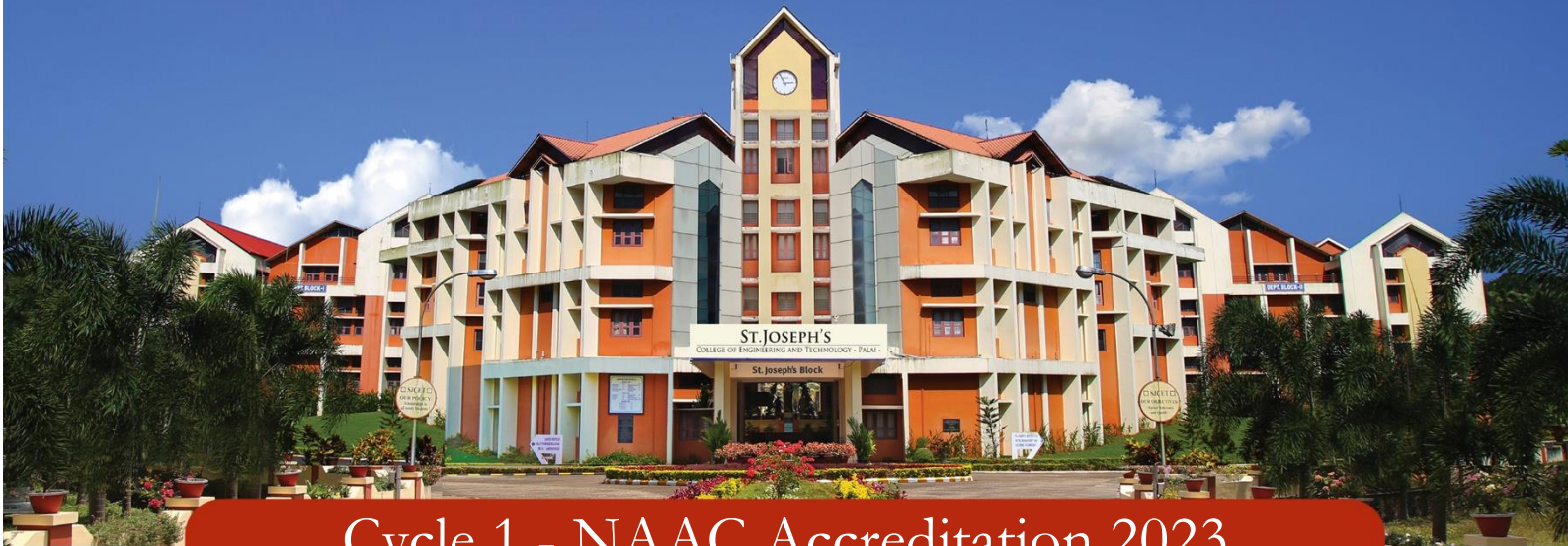




ST. JOSEPH'S

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 • Website: www.sjcetpalai.ac.in



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

7. Medical Facility

CONTENTS

- MoU signed with Mar Sleeva Medicity
- Payment Vouchers- Doctor
- Payment Slip-Nurse
- Attendance Register- Sample
- Photographs



കേരളം കേരल KERALA

DT 099246

MEMORANDUM OF UNDERSTANDING

This MOU is made on 15-10-2022 between, Mar Sleeva Medicity Palai, Cherpunkal, Kottayam Dist., PIN: 686584 (A Unit of Pala Diocesan Medical Education Trust, a trust incorporated and registered in Kerala), represented by its Managing Director, Msgr. Joseph Kaniyodickal, herein after referred to as Mar Sleeva Medicity Palai.

AND

St. Joseph's College of Engineering and Technology, Palai, (A Unit of Diocesan Technical Education Trust Palai, a trust incorporated and registered in Kerala), engaged and represented by its Chairman, Msgr. Dr. Joseph Maleparampil, hereinafter referred to as SJ CET Palai

Further to the discussion between the authorities of both the institutions regarding the tie-up for Healthcare Services, it is mutually decided to offer certain concessions and privileges to the staff of SJ CET Palai by Mar Sleeva Medicity Palai.

