



ST. THOMAS COLLEGE

Ranni, Pathanamthitta, Kerala – 689673

ACCREDITED BY NAAC WITH 'B' GRADE

6.3.1 : The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff and avenues for career development / progression

PERFORMANCE APPRAISAL SYSTEM

CRITERION : 6

**GOVERNANCE, LEADERSHIP
AND MANAGEMENT**

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	ST. THOMAS COLLEGE, RANNY
The college is with minority status	NO
Department/ Subject (As per the university approval order)	COMMERCE
Proposal for promotion of:	Mr. RENJU JOSEPH
Promotion as	Assistant Professor (stage I to Stage II/ Academic Level 10 to 11).

Period of Assessment of Promotion: From 15/07/2013 to 14/07/2019

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1	Name (English Block Letters)	RENJU JOSEPH
	Malayalam	രഞ്ജു ജോസഫ്
2	Father's Name	Joseph
3	Date and Place of Birth	22/12/1976, Vennikulam
4	Gender	Male
5	Nationality	Indian
6	Religion	Christian
7	Indicate Category: SC/ST/OBC/OEC/General category	General
8	Whether differently abled? (Divyang)	No
9	Current Designation & AGP/Academic Level	Assistant Professor, AGP 6000
10	Date of last Promotion with Post/ Grade promoted to with UO reference.(if applicable)	NA
11	Designation and grade pay/Academic Level to which promotion required?	Assistant Professor (stage I to Stage II/ Academic Level 10 to 11) AGP -7000
12	Date of Eligibility of Promotion	15/07/2019
13	Basic Pay and AGP (if any) of the Present Scale	15600-39100 AGP-6000
14	Date of Approval of Deputy Director for the last promotion (if any) *	NA

4. Posts held after appointment at this institution

Designation	Department	Date of joining		Grade
		From	To	
Assistant Professor	Commerce	15-07-2013	14-07-2019	STAGE-1

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

Name of the Course/Summer school	Name of Institution & Place	Duration	Sponsoring Agency
Refresher Course	UGC-HRDC, University of Kerala, Trivandrum	21DAYS (09/01/2015-29/01/2015)	UGC
Orientation	UGC-HRDC, University of Kerala, Trivandrum	21 DAYS (13/6/19-03/07/19)	UGC

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
	NA			

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
NA				

28. Details of Leave

Duration	Nature of Leave (other than CL)	Purpose
07/12/2016 to 09/12/2016 (3 days)	Half Pay Leave	Personal
1/09/2018 & 22/09/2018 (2 days)	Half Pay Leave	Personal
25/09/2018 to 26/09/2018 (2 days)	Half Pay Leave	personal

Declaration

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

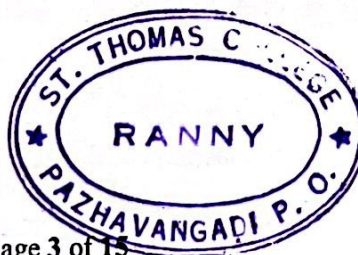
Place: -RANNI

Date: - 24-06-2022

RENJU JOSEPH *Joseph*
Name and Signature of the teacher

Countersigned by the Head of the Institution

PRINCIPAL
St. Thomas College
Pazhavangadi P. O.
Ranny - 689 679



Annual Self-Assessment for the Performance Based Appraisal System (PBAS)

Option A

(As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in University Departments and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018 : Option-A)

PART B: ASSESSMENT CRITERIA FOR ACADEMIC/RESEARCH SCORE IN THE YEAR 2013-2014(JULY-15 TO MAY-31)

(Please see detailed instruction of this PBAS Proforma before filling out this section)

CATEGORY: 1. TEACHING

I a. Lectures, Seminars, Tutorials, Practicals, Contact Hours

Year	Mode of Activity*	Total class Assigned	Number of classes engaged as per documented record	$\frac{\text{Number of classes engaged}}{\text{Total class Assigned}} \times 100$	Grading
2013-2014	Lectures	D1-2h/wk D2-3h/wk PG1-12h/wk	D1-2h/wk D2-3h/wk PG1-12h/wk	100	Good

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

OVERALL GRADE FOR Category I:*Good*.....

- ☐ Good : 80% and above performance.
- ☐ Satisfactory : 70 % to 80% performance.
- ☐ Not satisfactory : less than 70% performance

For Details see Appendix II
Table :01

Sign:

Dr. A. P. Philip
Name: Dr. Philip A. Associate Professor
P.G. Department of Commerce
Newman College, Thodupuzha

Sign:

Prof. Daly K.R.
Name: Prof. Daly K.R.

