Qualifications

Sl No	Name of the Course	Year of Passing	Board/ University	Subject
1	SSLC	2001	Board of Public Examinations	
2	Plus Two	2003	Board of Higher Secondary Examinations	
3	B.Com Co-operation	2006	Mahatma Gandhi University	
4	M.Com Finance	2008	Mahatma Gandhi University	

### C. Experience

	In Years	In Month
Total Employment Experience	14 years	
Experience in current position	2 Years	9 Months

7. Positions held during the job and period of holding the position.

Accountant  
Clerk 2017 Onwards

8. Improvement of Professional Competence ( Please attach details/ Copy of Certificate)

- Effectiveness Office Administration - St. Joseph College Women's Empowerment - 24.05.20
  - IGNITING SPARK - STATE LEVEL WORKSHOP - 18-01-19 to 19-01-19
  - MOP - Kerala Public Service Commission - 06.03.19
  - Revelations - IQAC St George College Aruvattur - 18.05.20, 15.05.20
  - Explors 2020 - Morning Star College Arangaly - May 2020
  - W.H.O - Incident Management System - April 6 2020  
(Tier 2)
  - MBRU - Let's Break the Chain of Covid 19 - 29-03-20
  - UGC NAAC Accreditation Strategies for Institutions Tackling Covid 19 - MES College Erumely - 16.05.2020
  - Women's Christian College Chennai - 01-05-2020
9. Details of the participation in the conduct of the following:
- Two weeks workshop - Govt of India MHRD - May 25 to June 05 2020

University Examination	15-05-19 to 10.06.19, 02-07-19 to 12-7-19, 25-09-19 to 14-10-19, 23-10-19 to 20-11-19, 25-10-19 to 16-11-19, 18-02-20 to 26-02-20, 16-03-20 to 30-06-20
Internal Examination	NIL
Practical Examination	NIL

10. Positions held outside the campus

**D. Self Assessment**

11. Steps taken by you for the evaluation of your work

Sl.No		Yes	No
1	Feed Back collected from the superiors	✓	
2	Feedback Collected from the superiors and acted upon	✓	
3	Keep track of work given	✓	

  
Signature



  
PRINCIPAL  
HENRY BAKER COLLEGE  
MELUKAVU

# HENRY BAKER COLLEGE, MELUKAVU

Academic Year : 2019 -2020

Performance Appraisal Form of Office Staff to be filled by the Assessor

Name of the Staff : ISSON GEORGE  
Designation : CLERK

	Scale	Excellent	Good	Average	Poor	Score
1	Interest and Initiative	✓				9
2	Emotional Stability		✓			7
3	Responsibility		✓			8
4	Accuracy	✓				9
5	Aggressiveness		✓			7
6	Ambition		✓			8
7	Judgment		✓			8
8	Cooperation	✓				9
9	Analytical Ability	✓				9
10	Quality of work	✓				8

82  
Total (100)

Name of the Assessor: Simon K Joseph  
Designation : Senior clerk  
Date : 22.04.2020

\* Grading(Excellent:80-100, Good:60-80, Average:40-60, Need to improve:40<)

Verification of Factual Data (To be completed by the Principal)

		Excellent	Good	Average
1	Experience	✓		



2	Improvement of professional competence	✓		
3	Emotional stability	✓		
4	Dependability	✓	✓	
5	Self Assessment	✓		
6	Job Performance		✓	
7	Innovation and Creativity		✓	
8	Inter-personal relationship with the colleagues		✓	
9	The contribution of the staff in realizing the goals of the institution		✓	
10	Perceptive to the needs of the student, faculty and institution	✓		

  
Signature of the Principal



PRINCIPAL  
HENRY BAKER COLLEGE,  
MELUKAVU

## Sri. JOMON K. JOSEPH

- Verification of all accounts and claims related to cash
- Maintenance and management of Treasury P D account ( P D cash book subsidiary registers, Bills and Vouchers)
- Custodian of Cash and Register of Valuables.
- Annual financial statements
- Audit Objections from Higher offices.
- Maintenance of Service Books.
- Experience certificate for teaching staff.
- Filing of Income Tax returns
- Spork
- Preparation of pay bills - Teaching staff and Non-Teaching staff
- Arrear bills, all kinds of claims such as Bonus, Festival Allowance, Terminal Surrender, LPC - NIC claiming of increments
- Salary certificate
- Deduction statement, Bank statement
- Acquittance statement, LIC, Professional Tax.
- Seniority list of teachers, staff list of election
- Appointment and Approval of Teaching and Non-Teaching staff including Guest Lecturers
- Preparation of proposal, Distribution and Document of fund from UGC and other funding agency
- PF
- Custodian of University Answer books.
- Pay fixation of Teaching and Non-Teacher Staff
- Income Tax related works.

