



# ST. JOSEPH'S

COLLEGE OF ENGINEERING  
AND TECHNOLOGY,  
- PALAI -

Choondacherry P.O., Palai, Kottayam Pin 686579, Kerala, India  
Phone: +91 4822-239700, 239301, 239302  
Email: [info@sjcetpalai.ac.in](mailto:info@sjcetpalai.ac.in) • Website: [www.sjcetpalai.ac.in](http://www.sjcetpalai.ac.in)

Cycle 1 - NAAC Accreditation 2023

Criterion – 6.3

## Faculty Empowerment Strategies

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

*Submitted to:*



**National Assessment and Accreditation Council**



## Criteria 6.3.1

# 11. Performance Appraisal

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# St. Joseph's College of Engineering and Technology, Palai

## Self-Appraisal Report

(For Faculty Members)

Academic Year 2018 – 2019

(Add more rows if necessary)

Name: Tom Zacharia  
Department: Mechanical  
Designation & Scale of pay: Assistant Professor.  
Present basic pay with AGP :

### 1. Academic Results

Sl. No	Subject	Programme	Pass Percentage
1	Mechanics of Solids	B.Tech	82%
2	Quality Engineering and Management	M.Tech	100%
3	Product Development & Design	B.Tech	100%
4	Product Design & Development	M.Tech	100%

Average result in percentage: 95.5

### 2. Feedback

Sl. No	Subject	Teaching Effective Index
1	Mechanics of Solids	79.3
2	Quality Engg. & Management	88.22
3	Product Development and Design	—
4	Product Design and Development.	97.35

Average teaching effective Index: 88.29



  
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### 3. Research Contributions

#### A) Number of Books / Research papers published / Presented at Seminars / Conferences etc.. in the Academic Year 2018 - 19

Sl. No.	Publications	Inter-National	National	State / Local	Impact
i	Peer reviewed journals	—			
ii	Non-reviewed journals	—			
iii	E- journals	—			
iv	Conference Proceedings	1			
v	Books with ISBN				
vi	Books without ISBN				

#### B) Research Projects taken up in 2018-19

Title of the project	Name of the Funding Agency	Duration
	—	

#### C) Details of Consultancy work under taken (Attach documents)

Sl.No	Financial Year	Title of Consultancy work	Funding Agency	Amt. (in Lakhs)



  
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4. Improvement of professional competence (Refresher Courses orientation attended, participation in FDPs, Work Shop, Seminars, Symposia Online MOOC courses etc.)

Sl. No.	Programme Attended	Sponsoring Agency	Centre & Date
i	Recent Advancements in Manufacturing Ensgy	APJAKTU	SJCET 7-1-2018 to 7-9-18
ii			
ii			
iv			
v			

5. Participation in Corporate Life

a. Involvement in Departmental activities

- NBA criterion I head
- PG Academic coordinator (M-Tech AMPM)
- Lab in charge

b. Involvement in Institutional activities

1. Admission related works :
2. Outreach programs : Industry Institute Interaction Cell member
3. Any other activities : M-Tech syllabus Revision Committee member

c. Membership in Professional Bodies/ Committees

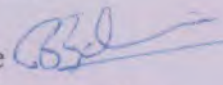
Professional Institution	Membership ID
ISTE Member.	ISTE

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Date:



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Signature   
Name Tom Zachary

Evaluation by the HoD

1. Overall performance during the reported period: *Good.*

2. Remarks and suggestions by the HoD *Focus on publishing the research work in Journals/conferences.*

3. Remedial steps, if any, suggested by the HoD *Attend more Seminars and FDPs.*

Sl.No	Category	Maximum Marks	Mark Scored
1	Academic Results	30	29
2	Feedback	15	13
3	Research Contributions	10	3
4	Improvement of professional competence	20	10
5	Participation in corporate life	20	10
6	Overall performance	5	4
TOTAL		100	69

*Rajesh Babu*  
Signature of HoD

Date:

Review by the Principal and the Chairman

*Not realized the true potential. Strive hard to achieve maximum output in future.*

