Faculty Performance Appraisal: Technical Staff



		An ISO 9001 2008	Cetified Institution
Proceeding No: VJ/Pa	ay Increment/		Date 🔑 ~9~?
	Proceed	inσ	Date Off
	Increment Cal		
Name of staff Designation Department	: Technicions : Cs		
Date of Joining	: 1-7-200)	-	
Grade Increment status	: 2	e	
Date of Birth	: 01-06-1983		

	Basic pay	HRA	DA	Others	Total
Current Pay		250	10160	786 -1 1500-1 1500	
Revised pay		250	10363	800+1500+1800	

Accounts Officer

Superintendent

Principal

Administrator / Bursar

ストスメンテスし Approved/Not Approved:

Chairman

SI.No.	ion - 1 Key contributions made to d assessment year to be certif Contributions	epartment/ o	ther Inst	itutio	nal acti	ivitie	s durin
		Name of the	ncerned	HOD	natura a	ftha	Rating
1	(to be filled by the staff)	certifying	2	Signature of the certifying Official			Point
	Admission 2021-2022 and 2022-2023		110		1		3
		Dr. Jeeth	M M. Den	oria	(8)		
Criteri	on - 2 Profess onal Caliber/ Perform	nance	1	2	3	4	5
	. The first of the					:/	/
	munication Skill					/	/
	nical Knowledge & Competency	-				<i>J.</i>	
Willir	ngness to accept responsibility					/	/
Inter	personal relationship & Team Work					\	
Punc	tuality					\mathcal{I}	
Respect for Authority						·/	
Attitu	de in crisis					1	/
Sense	e of responsibility					~	
riterio	on - 3 Attitude/ Personal Traits		1	2	3	4	5
Assist	ing the Faculty in Lab classes					1	
Upkee	ep and maintenance of Lab					V	
Individ	dual Initiative for Lab development, mod	dels, etc.				U	
		MAN PROVINCE					
	n - 4 Performa ce of Staff Member	(in other	1	2	3	4	5
Mainte	enance of Stock Register					~	
Circula	ting the circulars among the staff						
Improv	rement in the areas of work and innova	tion			1	<u> </u>	
Relatio	nship with the Students			_	 	1	
			1		-	1	

Total....6366

Criterion - 5 Assessment by HOD

Name of the Staff Member :	Designation <u>TECHNICIA</u> N
Recommendations of the HOD :	19/9/2022
Total points <u>66</u> (including all o	criterions 1 to 5)
-	
Familianization	with new technologies
Controlling Officer/ Lab in-charge Name :	Head of Dept. Director Name: Dy. Jeothu V. Devasia
The above observations are accepted	
Name of the Staff Member_	Signature Hulul 4
Date: 19 19 2022	
Comments of the Principal	
Signature of the Principal	Date :

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1	Exceptional Performance	Performance that consistently exceeds the requirement
2	Above Average	of the position. 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
4	Improvement Expected	Performance that does not meet the requirement of the position. The Instructional staff member is expected to develop and Instructional staff member performance to the expected
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.



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

Date 19.-5-22

Proceeding **Increment Calculation**

Name of staff

Designation

Department

Technicien : ME

Date of Joining

: 01-08-2012

Grade Increment status:

Date of Birth

: 04-02-1970

	Basic pay	HRA	DA	Others	Total
Current Pay		210	8534	670-1500+1800	
Revised pay		250	8738	684 +1580 +1800	71

Accounts Officer

Superintendent

Principal

Administrator / Bursar

Approved/Not Approved:

NON-TEACHING STAFF ASSESSMENT FORM (FOR TECHNICAL STAFF)

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

Date of Assessment / Review: Sahary Increment Paried of Assessment / Review: 01/04/2022	
Period of Assessment: From 01 /08/2021 To:01 /08/2022 Name of the Staff:	
Present Designation / Department/Section: Technician / ME (Mechanical	Workshop
Date of Joining in VJEC : 01/08/9012	
Designation at the time of joining: Technician	

ucational Qualification			D 1 of	
Qualification/Degree	Name of the College/ Institution	University	Percentage of marks	Class
Dip/ITI	Gost Industrial institute	Chennai 35 Cumahati	590	1
IWT	Inhand water Fransport	a command		11
UG				
PG				
Others, if any				

Previous Experience: Period Reason for Salary Organization Designation То From 2010 24000/-VSR 1989

	held at VJEC	Designation	Period		
SI.No.	Department	Designation	From	То	
01	ME/ Workshop	Lab in-charge	05/02/2021	,	
-	MET WOOK BROKE	700011	211/00/00		