The concessions and special privileges are enclosed for reference. The terms and conditions are as follows:

- Mar Sleeva Medicity Palai will provide the agreed discount (details enclosed) to the employees of St. Joseph's College of Engineering and Technology, Palai.

Joseph Kaniyodickal
Managing Director
Mar Sleeva Medicity Palai

Chairman



2022



കേരളം കേരल KERALA

DT 099249

- Eligibility is for the employees and Family members (Immediate Dependents) of St. Joseph's College of Engineering and Technology, Palai. Privileges will be applicable only if the employees produce the valid ID card/ Authorization letter issued from St. Joseph's College of Engineering and Technology, Palai office or through mail to prove the relationship.
- IP Privilege is applicable only for Non- Insurance patients.
- Registration validity for 1 year.
- MOU is Valid for 1 year from the date of execution.
- Credit facility can be extended only based on the confirmation of authorized person from St. Joseph's College of Engineering and Technology Palai.
- St. Joseph's College of Engineering and Technology, Palai has to issue the valid ID card for each employees and their dependents.
- The Scheme cannot combine with any other discounts and is not applicable to Insurances, ESI & ECHS patients
- Exclusions: Medicine & Consumables, F&B, Implants & Devices and Dialysis

Kangyodekal
KANGYODEKAL
686 584

Chairman,

NO. 310 St. Joseph Engineering

ST. JOSEPH'S COLLEGE OF ENGINEERING AND TECHNOLOGY, PALAI
[Signature]
SUB TREASURER
29 SEP 2022
KANGYODEKAL

Special privileges for St. Joseph's College of Engineering and Technology, Palai

1. Free registration
2. Discount for IP patients- 10 % discount
 - Note on Exclusions- Discount not applicable for Pharmacy, Consumables and F&B
 - Eligible for Staffs, Family Members- Spouse, Dependent Parents & Dependent Children
3. Discount on Health checkup packages (Staffs)- 10 % discount
4. Doctor's service every week (with Payment at Rs. 2000/- per visit, including travel).
5. Credit facility to staff / students on emergency (payment to be guaranteed by College authorities)
 - Note: Credit facilities can be extended only based on the mail/letter confirmation from the college.
6. Ambulance pick up on emergency (if available)
7. As part of our CSR activities, **Mar Sleeva Medicity Palai** would be happy to extend their services like Medical talks, Blood donation camps etc. at **SJCET Palai** premises.

IN WITNESS WHEREOF the parties here to have executed this agreement on 15-10-2022 in the presence of witness who have put their signatures to this MOU.

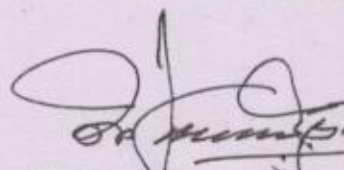
For, Mar Sleeva Medicity Palai


Managing Director



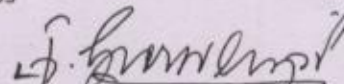
For, St. Joseph's College of Engineering

and Technology, Palai



Chairman




Witness

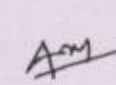
1. 

2. DR. GEORGE SEBASTIAN
SENIOR MEDICAL OFFICER
DEPT OF NEPHROLOGY
MAR SLEEVA MEDICITY PALAI



Witness

1. Bino Thomas 
Asst. Professor
Dept. of CEE

2. Arun Mathew 
Accountant
Office Section



കേരളം കേരल KERALA

CZ 101419

MEMORANDUM OF UNDERSTANDING

This MOU is made on 16-10-2021, between, Mar Sleeva Medicity Palai, Cherpunkal, Kottayam Dist., PIN: 686584 (A Unit of Pala Diocesan Medical Education Trust a trust incorporated and registered in Kerala) represented by Its Managing Director Msgr. Abraham Kollithanathumalayil, Herein after referred to as Mar Sleeva Medicity Palai.