Principal

*[Signature]*  
Chairman



*[Signature]*  
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EC 5



# St. Joseph's College of Engineering and Technology, Palai

## Self-Appraisal Report

(For Faculty Members)  
Academic Year 2019-20

(Please attach separate sheets if necessary; include more rows in the tables as per the need)

Name of faculty: SUNITHA S PILLAI

Department: ECE

Designation & Scale of pay: ASST PROFESSOR 15600-39100

Present basic pay: 26740

### 1. Feedback:

Sl. No	Subject	Teaching effective index
1.	Object Oriented Programming (S6)	86
2.	Logic Circuit Design (S3)	83
3.	Computer Communication	84
4.	Analog integrated Circuits	<del>77</del>

Average teaching effective Index: 84.3

### 2. Subjects handled in previous two semesters with result (percentage)

Sl. No	Subject	Percentage of Pass
1.	Object Oriented Programming (S6 ECA+B)	85.3
2.	Logic Circuit Design (S3 ECA+B)	54
3.	Computer Communication (S7 ECA+B)	92.3
4.		

Average result in percentage: 77.3



  
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### 3. Duties other than Teaching

#### I). Involvement in institutional activities

- i). KTU Audit - Department - Coordinator, for
- ii). STTP hosted by Mechanical Dept.

#### II) Involvement in departmental activities

- i). KTU Audit - Department in charge
- ii). Staff club
- iii). Senior Faculty Advisor (STEEC A & B)

### 4. Research Activities

#### 1. Details of Papers published during reporting period in referred journals

(Attach Copies):

- i) No. of International papers :
- ii) No. of National papers National : IJISRT, NOV 2020, Volume 5  
(ISSN No: 2456-2165)

#### 2. Details of Papers published in conferences/symposia (Attach Certificates):

- i) No. of Papers published in conferences/symposia

#### 3. No of Courses attended - Summer/Winter School/STTP (Attach Certificates): 1

#### 4. Details of Consultancy work under taken (Attach paper if required)

Sl. No	Financial Year	Title of Consultancy work	Funding Agency	Amount. (in Lakhs)



  
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


**5. Details of Refresher Courses attended during the assessment year**

- 1) FDP on Fundamentals of FPGA Based Systems Great Energy College, Thrissur  
16/12/19 to 21/12/19
- 2) FDP Digital Electronic Circuits (NPTEL) (MOOC course), Ethamamoor, 18/12/2022
- 3) STTP on Scientific Computing with Python; SJCEET, 9/11/20 to 22/11/20.
- 4) FDP on induction programme, MBITS, 13 June 2019 to 15 June 2019

I hereby declare that the details furnished above are true to the best of my knowledge.

Date: 25/4/22

  
Signature of faculty

**Evaluation by the HoD**

1. Overall performance during the reported period:
  
2. Remarks and suggestions by the HoD
  
3. Remedial steps, if any, suggested by the HoD

Sl.No	Category	Maximum Marks	Mark Scored
1	Feedback	30	
2	Academic Results	20	
3	Refresher Courses attended during the assessment year (Copies of the certificate should be attached)	10	
4	Research activities	20	
5	Overall performance	20	
TOTAL		100	

Date:

Signature of HOD

**Review by the Principal and the Chairman**

Principal

Chairman



  
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Evaluation by the HoD

1. Overall performance during the reported period: *Good*

2. Remarks and suggestions by the HoD: *Participation in Research activities and Institutional development activities to be improved.*

3. Remedial steps, if any, suggested by the HoD: *Try for more paper publications, Focus more on student mentoring*

Sl.No	Category	Maximum Marks	Mark Scored
1	Academic Results	30	23.0
2	Feedback	15	12.6
3	Research Contributions	10	1.0
4	Improvement of professional competence	20	13.0
5	Participation in corporate life	20	10.0
6	Overall performance	5	3.0
TOTAL		100	62.6

Date: *4/8/21*

Signature of HoD

Review by the Principal and the Chairman

*Not realized the true potential. Strive hard to achieve maximum output in future.*

Principal  
*[Signature]*  
*18/8/21*

*[Signature]*

Chairman




*[Signature]*  
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5. Details of Refresher Courses attended during the assessment year

- 1) FDP on Fundamentals of FPGA Based Systems Great Energy College, Thiruvananthapuram  
16/12/19 to 21/12/19
- 2) FDP Digital Electronic circuit (NPTEL) (MOOC course), 5th November, 18/12/2020
- 3) STTP on Scientific Computing with Python; SJCEET, 9/11/20 to 22/11/20.
- 4) FDP on induction programme, MBITS, 13 June 2019 to 15 June 2019

I hereby declare that the details furnished above are true to the best of my knowledge.

