



RAJAGIRI VISWAJYOTHI
COLLEGE OF ARTS AND APPLIED SCIENCES
VENGOOR, PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3 Faculty Empowerment Strategies

2019-2024

Submitted to



**6.3.1 PERFORMANCE
APPRAISAL**

**SELF APPRAISAL FORM TEACHING
STAFF**

Self Appraisal form

Part I : TEACHER PROFILE

1. Name : BINITHA PS.....
2. Age & D O B : ..41,6/9/1982.....
3. Qualification :M com ,MBA ,B Ed ,SET, Pursuing Ph.D.
4. Designation :Assistant professor, HoD Department of Commerce
5. Nature of Vacancy: Full time/part-time:Full time
6. Department :Commerce

7. Education:

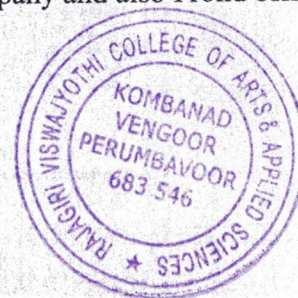
Sl. No	Degree		College	University	Year of passing	%Marks / grade
1.	Under graduate	Bcom (Finance and Taxation	SSV	MG	2003	63%
		Bcom(additional Elective Coopeartion)	Private	MG	2011	55%
2.	Post graduate	M com Finance	PVT STUDY	MG	2005	57%
		MBA Marketing and HRM	DISTANCE	MG	2016	55.76%
3.	B.Ed	Commerce	H M Training	MG	2009	64%
4.	NET/ JRF		-			
5.	SET				2023	
6.	M.Phil					
7.	Ph.D	Commerce	Karpakam University	-	-	

8. Experience in Teaching :14.. years ..3... months.

9. Research Experience: Research Scholar, Project guidance given to UG and PG students

10. Other work experience: Worked as an Accountant in a company and also Frond office management in a hospital.....

11. Academic achievements: NIL



12. Recognitions obtained: NIL

13. Seminars/workshops/conferences/ attended:

1. *Three day International Workshop on Statistical data Analysis & Interpretation using MS Excel
2. * National level online workshop on structural equation modelling using SPSS from 9 to 15th oct 2023
3. *Workshop on systematic literature review organised by RVCAS

14. FDP/ Training programme/ Refresher course attended:

1. *One day FDP on Research Methodology
2. *Certificate course on Banking and Financial Management with TALLY prime
3. *one week international faculty development programme :Internationalisation strategies in Indian higher education 2020 perspectives
4. 7 DAY National level online FDP Programme on AI in teaching and Research in line with NEP
5. * Orientation programme for implementation of FYUGP
6. * Seminar on Empowering HEI: Unravelling the role pf NEP 2020 in Kerala Context

15. Research papers /Books published: One paper published in a ISBN book in 2023

16. Resource person/ Examinership (outside college):NIL

17. Question paper setting (outside college):NIL

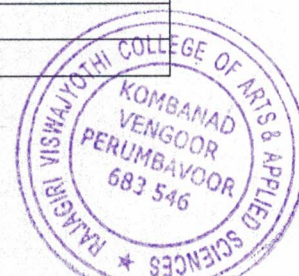
PART II : ANNUAL PERFORMANCE

1. INVOLVEMENT IN INSTITUTIONAL ACTIVITIES.

1.1 Club advisership:

1.2 Coordinator ships in Arts, Sports, and Club programmes:

Sl. No	Nature (Arts/ Sports/ Club)	Event/ Programme	Date	Documents submitted to IQAC (YES/NO)
1	NIL			
2				
3				



1.3 Workshops/ Seminars coordinated:

Invited Lecture on AIR CARGO MANAGEMENT-Dr.Jose Paul

1.4 Have you submitted the Supporting Documents for the same to IQAC? (Report, Attendance, Photos) (Mention YES/ NO against each co-ordinated event)

2. EXAM MANAGEMENT

2.1 Role in the conduct of examinations (Controller/ Invigilator): Controller

2.2. No. of exams as invigilator:

2.3. Valuation Camps Attended:

Sl. No	Year and Semester	College/ Camp
1	2023- 2 nd &4 th sem	Nirmala College
2	2024-3 rd and 5 th sem	Nirmala College
3	2024-1 st sem	Nirmala College