AND

St. Joseph's College of Engineering and Technology, Palai, (a unit of Diocesan Technical Education Trust, Palai) the other part engaged and represented by its Chairman, Msgr. Dr. Joseph Maleparampil.

Further to the discussion you had with our team earlier regarding the tie-up for Healthcare Services, we are pleased to provide you the same. We are enclosing the special privileges for your references. The terms and conditions are as follows:

- Mar Sleeva Medicity Palai will provide the agreed discount (enclosed) for St. Joseph's College of Engineering and Technology, Palai employees.
- Eligibility for St. Joseph's College of Engineering and Technology, Palai employees and Family members (Immediate Dependents.)
- Privileges will be applicable only if the employees will produce the valid ID card/ Authorization letter issued from St. Joseph's College of Engineering and Technology, Palai office or through mail to prove the relationship

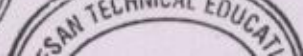
to 5982 Date 15/10/21
value of Rs. 100 only
old to President

Abraham Kollithanathumalayil



Meenachi Vendor

SANJOSE K. JAMES



12 OCT 2021



കേരളം കേരल KERALA

CZ 101420

- IP Privilege is applicable only for Non- Insurance patients
- Registration validity for 1 year
- MOU is Valid for 1 year from 22-08-2021 to 21-08-2022
- Credit facility can be extended only based on the confirmation of authorized person from St. Joseph's College of Engineering and Technology Palai.
- St. Joseph's College of Engineering and Technology, Palai has to issue the valid ID card for each employees and their dependents.
- The Scheme cannot combine with any other discounts and is not applicable to Insurances, ESI & ECHS patients
- Exclusions: Medicine & Consumables, F&B, Implants & Devices and Dialysis

Special privileges for St. Joseph's College of Engineering and Technology, Palai

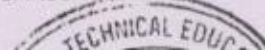
1. Free registration
2. Discount for IP patients- 10 % discount
Exclusions: Medicine & Consumables, F&B Implants & Devices and Dialysis
Eligible for Staffs Spouse, Parents & Children (Immediate Dependents)

No. 15983 Date: 16/10/21
Value of Rs. 100 only
Signed by President

Signature



Meenaachandran Vendor
SANJU.K.JAMES



12 OCT 2021

3. Discount on Health checkup packages (Staffs)- 10 % discount
4. Doctors service on every week (with Payment) and is Rs. 2000/- per visit (includes travel).
5. Credit facility to staff / students on emergency (payment guaranteed by College authorities)
 - Note: Credit facilities can be extended only based on the mail/letter confirmation from the college or they can produce ID cards issued from the College.
6. Ambulance pick up on emergency (if available)
7. As part of our CSR activities, we will be happy to extend our services to your premises (Medical talks, Blood donation camps etc.)

IN WITNESS WHEREOF the parties hereto have executed this agreement on 16-10-2021 in the presence of witness who have put their signatures to this MOU.

For, Mar Sleeva Medicity Palai

For, St. Joseph's College of Engineering
And Technology, Palai

J. H. Thomas

J. Joseph

Managing Director

Chairman



Witness

Witness

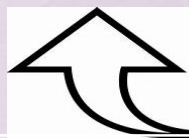
M. P.
MANUEL M.
PALANATHAN

1. CHOONDACHERAY

Adharsh M Mathew
2. Adharsh M Mathew
Nandookunnel (H)
Chemadu P.O

Am
1. Arin Mathew
Edattukunnel (H)
Kurumanna

J. Joseph
2. JACKSON JOSEPH
POTHOR
MUNDANKAL P.O



03/03/2022

Palai

From,

Bino Thomas
Asst. Professor
CSE Department
Staff-In Charge of Medi-Care
SJCET, Palai

To,

The Principal
SJCET, Palai

Sub: Request for making Doctor consultation fees- Medicity, Palai

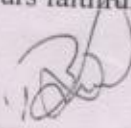
Respected sir,

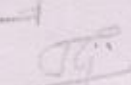
The doctor from Mar Sleeva Medicity visited the campus on 9 days (1/12/2021, 8/12/2021, 15/12/2021, 22/12/2021, 5/1/2022, 12/1/2022, 9/2/2022, 16/2/2022 and 23/2/2022) from the month of December 2021 to February 2022. As per the MoU with the hospital the consultation fee per visit is Rs 2000/.

So, I humbly request you to make necessary arrangements to make the payment of Rs18000/- to the Mar Sleeva Medicity, Palai.

Thanking you,

Yours faithfully,


Bino Thomas
Staff-In Charge of Medi-Care

FO
copy ~~with~~ with the
mentioned




ST. JOSEPH'S COLLEGE OF ENGINEERING & TECHNOLOGY, PALAI
 CHOONDACHERRY P.O., BHARANANGANAM, KERALA - 686 579

VOUCHER

V. No.

Daily allowance for Doctor

Date 9/10/2019

Received with thanks from the Principal, an amount of Rupees..... Two Thousand

.....only as shown below.

PARTICULARS	AMOUNT (Rs.)
Daily allowance for doctor for service at college Medicare (04/09/2019 & 25/09/2019)	2,000/-
TOTAL	2000/-

Passed for Payment

[Signature]
Principal 11/10/19

Verified & Paid by

[Signature]
9/10/19
Don Cyril Thomas
AP, BEE
SJCET, Palai

Signature

[Signature]

Accountant

Name Dr. Vishnu Mohan
 Address IHM Hospital
Bharananganam



ST. JOSEPH'S COLLEGE OF ENGINEERING & TECHNOLOGY, PALAI

CHOONDACHERRY P.O., BHARANANGANAM, KERALA - 686 579

VOUCHER

V. No.

Remuneration for doctor

Date 25/10/18

Received with thanks from the Principal, an amount of Rupees Five Thousand

only as shown below.

PARTICULARS	AMOUNT (Rs.)
Remuneration for doctor from IHM, Bharananganam for 5 days study at Colby, Madras. (2/8/18, 5/8/18, 12/8/18, 19/8/18 26/8/18)	5000
TOTAL	5000

Passed for Payment

Principal 24/11/18

Verified & Paid by

Resd. Bio Thomas
Asst. Professor
Dept of CPE
SJCT, Palai

Accountant

Signature

[Signature]

Name DR. VIKRAM MATHAN

Address IHM HOSPITAL



Account Name : DIOCESAN TECH. EDUCATION TRUST, PALAI

Customer Address : ST JOSEPH'S COLLEGE OF EN CHOONDACHERRY

PALA (VIA)

KERALA

INDIA

686579

Statement Date : 26-May-2022 , 03:55 PM

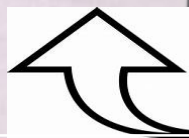
Account No : 0708081000000001 INR

From Date: 10/03/2022

To Date: 10/03/2022

SlNo	Transaction Date	Value Date	Particulars	Cheque Number	Withdrawals	Deposits	Balance Amount
1	10/03/2022	10/03/2022	ELLORA FUELS/	1005996	26,974.00		-1,35,53,976.40
2	10/03/2022	10/03/2022	PEE JAY TREADS/	1006009	14,850.00		-1,35,68,826.40
3	10/03/2022	10/03/2022	000118373595-Charges for NEFT TO MAR SLEEVA MEDICI/		4.72		-1,35,68,831.12
4	10/03/2022	10/03/2022	000118373595-NEFT TO:SIBLN22069119460: MAR SLEEVA M/	1005998	18,000.00		-1,35,86,831.12
5	10/03/2022	10/03/2022	000118373082-Charges for NEFT TO AUTOPOWER SYSTEM/		4.72		-1,35,86,835.84
6	10/03/2022	10/03/2022	000118373082-NEFT TO:SIBLN22069119697: AUTOPOWER SY/	1006008	10,568.00		-1,35,97,403.84

