



## **St. Joseph's College of Commerce (Autonomous)**

**#163, Brigade Road, Bangalore - 560025**

### **Self-Appraisal System**

#### **1. Staff Self Appraisal Form- Template**



**St. Joseph's College of Commerce (Autonomous)**

**#163, Brigade Road, Bangalore – 560 025**

**STAFF SELF APPRAISAL 2017 – 2018**

##### **1. General Information**

<b>a.</b>	Name	
<b>b.</b>	Mobile number	
<b>c.</b>	Email address	
<b>d.</b>	Designation	
<b>e.</b>	Department	
<b>f.</b>	Date of Birth	
<b>g.</b>	Area of Specialization (if MPhil or PhD holder)	
<b>h.</b>	Date of appointment in this institution	

2. Courses taught in the year concluded:
3. Total leave taken during the calendar year:
4. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):
5. Steps taken by you to enhance the “Library and book-reading” experience of your students:
6. List the student centric methodologies such as experiential learning, participative learning that you have used for enhancing learning experiences of the student. (150 words)
7. Details of Innovations in / Contribution to Teaching, during the year:

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## Staff Self Appraisal Form- Template

- a. Design of curriculum:
  - b. Teaching methods:
  - c. Evaluation methods:
  - d. Preparation of resource material including books, reading materials, laboratory manuals:
  - e. Remedial Teaching:
  - f. Any other
- 
8. How have you handled average and weak students of your class in the concluded academic year?
  9. Comment on your punctuality in
  10. Enhancement of Professional Competence: (details of Workshops, Seminars, Symposiums attended etc): WILL BE PICKED UP FROM THE ERP
  11. Research Contribution: (details of books/ research papers published, projects taken up/completed: WILL BE PICKED UP FROM THE ERP
  12. Details of seminars, conferences, symposia organized by you during the year:
  13. Extension Activities: Your contributions to the Institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc)
  14. What efforts can you take to contribute to a positive learning environment in campus?
  15. Any other achievement/ strength/contribution that you would like to highlight:
  16. I hereby declare that the information given above is true to the best of my knowledge and belief.

## 2. Staff Self Appraisal Form- Sample



**St. Joseph's College of Commerce (Autonomous)**  
**#163, Brigade Road, Bangalore – 560 025**

**STAFF SELF APPRAISAL 2018 – 2019**

### 1. General Information

a.	Name	Dr. Soney Mathews
b.	Mobile number	7760471223
c.	Email address	drsoneymathews@sjcc.edu.in
d.	Designation	Associate Professor
e.	Department	Commerce and Management
f.	Date of Birth	28/11/1971
g.	Area of Specialization (if MPhil or PhD holder)	Commerce-Marketing Management
h.	Date of appointment in this institution	01/06/2018

2. Courses taught in the year concluded:

- International Marketing-PG-M.Com
- Business Marketing-PG-M.Com
- Tourism Marketing-B.Com-TT
- Strategic Brand Management-B.Com & BBA-Allied Option
- Event Management- B.Com & BBA
- Business Policy and Strategic Management-PG-M.Com
- Marketing Management -BBA

3. Total leave taken during the calendar year:  
10 Days

4. Explain briefly how you planned your teaching for the year, mentioning a few reading lists provided to students (especially books/articles outside compulsory reading):

Proper lesson plan was made for each subject and lessons were taught according to the lesson plan. Formative assessments were planned in advance like case study, class activity, student presentations etc. Reading content was given to every students after completion of each module. Some of them being:

## Staff Self Appraisal Form- Sample

<ul style="list-style-type: none"> <li>i) For M.Com students Harvard Business Review articles were given to read and write a reflective from the article.</li> <li>ii) For undergraduate students 8Ps of Luxury Brand Marketing, article by Rohit Arora was shared to read and understand the concept of Luxury Branding.</li> <li>iii) 20 iconic brands - and why they work <a href="https://www.creativebloq.com/branding/most-iconic-brands-11121149">https://www.creativebloq.com/branding/most-iconic-brands-11121149</a></li> <li>iv) Modi Revlon article on cosmetics</li> </ul>
<p>5. Steps taken by you to enhance the "Library and book-reading" experience of your students:</p> <ul style="list-style-type: none"> <li>i. At the end of every module, students were given assignment or task where they were asked to visit the library and refer text book or any reading material and submit the work to the teacher.</li> <li>ii. Student were asked to include the references for the assignment or the task.</li> </ul>
<p>6. List the student centric methodologies such as experiential learning, participative learning that you have used for enhancing learning experiences of the student. (150 words)</p> <p>Student centric methodologies such as experiential learning, participative learning were used for enhancing learning experiences of the student. The main focus was the learner. Case based learning was embedded in the teaching learning practice. There is always a flexibility of learning when case based learning is adopted. Students were provided with the case study and case solution to be submitted within a weeks' time. Videos were shown to students to understand the topic from a different perspective. Students were asked to undergo a field study (Research based) and submit the report along with a presentation. This taught the students how to conduct a research as well as how to present a report.</p>
<p>7. Details of Innovations in / Contribution to Teaching, during the year:</p> <ul style="list-style-type: none"> <li>1. Assignments were practical based where student had to conduct research and gather information and complete the task.</li> <li>2. Newspaper advertisements were given to students and asked to critically analyze the advertisement.</li> <li>3. Blended and Flip classroom teaching was also adopted during teaching.</li> </ul>
<p>8. How have you handled average and weak students of your class in the concluded academic year?</p> <p>A proper record of student performance during class hours were maintained.</p>