Name & Signature of the subject experts of Screening/Selection Committee
Page 4 of 15

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

a. Administrative responsibilities

Sl.No	Type of Responsibility	Role Performed
01	Class Tutor of M. Com 1 st year Class.	In Charge of Attendance Register, Internal Mark entry, Mentoring etc.
02	Internal examination committee member	In charge of open course allocation .
Total number of activities		2

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

Sl.No	Name of Duty	Role Performed
01	University examination invigilation	Invigilator
02	Internal Examination invigilation	Invigilator
03	Internal Examination question paper setting	Examiner
04	Internal Examination paper valuation	Examiner
Total number of activities		4

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

Sl.No	Type of Activity	Role Performed
01	Accompanied B. Com third year students in study tour	Co-Ordinator of study tour
Total number of activities		1

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

Sl.No	Type of Activity	Role Performed
01	NA	

e. Evidence of actively involved in guiding Ph. D. students

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

Sign:

Name: Dr. Philip A.P.
Associate Professor
P.G. Department of Commerce
Newman College, Thodupuzha

Sign:

Name: Prof. Daly K.R

Name & Signature of the subject experts of Screening/Selection Committee

f. Details of Publication in peer-reviewed or UGC listed journals

Sl. No.	Title with page Nos.	Journal	No in the UGC List of Journals	Whether peer reviewed or not	ISSN/ ISBN	Whether you are the main Author
01	NA					

□

OVERALL GRADE FOR Category II : ...*Good*.....

Good : Involved in at least 03 activities
 Satisfactory : Involved in 01 – 02 activities
 Not satisfactory : Not involved / undertaken any of the activities

Number of activities can be within or across the broad categories of activities
 For Details see Annexure I

Sign:

Name: Dr. Philip A.P

Dr. A. P. Philip
 Associate Professor
 P.G.Department of Commerce
 Newman College, Thodupuzha

Sign:

Name: Prof. Daly K.R

Name & Signature of the subject experts of Screening/Selection Committee
 Page 6 of 15

Summary of Grading

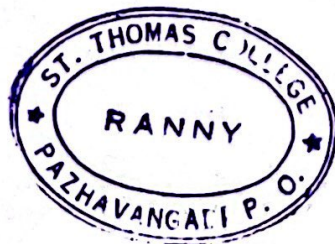
Categories	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Category I	Good.	Good.	Good.	Good	Good.	Good	Good.
Category II	Good	Good	Good	Good	Good	Good	Good.
Overall Grading	Good.	Good	Good	Good	Good	Good	Good.

Sign:

Dr. A.P. Phillip
Associate Professor
P.G. Department of Commerce
Newman College, Thodupuzha

Sign:

Prof. Daly K.R.
Associate Professor
Department of Commerce
Al-Ameen college, Edathala.



Name & Signature of the subject experts of Screening/Selection Committee
Page 7 of 15

IV. SUMMAY OF ASSESSMENT

Session/Year : 15-07-2013 to 14-07-2019

Category	Criteria	Grade/Score
I	Teaching and Learning related activities	Good.
II	Involvement in the University/College students related activities/ Research activities	Good.

Sign:

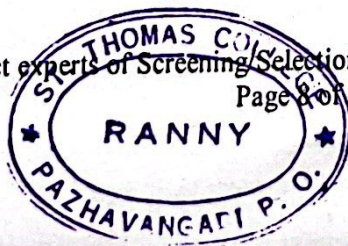
Name: Dr. Philip A.P. Philip
Associate Professor
P.G.Department of Commerce
Newman College, Thodupuzha

Sign:

Name: Prof. Daly K.R
Associate Professor
Department of Commerce
Al-Ameen College, Edathunkal.