****End of A/c Statement****



General ▾ Campus ▾ Students ▾ TimeTable ▾ Staff ▾ HR ▾ Payroll ▾ Admission ▾ Fees ▾ Transportation ▾ Survey ▾

Employee Wise Payroll Head Report

Financial Year : ▾ Department : ▾ Category : ▾
 Employee ▾

Description	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Total
No. Of Worked Days	30	31	30	31	31	30	31	30	31	31	28	31	365
Basic Pay	11660	11660	11660	11660	11660	11660	11660	11660	11660	11660	11660	11660	139920
TOTAL	11660	11660	11660	11660	11660	11660	11660	11660	11660	11660	11660	11660	139920
TDS	0	0	0	0	0	0	0	0	0	0	0	0	0
PTax	0	0	0	600	0	0	0	0	0	600	0	0	1200
PF	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399	16788
ESI	88	88	88	88	88	88	88	88	88	88	88	88	1056
TOTAL	1487	1487	1487	2087	1487	1487	1487	1487	1487	2087	1487	1487	19044
NET TOTAL	10173	10173	10173	9573	10173	10173	10173	10173	10173	9573	10173	10173	120876

General ▾ Campus ▾ Students ▾ TimeTable ▾ Staff ▾ HR ▾ Payroll ▾ Admission ▾ Fees ▾ Transportation ▾ Survey ▾

Employee Wise Payroll Head Report

Financial Year : Department : Category :

Employee

Description	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Total
No. Of Worked Days	30	31	30	31	31	30	31	30	31	31	28	31	365
Basic Pay	11660	11660	11660	11660	11660	11660	11660	11660	11660	11660	11660	13409	141669
TOTAL	11660	11660	11660	11660	11660	11660	11660	11660	11660	11660	11660	13409	141669
TDS	0	0	0	0	0	0	0	0	0	0	0	0	0
PTax	0	0	0	600	0	0	0	0	0	600	0	0	1200
PF	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399	1399	1609	16998
ESI	88	88	88	88	88	88	88	88	88	88	88	101	1069
TOTAL	1487	1487	1487	2087	1487	1487	1487	1487	1487	2087	1487	1710	19267
NET TOTAL	10173	10173	10173	9573	10173	10173	10173	10173	10173	9573	10173	11699	122402





ST. JOSEPH'S COLLEGE OF ENGINEERING & TECHNOLOGY

STAFF ATTENDANCE REGISTER

FOR THE MONTH OF MARCH 2023

Sl. No.	Designation	NAME	Casual Leave Availed of	Date																															Casual Leave In this Month	Availed Hither to	Remarks
				1	2	3	4	5	6	7	8	9	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
1	FO	MR. SURESH GEORGE		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
2	COUNSELLOR	REV. SR. THERESA JOICE		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Remuneration claimed		
3	"	MR. DEEPA T. GOPALAN		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Remuneration claimed		
4	Nurse	MS. PILSA PHILIP	3	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
5	COMPUTER PROGRAMMER	MR. GEO VALAVANCOTTU		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	For study wife 1-3-23 vide order no. B/41/708/K/1 2023 dt 18-2-23		
	PRINCIPAL			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			

* B.Tech classes suspended from 16-03-23 to 21-03-23 as per K7U direction.

Remuneration claimed
Remuneration claimed
For study wife 1-3-23 vide order no. B/41/708/K/1 2023 dt 18-2-23

