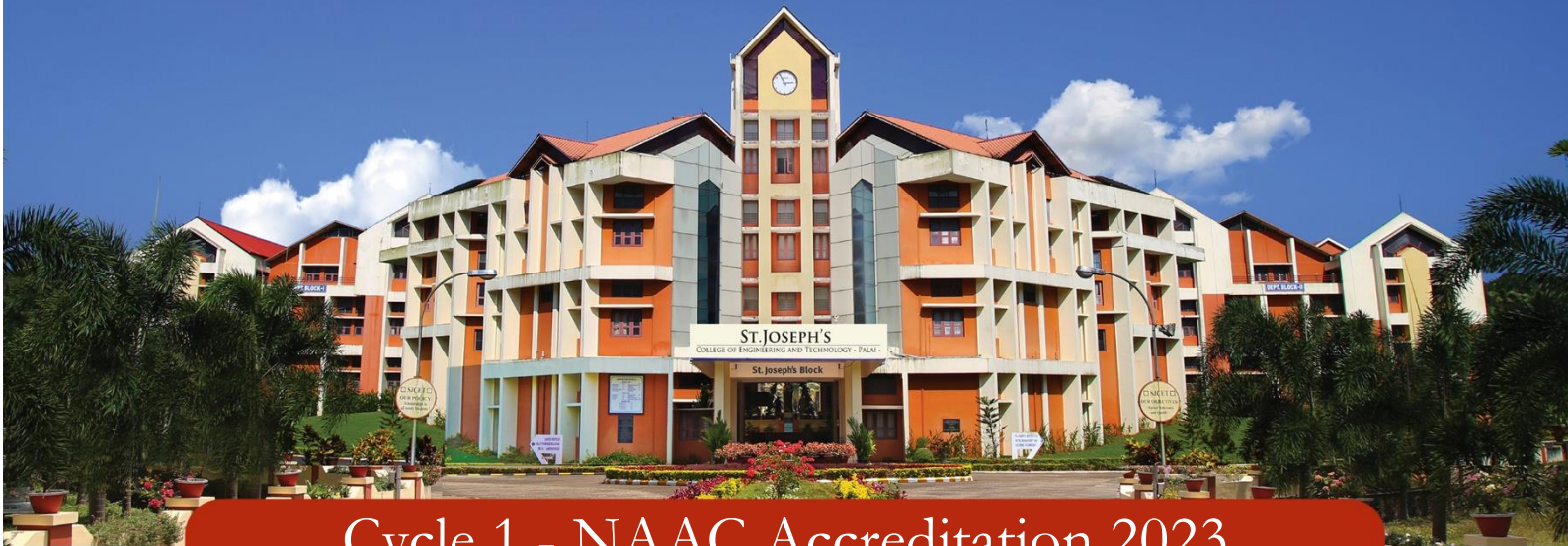




# ST. JOSEPH'S

COLLEGE OF ENGINEERING  
AND TECHNOLOGY,  
- PALAI -

Choondacherry P.O., Palai, Kottayam Pin 686579, Kerala, India  
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Cycle 1 - NAAC Accreditation 2023

Criterion – 6.3

## Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff

*Submitted to:*



**National Assessment and Accreditation Council**

## Criterion – 6.3.1

### 4. Leave Policies

#### CONTENTS

- List of Faculties availed Maternity leave
- Sample Order Maternity Leave
- Sample Order Leave for PhD
- Vacation Leave -Application Forms





# ST. JOSEPH'S

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- PALAI -

List of teaching and non teaching staff who availed Maternity Leave for the last 5 years 2018 to 2022

Sl. No	Name	Designation	Department	Period of Leave
1	Ms. Shiny K George	Asst. Professor	EE	11-12-2017 to 10-06-2018
2	Ms. Rincy Merrin Varkey	Asst. Professor	ECE	23-05-2017 to 01-01-2018
3	Ms. Soumya Rosilant Jolly	Asst. Professor	CE	04-12-2017 to 03-06-2018
4	Ms. Anuja George	Asst. Professor	ECE	01-01-2018 to 30-06-2018
5	Ms. Mable Alex	Asst. Professor	EI	03-01-2018 to 02-07-2018
6	Ms. Alphonsa Johny	Asst. Professor	CSE	03-01-2018 to 02-07-2018
7	Ms. Resmi K Mathew	Instructor	CSE	16-04-2018 to 15-10-2018
8	Ms. Ashly Thomas	Asst. Professor	CSE	27-05-2018 to 26-11-2018
9	Ms. Nitha M Biju	Asst. Professor	ECE	01-06-2018 to 30-11-2018
10	Ms. Martina Edward	Asst. Professor	CE	02-07-2018 to 31-12-2018
11	Ms. Neethu Joseph	Asst. Professor	CE	02-07-2018 to 31-12-2018
12	Ms. Deepa Joseph	Asst. Professor	CE	02-07-2018 to 31-12-2018
13	Ms. Georgeena Mary George	Asst. Professor	S&H	02-07-2018 to 31-12-2018
14	Ms. Sinu Maria Kurian	Asst. Professor	CSE	14-07-2018 to 13-01-2019
15	Ms. Mariamol Kuriakose	Asst. Professor	CE	15-11-2020 to 15-04-2021
16	Ms. Deepa Joseph	Asst. Professor	CE	20-03-2021 to 19-09-2021
17	Ms. Jyothi P Jose	Asst. Professor	S&H	29-04-2021 to 25-10-2021
18	Ms. Amrutha P Thankachan	Asst. Professor	S&H	01-06-2021 to 31-05-2022
19	Ms. Sinu Maria Kurian	Asst. Professor	CSE	01-02-2022 to 31-07-2022
20	Dr. Shancy Augustine	Asst. Professor	EEE	15-02-2022 to 14-08-2022

**DR. V.P. DEVASSIA**  
Principal

St. Joseph's College of Engg. & Technolog  
Palai, Kerala - 686 579



16/6/23



**ST. JOSEPH'S  
COLLEGE OF ENGINEERING  
AND TECHNOLOGY,  
- PALAI -**

(Abstract)

Establishment – Ms. Amrutha P Thankachan, Asst. Professor, Department of Science and Humanities – Request for  
Maternity Leave - Sanctioned - Orders issued.

ADMINISTRATION A1 SECTION

Dated 24-09-2021

Ad.A1/100/ML(4)/2021

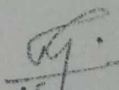
Read: (1). Application submitted by Ms. Amrutha P Thankachan, duly recommended by the HoD & the Principal.  
(2). Proviso 4.17.5 of the Staff Policy  
(3). Orders of the Chairman on 24-09-2021

**ORDER**

Ms. Amrutha P Thankachan, Asst. Professor, Department of Science and Humanities has applied for  
Maternity leave for Six months from 28/09/2021 to 27/03/2022, vide paper (1), read above.  
Sanction has been accorded by the Chairman SJ CET, Palai, vide paper (3) read above, to Ms. Amrutha P  
Thankachan, being granted Maternity leave for six months from 28/09/2021 to 27/03/2022, as per the  
provisions laid down in the staff policy, vide paper 2 read above.  
She is eligible for leave salary as per the prevailing rules in force.

Orders are issued accordingly



  
PRINCIPAL

Copy to,

1. Ms. Amrutha P Thankachan
2. HoD, S&H
3. Manager
4. Finance Officer
5. AO/JS
6. Stock File/ File Copy
7. E- Records

**ST. JOSEPH'S**  
**COLLEGE OF ENGINEERING**  
**AND TECHNOLOGY,**  
**- PALAI -**

(Abstract)

Establishment - Rev. Sr. Elizabeth M. J, Asst. Professor, Department of Computer Science and Engineering  
 - Study Leave for three years - Sanctioned - Orders issued.

