



T K M College of Arts and Science, Kollam

Performance Appraisal System

Steps of PBAS

Teaching / non-teaching staff's request to Principal for promotion

Principal letter to Registrar regarding the Promotion

Constitution of screening committee for promotion

Submission of Performance Based Appraisal system (PBAS) by the faculties

Promotion approval from Chairman

Promotion approval and order from University

Teaching / non-teaching
staff's request to
Principal for promotion

From

Dr. Ansil P. N.
Assistant Professor
Department of Biochemistry
T.K.M. College of Arts and Science
Kollam – 691005

Kollam

27/09/2023

To

The Chairman
T.K.M. College Trust
Kollam.

Sir,

Sub: Promotion/placement to the post of Assistant Professor Academic Level 11 - clearance by Screening Committee - request for a formal order of promotion – reg.


Ref: 17372/ Ac. F1/2022/UOK dated 11-07-2022

I have been serving this institution as an Assistant Professor in Biochemistry since June 27, 2018. I have completed four years of service and I am now eligible for promotion to the next academic level as of June 27, 2022.

The University's screening committee for promotion convened on November 28, 2022, and recommended my promotion to Assistant Professor at Academic Level 11. I kindly request the issuance of a promotion order effective from June 27, 2022 (FN), in accordance with the attached minutes and recommendations from the screening committee. I have meticulously completed all required documentation and met the eligibility criteria for this promotion.

Thank you for your valuable time and consideration.

Yours faithfully


Dr. Ansil P. N. 27/09/22

T. K. M. College of Arts and Science, Kollam
Minutes of the Screening Committee
For promotion to the post of Assistant Professor Academic Level 10 to 11
Annual Assessment for the Performance-Based Appraisal System (PBAS)
for Option A

The meeting was held on 28/11/2022 in the Principal's Chamber at T. K. M. College of Arts and Science, Kollam.

CANDIDATE		
Sl. No	Name	Designation
1.	Dr. ANSIL P.N.	Assistant Professor Department of Biochemistry, T. K. M. College of Arts and Science, Kollam

SCREENING COMMITTEE MEMBERS		
Sl. No	Name	Designation
1.	Dr. Chithra Gopinath	Principal in Charge T. K. M. College of Arts and Science, Kollam
2.	Dr. Annie Abraham	Professor (Retd.) Department of Biochemistry University of Kerala, Kariavattom
3.	Dr. Sindhu Rani JA	Associate Professor Department of Biochemistry NSS College, Nilamel, Kollam
4.	Dr. Latha B	Assistant Professor and HoD Department of Biochemistry T. K. M. College of Arts and Science, Kollam

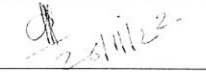
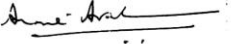


The Screening cum Evaluation committee for the CAS promotion constituted in accordance with the guidelines laid down by the University of Kerala, vide notification No. 17372/AC F 1/2022/UOK dated 11/07/2022 went through all the claims, along with the supporting documents in proof of academic qualifications and details of qualifying service submitted by the candidate. The committee scrutinized and verified the service book, certificates of academic qualifications, and the PBAS proforma with respect to the candidate.

The Screening cum Evaluation committee found that the teacher satisfied all the requirements for promotion from Academic Level 10 to 11. Based on the performance of the teacher before the committee, and in tune with the existing UGC norms, Government orders and the statutes of the University of Kerala, the teacher who appeared before the committee is found eligible for placement as Assistant Professor Academic Level 11.

The committee recommends and forwards to the University of Kerala, the application and allied documents for the promotion of Dr. ANSIL P. N. from Academic Level 10 to 11, with effect from 27/06/2022 (FN) mentioned in the following table.

Sl. No.	Name	Date of Promotion	Leave without allowance taken, if any
1.	Dr. ANSIL P. N.	27/06/2022 (FN)	Nil

The Screening Committee meeting came to an end at 1.00 pm.

Sl. No	Name of the committee members	Signature
1	Dr. Chithra Gopinath Principal in Charge T. K. M. College of Arts and Science, Kollam	
2	Dr. Annie Abraham Professor (Retd.) Department of Biochemistry University of Kerala, Kariavattom	
3	Dr. Sindhu Rani JA Associate Professor Department of Biochemistry NSS College, Nilamel, Kollam	
4	Dr. Latha B Assistant Professor and HoD Department of Biochemistry T. K. M. College of Arts and Science, Kollam	

Place: Kollam
Date: 28/11/2022

Minutes of screening committee

T. K. M. College of Arts & Science

KOLLAM - 691005, KERALA

REACCREDITED BY NAAC with A++ GRADE (CGPA-3.67)

SHAHAL H. MUSALIAR
Chairman, Governing Body



Phone : 0474 - 2731021
Fax : 0474 - 2712133
email : tkmtrust@yahoo.com

E1-252/2023/TKMCAS

11.10.2023

Form I
(See Statute 13 and 47)

PROMOTION ORDER

Dr. Ansil P.N., Assistant Professor Academic Level 10 in Biochemistry is promoted as Assistant Professor Academic Level 11 on a pay scale of Rs. 68900 – 205500 in the Department of Biochemistry at T.K.M. College of Arts & Science, Kollam-5 with effect from 27.06.2022 subject to the provision of the Kerala University Act and Statutes, Ordinances and Regulations made there under, and such other rules and orders issued from time to time by the University of Kerala or by such authority who may be competent to issue such rules, orders etc. under the said statutes.


MANAGER
GOVERNING BODY.

To

Dr. Ansil P.N.

Copy to:

1. The Registrar University of Kerala, Thiruvananthapuram.
2. The Director of Collegiate Education, Thiruvananthapuram.
3. The Deputy Director of Collegiate Education, Kollam.
4. The Principal, TKM College of Arts & Science, Kollam.
5. Personal File.

Promotion
order from
the chairman

List of faculty members who underwent promotion during the academic year 2023-24

	Name of Faculty	Kind of promotion
1	Dr. Bobby T Edwin	Academic level 12 to 13A
2	Dr. Sheeba M J	Academic level 12 to 13A
3	Dr. Latha B	Academic level 12 to 13A
4	Dr. Shajitha S	Academic level 12 to 13A
5	Dr. Sumithradevi S	Academic level 11 to 12
6	Dr. Manoj P K	Academic level 11 to 12
7	Gayathry S	Academic level 11 to 12
8	Dr. Shafana Shafi	Academic level 11 to 12
9	Dr. Ansil P N	Academic level 10 to 11
10	Dr. Finsar K Muhammed	Academic level 10 to 11
11	Nisamudeen Ashique P K	Academic level 10 to 11
12	Harilal N T	Academic level 10 to 11
13	Rissana T A	Academic level 10 to 11
14	Sherifa Rahim	Academic level 10 to 11

List of Non-Teaching Staff Members Who Underwent Promotion During the Academic Year 2023-24

	Name of Staff	Kind of promotion
1	Afzal Nazar	Office Assistant to lab Assistant
2	Shamla S	Office Assistant to lab Assistant
3	Shyma Kassim	Office Assistant to lab Assistant
4	Shahabanath S	Office Assistant to lab Assistant

**List of Faculty members whose
Promotion files forwarded to
University during the academic year
2023-24**

	Name of Faculty	Kind of promotion
1	Dr. Tharun A Rauf	Academic level 10 to 11
2	Dr.Abdul Rahim M K	Academic level 10 to 11
3	Dr. Simimole H	Academic level 10 to 11
4	Dr. Aswathy M R	Academic level 10 to 11
5	Dr. Safir T K	Academic level 10 to 11
6	Aparna L R	Academic level 11 to 12
7	Ruksana Sulthana A H	Academic level 11 to 12
8	Shiny Salam	Academic level 11 to 12
9	Firoskhan A	Academic level 11 to 12



Trust member Handing over the Certificate of Appreciation to Firoskhan A for being elected as a senate member



Trust member Handing over the Certificate of Appreciation to Dr. Safir T K for the achievement of PhD degree.



Trust member Handing over the Certificate of Appreciation to Dr. Shajitha S for the achievement of PhD degree.