Name & Signature of the subject experts of Screening/Selection Committee

Page 8 of 15



APPLICANT SUMMARY SHEET – ASSISTANT PROFESSOR (CAS)

Stage 1 to 2 [Academic Level 10-11](Colleges)
College: ST. THOMAS COLLEGE, RANNY

Subject: COMMERCE

Applicant	Date of Entry in Service	Proposed date of Placement	SC/ST/OBC	Phys./Visual/ differently abled
RENJU JOSEPH	15/07/2013	14/07/2019	NO	NO

SERVICE REQUIREMENTS/QUALIFICATIONS (as on the proposed date of Placement)

Requirement / Qualification	YES/NO	Remarks
Completed years of service in Stage 1 [Academic Level 10] with Ph.D : 04 Yrs.		
With M.Phil/PG Degree in Professional Courses : 05 Yrs.		
Others : 06 Yrs.	Yes	
One Orientation course (03 weeks duration – 21 Days) within the Assessment Period	Yes	
One Refresher Course/Research Methodology (02 weeks duration – 10 Days) within the Assessment period	Yes	
OR Any two of the following (01 week duration- 05 days) : Workshop/Syllabus Up-gradation Workshop/Training in Teaching-Learning and Evaluation/Technology Programmes/Faculty Development Programmes		
OR Completed one MOOCs Course (With e-certification) during assessment period		
OR Development of e-contents in four quadrants/MOOC Course during assessment Period		
Verified annual performance assessment Report	Yes	

ASSESSMENT TALLY

CATEGORY	Grade Required	Verified Grade	Remarks
I*	Good/Satisfactory	Good.	
II*	Good/Satisfactory	Good	


*Good or Satisfactory for at least 03/04/05 Years of the assessment period for Ph. D, M. Phil and NET holders respectively for both Category.


SCREENING COMMITTEE
RECOMMENDATIONS

OBSERVATIONS /

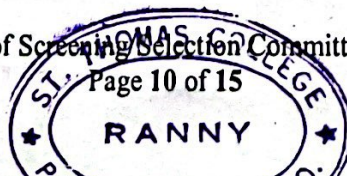
ELIGIBLE TO BE PLACED TO STAGE 2 / NOT ELIGIBLE TO BE PLACED TO STAGE 2

Reason if not Eligible

Sign: 
Name: Dr. Philip A.P. Department of Commerce
Newman College, Thodupuzha

Sign: 
Name: Prof. Daly K.R.
Associate Professor
Department of Commerce
Al-Ameen College, Edathala

Name & Signature of the subject experts of Screening Selection Committee



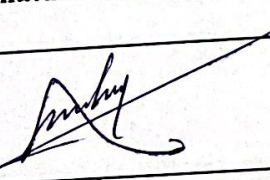

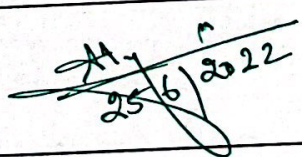
Minutes of the Screening/Selection Committee

1. Name of the candidate - **RENJU JOSEPH**
2. Name of the College - **ST. Thomas college, Ranni**
3. Present Designation - **Assistant Professors**
4. Designation and AGP to which promotion is sought - **Assistant Professors, Academic level-II (AGP-7000)**

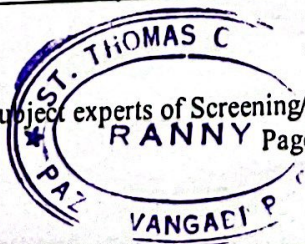
Recommendation


We have carefully verified the service details, certificates, PBAS proforma and other mandatory requirements. The Candidate is recommended / ~~not recommended~~ for promotion as **Assistant Professor-II**.....(Designation) from **15-07-2019**...(date) under career advancement scheme of UGC regulation 2018 and Mahatma Gandhi University, U.O. No. 5020/ACL/2019/MGU dated 19-10-2019.

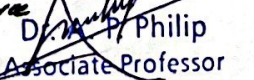
Screening/Selection Committee Members Present

Sl. No	Name of the Member	Official Address	Signature with Date
1	Dr. A.P. Phidip	Associate Professors PG Department of Commerce Newman College, Thodupuzha	
2	Prof. Dely. K.R	Associate Professor & HOD Department of Commerce Al-Ameen College, Edathala	
3			
4	Dr. Aleyamma Kuruvilla	Principal St. Thomas College Ranni	
5			
6			
7			

Name & Signature of the subject experts of Screening/Selection Committee




Associate Professors
Department of Commerce
Al-Ameen college,
Edathala


Dr. A.P. Philip
Associate Professor
P.G. Department of Commerce
Newman College, Thodupuzha

St. Thomas College, Ranny

Pazhavangadi P.O., Ranni, Kerala - 689 673

(Affiliated to Mahatma Gandhi University, Kottayam)

Re - Accredited at B Level by NAAC

Ph: 04735 - 226238, 226738

E-mail ID: stcranni@gmail.com



Teacher's Work Diary