ADMINISTRATION A1 SECTION

Ad.A1/711/ST/2021

Dated 30-01-2020

Read: (1) Leave application dtd 30-01-2021 submitted by Rev. Sr. Elizabeth M. J, duly recommended by the HoD and the Principal.  
 (2) Clause 4.20.6 of the staff policy.  
 (3) Observations of the Governing Body meeting held on 11-04-2018

**ORDER**

Rev. Sr. Elizabeth M. J, Asst. Professor, Department of Computer Science and Engineering has applied for study leave for three years from 01-02-2021 to 31-01-2024 for pursuing full time Ph.D Programme at NIT Calicut.

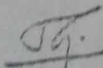
As per the provisions laid down in the staff policy, vide paper (2), read above, leave for study purpose shall be granted to teachers having four years of continuous service at SJ CET. Rev. Sr. Elizabeth M. J does not have four years continuous service at SJ CET.

The Governing Body at its meeting, vide paper (3), read above, proposed that teachers shall be encouraged to pursue Ph.D programme, by granting them study leave.

After considering the whole matter in detail, sanction for study leave has been granted by the Chairman, SJ CET, to Rev. Sr. Elizabeth M. J for three years from 01-02-2021 to 31-01-2024, subject to the following conditions by relaxing the provisions laid down in Clause 4.20.6 of the staff policy.

1. Leave shall be granted to cover the entire period of the course of study concerned and will not be granted for broken periods.
2. No leave salary/study allowance will be given during the leave period.

Orders are issued accordingly

  
 PRINCIPAL

Copy to,

1. Rev. Sr. Elizabeth M. J
2. Manager
3. HoD, CSE
4. FO/AO/JS
5. Stock File/ File Copy





# ST. JOSEPH'S COLLEGE OF ENGINEERING AND TECHNOLOGY, PALAI

Choondacherry P.O, Palai-686 579, Kottayam, Kerala, India.

(Approved by A.I.C.T.E., New Delhi & Affiliated to M.G. University, Kottayam)

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Website: www.sjcetpalai.ac.in E-mail: sjcet@sancharnet.in

## LEAVE APPLICATION FORM FOR TEACHING STAFFS

Name : LIZ GEORGE(10MCA007)
Department : MCA
Designation : Asst.Professor
Reason For Leave : Personal
No. of days & dates of leave : 5 Day(s), (1/7/2019 - 5/7/2019)
Leave Type : VACATION LEAVE
Place : Choondacherry
Date : 27/6/2019
Signature of Applicant

LEAVE RECOMMENDED

Leave Approved Subject to Eligibility

H.O.D.

PRINCIPAL

Note: Leave shall be recommended only after filling up details of classes during days of leave. This information is to be passed on directly to the attendance section.

### DETAILS OF CLASSES DURING DAYS OF LEAVE TO ATTENDANCE SECTION

Day & Date	Period Number	Class with Branch & Batch	Name of member of Staff for alternate arrangement and Department	Initials

Name & Signature of Applicant

Initials of H.O.D.

### FOR OFFICE USE ONLY

Leave availed earlier + Leave applied = Total Eligible/Not Eligible for leave

..... + ..... = ..... .....



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Website: www.sjcetpalai.ac.in E-mail: sjcet@sancharnet.in

## LEAVE APPLICATION FORM FOR TEACHING STAFFS

Name : LIZ GEORGE(10MCA007)
Department : MCA
Designation : Asst.Professor
Reason For Leave : Personal
No. of days & dates of leave : 3 Day(s), (19/6/2019 - 21/6/2019)
Leave Type : VACATION LEAVE
Place : Choondacherry
Date : 18/6/2019
Signature of Applicant

LEAVE RECOMMENDED

Leave Approved Subject to Eligibility

H.O.D.

PRINCIPAL

Note: Leave shall be recommended only after filling up details of classes during days of leave. This information is to be passed on directly to the attendance section.

### DETAILS OF CLASSES DURING DAYS OF LEAVE TO ATTENDANCE SECTION

Day & Date	Period Number	Class with Branch & Batch	Name of member of Staff for alternate arrangement and Department	Initials

Name & Signature of Applicant

Initials of H.O.D.

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Leave availed earlier + Leave applied = Total Eligible/Not Eligible for leave

..... + ..... = ..... .....