## Staff Self Appraisal Form- Sample

<p>Once average and weak students were identified, a personal interaction was initiated by the teacher to understand the students' strength and weakness towards the subject. Special care was given to such students by providing them with special classes or mentorship.</p>
<p>9. Comment on your punctuality in</p> <p>Punctuality is the first principle I follow in my life. I have always gone to the class on time and finished the class on time. I have attended all the official meetings conducted by the college on time. I always report to college before the expected reporting time.</p>
<p>10. Enhancement of Professional Competence: (details of Workshops, Seminars, Symposiums attended etc):</p> <ol style="list-style-type: none"> <li>1. Participated in National Seminar for 'e-Learning and MOOCs in Higher Education' organized by Guru Angad Dev Teaching Learning Centre of MHRD, SGTB Khalsa College, University of Delhi in collaboration with the Maharani's Science College of Women, Bengaluru on 10<sup>th</sup> March 2018.</li> <li>2. Attended National Level Conference on 'Indian Management Education: Time to Transform' organized by Xavier Institute of Management (XIME) Bangalore on 29<sup>th</sup> and 30<sup>th</sup> January 2019.</li> <li>3. Published a Research Paper titled 'Lifestyle factors influencing purchase behavior of youth in India' in International Journal of Advance and Innovation Research. ISSN No. 2394-7780, 2019.</li> <li>4. Attended JESCOL for three day organized by BJES</li> </ol>
<p>11. Research Contribution: (details of books/ research papers published, projects taken up/completed:</p> <ul style="list-style-type: none"> <li>• Multidisciplinary Research in Management and Humanities (Vol 1) ISBN- 9789380751238</li> <li>• Academic Research in Commerce and Management (Volume 1) ISBN- 9789380751337</li> <li>• Multidimensional Academic research (Volume 1) ISBN- 9789380751344</li> </ul>
<p>12. Details of seminars, conferences, symposia organized by you during the year:</p> <ul style="list-style-type: none"> <li>• Member of the organizing team of IQAC in organizing a UGC sponsored National Conference on 'Quality Initiatives For Teaching, Learning and Evaluation Processes in Higher Educational Institutions' on Friday 24<sup>th</sup> August 2018.</li> <li>• Member of the organising team for One Day Workshop "Intellectual Property Rights" held in association with the Ministry of Commerce and Industry, Chair of Intellectual Property Rights &amp; Centre for Intellectual Property Rights Research and Advocacy (CIPRA), NLSIU, Bangalore on December 20, 2018.</li> <li>• Member of the organising team of BBA Department in conducting a One Day city level seminar on Value conflict and contemporary business.</li> </ul>
<p>13. Extension Activities: Your contributions to the Institution's objective of Social Concern and Character formation: (organizing/accompanying students on social visits etc)</p> <p>Accompanied B.Com TT students to Solur Village (two days) for student outreach programme.</p>

## Staff Self Appraisal Form- Sample

<p>14. What efforts can you take to contribute to a positive learning environment in campus?</p> <p>i) Proactive approach with students ii) Demonstrate an ethical work culture iii) Actively collaborating with the students and respectful interaction with the colleagues and other staff iv) Encouraging the students to fulfill the ethos and values of the institution</p>
<p>15. Any other achievement/ strength/contribution that you would like to highlight:</p> <ul style="list-style-type: none"><li>• Invited as moderator for various seminars, conference and panel discussion</li><li>• Acted as external examiner for various universities</li><li>• Accompanied BCom TT students for Industrial visit</li><li>• Reviewer for IGI Journal, Scopus Book Publication titled, "Handbook of Research on Ethics, Entrepreneurship, and Governance in Higher Education"</li><li>• Guest Editorial Board Member, JSSH-Pertanika Journal of Social Sciences &amp; Humanities[Scopus], INTI University, Malaysia , Scopus Journal</li><li>• Reviewer for IGI Journal, Scopus Book Publication titled 'Handbook of Research on Contemporary Consumerism'</li><li>• Currently supervising three PhD research scholar from Jain University in the field of marketing</li><li>• Member of the Doctoral Committee, Scrutiny and approval of the PhD synopsis, Dayanand Sagar University, Bangalore.</li></ul>
<p>16. I hereby declare that the information given above is true to the best of my knowledge and belief.</p>