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)

ic veropinent, deputit	in or motivational development (to be fined by the staff member)	
1		
2	***************************************	
3		
4		

Criterio	on - 1 Key contribute	IEET – 2						
Sl.No.	on - 1 Key contributions made to department assessment year to be certified by to Contributions	nt/ other Institution	nal activit	ies duri	ng the			
	(to be filled by the stoff)	Name of the ce Official	rtifying	Signa	iture of t ing Offi	he cial	Rating	
		/						-
	V							
Criteri	on – 2 Professional Caliber/ Performance					4		5
Con	nmitment		1	2		-4	1	
Con	nmunication Skill				V		_	
Tecl	hnical Knowledge & Competency			V				
Wil	lingness to accept responsibility				V			
Inte	rpersonal relationship & Team Work			V				
Pun	nctuality			V				
Res	pect for Authority			V				
Atti	tude in crisis				~			
Sen	se of responsibility				/			
Criteri	ion - 3 Attitude/ Personal Traits		1	2	3		4	5
	isting the Faculty in Lab classes							
Upł	keep and maintenance of Lab							
Indi	ividual Initiative for Lab development, mod	lels, etc.			\	/		
Criteri	on - 4 Performance of Staff Member (in ot	ther areas)	1	2		3	4	5
	ntenance of Stock Register	,						1
Circ	rulating the circulars among the staff				1	/		
Imp	rovement in the areas of work and innovat	ion			\			
Rela	tionship with the Students			\	<u></u>		-	-
Invo	lvement during committee visits				/		-	

Total: _

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Criterion - 5 Assessment by HOD

	3 Assessment by HO	D	
Name of the Staff Member :		Designation 72	ade Instanctor
Recommendations of the HOD		Date: 63	ale historictor
Total points	(including all criterions 1 to 5)	· '	
	Commeded	Ja memen	<i> </i>
Areas to be improved	END/CMM		
Controlling Officer/ Lab in-charge Name:	Hea Nan	d of Dept.	Director Name :
The above observations are acc	epted		0
Name of the Staff Member		Signature	
Date:			
Comments of the Principal			
Signature of the Principal			Date:

01.11. 5008



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

Date 2.(-(21

Proceeding Increment Calculation

Name of staff

Designation

Department

Technicions Cruil Engineering

Date of Joining

:01-11-2008

Grade Increment status :

2+363=726

	Basic pay	HRA	DA	Others	Total
Current Pay		250	8738	750 +1800	
Revised pay	9	250	Sand	750+1800	- 470

Accounts Officer

Superintendent

Principal

Administrator / Bursar

Approved/Not Approved:

Chairman

NON-TEACHING STAFF ASSESSMENT FORM TO DESCURICAL STAFF)

	Assessment / Re		~ "	2020						
Vame o	of Assessment: Fr of the Staff:	rom / /	11 /20	99	To: / /	1/ /20	100			
	The Stair:	:								
Present	Designation / De	epartmen								
Date of	Joining in VJEC		1	11/2	800					
Designa	ation at the time o	of joining:	_		nog nose					
				leel	nise	rei	~_	•		
lucation	nal Qualification:									
Qualif	ication/Degree	Nam	e of the C	-	Ur	iversi	ity	Percentage marks	of	Class
	Dip / ITI	171	Instituti	toul	N	CV	T	70		
				100				-		
	UG	-								
	PG									
Others, Previou	if any is Experience:									
					T P	eriod	-		F	Reason for
SI.	Organizatio	on	Desig	gnation	From	To		Salary		leaving
No.	1241		مانه	Supers	Wised	20	06-	- 2008		
	VIEL		2//	701						
_										_
ositions	s held at VJEC							Per	iod	
SI.No.	Departi	ment		Desi	ignation		From		To	
								57 / The Co		
									_	
-La O	t are promised to	he achie	wed by	the staff b	pefore the	next a	ssessm	ent for self		
isks tna evelopn	it are promised to nent/department	t or Instit	utional	developn	nent (to be	filled l	by the s	taff member)		
1					~					
-										
2						-				
2										

Scanned with OKEN Scanner

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

15-12-22

Proceeding Increment Calculation

Name of staff Designation Department

Date of Joining

:06-12-2006

Grade Increment status : 2

Date of Birth

: 08-01-1976

	Basic pay	HRA	DA	Others	Total
Current Pay		250	10160	1500+786+1800	
Revised pay		250	10363	1500+811-11800	

