



## 6.2 Strategy Development and Deployment

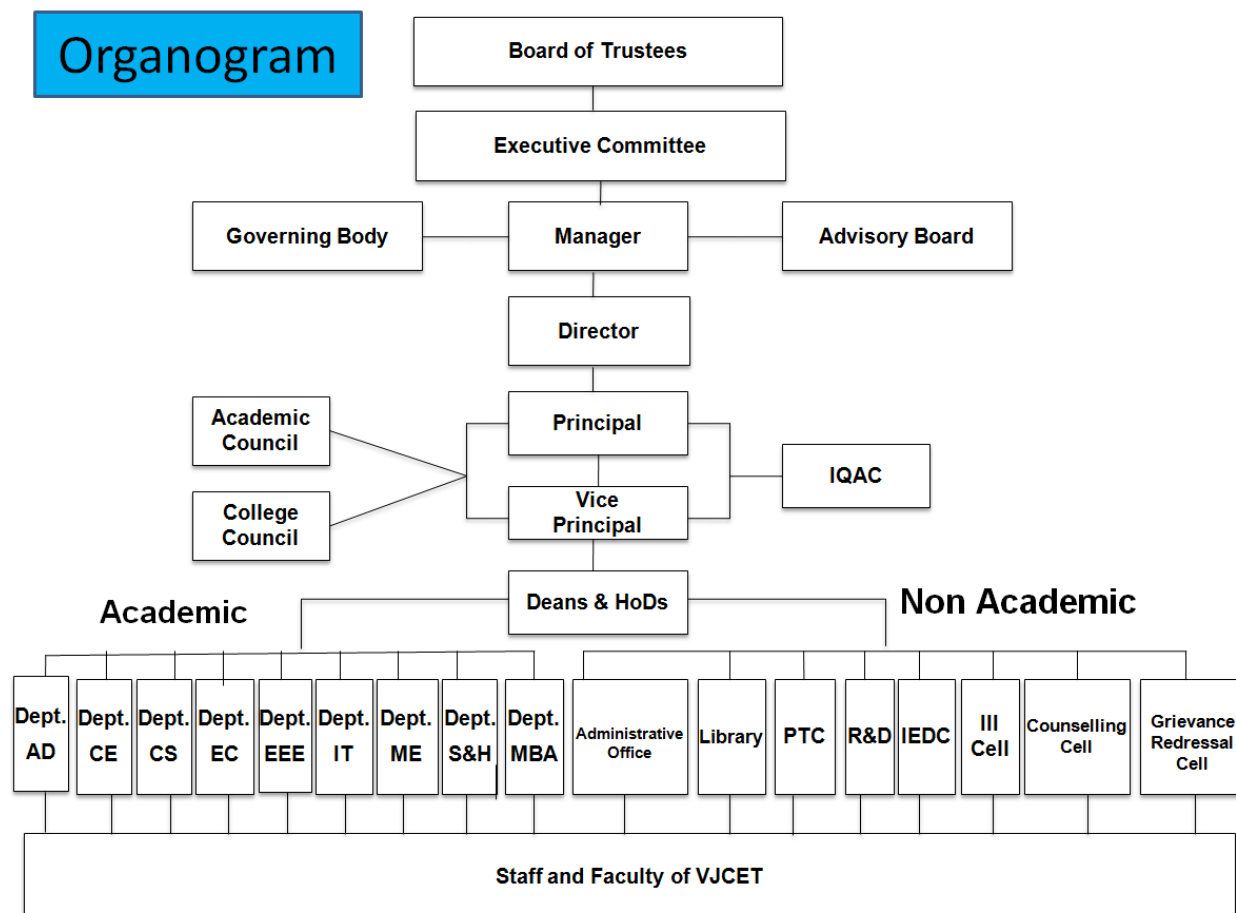
**6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

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### 1. Organogram of the Institution



