

# Faculty Performance Appraisal: Technical Staff



**VIMAL JYOTHI**  
**ENGINEERING COLLEGE**  
 JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA  
 An ISO 9001 2008 Certified Institution

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

Date 20-9-22

**Proceeding  
 Increment Calculation**

Name of staff : [Redacted]  
 Designation : Technician  
 Department : CS

Date of Joining : 1-7-2007

Grade Increment status : 2

Date of Birth : 01-06-1983

Granted Annual Increment @Rs. 160 pm Raising pay from Rs. 8050 to Rs. 8160 With effect from 1-7-22

	Basic pay	HRA	DA	Others	Total
Current Pay	[Redacted]	250	10160	786 + 1500 + 1800	[Redacted]
Revised pay	[Redacted]	250	10363	800 + 1500 + 1800	[Redacted]

3632926  
 Approved/Not Approved:

Accounts Officer : [Signature]

Superintendent : [Signature]

Principal : [Signature]

Administrator / Bursar : [Signature]

[Signature]  
 Chairman

**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 (to be filled by the staff)	Name of the certifying	Signature of the certifying Official	Rating Point
1	Admission 2021-2022 and 2022-2023	Dr. Jeethu V. Devanla		3

<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</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			✓		

Total..... **6366**

SHEET - 3

Criterion - 5 Assessment by HOD

Name of the Staff Member : \_\_\_\_\_ Designation TECHNICIAN

Recommendations of the HOD :

Date : 19/9/2022

Total points 66 (including all criterions 1 to 5)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Areas to be improved

Familiarisation with new technologies  
\_\_\_\_\_  
\_\_\_\_\_

Controlling Officer/  
Lab in-charge  
Name :

Head of Dept.  
Name :  
Dr. Jeethu V. Devasia

Director  
Name :

The above observations are accepted

Name of the Staff Member \_\_\_\_\_ Signature [Signature]

Date: 19/9/2022

Comments of the Principal ✓

Signature of the Principal [Signature]

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.



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

Date 19-8-22

Proceeding  
 Increment Calculation

Name of staff :   
 Designation : Technician  
 Department : ME

Date of Joining : 01-08-2012

Grade Increment status : 1

Date of Birth : 04-02-1970

Granted Annual Increment @Rs. 160 .....pm Raising pay from Rs. 6720 to Rs. 6880 .....With effect from 1-8-2012

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

Accounts Officer :

Superintendent :

Principal :

Administrator / Bursar :

Approved/Not Approved:

*[Signatures]*  
 22/8/22

*[Signature]*  
 Chairman

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

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

Purpose of Assessment : **Salary Increment**  
 Date of Assessment / Review : **01/01/2022**  
 Period of Assessment: From **01/08/2021** To: **01/08/2022**  
 Name of the Staff: **[Redacted]**

Present Designation / Department / Section: **Technician/ME/Mechanical Workshop**

Date of Joining in VJEC : **01/08/2012**

Designation at the time of joining: **Technician**

**Educational Qualification:**

Qualification/Degree	Name of the College/Institution	University	Percentage of marks	Class
Dip/ITI ✓	Govt. Industrial Institute	Chennai 35	590	I
IWT	Inland water Transport	Chennai 35	-	II
UG				
PG				
Others, if any				

**Previous Experience:**

Sl. No.	Organization	Designation	Period		Salary	Reason for leaving
			From	To		
01	BSF Water wing	HC	1989	2010	24000/-	VSR

**Positions held at VJEC**

Sl.No.	Department	Designation	Period	
			From	To
01	ME/ workshop	Lab in-charge	01/02/2021	-

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	
2	
3	
4	

*[Handwritten signature in green ink]*

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 (to be filled by the staff)	Name of the certifying Official	Signature of the certifying Official	Rating Point

Criterion - 2 Professional Caliber/ Performance	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			✓		

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

Criterion - 4 Performance of Staff Member (in other areas)	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		✓			

Total: 41

SHEET - 4

Criterion - 5 Assessment by HOD

Name of the Staff Member : \_\_\_\_\_ Designation Trade Instructor

Recommendations of the HOD : \_\_\_\_\_ Date : 03/08/2022

Total points 41 (including all criterions 1 to 5)