Accounts Officer

Superintendent

Principal

Administrator / Bursar

Approved/Not Approved:

NON-TEACHING STAFF ASSESSMENT FORM (FOR TECHNICAL STAFF)

			SHEET - 1 (To be)			nember)				
rpose o	f Assessment: ssessment / Rev	riew:	wal Ind							
riod of	Assessment: Fro	om /P	ec/2021	To: /De	£/20	22.				
ame of t	the Staff:	3								
ate of Jo	Designation / De	1	Dec. 200	6.			. EEE	+ m/	1ch	
			7.1	1 11 10 2						
icationa	d Qualification:	Name	of the College/	fin	iversi	tv	Percentage	of	Class	
Qualific	ration/Degree	1	netitution		ICV	.40	marks		152.	
D	Lip / ITI	Mode	1 TTI Cali	art .			(2)			
	UG									
	PG							-		
Others,	if any							1		
evious l	Experience:			p	eriod			Rea	son for	
SI. No.	Organizati	ion	Designation	From	To		Salary	le	eaving	
					1		1			
ositions	held at VJEC				_		Peri	od		
SI.No.	Depa	Department Designation			From		To			
t-	5	E	Freu	ele Inst	Sondar		2006		2002	
	at are promised	to be achie	ved by the staff b	efore the n	ext as	sessme	nt for self			
asks the	ment/departme	ent or Institu	utional developm	ent (to be fi	lled by	the stat	if member)			
1										
2					_					
3										
4										

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

Sl.No. Contributions Name of the certifying Signature of the benefit of the street of the st Signature of the

Sl.No.	assessment year to be certified be Contributions (to be filled by the staff)	Name of the Offici	certifying		ature of ying Off		Rating Point
Criterion -	- 2 Professional Caliber/ Performance	e	1	2	3	4	5
Commi							~
Commi	unication Skill					~	1
Technic	cal Knowledge & Competency	4.17					V
Willing	ness to accept responsibility						V
Interpe	ersonal relationship & Team Work					.~	
Punctu	ality						~
Respec	t for Authority	50				~	1
Attitud	e in crisis	*				~	1
Sense	of responsibility					V	1_
Criterion	- 3 Attitude/ Personal Traits		1	2	3	4	5
Assist	ing the Faculty in Lab classes						~
Upkee	ep and maintenance of Lab					~	
Indivi	dual Initiative for Lab development, r	models, etc.				~	
Criterion	a - 4 Performance of Staff Member (i	n other areas)	1	2	3	4	5
Maint	enance of Stock Register			-			V
Circu	lating the circulars among the staff					V	
Impro	ovement in the areas of work and inno	ovation				~	
Relati	ionship with the Students						1
Invol	vement during committee visits						

Total:

Controlling Officer/ Lab in-charge Name: The above observations are accepted (including all criterions 1 to 5) Recommend. (including all criterions 1 to 5) Recommend. He Na Na Name: Tinku George T The above observations are accepted	Designation_Techniques Date:
Criterion - 5 Assessment by HC me of the Staff Member commendations of the HOD: tal points 75 (including all criterions 1 to 5) Recommend Areas to be improved Controlling Officer/ Lab in-charge Name: Roku George T	Designation Technicum
Criterion - 5 Assessment by HC me of the Staff Member commendations of the HOD: tal points 75 (including all criterions 1 to 5) Recommend Areas to be improved Controlling Officer/ Lab in-charge Name: Roku George T	Designation Technicum
commendations of the HOD: tal points	Designation Techniques
commendations of the HOD: tal points	Designation Techniques
Controlling Officer/ Lab in-charge Name: The above observations are accepted (including all criterions 1 to 5) Recommend. (including all criterions 1 to 5) Recommend. He Na Na Name: Tinku George T The above observations are accepted	
Controlling Officer/ Lab in-charge Name: The above observations are accepted (including all criterions 1 to 5) Recommend. He Na Na Na The above observations are accepted	Date:
Controlling Officer/ Lab in-charge Name: The above observations are accepted (including all criterions 1 to 5) Recommend. He Na Na Na The above observations are accepted	
Controlling Officer/ Lab in-charge Name: The above observations are accepted	
Controlling Officer/ Lab in-charge Name: Thick Groupe: T The above observations are accepted	
Controlling Officer/ Lab in-charge Name: The above observations are accepted	
Controlling Officer/ Lab in-charge Name: The above observations are accepted	
Controlling Officer/ Lab in-charge Name: The above observations are accepted	
Controlling Officer/ Lab in-charge Name: The above observations are accepted	
Controlling Officer/ Lab in-charge Name: Thuc George T	
Controlling Officer/ Lab in-charge Name: Thuc George T	
Controlling Officer/ Lab in-charge Name: Thuc George T	
Controlling Officer/ Lab in-charge Name: Thuc George T	
Controlling Officer/ Lab in-charge Name: Thuc George T	
Controlling Officer/ Lab in-charge Name: Thuc George T	- 11
Controlling Officer/ Lab in-charge Name: Thuc George T	d of Dept. Director
The above observations are accepted	ne: Lary Jamo Name:
	d
a. W. Manhor	
e. # Mandage	Signature
Name of the Staff Member	-70
Date:	
Comments of the Principal	
Comments of the Principal Signature of the Principal	
CA COND	