Date: 25/4/22

  
Signature of faculty

Evaluation by the HoD

1. Overall performance during the reported period:
2. Remarks and suggestions by the HoD
3. Remedial steps, if any, suggested by the HoD

Sl.No	Category	Maximum Marks	Mark Scored
1	Feedback	30	
2	Academic Results	20	
3	Refresher Courses attended during the assessment year (Copies of the certificate should be attached)	10	
4	Research activities	20	
5	Overall performance	20	
TOTAL		100	

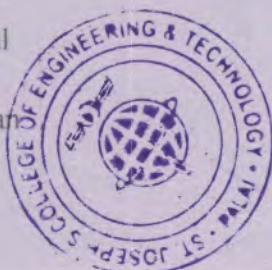
Date:

Signature of HOD

Review by the Principal and the Chairman

Principal

Chairman



  
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### Self-Appraisal Report

(For Faculty Members)

Academic Year 2020-21

(Add rows if necessary)

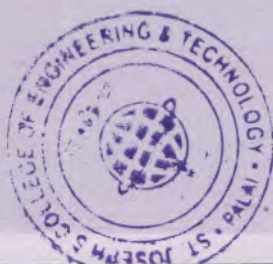
Name	ANTO MANUEL / 16ECE121
Department	ECE
Designation & Scale of Pay	ASSISTANT PROFESSOR
Present basic pay with AGP	

#### 1. Feedback & Academic Results

Sl. No	Courses taught during 2020-21	Programme	Overall teaching effective index	Percentage of Pass
01	EC365 Biomedical Engineering	B.Tech	90.27	71.5%
02	HS300 Principles of Management	B.Tech	90.27	96.15%
03	MRT 281 Introduction to <del>research</del> <del>and</del> <del>design</del> B.Tech	B.Tech	93.93	85.71%
Average teaching effective index			91.49	
Average result in percentage				84.33%

#### 2. Research Contributions

(a) Number of Books / Research papers published / Presented at Seminars / Conferences etc. in 2020-21					
Sl. No.	Item	Inter-National	National	State / Local	Impact Factor
i	Peer reviewed journals				
ii	Non-reviewed journals				
iii	E- journals				
iv	Conference Proceedings				
v	Books with ISBN				
vi	Books without ISBN				



  
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(b) Research Projects taken up during 2020-21

Title of the project	Name of the Funding Agency	Duration
1) MEMS Based Biosensors (Ph.D.)	IIT Guu	5 years
2) Mediglove	KTU	1 year

(c) Details of Consultancy work under taken/continuing during Academic Year 2020-21  
(Attach documents)

Sl. No.	Title of Consultancy work	Funding Agency	Amount (in Lakhs) earned during the Academic Year 2020-21
01	Automatic hand sanitiser dispenser	Hapt Engineering and Business Solutions Palai	1 lakh

(d) Research Guide or not

Yes/No

If yes, furnish the number of Research Scholars under your guidance:

3. Improvement of professional competence (Regarding Refresher Courses orientation attended, participation in summer schools, work shop, seminars, symposia including online NPTEL courses etc.) during Academic Year 2020-21

Sl. No.	Item details	Sponsoring agency	Centre & Date/Grade
01	IIT Bombay seminar, workshop	IIT Bombay	Virtual, March 2021
02	Medical Biomaterials	NPTEL	8 week course BT Jan 21 to Mar 21
03	Sensors and actuators	NPTEL	12 week course BT Jan 21 to April 21
04	IoT and Data Science	PICTE STTP	Jan 21
05	Data analysis for smart grid technology	PICTE STTP	November 21



  
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4. Participation in Corporate Life

- a. Involvement in Departmental activities
- b. Involvement in Institutional activities