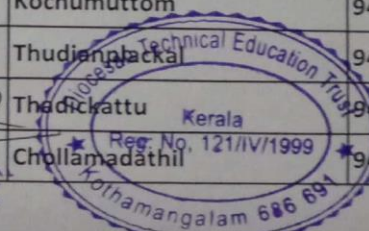


## 2. List of Various Managing Bodies

### Diocesan Technical Education Trust, Kothamangalam Board of Trustees 2020-23

Sl.	Name	Parish / House	Phone
1	Msgr. Dr. Cherian Kanjirakompil	Bishop's House	9847891213
2	Rev. Fr. Paul Nedumpurath	VJCET	9495023390
3	Rev. Fr. Jose Kuzhikanniyil	Bishop's House	9447824757
Elected members from Institutional Trustees			
1	Rev.Fr. John Mundackal	Arakuzha	9447390315
2	Rev. Fr. George Vallomkunnel	Anikkadu	9744032217
3	Rev.Fr. Kuriakose Kodakallil	Vazhakulam	9447523068
4	Rev. Fr.Thomas Cheruparambil	Kothamangalam	9447663406
5	Rev. Dr. George Thanathuparambil	Muthalakodam	9447128949
6	Rev.Dr. Stanly Pulprayil	Karimannoor	9495471489
7	Rev.Fr. Joseph Mulanjanany	Muvattupuzha	9446868386
8	Rev.Fr. Jose Ezhanikatt	CST	9497399981
9	Rev.Fr. Francis Kannadan	Newman College	9446276764
10	Rev. Sr. Dr. Christy	SH	9947435318
11	Rev.Sr. Kochurani	SD	7559980855
12	Rev.Sr. Theodocia	CSN	8078299406
Elected members from Hereditary Trustees			
1	Adv. K. Francis George	Kalambattuparambil	9446411100
2	Mr. Johnson P.	Parayannilam	9446800960
3	Dr. K. V. Thomas	Kapiarumalayil	9446275722
4	Adv. Johnny Nelloor	Nelloor	9846032723
5	Mr. Lukachan Olickal	Olickal	9946004446
6	Rev. Fr. Thomas Malekudy	Malekudy	9447331165
7	Adv. K. T. Thomas	Kakkuzhiyil	9446932112
8	Mr. V. V. Kurian	Vallamattom	9447255038
9	Mr. K. T. Mathew	Kochumuttom	9495992375
10	Prof. T. S. Chacko	Thudionchackal	9447302854
11	Mr. Joseph Varghese	Thudickattu	9446020050
12	Mr. C. P. Vincent	Chollamadathil	9447163809

*Signature of President*  
PRESIDENT  
DIOCESAN TECHNICAL  
EDUCATION TRUST  
KOTHAMANGALAM







# VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha  
Ernakulam Dist., Kerala - 686 670  
Tel: 0485 2262211 / 44  
Email: vjcet@vjcet.org  
www.vjcet.org



## Diocesan Technical Education Trust, Kothamangalam

### Executive Committee 2020-23

Sl.	Name	Parish / House	Designation	Phone
1	Msgr. Dr. Cherian Kanjirakompil	Bishop's House	President	9847891213
2	Adv. K. T. Thomas	Kakkuzhiyil	Vice President	9446932112
3	Adv. K. Francis George	Kalambattuparambil	Secretary	9446411100
4	Mr. K. T. Mathew	Kochumuttom	Joint Secretary	9495992375
5	Mr. Lukachan Olickal	Olickal	Treasurer	9946004446
6	Rev. Fr. Paul Nedumpurath	VJCET	Director	9495023390
7	Adv. Johny Nelloor	Nelloor	Member	9846032723
8	Mr. V. V. Kurian	Vallamattom	Member	9447255038
9	Rev. Fr. John Mundackal	Arakuzha	Member	9447390315

PRESIDENT  
DIOCESAN TECHNICAL  
EDUCATION TRUST  
KOTHAMANGALAM





### Board of Governors

Sl No.		Designation	Mob. No.
1.	<b>Msgr. Dr. Cherian Kanjirakompil</b> (President, Diocesan Technical Education Trust & Manager)	President	9847891213
2.	<b>Rev. Fr. Thomas Malekudy</b> (Former Manager, 2001-2012)	Member	9447331165
3.	<b>Rev. Dr. George Oliapuram</b> (Former Manager, 2015-2017)	Member	9447663274
4.	<b>Adv. K.T. Thomas</b> (Vice President of the Trust)	Member	9446932112
5.	<b>Adv. Francis George</b> (Ex. M.P., Secretary of the Trust)	Member	9446411100
6.	<b>Mr. Luckachan Olickal</b> (Treasurer of the Trust)	Member	9946004446
7.	<b>Rev. Fr. Paul Nedumpurath</b> (Secretary, Higher Edn. Corporate Educational Agency & Director, VJCET)	Member	9495023390
8.	<b>Rev. Dr. George Thanathuparambil</b> (Former Director, VJCET)	Member	9447128949
9.	<b>Mr. Isaac Joseph Kottukapilly</b> (Industry Expert)	Member	04862 222479 04862 222474
10.	<b>Nominee of AICTE</b>		
11.	<b>Nominee of DTE</b>		
12.	<b>Nominee of KTU</b>		
13.	<b>Dr. K.K.Rajan</b> (Principal)	Secretary	9072964417



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## Advisory Board - VJCET

Sl. No	Name	Designation	Mob. No
1.	<b>Msgr. Dr. Cherian Kanjirakompil</b> (President of Diocesan Technical Education Trust & Manager)	President	9847891233
2.	<b>Rev. Dr. George Oliapuram</b> (Former Manager)	Member	9447663274
3.	<b>Rev. Fr. Thomas Malekudy</b> (Former Manager)	Member	9447331165
4.	<b>Rev. Fr. Paul Nedumpurath</b> (Secretary, Higher Edn. Diocese of Kothamangalam & Director, VJCET)	Member	9495023390
5.	<b>Dr. Cyriac Thomas</b> (Former VC MG University, Former Member Minority Commission)	Member	9447336399
6.	<b>Rev. Dr. George Thanathuparambil</b> (Former Director, VJCET)	Member	9447328949
7.	<b>Sri. M. Joseph IAS (Retrd)</b>	Member	9495317035
8.	<b>Adv. Francis George</b> (Ex. M.P., Secretary of the Trust)	Secretary	9446411100
9.	<b>Prof. Job Kurien</b> (Former Dean and HOD Aeronautical Engg. IIT, Madras)	Member	9496591580
10.	<b>Prof T. L. Jose</b> (Former Director and Dean, EEE, NIIT, Calicut)	Member	9446784702
11.	<b>Dr. Paulose Jacob</b> (Former PVC, CUSAT)	Member	9847323534
12.	<b>Prof. Paul Pudusery</b> (Director, Dept. of Education, Don Bosco University, Guwahati)	Member	9402368195
13.	<b>Mr. Isaac Joseph Kottukapilly</b> (Industry Expert)	Member	04862222479 222474
14.	<b>Dr. Abu Sebastian</b> (Industry Expert, IBM Research, Zurich, Switzerland)	Member	0041562051580
15.	<b>Dr. K. K. Rajan</b> (Principal)	Member	9072964437



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[www.vcet.org](http://www.vcet.org)



## **MANAGER**

**Rev. Msgr. Dr. Cherian Kanjirakompil**

Vicar General, Bishop's House, Kothamangalam – 686691

Phone : 0485 2862236, 2862237, Fax : 0485 2861625, 9847891213

## **DIRECTOR**

**Rev. Fr. Paul Nedumpurath**

Mob. : 9495023390

e-mail : [paulnedumpurath@gmail.com](mailto:paulnedumpurath@gmail.com)

[director@vcet.org](mailto:director@vcet.org)

## **PRINCIPAL**

**Dr. K.K.Rajan**

Mob. : 9072964417

e-mail : [principal@vcet.org](mailto:principal@vcet.org)

## **VICE PRINCIPAL**

**Mr. Somy P. Mathew**

Mob. : 09048104565

e-mail : [viceprincipal@vcet.org](mailto:viceprincipal@vcet.org), [somy@vcet.org](mailto:somy@vcet.org)





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[www.vcet.org](http://www.vcet.org)