Recommended for promotion

Areas to be improved CAD/CAM

3/8/22  
Controlling Officer/  
Lab in-charge  
Name :

Appu Kuriy

3/8/22  
Head of Dept.  
Name :

Director  
Name :

The above observations are accepted

Name of the Staff Member \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

Comments of the Principal

Signature of the Principal

Date :



01-11-2008



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

Date 21-12-1

Proceeding Increment Calculation

Name of staff : [Redacted]  
Designation : Technician  
Department : Civil Engineering

Date of Joining : 01-11-2008

Grade Increment status : 1

Granted Annual Increment @Rs. 160 pm Raising pay from Rs. 6580 to Rs. 7040 With effect from 01-11-2008  
 $2 \times 363 = 726$

	Basic pay	HRA	DA	Others	Total
Current Pay	[Redacted]	250	8738	750 + 1800	[Redacted]
Revised pay	[Redacted]	250	8900	750 + 1800	[Redacted]

Accounts Officer : [Signature]

Superintendent : [Signature]

Principal : [Signature]

Administrator / Bursar : [Signature]

Approved/Not Approved: [Signature]

Chairman : [Signature]

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

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

Purpose of Assessment : Annual Increment

Date of Assessment / Review : 2/11/2020

Period of Assessment: From 1/11/2019 To: 1/11/2020

Name of the Staff: [REDACTED]

Present Designation / Department/Section: Trade Instructor

Date of Joining in VJEC 1/11/2008

Designation at the time of joining: Technician

**Educational Qualification:**

Qualification/Degree	Name of the College/ Institution	University	Percentage of marks	Class
Dip / ITI	<u>ITI Kottur</u>	<u>NCVT</u>	<u>70%</u>	
UG				
PG				
Others, if any				

**Previous Experience:**

Sl. No.	Organization	Designation	Period		Salary	Reason for leaving
			From	To		
	<u>VJEC</u>	<u>Site Supervisor</u>	<u>2006</u>	<u>2008</u>		

**Positions held at VJEC**

Sl.No.	Department	Designation	Period	
			From	To

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	
2	
3	
4	

Signature of the Staff

*[Handwritten Signature]*



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

W-12-22  
 Date ...

**Proceeding**  
**Increment Calculation**

Name of staff : [Redacted]  
 Designation : Trade Instructor  
 Department : Electrical and Electronics

Date of Joining : 06-12-2006

Grade Increment status : 2

Date of Birth : 08-01-1976

Granted Annual Increment @Rs...160.....pm Raising pay from Rs...8000.....to  
 Rs...8160.....With effect from...12-22

	Basic pay	HRA	DA	Others	Total
Current Pay	[Redacted]	250	10660	1500 + 766 + 1800	[Redacted]
Revised pay	[Redacted]	250	10363	1500 + 811 + 1800	[Redacted]

Accounts Officer

Superintendent

Principal

Administrator / Bursar

[Signatures and dates]  
 16/12/22  
 16/12

Approved/Not Approved:

[Signature]  
 Chairman

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

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

Purpose of Assessment : Annual Increment.  
 Date of Assessment / Review :  
 Period of Assessment: From /Dec/2021 To: /Dec/2022.  
 Name of the Staff: [REDACTED]  
 Present Designation / Department/Section: Trade Instructor. EEE m/c hab.  
 Date of Joining in VJEC : Dec. 2006.  
 Designation at the time of joining: Trade Instructor.

**Educational Qualification:**

Qualification/Degree	Name of the College/ Institution	University	Percentage of marks	Class
Dip / ITI	Model ITI, Calicut	NCVT	70%	1 <sup>st</sup> .
UG				
PG				
Others, if any				

**Previous Experience:**

Sl. No.	Organization	Designation	Period		Salary	Reason for leaving
			From	To		

**Positions held at VJEC**

Sl.No.	Department	Designation	Period	
			From	To
1.	EEE	Trade Instructor	2006	2022.