1. Admission related works	Department social service activity Department clinic Lab in charge of Product design lab
2. Outreach programs	NIS Special camp for NIT students / week blended down Ph-D from IIT Gu
3. Any other activities	activity involved in all college activities and all programs that conducted by the college

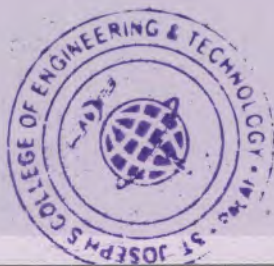
c. Membership in Bodies/ Committees

NIS Programme officer of Unit No:201  
conducting all social interactive activities

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Date: 20/05/22

Signature   
20/05/22  
Name Anto Manuel





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Evaluation by the HoD

1. Overall performance during the reported period

Very good.


2. Remarks and suggestions by the HoD

Suggested to improve the research activities by giving more focus to his PhD work.

3. Remedial steps, if any, suggested by the HoD


Sl.No	Category	Maximum Marks	Mark Scored
1	Academic Results	30	25.30
	Feedback	15	13.72
2	Research Contributions	10	5
3	Improvement of professional competence	20	20
4	Participation in corporate life	20	20
5	Overall performance	5	5
TOTAL		100	89.02.

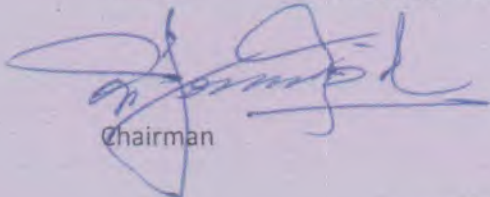
Date: 30/05/22

  
Signature of HoD

Review by the Principal and the Chairman

Excellence appreciated. Strive to maintain the performance in future.

  
Principal

  
Chairman



  
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# ST. JOSEPH'S COLLEGE OF ENGG. & TECH, PALAI

## APPRAISAL SUMMARY-2018-19

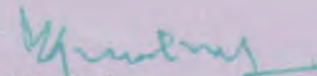
Mr. Tom Zacharias, Assistant Professor in Mechanical Engineering

Stated below is the assessment report on your total performance

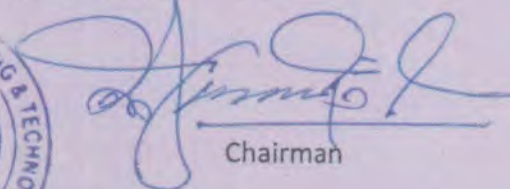
SL. NO:	CATEGORY	MAXIMUM MARKS	MARK SCORED
1	Feedback	30	29
2	Academic Results	15	13
3	Research Contribution	10	3
4	Improvement of professional competence	20	10
5	Participation in corporate life	20	10
6	Overall Performance	5	4
		100	69

### Remarks and Suggestions by the review committee

Not realized the true potential. Strive hard to achieve maximum output in future

  
Principal



  
Chairman

A copy of this Appraisal summary is to be kept in the personal file.  
Errors and observation if any, Please bring to the notice of the Principal.



  
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## ST. JOSEPH'S COLLEGE OF ENGG. & TECH, PALAI

### APPRAISAL SUMMARY-2020-21

Mr. Anto Manuel , Assistant Professor in ELECTRONICS & COMMUNICATION

Stated below is the assessment report on your total performance

SL. NO:	CATEGORY	MAXIMUM MARKS	MARK SCORED
1	Academic Results	30	25.30
2	Student Feedback	15	13.72
3	Research Contributions	10	5.00
4	Improvement of Professional Competence	20	20.00
5	Participation in Corporate life	20	20.00
6	Overall Performance	5	5.00
		100	89.02

#### Remarks and Suggestions by the review committee

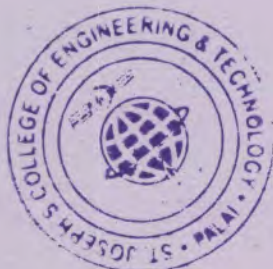
Excellence appreciated. Strive to maintain the performance in future

  
Principal



  
Chairman

A copy of this Appraisal summary is to be kept in the personal file.  
Errors and observation if any, Please bring to the notice of the Principal.



  
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### Self-Appraisal Form- Non-Teaching Staff

Academic Year: 2021-2022

#### 1. General Information

a.	Name	Jinimol Joseph
b.	Address (Residential)	Nidwiyedathukannel melampara P.O. Bharananganam 686578
c.	Mobile Number	9447599281
d.	Email address	jinimol@sjcetpalai.co.in
e.	Designation	ECE Lab Instructor
f.	Department	ECE
g.	Date of Joining in this Institution	01-06-2004
h.	Work Experience (Total) (This Institution + Other Institutions)	27 years 17+10 years

2. Job Description / Nature of Job: maintain the Lab Equipment, stock reg and helping students and assist Faculties in regular practical sessions, university exams and project. work as per duty (as per mtu directions).
3. Academic Qualification Added in the current year, if any:

#### 4. Improvement of Professional Competence:

Details regarding attending – Workshops/Courses/FDPs/Any Other (current year):

No	Course/ Workshop Details	No. of Days	Organizers/ Sponsoring Agency	Place and Date
1	FAB PCB	1	SJCET (IEEE student branch)	EDA LAB 6/12/21
2	WLS of design and implement of	1	SJCET	EDA LAB 21/05/2022
3	Digital circuit using			
4				



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5. Participation in Corporate Life:

i. Details of the work undertaken in College Committees/ Other Tasks

Committees	Contribution
Admission committee	1. communicating with students & parents 2. Admission desk duty.
Internal employment committee	Prevention and prohibition of sexual harassment of women employees and staff.
Sports day event committee	conduct sports events.
IEDC submit	Registration committee.

ii. Participation in Examination Duties:

Examination	Duty Performed
Internal and university practical examinations	software installation, preparation of equipment and checking of components.
University theory exam.	collecting attendance sheet.
	Distributing exam booklet.
	Temp. monitoring as per covid protocol.

6. Other Institutional Responsibilities Undertaken

7. Job related Initiative/s Undertaken  
 one day workshop on PCB Fabrication For IEEE students.



*[Signature]*  
 30/6/2020  
 Signature

*[Signature]*  
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(2021-22)



PERFORMANCE APPRAISAL FORM FOR NON-TEACHING STAFF

Name: <u>Jinimal Joseph</u>							
Designation: <u>Lab Instructor</u>							
Department/Section: <u>ECE</u>							
CATEGORY	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	3
<b>1 PROFESSIONAL COMPETENCE</b>							
1.1 Knowledge of rules, regulation and procedure		✓					
1.2 Ability to organize work and carry it out		✓					
1.3 Ability and willingness to take up additional load in times of emergency			✓				
1.4 Creativity and innovation		✓					
1.5 Ability to learn new skills			✓				
<b>2. PERFORMANCE</b>							
2.1 Maintenance of Files/Records			✓				
2.2 Accuracy & Speed of work			✓				
2.3 Neatness & tidiness of work			✓				
2.4 Completion of work on schedule			✓				
2.5 Diligence and sense of responsibility			✓				



  
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3. PERSONAL CHARACTERISTICS	OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
	10	9	8	6	5	4	2
3.1 Attendance			✓				
3.2 Punctuality			✓				
3.3 Discipline			✓				
3.4 Interaction with colleagues		✓					
3.5 Integrity and behavior		✓					
<b>TOTAL POINTS:</b>		125 / 150					

4. OVERALL EVALUATION						
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR
		✓				
5. Any significant contribution made by the Employee: Acted as Resource Person for IEEE workshop on PCB fabrication.						
6. Special remarks if any of the Reporting Officer:						
Date: 04-07-2022				 HoD		
7. Remarks if any of Reviewing officer:						
Date:				 Principal		



  
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## SALARY INCREMENT TO FACULTY MEMBERS

Increment on scale of pay for faculty members is generated annually, based on the appraisal results of both the odd and even semesters of an academic year.

The following criteria are used in the special format for collecting the details for reckoning the annual increment.

