

**Appraisal Form - Teaching Staff**



**VIMAL JYOTHI**  
**ENGINEERING COLLEGE**  
 JYOTHI NAGAR, CHEMMURU - 670322, KANNUR D.T., KERALA  
 An ISO 9001:2008 Certified Institution

Proceeding No: VJ/Pay Increment/.....

Date: 28.9.23

**Proceeding**  
**Increment Calculation**

Name of staff : [Redacted]

Designation : Professor

Department : MCE

Date of Joining : 01-12-2021

Grade increment status: Nil

Date of Birth : 12-06-1979

Granted Annual Increment @Rs.....pm Raising pay from Rs.....to Rs.....With effect from.....

|             | Basic pay | HRA | DA    | Others | Total |
|-------------|-----------|-----|-------|--------|-------|
| Current Pay | 40890     | 250 | 54125 | 10000  | 75265 |
| Revised pay |           |     |       |        |       |

Approved/Not Approved:

Accounts Officer :

Suprintendent :

Principal :

Administrator / Bursar :

Chairman :

◀ Back

### Faculty Score Card

Academic Year - 2022-23

Faculty Name : Dr P Sridharan  
 Department : Mechanical Engineering  
 Designation : Professor

System Generated Score  
 Self Appraisal Score  
 Supervisor Score  
 Configured Score

| Sl #        | Category             | Sub Category    | Count / Pass % | System Generated Score | Self Appraisal Score | Supervisor Score | Configured Score |
|-------------|----------------------|-----------------|----------------|------------------------|----------------------|------------------|------------------|
| 1           | Events               | Seminar         | 0              | 0.0                    | 40.0                 | 40.0             | 40.0             |
|             |                      | No Comments     |                |                        |                      |                  |                  |
|             |                      | Conference      | 0              | 0.0                    | 0.0                  | 0.0              | 40.0             |
|             |                      | No Comments     |                |                        |                      |                  |                  |
|             |                      | Workshop        | 0              | 0.0                    | 40.0                 | 40.0             | 40.0             |
|             |                      | No Comments     |                |                        |                      |                  |                  |
| 2           | Industry Interaction | MOU             | 0              | 0.0                    | 10.0                 | 0.0              | 30.0             |
|             |                      | No Comments     |                |                        |                      |                  |                  |
|             |                      | Industry Visit  | 0              | 0.0                    | 20.0                 | 20.0             | 20.0             |
|             |                      | No Comments     |                |                        |                      |                  |                  |
|             |                      | Lab Setup       | 0              | 0.0                    | 0.0                  | 0.0              | 40.0             |
|             |                      | No Comments     |                |                        |                      |                  |                  |
| 3           | Counselling          | Student Meeting | 0              | 0.0                    | 20.0                 | 10.0             | 30.0             |
|             |                      | No Comments     |                |                        |                      |                  |                  |
| 4           | Feedback             | Course Feedback | 87.0           | 43.5                   | 50.0                 | 44.0             | 50.0             |
|             |                      | No Comments     |                |                        |                      |                  |                  |
| 5           | Co-ordination        | Membership      | 0              | 0.0                    | 40.0                 | 40.0             | 50.0             |
|             |                      | No Comments     |                |                        |                      |                  |                  |
|             |                      | Committee       | 0              | 0.0                    | 40.0                 | 40.0             | 50.0             |
| 6           | Publication          | No Comments     |                |                        |                      |                  |                  |
|             |                      | Article         | 0              | 0.0                    | 30.0                 | 30.0             | 50.0             |
|             |                      | No Comments     |                |                        |                      |                  |                  |
|             |                      | Books           | 0              | 0.0                    | 0.0                  | 0.0              | 80.0             |
|             |                      | No Comments     |                |                        |                      |                  |                  |
|             |                      | Blog            | 0              | 0.0                    | 0.0                  | 0.0              | 0.0              |
|             |                      | No Comments     |                |                        |                      |                  |                  |
|             |                      | Paper           | 0              | 0.0                    | 80.0                 | 80.0             | 120.0            |
|             |                      | No Comments     |                |                        |                      |                  |                  |
| Case Study  | 0                    | 0.0             | 0.0            | 0.0                    | 0.0                  |                  |                  |
| No Comments |                      |                 |                |                        |                      |                  |                  |

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Date of Joining : 27.10.2016

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25/18


|    | Sub Category                | Count / Pass % |       |         |         |         |
|----|-----------------------------|----------------|-------|---------|---------|---------|
| 7  | Patents                     |                |       |         |         |         |
|    | Patents Issued              | 0              | 0.0   | 0.0     | 0.0     | 60.0    |
|    | No Comments                 |                |       |         |         |         |
|    | Patents Pending             | 0              | 0.0   | 0.0     | 0.0     | 30.0    |
|    | No Comments                 |                |       |         |         |         |
|    | MOU with Companies          | 0              | 0.0   | 0.0     | 0.0     | 60.0    |
|    | No Comments                 |                |       |         |         |         |
| 8  | Placement                   |                |       |         |         |         |
|    | % of Students Eligible      | 0              | 0.0   | 0.0     | 0.0     | 0.0     |
|    | No Comments                 |                |       |         |         |         |
|    | % of Students Placed        | 0              | 0.0   | 0.0     | 0.0     | 0.0     |
|    | No Comments                 |                |       |         |         |         |
| 9  | Department Result           |                |       |         |         |         |
|    | Points                      | 0.0            | 0.0   | 0.0     | 0.0     | 0.0     |
|    | No Comments                 |                |       |         |         |         |
|    | Seminar attended by staff   | 0              | 0.0   | 0.0     | 0.0     | 0.0     |
|    | No Comments                 |                |       |         |         |         |
|    | Seminar hosted by staff     | 0              | 0.0   | 20.0    | 20.0    | 0.0     |
|    | No Comments                 |                |       |         |         |         |
|    | Seminar hosted by students  | 0              | 0.0   | 10.0    | 10.0    | 0.0     |
|    | No Comments                 |                |       |         |         |         |
| 10 | Group Achievements          |                |       |         |         |         |
|    | Any Other Achievements      | 0              | 0.0   | 0.0     | 0.0     | 0.0     |
|    | No Comments                 |                |       |         |         |         |
|    | Extra Curricular Activities | 0              | 0.0   | 0.0     | 0.0     | 0.0     |
|    | No Comments                 |                |       |         |         |         |
|    | Points                      | 0.0            | 0.0   | 0.0     | 0.0     | 0.0     |
|    | No Comments                 |                |       |         |         |         |
| 11 | Department Course Coverage  |                |       |         |         |         |
|    | Guided & Own                | 0.0            | 0.0   | 40.0    | 40.0    | 190.0   |
| 12 | Project                     |                |       |         |         |         |
|    | No comments                 |                |       |         |         |         |
|    | Result (Quality & pass %)   | 0.0            | 619.7 | 620.0   | 620.0   | 620.0   |
| 13 | Course                      |                |       |         |         |         |
|    | No Comments                 |                |       |         |         |         |
|    | Coverage (Theory & Lab)     | 0              | 60.0  | 60.0    | 60.0    | 50.0    |
|    | No Comments                 |                |       |         |         |         |
|    | Total                       |                | 763.2 | 1,140.0 | 1,114.0 | 1,800.0 |
|    | Percentage %                |                | 0.4   | 47.9    | 55.7    | 100%    |
| 14 | Supervisor Feedback         |                |       |         |         |         |
|    | HOD                         | NA             | NA    | NA      | 12.0    | 15.0    |
|    | PRINCIPAL                   | NA             | NA    | NA      | —       | NA      |

*[Signature]*  
25/08/2023

*[Signature]*  
25/8/2023  
Dr. P. Sridharan

*[Signature]*  
25/8/23

**Appraisal Form - Non Teaching Staff**



**VIMAL JYOTHI**  
**ENGINEERING COLLEGE**  
JYOTHI NAGAR, CHEMMERU - 670532 KANNUR DIST. KERALA  
A-100 DIST 2008 CRITIQUE INSTITUTION

Proceeding No: VJ/Pay Increment/..... Date : 25.12.23

### Proceeding Increment Calculation

Name of staff : [REDACTED]  
 Designation : Technician  
 Department : CS  
 Date of Joining : 01-07-2007  
 Grade increment status:  
 Date of Birth : 01-06-1983  
 Rs. 10590<sup>0</sup> Granted Annual Increment @Rs. 200.....pm Raising pay from Rs. 10390<sup>0</sup>  
 With effect from 01-02-23

|             | Basic pay | DA    | HRA | AGP | PhD | Others | Total |
|-------------|-----------|-------|-----|-----|-----|--------|-------|
| Current Pay | 10390     | 11429 | 250 |     |     | 1800   | 23869 |
| Revised pay | 10590     | 11649 | 250 |     |     | 1800   | 24289 |

Approved/Not Approved: 420

Accounts Officer : [Signature] 27/10/23  
 Superintendent :  
 Principal :  
 Administrator / Bursar : Chairman :

**NON-TEACHING STAFF ASSESSMENT FORM (FOR TECHNICAL STAFF)**

**SHEET - 1 (To be filled by the staff member)**

|  |
|--|
| Purpose of Assessment: : <b>Salary Increment</b>                                   |
| Date of Assessment / Review: <b>01-07-2023</b>                                     |
| Period of Assessment: From <b>/01 /07/2022</b> To: <b>1 /07 /2023</b>              |
| Name of the Staff: <b>Bindu Sebastine</b> ✓  |
| Present Designation / Department/Section: <b>TRADE INSTRUCTOR/CSE/SOFTWARE LAB</b> |
| Date of Joining in VJEC : <b>12/10/2006</b>  |
| Designation at the time of joining: <b>TECHNICIAN</b>                              |

**Educational Qualification:**

| Qualification/Degree | Name of the College/<br>Institution | University | Percentage of<br>marks | Class |
|----------------------|-------------------------------------|------------|------------------------|-------|
| PGDCA                | NATIONAL COLLEGE                    | BOARD      | 60                     | 1st   |
| UG(B.COM)            | ST.JOSEPH COLLEGE                   | CALICUT    | 55                     | 2nd   |
|                      |                                     |            |                        |       |
|                      |                                     |            |                        |       |
|                      |                                     |            |                        |       |

**Previous Experience:**

| Sl. No. | Organization     | Designation | Period    |            | Salary | Reason for leaving |
|---------|------------------|-------------|-----------|------------|--------|--------------------|
|         |                  |             | From      | To         |        |                    |
| 1111    | NATIONAL COLLEGE | INSTRUCTOR  | 1/12/2002 | 31/12/2004 | 2500   |                    |
|         |                  |             |           |            |        |                    |

**Positions held at VJEC**

| Sl.No. | Department | Designation | Period     |    |
|--------|------------|-------------|------------|----|
|        |            |             | From       | To |
| 1      | CSE        | Technician  | 12/10/2006 |    |
|        |            |             |            |    |

Tasks that are promised to be achieved by the staff before the next assessment for self Development/department or Institutional development (to be filled by the staff member)

|   |                                   |
|---|-----------------------------------|
| 1 | Would be improve technical skill. |
| 2 |                                   |
| 3 |                                   |
| 4 |                                   |

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01/18

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Signature of the Staff

**SHEET - 2**

**Criterion - 1 Key contributions made to department/ other Institutional activities during the assessment year to be certified by the concerned HOD**

| Sl.No. | Contributions<br><i>(to be filled by the staff)</i> | Name of the certifying<br>Official | Signature of the<br>certifying Official | Rating<br>Point |
|--------|---|------------------------------------|---|-----------------|
| 1      | Admission 2022-2023 and 2023-2024                   | Dr Divya B                         | <i>[Signature]</i>                      | 1               |
| 2      | NBA   |                                    |   | 2               |
|        |   |                                    |   |                 |
|        |   |                                    |   |                 |

| <b>Criterion - 2 Professional Caliber/ Performance</b> | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|
| Commitment   | ✓ |   |   |   |   |
| Communication Skill                                    |   | ✓ |   |   |   |
| Technical Knowledge & Competency                       |   | ✓ |   |   |   |
| Willingness to accept responsibility                   | ✓ |   |   |   |   |
| Interpersonal relationship & Team Work                 | ✓ |   |   |   |   |
| Punctuality  | ✓ |   |   |   |   |
| Respect for Authority                                  | ✓ |   |   |   |   |
| Attitude in crisis                                     |   | ✓ |   |   |   |
| Sense of responsibility                                |   | ✓ |   |   |   |

| <b>Criterion - 3 Attitude/ Personal Traits</b>          | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Assisting the Faculty in Lab classes                    |   | ✓ |   |   |   |
| Upkeep and maintenance of Lab                           |   | ✓ |   |   |   |
| Individual Initiative for Lab development, models, etc. |   |   | ✓ |   |   |

| <b>Criterion - 4 Performance of Staff Member (in other areas)</b> | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| Maintenance of Stock Register                                     | ✓ |   |   |   |   |
| Circulating the circulars among the staff                         |   | ✓ |   |   |   |
| Improvement in the areas of work and innovation                   |   | ✓ |   |   |   |
| Relationship with the Students                                    |   | ✓ |   |   |   |
| Involvement during committee visits                               |   | ✓ |   |   |   |

Totals **32**

SHEET - 3

Criterion - 5 Assessment by HOD

Name of the Staff Member : BINDU SEBASTIANIE Designation TRADE INSTRUCTOR

Recommendations of the HOD :

Date : 31/7/23

Total points 32 (including all criterions 1 to 5)

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Areas to be improved

Can learn programming languages to assist faculty  
during lab hours.

Controlling Officer/  
Lab in-charge  
Name :

  
Head of Dept.  
Name : 31/7/23

Director  
Name :

The above observations are accepted

Name of the Staff Member BINDU SEBASTIANIE Signature [Signature]

Date:

Comments of the Principal

Signature of the Principal

Date :

### Rating Scale

|   |                         |   |
|---|-------------------------|---|
| 1 | Exceptional Performance | Performance that consistently exceeds the requirement of the position.  |
| 2 | Above Average           | Performance that regularly exceeds the requirement of the position. Performance at this level occasionally exceeds Or falls below this level.   |
| 3 | Average                 | Performance that meets the requirement of the position. Performance at this level usually meets but occasionally Falls or exceeds the level.  |
| 4 | Improvement Expected    | Performance that does not meet the requirement of the position. The Instructional staff member is expected to develop and implement strategies to improve performance to the expected level |
| 5 | Unsatisfactory          | Performance that does not meet the minimum requirement of the position and / or a level commensurate with the experience of the instructional staff member.                                 |