Name: Dr. Soney Mathews

Date: 6/6/2019

### 3. Non-Teaching Staff Performance Appraisal Form -Template



St. Joseph's College of Commerce (Autonomous)

#### Non-Teaching Staff Performance Appraisal Form

Employee Name:	Position:	
Supervisor's Name	Evaluation Period:	
<p align="center"><b>Rating scale</b></p> <ol style="list-style-type: none"> <li>1. Unsatisfactory – Performance does not meet expectations. Performance improvement plan required.</li> <li>2. Needs Improvement – Performance sometimes meets expectations. Performance improvement plan required.</li> <li>3. Good – Performance meets requirements and satisfies the expectations of the position.</li> <li>4. Very Good – Performance consistently meets and often exceeds expectations.</li> <li>5. Excellent – Performance consistently superior and exceeds expectations</li> </ol>		
<b>Particulars</b>	<b>Rating</b>	<b>Comments</b>
<b>Job Knowledge &amp; Skills</b>		
Demonstrates an understanding of job duties and responsibilities		
Possesses the knowledge required to perform the job effectively.		
<b>Quality/Quantity Of Work</b>		
Completes work with minimal errors		
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.		
Uses available resources/technology available to achieve quality, service and productivity.		
<b>Interpersonal Skills</b>		
Has the ability to work effectively with people at all levels(shows respect, sensitivity, courtesy, and flexibility)		
Communicates with people at all levels		
Maintains confidentiality at all levels.		
<b>Planning &amp; Organization</b>		
has the ability to organize the workload efficiently and effectively		
Always meets the deadlines		
Has the ability to meet short and quick unplanned requirements/needs or priorities effectively		
<b>Decision Making</b>		
Recognizes when a higher authority should be consulted in respect to certain decisions.		
<b>Initiative</b>		
Demonstrates the ability to work with minimal supervision		
Suggests new processes and tries new learning experiences.		
Shares and is receptive to new ideas		
<b>Safety Measure</b>		
Follows all rules, practices and procedures as required for the job.		
Uses and maintains all equipment/appliances/machinery properly		
<b>Team work</b>		
Offers assistance to others		
<b>Overall Performance</b>		

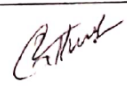
Supervisor's Signature:

Date:

#### 4. Non-Teaching Staff Performance Appraisal Form -Sample

Non-Teaching Staff Performance Appraisal Form-1		
Employee Name: <u>Mrs. Sharan dany</u>	Position: <u>Support Staff</u>	
	Evaluation Period: <u>17-18</u>	
<p align="center"><b>Rating scale</b></p> <p>1. Unsatisfactory - Performance does not meet expectations. Performance improvement plan required.</p> <p>2. Needs Improvement - Performance sometimes meets expectations. Performance improvement plan required.</p> <p>3. Good - Performance meets requirements and satisfies the expectations of the position.</p> <p>4. Very Good - Performance consistently meets and often exceeds expectations.</p> <p>5. Excellent - Performance consistently superior and exceeds expectations</p>		
Particulars	Rating	Comments
<b>Job Knowledge &amp; Skills</b>		
Demonstrates an understanding of job duties and responsibilities	4	
Possesses the knowledge required to perform the job effectively.	4	
<b>Quality/Quantity Of Work</b>		
Completes work with minimal errors	4	
Demonstrates effective application of technical and non-technical skills as required for the completion of the job.	4	
<b>Interpersonal Skills</b>		
Has the ability to work effectively with people at all levels(shows respect, sensitivity, courtesy, and flexibility)	3	
Communicates with people at all levels	3	
<b>Planning &amp; Organization</b>		
has the ability to organize the workload efficiently and effectively	5	
He/she has the ability to meet short and quick unplanned requirements/needs or priorities effectively	5	
<b>Decision Making</b>		
Recognizes when a higher authority should be consulted in respect to certain decisions.	4	
<b>Initiative</b>		
Demonstrates the ability to work with minimal supervision	4	
Suggests new processes and tries new learning experiences.	4	
Shares and is receptive to new ideas	3	
<b>Safety Measure</b>		
Follows all rules, practices and procedures as required for the job.	4	
Uses and maintains all equipment/appliances/machinery properly	3	
<b>Team work</b>		
Offers assistance to others	4	

Date: 17th Feb-2018

  
Supervisor's Signature: