

SELF APPRAISAL REPORT-2023-24
for NON TEACHING STAFF
MALABAR COLLEGE OF ADVANCED STUDIES, VENGARA

| | | | | |
|---|-------------------------------------|--|---------------|------------|
| 1 | Name | SHAMSUDHEEN. T.K | | |
| 2 | Designation | TECHNICAL ASSISTANT | | |
| 3 | Educational/Technical Qualification | POLY DIPLOMA IN ECE | | |
| 4 | Gender | MALE | Date of Birth | 15-03-1976 |
| 5 | Address | CHULLIKKAL @ THIRUNAVAYA KALATHIL MANGALAM (PO) TIRUR NM 626561 | | |
| 6 | Religion & Caste | ISLAM | MUSLIM | |

Departmental Qualification

Experience in Administrative area

| Departmental Qualification | | Experience in Administrative area | | |
|-----------------------------------|----------------------------|-----------------------------------|--------------------------------|------------|
| 1 | MOP | 1 | Administration |years |
| 2 | Attender Test | 2 | Accounts |years |
| 3 | Account Test Lower | 3 | Establishment |years |
| 4 | Account Test Higher | 4 | Spark |years |
| 5 | Library Certificate Course | 5 | E-grantz |years |
| Other activities Programme | | 6 | Gain PF |years |
| 1 | | 7 | Exam |years |
| 2 | | 8 | EPF |years |
| 3 | | 9 | COMPUTER LAB Others, if any | 10 Years |
| 4 | | 10 | ERP | TWO YEAR |

Training Programmes Attended

| | |
|---|--|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

| | | |
|---|--|----------------------------------|
| 1 | Section in the office serviced in the year | 2023-2024 |
| 2 | Works carried out in this section | COMPUTER LAB AND ELECTRONICS LAB |
| 3 | Pending Works | |
| 4 | Measures taken to clear pending works | |
| 5 | Difficulties faced in this section | |

Signature of the Coordinator CMC

Date: 31-03-2024

Place: Vengara



Signature of the Employee

Signature of the Principal

PRINCIPAL
MALABAR COLLEGE
OF ADVANCED STUDIES

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for NON TEACHING STAFF
MALABAR COLLEGE OF ADVANCED STUDIES, VENGARA

| | | | | |
|-------------------------------------|--|---|------------------|----------------------------------|
| 1 | Name | MANSOOR. K.C | | |
| 2 | Designation | Head Accountant | | |
| 3 | Educational/Technical Qualification | B.A. Economics | | |
| 4 | Gender | Male | Date of Birth | 22-05-1983 |
| 5 | Address | K.C. House. Kuttaloor P.O. OK. Muri, Malappuram-676919 | | |
| 6 | Religion & Caste | Islam | Muslim- Mappila. | |
| Departmental Qualification | | Experience in Administrative area | | |
| 1 | MOP | ✓ | 1 | Administrationyears |
| 2 | Attender Test | - | 2 | Accounts 11years |
| 3 | Account Test Lower | ✓ | 3 | Establishment 5years |
| 4 | Account Test Higher | ✓ | 4 | Spark -years |
| 5 | Library Certificate Course | - | 5 | E-grantz -years |
| Other activities Programme | | | 6 | Gain PF 05years |
| 1 | | | 7 | Exam 01years |
| 2 | | | 8 | EPF -years |
| 3 | | | 9 | Others, if any |
| 4 | | | 10 | ERP. 02 Yrs. |
| Training Programmes Attended | | | | |
| 1 | RUSA sponsored one Day Workshop on GeM e-Marketplace 23-09-2023 | | | |
| 2 | KSHCC - Curriculum Framework FYUGP - 10/11/2023 | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 1 | Section in the office serviced in the year | 2023-24 | | |
| 2 | Works carried out in this section | Accounts. | | |
| 3 | Pending Works | | | |
| 4 | Measures taken to clear pending works | | | |
| 5 | Difficulties faced in this section | | | |

Signature of the Coordinator CMC

Date :

Place :



Signature of the Employee

Signature of the Principal
PRINCIPAL
MALABAR COLLEGE
OF ADVANCED STUDIES
VENGARA