## College Council

Sl. No	Name	Designation	Mob. No
1	<b>Dr. K.K.Rajan</b> (Principal)	Chairman	9072964417
2	<b>Mr. Somy P. Mathew</b> (Vice- Principal)	Convenor & Secretary	9048104565
3	<b>Dr. Geo Baby</b> (HOD-MBA)	Member	984792228
4	<b>Mr. Amel Austine</b> (HOD- CSE)	Member	9847671025
5	<b>Dr. B.Aruna</b> (HOD-EEE)	Member	9072964416
6	<b>Mrs. Smitha Cyriac</b> (HOD- ECE)	Member	9447523022
7	<b>Mrs. Anju Susan George</b> (HOD- IT)	Member	9846132699
8	<b>Mr. Shunmugesh K.</b> (HOD- ME)	Member	9947929956
9	<b>Mrs. Shine George</b> (HOD- Civil)	Member	9495971178
10	<b>Mrs. Viji George</b> (HOD- S&H)	Member	7907664856
11	<b>Mr.Vinoj K.</b> (Asso. Prof., ME, Staff Representative)	Member	9847411887
12	<b>Mrs. Lekshmi M.S.</b> (Asst Prof., ECE, Staff Representative)	Member	9446485935





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## 3. Academic Council

1	Dr. K. K. Rajan	Principal
2	Mr. Somy P. Mathew	Vice Principal
3	Ms. Shine George	HOD CE
4	Mr. Amel Austine	HOD CSE
5	Dr. B. Aruna	HOD EEE
6	Ms. Smitha Cyriac	HOD ECE
7	Ms. Anju Susan George	HOD IT
8	Dr. Shunmugesh K.	HOD ME
9	Ms. Viji George	HOD S&H
10	Dr. Geo Baby	HOD MBA
11	Dr. M.G Grasius	Professor CE
12	Dr. E Ravindranath	Professor CE
13	Dr. Janhan Lal P S	Professor CSE
14	Dr. K K Kuriakose	Professor CSE
15	Ms. Rose Mary Baby	S&H



### INTERNAL QUALITY AUDIT CELL (IQAC)

Sl. No.	Cell	Convenor	Co-ordinator
1	Students Assessment Record Monitoring Cell	Dr. K. K. Rajan	Ms. Shine George
2	Test & Retest Monitoring Cell		Ms. Ann Neetha Sabu
3	Attendance Monitoring Cell		Ms. Anju Susan George
4	Course File & Lab Manual Monitoring Cell		Mr. Amel Austine
5	IIIC and IEDC		Mr. Vinj K.
6	Exam Cell		Ms. Viji George
7	Academic Advisory Committee		Dr. Anoop C. K.
8	Research & Faculty Development Cell		Dr. Anishin Raj M M
9	Placement Cell		Mr. Mavin C.
10	Student Disciplinary Cell	Mr. Somy P. Mathew	Dr. Shunmugesh K.
11	NPTEL, Spoken Tutorial & Guest Lecture Monitoring Cell		Ms. Smitha Jacob
12	Feedback Cell		Ms. Smitha Cyriac
13	Students Grievances and Ethics Monitoring Cell		Dr. Geo Baby
14	Library Committee	Dr. B. Aruna	Ms. Brighty Jose
15	Project Monitoring Cell	Dr. Anishin Raj M M	Dr. Sreenish Ramaswamy





### 3. Recruitment, Appointment and Promotion Policies

#### Recruitment, Appointment and Promotion Policies : From Staff Manual

##### 7. HR Policy

The institution has an HR Division to take care of the various policies and programmes related to the human resource development.

##### 7.1 Recruitment procedure

###### Faculty Requirement

The HODs will prepare the department faculty work load as per the above guide lines one month before the odd/even semesters for the coming academic year. Relevant details used to arrive at the department faculty workload shall be attached and explained. The Principal shall scrutinize the department faculty workload and after necessary modifications, if required, get the approval of the Manager. Thereafter the Principal shall cause the preparation of a consolidated faculty workload for all departments and get it approved by the Manager.

##### 7.2 Notification and Selection

- a) Vacancies arising from time to time shall be consolidated and notified in the leading news papers as decided by the Management. The advertisement shall specify minimum qualifications and other requirements for the post(s) so as to meet the norms prescribed by AICTE and other competent authority.
- b) The vacancies shall also be notified on the institutional website on a regular basis and applications received against this notification shall also be considered for filling up the vacancies.
- c) At least two weeks' time from the date of publication in the news papers will be given to the candidates to apply
- d) The screening committee constituted for the purpose shall scrutinize each and every application received from various candidates for both teaching and non-teaching positions.
- e) The shortlisted applications will be tabulated department wise in the prescribed form, showing the personal details of the candidates, the marks or grades obtained by them from SSLC or equivalent examination onwards, their academic or other achievements over and above the minimum prescribed qualification and previous relevant experience.
- f) Only teaching/industry/research experience gained after getting M.Tech will be considered as qualifying experience for direct recruitment to teaching posts.





- g) Candidate who teaches in a AICTE/UGC recognized institution in one full academic year will be considered as having one year of teaching experience. Part time/guest/ad-hoc/contract teaching experience will not be considered for reckoning teaching experience.
- h) Candidates with relevant experience in a reputed industry in their area of specialization will be considered to have qualifying experience in the ratio of 2:1, ie. 2 years of industry experience will be treated as one year of teaching experience.
- i) The period of full time doctoral research work will be considered as qualifying experience for the purpose of direct recruitment as Asst. Professor but it shall not be considered as qualifying experience for recruitment as Associate Professor.
- j) Study leave of a candidate for higher studies shall not be treated as qualifying experience.
- k) Interviews shall normally be conducted in the month of June. But interviews may also be conducted at other times if situation so warrants.
- l) Date of interview shall be decided by the Authority in consultation with the HOD-HR, Principal and the Manager. Candidates shall also be given intimation over phone/SMS.
- m) Interview shall be conducted by the Appointment sub-committee constituted by the Board of Trustees of Diocesan Technical Education Trust, Kothamangalam. The Principal and the HOD of the concerned department shall be the ex-officio members of the interview board. The interview board may co-opt an external subject expert or others as it deems fit.
- n) Selection of candidates shall be on merit and suitability as decided by the interview board and a rank list of suitable candidates shall be prepared based on the assessment of the board.
- o) The rank list of selected candidates shall normally be valid for six months but this period may be extended by the management depending on the need and circumstances.
- p) The interview board may, if deemed necessary, recommend the stage at which the pay of a candidate may be fixed in the relevant scale or may make other suitable recommendations regarding the pay or service conditions of a candidate, considering the previous experience, qualifications and other academic achievements of the candidate. If the interview board does not make any such recommendation, the candidate shall be offered only the





starting pay of the relevant scale and other benefits as per the Rules of VJCET

- q) Offer of appointment signed by the Manager shall be sent to the candidate for acceptance as and when the vacancy arises. Intimation of the offer shall also be conveyed to the candidate over phone or by SMS.
- r) If the candidate accepts the offer, the appointment order signed by the Manager shall be issued to the candidate.
- s) If any meritorious candidate applies for any post even without notification by VJCET, the management will be free to consider him/her for a suitable post.

### **8.Appointment**

#### **8.1 Qualification for Appointment of Faculty**

- a) Qualification for appointment of faculty shall be as notified by AICTE from time to time.
- b) Only experience after acquiring the basic academic qualification for the post shall be considered as relevant.
- c) Only degrees from a University recognized by the AICTE/UGC shall be treated as valid.
- d) If a class/division is not awarded, 60% marks in the aggregate shall be considered as equivalent to first class/division. If Grade Point System is adopted it will be converted into equivalent marks as stipulated in AICTE Notification F.No.37-3/Legal/2010 dt. January 22, 2010.

#### **8.2 Appointment, Probation and Regularization**

- a) The appointing authority shall be the Manager.
- b) The first appointment in the case of regular faculty shall be on probation for a period of one year. Leave during this period shall not be counted for this purpose.
- c) At the time of first appointment the management has the right to direct the candidate to undergo an induction course or any other similar programme. The time spent on such course or programme shall be treated as part of the probation. While in service, the management may direct a faculty member for further training or refresher course
- d) The performance of new faculty members on probation shall be reviewed at six months' interval and the services of those found unsuitable as assessed by the management shall be terminated either during the period of probation or at the end of the probation. If the management considers it



desirable, it may give an extension of probation for a suitable period not longer than one year but no second extension of probation shall be given under any circumstances.

- e) On satisfactory completion of probation as decided by the management, the probationer will be given regular appointment.
- f) The performance of regular faculty members shall be reviewed once in a semester.
- g) Appointment of retired persons will normally be on contract basis and on consolidated salary.
- h) A newly appointed faculty member shall submit a joining report to the Manager at the time of joining and is required to submit his/her original certificates of age, academic qualification and experience (if any claimed by him/her) to the college office.

### 8.3 Pay and other benefits

- a) The management of VJCET adopts the pay scales notified by AICTE from time to time to fix the pay of the faculty and other staff members covered by such notifications. For other members of the staff either the scales of pay notified by the state government for similar staff or the scales of pay approved by the Board of Directors of Diocesan Technical Education Trust, Kothamangalam, is adopted.
- b) Dearness allowance and other allowances will be paid as decided by the Board of Directors of Diocesan Technical Education Trust, Kothamangalam, from time to time
- c) Increments in the scale of pay are payable on the 1st of July every year, based on the performance evaluation of both odd and even semesters (as per the the Academic Performance Indicators given in the Annexure)
- d) Increment is neither automatic nor mandatory. No increment may be awarded if the overall performance appraisal indicates that the performance score is below the minimum fixed.
- e) A faculty member who acquires a doctoral degree or M. Phil degree in the subject that he teaches while serving in the college may be considered for special increments as per AICTE notification F. No. 37-3/Legal /2010 dt. January 22, 2010, from the date of his/her production of degree certificate in the college office.





### 8.4 Faculty promotion

Faculty promotion as per AICTE 2019 regulations

#### 8.4.1 Promotion as Professor

##### Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch. AND

d. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to <8
3	-	16	3	6	8 to 10

- Required score in PBAS in all three criteria as per AICTE and a Pass percentage not less than 75 per cent in the subjects handled.
- Application for promotion should be submitted in the Proforma Based Appraisal System in the college for career advancement scheme.
- Selection will be subject to an interview before an expert committee constituted for the purpose

#### 8.4.2 Promotion as Associate Professor

##### Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

c. Should have completed minimum training requirements as per AICTE.

AND

c. Should have satisfied any one of the below mentioned set of requirements



Set No.	To have acquired in the cadre of Assistant Professor. (Selection Grade)		
	Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	3	2	5 to < 8
2	3	1	8 to 10

- A Pass percentage not less than 75 per cent in the subjects handled.
- Application for promotion should be submitted in the Proforma Based Appraisal System in the college for career advancement scheme.
- Selection will be subject to an interview before an expert committee constituted for the purpose

### 8.4.3 Faculty promotion of Assistant Professors (Senior Scale/Academic Level 11)

a. Qualifications prescribed for the post of Assistant Professor

AND

b. Should have completed minimum training requirements as per AICTE

AND

c. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor.		
		Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	-	4	2	8 to 10
2	-	5	1	8 to 10
3	-	5	2	5 to < 8

- Students evaluation and result percentage of the subjects handled should be above 75 per cent
- The applicant should have scored the required score in the PBAS in all three criteria.
- Selection will be subject to an interview before an expert committee constituted for the purpose





### **Qualification for Faculties in Science & Humanities**

The qualifications for recruitment and promotions for faculty in the disciplines of basic sciences, social sciences and humanities shall be as per UGC notification No. F.1-2/2017(EC/PS) dated 18th July 2018 and UGC Guidelines issued from time to time

### **Assistant Professor (Senior Scale/Academic Level II) to Assistant Professor (Selection Grade/Academic Level 12)**

#### **Eligibility:**

- I) Assistant Professors who have completed five years of service in Academic Level II/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-I I/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-LearningEvaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e certification); or Contribution towards development of e-content in 4 quadrants (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

#### **CAS Promotion Criteria:**

A teacher shall be promoted if:

- I) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix V, Table I) and
- ii) The promotion is recommended by the Screening-cum-valuation committee.

### **8.5 Research Promotion Scheme**

Research is the tool to create and innovate usable and exploitable scientific



### Appendix VI

#### Promotion Policy of the Non-teaching staff of VJCET.

Non-teaching staff members are indeed an inevitable and integral part of any institution. The management has time and again discussed and unanimously agreed for the overall growth and development of human resource (Non-Teaching) available in the institution. It is with this intention the following objective as given below framed to be implemented.

Every regular staff appointed shall be considered for promotion subject to fulfillment of conditions laid down in the promotion policy of the Institution and amended by the authority from time to time. Promotion of an employee from a post in a lower grade to a post in the next higher grade shall be subject to completion of prescribed "Eligibility Period" on 31st March or based on academic calendar year. Promotion will be conferred after examining seniority cum fitness, conduct, work culture, performance, integrity, honesty and contribution during the service. One should be able to avail minimum three promotions in the entire service period, if the total number of service rendered is at least 30 years plus.

Departmental Promotion Committee (DPC) may recommend promotion of the staff on satisfactory completion of 8 years service in a particular grade. The management will consider the promotion depending on the promotion policy from time to time. However, it is also important to examine whether any staff has been provided with undue promotion without taking into all the above criteria. In case of non availability of sanctioned post of next higher grade the employee may be provided with next higher scale of pay within the existing grade. Further, if the authority has any plan to provide PF or Gratuity which is also a statutory obligation may plan or decide promotions of the staff accordingly.

(Sd/-)

Manager

Copy to :

1. The Director for favour of information
2. Principal for information
3. Vice Principal for information
4. All HODS for information
5. HOD HR for information
6. Administrative Officer
7. Record File





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## Staff Selection Committee 2020-23

### Diocesan Technical Education Trust, Kothamangalam

#### Staff Selection and Academic Committee 2020-23

1	Chairman	Msgr. Dr. Cherian Kanjirakompil	9847891213
2	Members	Adv. K. Francis George	9446411100
3		Rev. Fr. Paul Nedumpurath	9495023390
4		Adv. K. T. Thomas	9446932112
5		Adv. Johny Nelloor	9846032723
6		Dr. K. V. Thomas	9446275722
7		Rev. Dr. Stanly Pulprayil	9495471489
8		Rev. Fr. Francis Kannadan	9446276764
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53% of the employees interviewed for a survey say they will take a pay cut in exchange for a remote-working arrangement

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# OPPORTUNITIES

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## Five ways to bring the best out of your employees

SEBASTIAN JOSEPH

Before you start working on your employees to bring the best of them, you have to start with the one looking back at you from the mirror. Put some soul-searching questions to the one in the mirror.

"Are you doing enough to enable innovative thinking among your team members?"

"Are you approachable?" Based on the answers to these questions, you have to decide how you should work on yourself.

### Be flexible

Working with people is a two-way street. Having fixed ways means closing yourself to newer possibilities and ideas. Flexibility is the key. It tells employees you are approachable. A team's ideas are an organisation's capital, allow employees to ideate.

### Be persuasive

Management used to be defined as the art of getting



Working with people is a two-way street. Having fixed ways means you are closing yourself to newer possibilities and ideas.

things done. In today's environment, it is about getting people to see the big picture. It takes great persuasive powers to do this. When they see the big picture, they perform better because they execute ideas with conviction.

Forcing people to get things done or demanding it of them does not ensure long-term success. Walk with your people rather than leading them from the front.

### Be communicative

Update your team on organ-

isational developments often. It is important for them to have the big picture. This will help them understand how their contributions help the entire organisation progress. Such platforms allow employees to share their feedback with the management.

### Be present

This means actively listening and being there in person as well. At times, to really listen, it is important to cut out the noise, and that is most possible when you step away from the workspace.

Talking to colleagues outside the workspace is a great way to tear down barriers. It allows people to be themselves and talk freely. Only when employees speak freely will organisations thrive. As opposed to offering 'cold' instructions on email, walking across to a colleague can make so much of a difference.

### Be appreciative

When an employee has done a commendable job, it is important to appreciate them almost immediately or within reasonable time before the moment is lost. Celebrations too are important - it sets a positive tone and makes for a relaxed environment all of which is conducive to good performance. Celebrate wins, launches, bettered business performances, cultural days, corporate social responsibility activities and other events that are important to the business.

(Sebi Joseph is president at Orit India)

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The Hindu newspaper dated 11-05-2016

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Manager, Viswajyothi College of Engineering & Technology, Vazhakulam*

ESTABLISHMENT – APPOINTMENT OF ASSISTANT PROFESSOR

No. B1- 10/2001

Date : 12-07-2017

#### ORDER

**Mr. Arun K.**, Cheradiyil House, Purapuzha P.O., Thodupuzha, Kerala-685583 is appointed as Assistant Professor in the Department of Mechanical Engineering, Viswajyothi College of Engineering & Technology, Vazhakulam, Muvattupuzha under DTET w.e.f. 12-07-2017, in the pay band of Rs.15600-39100 with AGP of Rs.6000. He will be eligible for basic pay of Rs.26790/ (8 increments for experience)+ DA(50%)as per norms followed by the Management. Total emoluments will be Rs.40185/- per month.

The basic terms, conditions and responsibilities as follows:-

1. Your service of one year from the date of joining shall be treated as probationary period which will be evaluated based on your performance on completion of one year.
2. The work load of teaching will be as per norms applicable to Assistant Professors in this college
3. You have to ensure strict adherence to the academic norms and practices of both Kerala Technological University and Mahatma Gandhi University until affiliation will be completed in the year 2018-19 by KTU.
4. It shall be your responsibility to cooperate and successfully complete procedures and related documentation for the NBA accreditation of the department due in the upcoming academic year.
5. Academic and research ambience in the Department is to be promoted through publication of academic papers, undertaking research projects and consultancy. Your performance and research contributions will be subject to periodic evaluation by the academic review committee.
6. Your leave and vacation shall be regulated as per the rules and regulation of the Institution in force.

Wishing you our good regards and God's blessings

President, Diocesan Tech. Edn. Trust, Kothamangalam &  
Manager, Viswajyothi College of Engg. & Technology,  
Vazhakulam

To, **Mr. Arun K.**,  
Cheradiyil House,  
Purapuzha P.O.,  
Thodupuzha, Kerala-685583

Copy to:

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- (2) Principal, Viswajyothi College of Engineering & Technology, Vazhakulam
- (3) HOD - ME Dept.
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### Promotion Order Sample



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#### ESTABLISHMENT-OFFICE ORDER

No. F-05:VJC/Est/O/2019/14

Date: 25-02-2019

**Mrs. Sani John**, Asst. Professor in the Department of Electronics & Communication Engineering is promoted as Asst. Professor (Grade III) in the Department of Electronics & Communication Engineering w.e.f.01-08-2018 on fulfilling the requirements for promotion set forth in the Staff Manual for promotion as per the policy of the management in accordance with the AICTE norms. Your performance for the assessment period submitted through PBAS had been evaluated by the screening committee and ensured that stipulations for the promotion has been fulfilled. Having published 3 articles(indexed), you have satisfied the eligibility in Criterion III (Research and Publications). You are awarded the AGP of Rs. 8000. For the next promotion, the stipulations laid down by the management may be adhered to.



*U. S. John*  
President, Diocesan Tech. Edn. Trust, Kothamangalam &  
Manager, Viswajyothi College of Engg. & Technology,  
Vazhakulam

To  
**Mrs. Sani John**,  
Asst. Professor,  
Department of Electronics & Comm. Engineering

#### Copy to:

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## 5. Proforma for Promotion

### Appendix V

**Table 1**

**Assessment Criteria and Methodology for University/College Teachers**

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research project sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities <b>Note:</b> Number of activities can be within or across the broad categories of activities
<b>Overall Grading:</b> <b>Good:</b> Good in teaching and satisfactory or good in activity at SI.No.2. Or <b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at SI.No.2. <b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading <b>Note:</b> For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.		