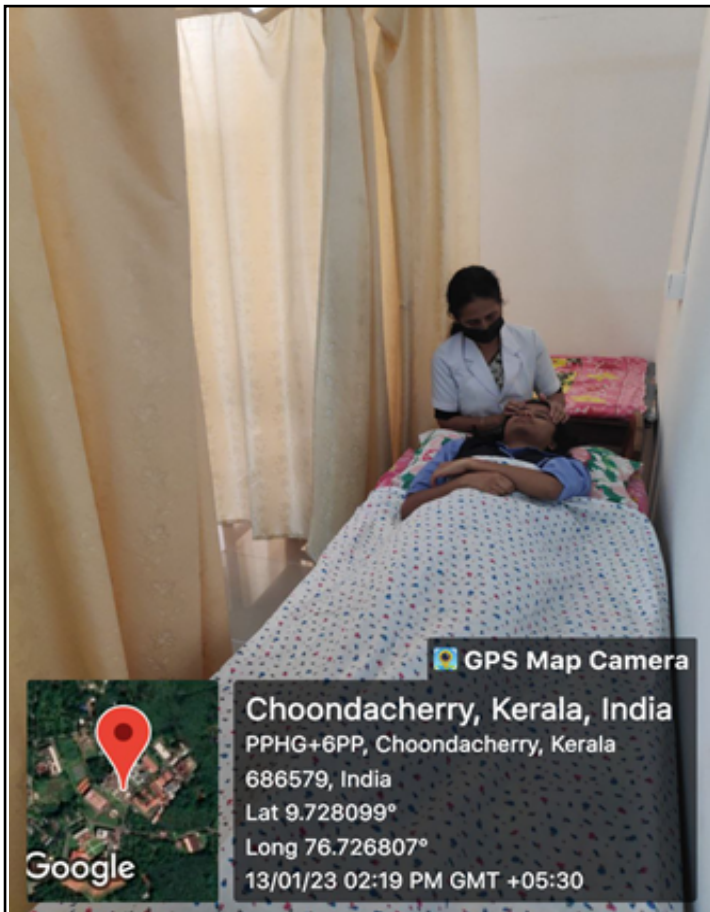
7. Medical Facilities



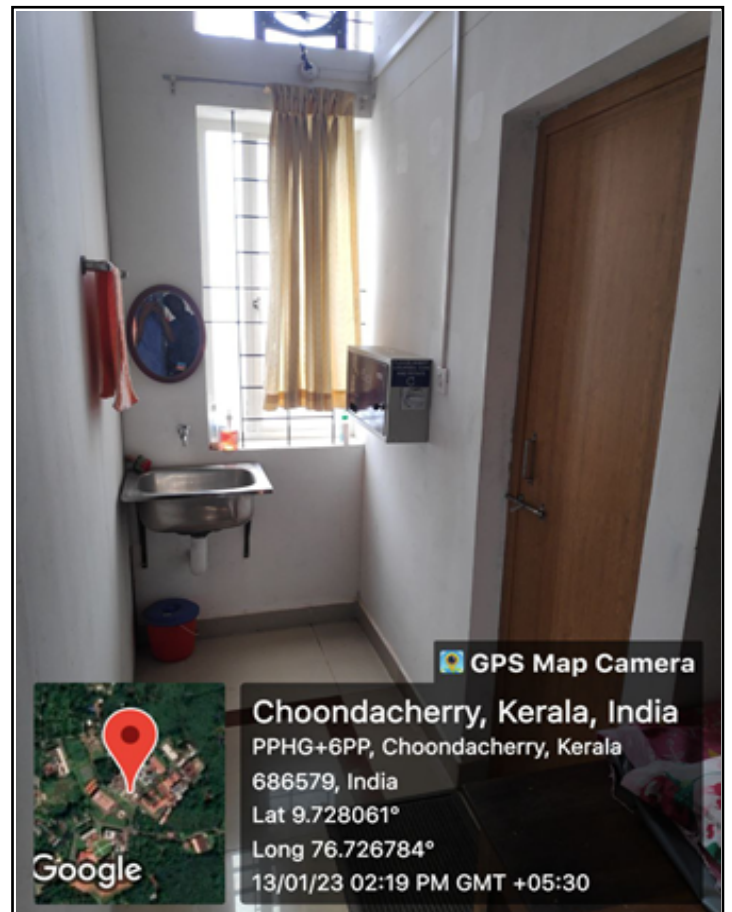
Medicare: Photo 1



Medicare: Photo 2



Medicare: Photo 3



Medicare: Photo 4