3. OFFICE MANAGEMENT/ DUTIES IN ADMINISTRATION:NIL

4. INITIATIVES UNDERTAKEN: (new ideas, innovative programs)

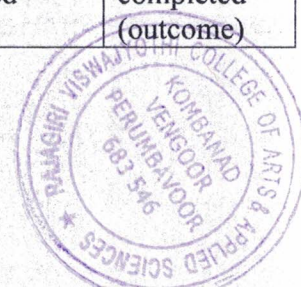
5. MEETINGS ATTENDED AS QUALITY ASSURANCE INITIATIVE (Regular, IQAC, outside meetings)

6. CURRICULAR ASPECTS

6.1 Curricular Enrichment Programs

(Furnish details of the Add-On/Value- added/ certificate / MOOC courses that you conducted or coordinated)

Your role in the above (class teacher /	Certificate/ Add on / value-	Name of the Course	Beneficiaries/ Class	No. of the students enrolled	No. of students completed (outcome)
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coordinator etc.)	added course				
Co-ordinator	Certificate Course	Tally-ERP 9	Bcom second year	40	40
Co-ordinator	Certificate Course	Income tax Return filing	Bcom final year Finance and Taxatom	29	29

6.2 Skill Development Programs (Skilling /Reskilling/ Upskilling)

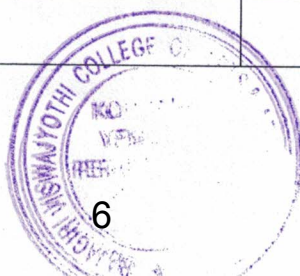
(Furnish details of the Training programmes/ workshops that you conducted or coordinated)

Your role in the above (class teacher / coordinator etc.)	Name of the programme	Beneficiaries/ Class	No. of the students enrolled	No. of students completed (outcome)
NIL				

6.3 Assisting in the mobility of students

(Furnish details about faculty accompanying students to other institutes/ Fests/ Sports/Industrial visits or Cultural events)

Your role (coordinator/ accompanist)	Event	Dates	Place
Coordinator and Accompanist	Society extension Activity	December 12	Govt .HS Mannamkandam



6.4 Teaching Profile

Semesters Taught (Odd/ Even)	Batch/ Class with year of admission	Courses/ Subjects Handled	No. of routine lecturing hours	Student Centric hours	ICT Enabled hours	Student projects guided	Areas of student projects
Odd	3 rd sem bcom log/2022	Corporate accounting	6				
Odd	5 th sem bcom F&T/2021	Income tax-I	5				
Odd	5 th sem Bcom F &T/2021	Financial managem ent	5				
even	2 nd sem Bsc psychology /2023	Statistical tool	3				
Even	4 th sem bcom log/2022	Corporate accounting -II	5				
Even	6 th sem Bcom F&T	Income tax-II	4		1	5	HRM
Even	6 th sem Bcom F&T	Income tax plannig	3				

6.4.1: Details of Innovative Class Practices: YES / NO:NO



If YES , Details of

1. Experiential Learning-
2. Contextual Learning-
3. Debate/ Role Play
4. Quiz
5. Self-Study promotions: Promoted self study
6. Any other :Peer group study

6.4.2: Soft Skill/ Awareness Classes

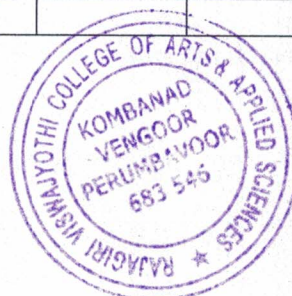
Soft Skill Class/ Moral Class/ Awareness Class Topic	Batch & Class provided
Soft Skill Class: Blocks in Relation ship	4 th semester students

6.4.3 Remedial Coaching

Type of remedial coaching practised

- A. Multilevel (care after segregating students to various levels of their efficiency)
- B. Peer level (making use of other students)
- C. One to one learning (Individual care)

Name of the program	Year of Admission	Subject	No in A type	No. in B type	No. in C type	
Bcom logistics studnets2	2022	Corporate accounting	All students			
Bcom Finance annTaxation	2021	Income tax		5-6		
Bcom Finance and Taxation					5	



7. EVALUATION :

7.1 Details of teacher evaluating the students

Name of the program	Year of Admission	Subject	Number of Internal Examinations	Model Examinations	Viva voce
Bcom	2021	Income tax-1	1	1	0
	2021	Income tax-II	1	1	0
	2021	Financial management	1	1	0
	2021	Income tax planning	1	1	0
	2022	Corporate accounting-I	1	1	0
	2022	Corporate accounting-II	1	1	0
	2023	Statistical Tool	1		0

7.2 Details of students evaluating the teachers (feedback from students)

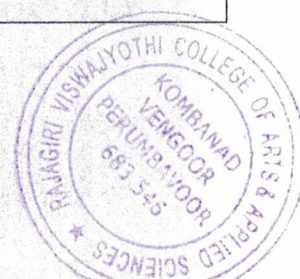
Name of the program and semester	Year of Admission	Subject	Feedback collected YES / NO	Are you able to submit sample copies? YES / NO

8. RESEARCH :

8.1 **Resource mobilization:** Grants received from projects

8.2 **Research Promotion:** Details of Ph.D. registration/ Thesis submission / papers published/ research methodology program attended etc. in the current academic year.

Sl No	Particulars	Remarks
1.	PhD Registered in Karpagam UUniversity 2023(in commerce)	
2.	Astudy on Effectiveness of Logistics Firms after integrating Technology	ISBN book



3.		
4.		
5.		

9. EXTENSION PROGRAMS: Extension activities through clubs and forums

9.1. Awareness programs

Your role in the above (club /forum coordinator)	Name of the programme	Beneficiaries/ Class	No of students attended (attach attendance sheet as annexure)	Name of the resource person
NIL	NIL	NIL	NIL	NIL

9.2 Outreach programs (reaching to outside community) :

Your role in the above (club /forum coordinator)	Name of the programme	Beneficiaries/ Class	No of students attended (attach attendance sheet as annexure)	Name of the resource person if any/ remarks
Co Ordinator of the programme		BCom students	10	NO

9.3. Collaborations

9.3.1: Faculty exchange /student exchange /Internship /on the Job training



Your role in the above (initiated collaborative programs)	Name of the college/centre	Programs done	No of students /teachers involved)	Remarks
Invited lectures		Invited lectures on Aircargo logistics	22	Final year bcom logistics studnets

9.4.2: Details of MoU signed under your initiative

SI No	Name of the college or centre	Date of signing	Objective general or specific
	NIL		

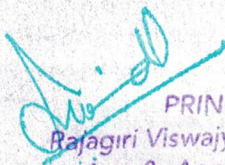
10. MENTORSHIP: Details of the mentorship you have undertaken :

Your role (mentor, coordinator/welfare officer)	Name of the program	Year of Admission	Number of students mentored	Average Time spent/student
Mentor	Bcom	2021	16	10-20

11. You can write down below other aspects not covered in the proforma in

11.1 Governance leadership and management for example your assistance in

- (a) Administration
- (b) Students admission and support


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Self Appraisal form

Part I : TEACHER PROFILE

1. Name : RENGINI D
2. Age & D O B : 50 ; 31/05/1973
3. Qualification : MCA; M.Tech; M.Phil
4. Designation : Assistant Professor
5. Nature of Vacancy: Full time/part-time: Full Time
6. Department : Computer Application

7. Education:

Sl. No	Degree	College	University	Year of passing	%Marks / grade
1.	Under graduate	M.A College, Kothamangalam	M.G University	1993	55%
2.	Post graduate	Amruta Institute of Computer Technology	Bharathiar University	2002	62%
3.	B.Ed				
4.	NET/ JRF				
5.	SET				
6.	M.Phil	Sreenarayana Guru College, Chavady, Coimbatore	Bharathiar University	2016	
7.	Ph.D				

8. Experience in Teaching : 21 years 7 months.

9. Research Experience

10. Other work experience:

11. Academic achievements:

12. Recognitions obtained:

13. Seminars/workshops/conferences/ attended: 1

14. FDP/ Training programme/ Refresher course attended: 4

15. Research papers /Books published:



16. Resource person/ Examinership (outside college): 1 (St. Theresa's College, Ernakulam)

17. Question paper setting (outside college):

PART II : ANNUAL PERFORMANCE

1. INVOLVEMENT IN INSTITUTIONAL ACTIVITIES.

1.1 Club advisorship: Coding Club

1.2 Coordinatorships in Arts, Sports, and Club programmes:

Sl. No	Nature (Arts/ Sports/ Club)	Event/ Programme	Date	Documents submitted to IQAC (YES/NO)

1.3 Workshops/ Seminars coordinated: 2

1.4 Have you submitted the Supporting Documents for the same to IQAC? (Report, Attendance, Photos) (Mention YES/ NO against each co-ordinated event) : Yes

2. EXAM MANAGEMENT

2.1 Role in the conduct of examinations (Controller/ Invigilator): Invigilator

2.2. No. of exams as invigilator:

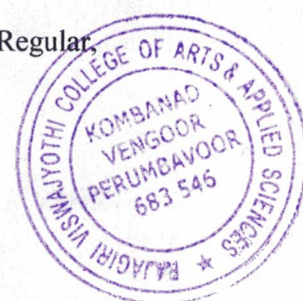
2.3. Valuation Camps Attended: 2

Sl. No	Year and Semester	College/ Camp
1	28/04/2023	Nirmala College, Muvattupuzha
2	8/6/2023 to 9/6/2023	Nirmala College, Muvattupuzha

3. OFFICE MANAGEMENT/ DUTIES IN ADMINISTRATION:

4. INITIATIVES UNDERTAKEN: (new ideas, innovative programs)

5. MEETINGS ATTENDED AS QUALITY ASSURANCE INITIATIVE (Regular IQAC, outside meetings)



6. CURRICULAR ASPECTS

6.1 Curricular Enrichment Programs

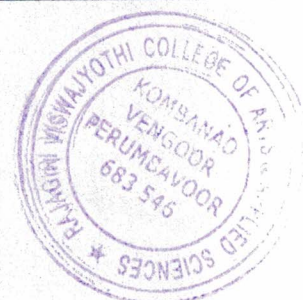
(Furnish details of the Add-On/Value-added/ certificate / MOOC courses that you conducted or coordinated)

Your role in the above (class teacher / coordinator etc.)	Certificate/ Add on / value-added course	Name of the Course	Beneficiaries/ Class	No. of the students enrolled	No. of students completed (outcome)
Class Teacher	Certificate course	Certificate course in python Programming	BCA	36	

6.2 Skill Development Programs (Skilling /Reskilling/ Upskilling)

(Furnish details of the Training programmes/ workshops that you conducted or coordinated)

Your role in the above (class teacher / coordinator etc.)	Name of the programme	Beneficiaries/ Class	No. of the students enrolled	No. of students completed (outcome)
Coordinator	International webinar on Data Science and Applications by Prof. Dr V L Raju Chinthala on 04/03/2024)	BCA	36	36



Coordinator	Seminar on Software Quality Assurance by Gayathri R Nair on 25/03/2024)	BCA	36	36

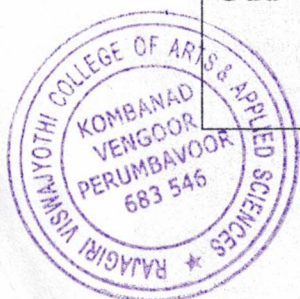
6.3 Assisting in the mobility of students

(Furnish details about faculty accompanying students to other institutes/ Fests/ Sports/Industrial visits or Cultural events)

Your role (coordinator/ accompanist)	Event	Dates	Place
Coordinator	Industrial Visit to Spectrum Softtech Solutions	09/08/2023	Ernakulam
Coordinator	Lilac Infotech	02/02/2024	Cyber Park, Kozhikode

6.4 Teaching Profile

Semesters Taught (Odd/ Even)	Batch/ Class with year of admission	Courses/ Subjects Handled	No. of routine lecturing hours	Student Centric hours	ICT Enabled hours	Student projects guided	Areas of student projects
Odd	BCA 2023	Digital Computer Fundamentals					



odd	BCA 2023	Methodology of Programming (C)				9	Software Development
Even	BCA 2023	Data Base Management Systems					
Even	BCA 2023	Computer Organization and Architecture					
Even	BCA 2023	Object Oriented Programming with C++					

6.4.1: Details of Innovative Class Practices: YES / NO : YES

If YES, Details of

1. Experiential Learning- C and C++ Software Lab
2. Contextual Learning-
3. Debate/ Role Play
4. Quiz
5. Self-Study promotions
6. Any other

6.4.2: Soft Skill/ Awareness Classes

Soft Skill Class/ Moral Class/ Awareness Class Topic	Batch & Class provided

6.4.3 Remedial Coaching

Type of remedial coaching practised



- A. Multilevel (care after segregating students to various levels of their efficiency)
- B. Peer level (making use of other students)
- C. One to one learning (Individual care)

Name of the program	Year of Admission	Subject	No in A type	No. in B type	No. in C type	
BCA	2023	Digital Computer Fundamentals				
BCA	2023	Methodology of Programming				

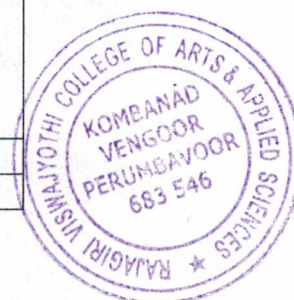
7. EVALUATION :

7.1 Details of teacher evaluating the students

Name of the program	Year of Admission	Subject	Number of Internal Examinations	Model Examinations	Viva voce
	2023	Digital Computer Fundamentals	1	1	
	2023	Methodology of Programming	1	1	1
	2023	Data Base Management Systems	1	1	
	2023	Computer Organization and Architecture	1	1	
	2023	Object Oriented Programming with C++	1	1	1

7.2 Details of students evaluating the teachers (feedback from students)

Name of the program and semester	Year of Admission	Subject	Feedback collected YES / NO	Are you able to submit sample copies? YES / NO
BCA	2023		YES	YES



8. RESEARCH :

8.1 Resource mobilization: Grants received from projects

8.2 Research Promotion: Details of Ph.D. registration/ Thesis submission / papers published/ research methodology program attended etc. in the current academic year.

Sl No	Particulars	Remarks
1.		
2.		
3.		
4.		
5.		

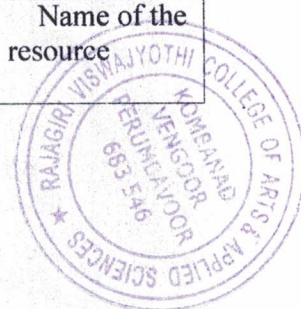
9. EXTENSION PROGRAMS: Extension activities through clubs and forums

9.1. Awareness programs

Your role in the above (club /forum coordinator)	Name of the programme	Beneficiaries/ Class	No of students attended (attach attendance sheet as annexure)	Name of the resource person
Coordinator	Digital Computer Literacy	Common People in Vengoor		

9.2 Outreach programs (reaching to outside community) :

Your role in the above (club	Name of the programme	Beneficiaries/ Class	No of students attended (Name of the resource



/forum coordinator)			attach attendance sheet as annexure)	person if any/ remarks
Coordinator	'Vengoor Tech Trek'	People in Vengoor Panchayath		Rengini D and students from BCA Dept.

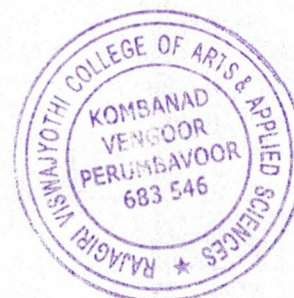
9.3. Collaborations

9.3.1: Faculty exchange /student exchange /Internship /on the job training

Your role in the above (initiated collaborative programs)	Name of the college/centre	Programs done	No of students /teachers involved)	Remarks

9.4.2: Details of MoU signed under your initiative

Sl No	Name of the college or centre	Date of signing	Objective general or specific
1	Spectrum Softtech Solutions, Ernakulam	04/01/2024	
2	SSV College, Valayanchirangara	18/01/2024	
3	Lilac Infotech, Cyber Park, Kozhikode	04/03/2024	
4	Devagiri College, Kozhikode	04/03/2024	



10. MENTORSHIP: Details of the mentorship you have undertaken :


Your role (mentor, coordinator/welfare officer)	Name of the program	Year of Admission	Number of students mentored	Average Time spent/student
Mentor		2023	10	
Welfare Coordinator		2023	9	

11. You can write down below other aspects not covered in the proforma in

11.1 Governance leadership and management for example your assistance in

- (a) Administration
- (b) Students admission and support

11.2 Your role in green campus initiatives



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