1. Examination results
2. Feedback from students
3. Co-curricular/Extension Activities
4. Research and Funded projects
5. Publications in refereed Journals
6. Publications in International Conferences
7. Improvement of Professional Competence: Participation in Summer/Winter Schools
8. Participation in Corporate Life: Consultancy works undertaken

However, in 2017, 3% increment was granted to all eligible incumbents without collecting the appraisal summary from them. In 2018, granting of increment was based on the marks scored by the faculty members on the appraisal reports. In the years 2019-20 and 2020-21 no increment was granted to faculty members on account of financial constraint following outbreak of Covid-19 pandemic and the resultant diminishing of revenue. To make good for it, the management decided to grant 2 increments w.e.f. 01/07/2022 and the first increment



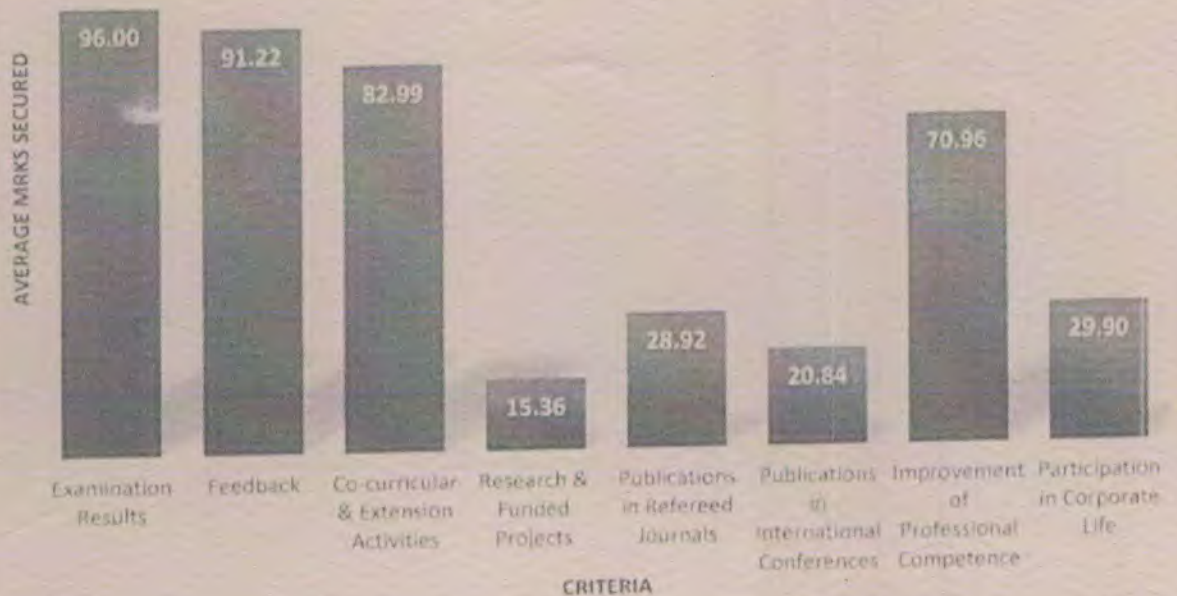


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was 3% for all faculty members without collecting appraisal reports and the second was based on the marks scored by them in the appraisal summary (Copy of order attached).

### Criteria used for reckoning annual increment for faculty members – Graphical Representation. (Year 2022)



On verification, it has been observed that the performance of the faculty members was poor in the criterion of publication in the refereed journals and publication in International journals.

As a remedial measure the management has decided to grant monetary benefits to faculty members for publication and participation in International Journals (Copy of order attached).



*[Signature]*  
PRINCIPAL



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Summary of the details of the percentages of increment granted to the faculty members.

Year	Total Marks	No of faculty members who scored marks between 150 to 200 and secured 3% increment	No of faculty members who scored marks between 120 to 149 and secured 2% increment
2022	200	54	43

In the case of non-teaching staff, the Kerala Government service rules are applicable and increment is granted at the rate noted at the scale of pay, on the completion of one year of service. However, LWA, except LWA on medical grounds shall not be counted for granting increment. Granting of increment is not based on their performance and hence appraisal reports are not collected from the members of the non-teaching staff.

16/10/23

**DR. V.P. DEVASSIA**  
Principal  
St. Joseph's College of Engg. & Technology  
Palai, Kerala - 686 579



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