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	
2	
3	
4	

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 <i>(to be filled by the staff)</i>	Name of the certifying Official	Signature of the certifying Official	Rating Point

<b>Criterion - 2 Professional Caliber/ Performance</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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				✓	

Total: 75

SHEET - 4

Criterion - 5 Assessment by HOD

Name of the Staff Member : \_\_\_\_\_ Designation Technician

Recommendations of the HOD :

Date : \_\_\_\_\_

Total points 75 (including all criterions 1 to 5)

Recommended

Areas to be improved

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Controlling Officer/  
Lab in-charge  
Name : Tinker George T

Head of Dept.  
Name : Lady Sams

Director  
Name :

The above observations are accepted

Name of the Staff Member \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_

Comments of the Principal

Signature of the Principal [Signature]

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.



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

Date 22-04-22

**Proceeding  
 Increment Calculation**

Name of staff :   
 Designation :   
 Department : Instructor Cos-1

Date of Joining : 20-04-2005

Grade Increment status : 1

Date of Birth : 02-05-1977

Granted Annual Increment @Rs. 240 pm Raising pay from Rs. 11560 to Rs. 11800 With effect from 1-4-22

	Basic pay	HRA	DA	Others	Total
Current Pay		<u>250</u>	<u>12967</u>	<u>750 + 1800</u>	
Revised pay		<u>250</u>	<u>13216</u>	<u>750 + 1800</u>	

Accounts Officer :

Superintendent :

Principal :

Administrator / Bursar :

Approved/Not Approved:

Approved  
  
 Chairman



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

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

Purpose of Assessment : SALARY INCREMENT  
 Date of Assessment / Review : 01-04-2022  
 Period of Assessment: From 20/04/2002 To: 20/04/2002  
 Name of the Staff: [REDACTED]  
 Present Designation /Department/Section: INSTRUCTOR UG-II  
 Date of Joining in VJEC : 20-04-2005  
 Designation at the time of joining: INSTRUCTOR UG-II

**Educational Qualification:**

Qualification/Degree	Name of the College/ Institution	University	Percentage of marks	Class
Dip / H	<u>C.P.T. MATTANUR</u>	<u>Board of KERALA Govt.</u>	<u>82.6</u>	<u>DISTINCTION</u>
UG				
PG				
Others, if any				

**Previous Experience:**

Sl. No.	Organization	Designation	Period		Salary	Reason for leaving
			From	To		
<u>1</u>	<u>ELECTROTECK</u>	<u>INSTRUCTOR</u>	<u>1999</u>	<u>2004</u>	<u>4000</u>	<u>To join VJEC</u>

**Positions held at VJEC**

Sl.No.	Department	Designation	Period	
			From	To
	<u>ECE</u>	<u>INSTRUCTOR UG-II</u>	<u>2005</u>	<u>2009</u>
	<u>AEI</u>	<u>INSTRUCTOR UG-II</u>	<u>2009</u>	<u>Till now</u>

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)

<u>1</u>	<u>To complete AMIE Part 2.</u>
<u>2</u>	
<u>3</u>	
<u>4</u>	

[Signature]  
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 <i>(to be filled by the staff)</i>	Name of the certifying Official	Signature of the certifying Official	Rating Point
	Admission 2021			4
	NAVAYUKA - 2022.			5
	School, Parish Visit for -			4
	Admission 2021			

<b>Criterion - 2 Professional Caliber/ Performance</b>	B1	B2	3	A	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>	B1	B2	3	A	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>	B1	B2	3	A	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	✓				

Total: 86

SHEET - 4

Criterion - 5 Assessment by HOD

Name of the Staff Member : [Redacted] Designation Instructor Cr. 2

Recommendations of the HOD :

Date: 11/10/22

Total points 86 (including all criterions 1 to 5)

[Redacted] is very sincere and dedicated instructor in the department. He is ready to take all type of responsibilities assigned by the HOD.

Areas to be improved

He has to attend more Skill development - programs in the field of automation.  
He should upgrade his knowledge to work on Smart transmitters and Calibrators.

Controlling Officer/  
Lab in-charge  
Name :

DHANOI M

Head of Dept.  
Name :

Director  
Name :

The above observations are accepted

Name of the Staff Member

Signature

[Redacted] Instructor Cr. II

Date: 11/09/22

Comments of the Principal

Signature of the Principal

Date :