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.



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

Date 22-04-22

Proceeding Increment Calculation

Name of staff Designation Department

Date of Joining

: 20-04-2005

Grade Increment status :

Date of Birth

: 02-05-1977

	Basic pay	HRA	DA	Others	Total
Current Pay		250	12947	750 + 1800	
Revised pay		250	13216	750+1800	

Accounts Officer

Superintendent

Principal

Administrator / Bursar

Approved/Not Approved:

NON-TEACHING STAFF ASSESSMENT FORM (FOR TECHNICAL STAFF)

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

Purpose of Assessment: : Date of Assessment / Review	JALARY INCREMENT	
	20/04/200 2021 To: 20/04/200 2022	
Name of the Staff:	10: 20/04/200 2022	
Present Designation / Depart	ment/Section: INSTRUCTOR COST	
Date of Joining in VJEC	: 20-04-2005	
Designation at the time of join	ning: INSTRUCTOR CIO. II	

Educational Qualification:

Qualification/Degree	Name of the College/ Institution	Universit	у	Percentage of marks	Class	
Dip / FFF	COPIT. MATTANUR		04	82.6	DISTINCT	10
UG		KERALA (hout.			
PG						
Others, if any						

Previous Experience:

SI.	Organization	Designation	Period		WI WILLIAM	Reason for
No.		Designation	From	To	Salary	leaving
1-	ELECTROTECK	INSTRUCTOR	1999	2004	4000	To sole VJEC
_						John St.

Positions held at VJEC

Sl.No.	Department	Designation	Period		
			From	· Fo	
	ECE	INSTRUCTORON	2005	2009	
	AEI	INSTRUCTOR CIVIL		Till now	

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	To Completo	AMIE	Past 2.
2			18721 637
3			
4			

Signature of the Staff

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

	Signature of the certifying Official	Name of the certifying Official	Contributions (to be filled by the staff)	SLNo.
/t	certifying Official		Admission 2021	
4-			NAVAYUNA -2012.	
14			School Pasion Visit dos:	
17			Admission 2021	
100				

Criterion - 2 Professional Caliber/ Performance	91	• 2	3	-	-
Commitment	91	~	3	A	5
Communication Skill		/	-		
Technical Knowledge & Competency					
Willingness to accept responsibility		1			
Interpersonal relationship & Team Work		1			
Punctuality					
Respect for Authority		/			
Attitude in crisis		/			
Sense of responsibility					
riterion - 3 Attitude/ Personal Traits	91	102	3	alv	
Assisting the Faculty in Lab classes	-	W 2	,3	24	5
Upkeep and maintenance of Lab					_
Individual Initiative for Lab development, models, etc.					
riterion - 4 Performance of Staff Member (in other areas)	61				
Maintenance of Stock Register	/	2	3	4	5

Criterion - 4 Performance of Staff Member (in other areas)	61		1 3		-
Maintenance of Stock Register	1	2	- 3	4	_ b
Circulating the circulars among the staff			-		
Improvement in the areas of work and innovation	-				
Relationship with the Students	1	-			
Involvement during committee visits					

Criterion - 5 Assessment by HOD

Name of the Staff Member :		Designation Inductor (m2
	riding all criterions 1 to 5)	icated instructor
Areas to be improved	us assigned by	the Hos.
He has to attend	The last cook	
Controlling Officer/ Lab in-charge Name: DHANO3 M	Head of Dept. Name:	Director Name :
The above observations are accepted Name of the Staff Member	Signatur	2 Instructor Crs. Ti
Date: 11/09 /22 . Comments of the Principal	Signature	
Signature of the Principal		Duran

Date: