



6.3 Faculty Empowerment Strategies

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

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1. Performance Appraisal Template– Faculty

VISWAJYOTHI COLLEGE OF ENGINEERING AND TECHNOLOGY

VAZHAKULAM

PERFORMANCE APPRAISAL FOR CAREER ADVANCEMENT

(Score as per AICTE/UGC norms)

Academic Year: 2019-20

Department:

Name and Designation of the Faculty:

1. Teaching – Learning and Evaluation

No of working days in odd semester.....Even Semester.....

1	2	3	4	5	6	7	
Course /Paper handled in the Odd / Even Semester	Mode of teaching theory/practical with number of hours	Hours per week allotted	Leave availed	No. of days worked in each semester	Actual days of work in each semester	Self-assessment API score	Verified API score by HOD

No of days present x20 if <16 no score will be awarded

No of working days

Mode of teaching includes Lecture (L), Practical (P), Tutorial(T), Seminar(S), Case studies, simulation etc
Max. score 20 for 100% and proportionate score up to 80 %; performance below which no score may be given.
Lectures/ Practical/ Tutorials, ICT enabled methods of teaching should be based on verifiable records.
Special leave for pursuing Ph.D. and Duty leave with alternative teaching arrangements will be exempted.

Details of the Leave availed in the calendar year

C/L	Sp/L	LWA	Duty L	Comp.L	Other leaves	Total



2. University Exam Results of the past two semesters (Max score 10)

Degree Programme/Paper	Semester	Pass percentage No. of students registered for the exam / No. of students passed	Self-assessment API score	Uty average of pass	Verified API score by HOD

Pass % >80 =20. Pass % >70 and <80=15. Pass % >60 and <70 =10. Pass % > 50 and <60 =5. Pass% <50 =4.

3. Details of Examination duty in the college during the period current academic year (Max. score 10)

Internal Examination		University Examination	
Number of days of duty allotted	Number of days available for duty	Number of days of duty allotted	Number of days of duty done

4. Additional Creative Teaching (Max. score 20)

- Remedial classes taken and attendance
- Make up test conducted to improve the results
- Enrichment programme such as seminar, workshop, guest lectures for the enrichment of the modules with additional instructional materials and handouts
- Academic Mentoring with number of mentees, frequency of meetings, their results and number of meetings
- Outcome based Education activities, NAAC/NBA activities and their documentation

Programme	No. hours	Beneficiary	Outcome	API score	HOD



II. Institutional/ Co-curricular / Departmental/ responsibilities entrusted by the Principal during the current academic year 2019to 2020(Max. Score 20)

Sl. No.	Position held Nature of activity	Number of hours utilized	Beneficiary students	Outcome of the programme
1.				
2.				
3.				
4.				

III. Publications and Research during the academic year 2019to 2020(Min. score 20)

- Number of publications
(Title, Name of the Journal/Book in which the article published, (non refereed, refereed indexed)
- Text books, Reference books published with the name and place of publishers
- Conference/workshop presentations with the details of the organisers of the conference, Place, Topic, month and year.
- Research projects ongoing/ sanctioned/ completed during the academic year with sponsoring agency, period of the project, major or minor, date of sanction and Amount sanctioned.
- Research Thesis supervised or supervising with the name of the candidates, University and the topic of research

IV. Faculty Development/Professional Improvement Programmes/Seminars/workshops including online organised or attended

Duration	programme	International/National Statelevel/regional	Organized by	API as per UGC/AICTE	API score



V. Initiatives and innovative contributions in academics, institutional/ departmental development, Research and consultancy

Nature of the programme	Objectives	Targeted group	Outcome	API score	HOD

Verified with documents

Signature of IQAC Co-ordinator /HOD

Signature of the Teacher

Principal

Place:

Date:



2. Performance Appraisal Template - Technical Staff

VISWAJYOTHI COLLEGE OF ENGINEERING AND TECHNOLOGY, VAZHAKULAM PERFORMANCE APPRAISAL – TECHNICAL STAFF ACADEMIC YEAR 2019-20

Name	DOB	Dept.	Designation	Total Service
------	-----	-------	-------------	---------------

Workload per week & Total No of working days	Absence	Percentage of attendance
--	---------	--------------------------

Records Maintained:

Maintenance Procedures of the Lab Equipment/library books/office articles. Are you keeping maintenance register for equipment
Routine maintenance/preventive maintenance done in the Lab /Workshops with date & month

Summary of Staff Member's Job Responsibilities (Brief Job Description)

Related Accomplishments-

A score of one is low and score of five is high. **Note:** One column in each category must be checked.

5 = Excellent; 4 = Good; 3 = Fair; 2 = Average; 1 = Below average

SL. No.	CRITERION	SCORE					NA	TOTAL	HOD
		5	4	3	2	1			
1	ATTENDANCE / JOB PERFORMANCE –								



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	1. Do you reach college in time? (Punctual) 2. Have you read and have knowledge on policies & procedures of the institution? 3. Do you take leave only with prior permission of your HOD? 4. When unplanned leave is taken do you inform your HOD? 5. Do you complete the assigned job timely and accurately?									
2	PERCEPTIVITY AND SENSITIVITY – 1. Are you sensitive to the needs of the student?									
3	ATTITUDE TOWARDS CO-WORKERS – 1. Do you lend assistance to your co-workers voluntarily?									
4	ATTITUDE TOWARDS PUBLIC – 1. Are you cooperative to the needs of the public (Parents, Business Associates, Vendors, Well-wishers of the college)?									
5	METHOD OF EXPRESSION – 1. Do you have ability and ease in expressing ideas, opinions and information clearly and accurately, both orally and in writing?									
6	EXTRA DUTY – 1. Do you carry extra duty (other than academics) assigned to you in a responsible manner.									
7	HOD's REMARKS									

Have you updated registers, models and charts?

Suggestions to improve your department/lab/library/office

Employee Signature: _____

Date : _____

HOD



Student Feedback (Maximum Score – 10)

SL. NO.	PARAMETERS	MARKS				SCORE
		5	3	2	0	
1	Subject Knowledge	Excellent	Good	Satisfactory	Poor	
2	Always Ready to Help	Excellent	Good	Satisfactory	Poor	
3	Clarity in explaining in the lab	Excellent	Good	Satisfactory	Poor	
4	Punctuality in the Lab	Excellent	Good	Satisfactory	Poor	
5	Overall effectiveness	Excellent	Good	Satisfactory	Poor	

The average of the score in the last column from all the students will be taken as the score for the purpose of API. If a staff is appraised by different semester students / batches, the average will be taken into account for API

Comments for review committee.



3. Faculty Feedback Form -Template

2016-2017(Odd and Even Semester)

		Marks				
	Parameters					Score
1	Knowledge of the subject	Excellent	Good	Satisfactory	Poor	
2	Preparedness of the teacher to take the class	Excellent	Good	Satisfactory	Poor	
3	Clarity in explaining the subject	Excellent	Good	Satisfactory	Poor	
4	Communicative skill in English	Excellent	Good	Satisfactory	Poor	
5	Whether the teacher gives adequate notes	Yes	Average	Insufficient	Nil	
6	Does the teacher give enough assignments with timely feedback	Yes	Average	Insufficient	Nil	
7	Speed of presentation of the topics in the class	Just right	Too fast	Too slow		
8	Does the teacher encourage raising questions in the class	Always	-	Sometime	No	
9	Is the teacher available for clarification and problem solving outside the classroom?	Always	-	Sometime	No	
10	Punctuality of the teacher	Yes		-	No	
11	Overall effectiveness of teaching	Excellent	Good	Satisfactory	Poor	
12	Whether any books recommended for reference.	Yes	--	-	No	



2017-2018 (Odd and Even Semester)

	Parameters	Marks			Score
1	Clearly explains the objectives of the course and follows the s systematically.	Strongly agree	Somewhat Agree	Disagree	
2	Have adequate and updated knowledge in the subject.	Strongly agree	Somewhat Agree	Disagree	
3	Communicates very clearly and leaves no ambiguity.	Strongly agree	Somewhat Agree	Disagree	
4	Is enthusiastic and able to get best attention of the students.	Strongly agree	Somewhat Agree	Disagree	
5	Has reasonably good command in the language and the flow of presentation is attractive.	Strongly agree	Somewhat Agree	Disagree	
6	Presents the ideas in an interesting manner and stimulates in the subject.	Strongly agree	Somewhat Agree	Disagree	
7	Sessions are well planned with opportunity to ask questions a managed efficiently.	Strongly agree	Somewhat Agree	Disagree	
8	Utilizes educational resources effectively (blackboard, videos, etc) and uses appropriate instructional materials to facilitate understanding of class.	Strongly agree	Somewhat Agree	Disagree	
9	Is regular in taking classes and completes syllabus in time.	Strongly agree	Somewhat Agree	Disagree	
10	Shows concern for the development of the students and keep friendly and healthy relationship with students.	Strongly agree	Somewhat Agree	Disagree	
11	Able to maintain proper discipline in the class.	Strongly agree	Somewhat Agree	Disagree	



4. Technical Staff Feedback Form– Template



VISWAJYOTHI COLLEGE OF ENGINEERING AND TECHNOLOGY, VAZHAKULAM FEEDBACK OF NON-TEACHING STAFF

Staff Code:

1. Is he/she friendly with students?

A-Yes B-Keep a Distance C-Not at all

2. Does he/she possess sufficient knowledge on the experiment?

A-Yes B-Just Sufficient C-Nil

3. Does he/she help students in learning experiments?

A-Yes B-Criticize C-Not bothered

4. Does he/she encourage questions?

A-Yes B-Sometimes C-No

5. Does he/she maintain the laboratory properly?

A-Yes B-Don't know C-No

6. Is he/she available in the lab while doing the experiment?

A-Yes B-In the seat C-No



VISWAJYOTHI

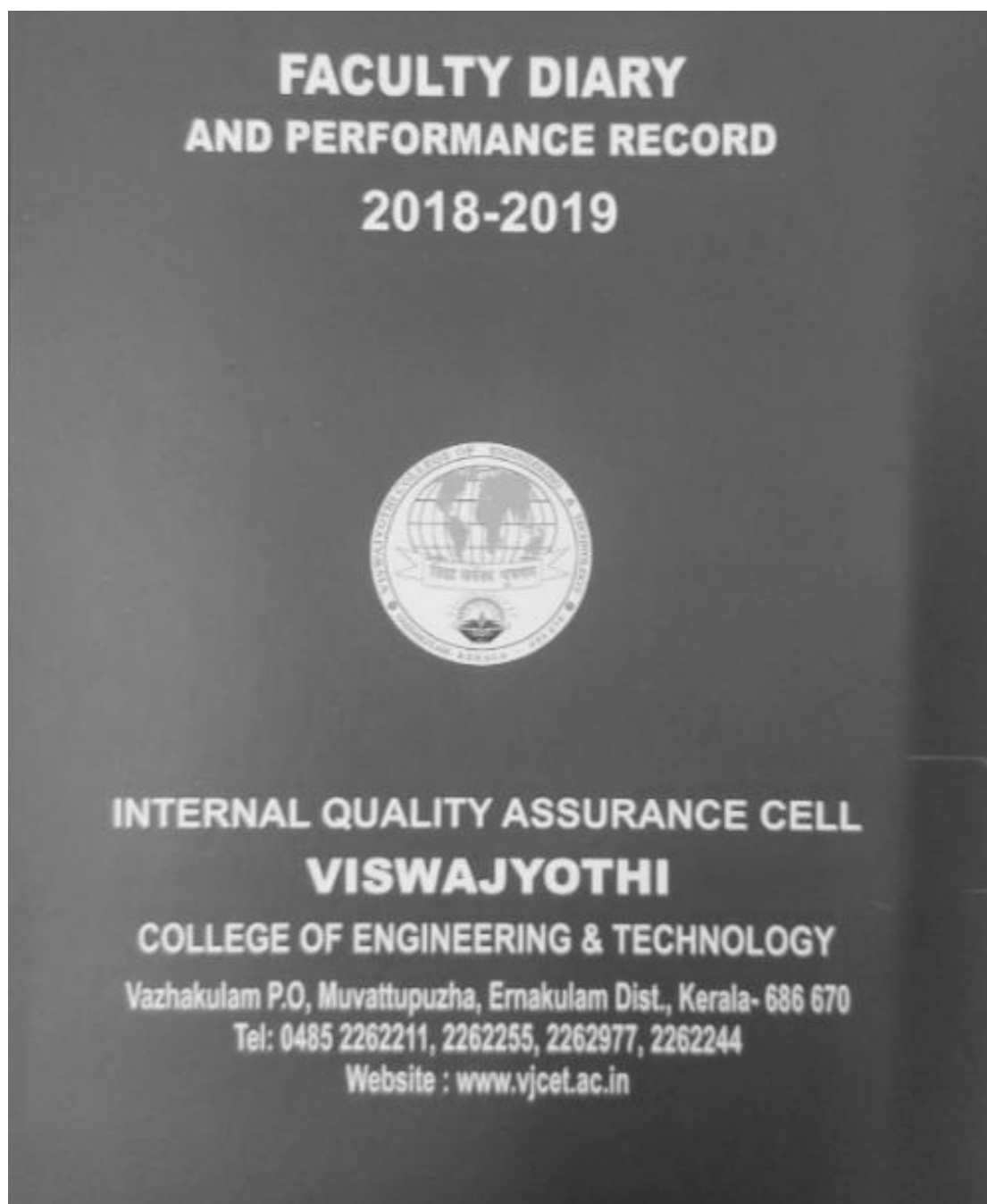
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5. Faculty Diary - Sample





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**FACULTY DIARY
AND PERFORMANCE RECORD**

2018-2019

Name :

Department :

Address :

PIN :

Tel : Mob :

E-mail :



Vision

“Moulding Engineers par Excellence with Integrity Fairness and Human Values”.

Mission

1. We commit to develop the institution as a Center of Excellence of International Standards
2. We guide our students in the attainment of intellectual and professional competence for successfully coping with the rapid advancements in technologies and the ever changing world of business, industry and services
3. We help each and every student in their personal growth into mature and responsible individuals
4. We strive to cultivate a sense of social and civic responsibility in our students, thus empowering them to serve humanity.
5. We promise to ensure a free environment where quest for the truth is encouraged



TEACHER'S PRAYER

*Help me to remember that I am shaping
the lives of tomorrow's generation.*

*Please give me strength to be the best model
and the best example that I can possibly be.*

*Give me love to overcome adversity
and patience to overcome my shortcomings
and, as I find my rest tonight, help me to love my students
and to remember them in my prayers.*

*Give me strength to be equal to tomorrow's task
for I depend on your strength
just as my students depend on me*



TEACHER'S CREED

*I believe that my students shall pass through
my classes but once, if there is anything, therefore,
that I can do to help them live useful lives,
let me not delay it nor neglect it
for they shall not pass my way again.*

OBJECTIVES OF THE FACULTY DIARY

1. To record honestly every curricular/ co-curricular activity of a teacher.
2. To record details of students under tutorial system / mentoring system.
3. To subject the teacher for the performance based appraisal.



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Days	1 8.50-9.50 a.m.	2 9.50-10.45 a.m.	3 10.55-11.50 a.m.	4 11.50-12.45 p.m.	5 1.45-2.35 p.m.	6 2.35-3.25 pm	7 3.25 - 4.15 pm
Mon							
Tue							
Wed							
Thu							
Fri							

TIME TABLE
Odd Semester



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Days	1 8.50-9.50 a.m.	2 9.50-10.45 a.m.	3 10.55-11.50 a.m.	4 11.50-12.45 p.m.	5 1.45-2.35 p.m.	6 2.35-3.25 p.m.	7 3.25 - 4.15 pm
Mon							
Tue							
Wed							
Thu							
Fri							

TIME TABLE
Even Semester



PERSONAL DATA 2018 - 2019

1	Name			
2	Designation			
3	Residential Address			
4	Date of Birth			
5	Date of Joining			
6	Date of Promotion to the present post			
7	Academic Qualification			
8	Research	Mphil	PhD	
	(a) Title of the thesis,			
	(b) University			
	No. and date of Uty. Order			
	(d) Research guidance	No. of PhDs produced	Ongoing	
9	Research projects	Period of the project	Approved amount	Funding agency
	(a) Title of the major / minor Project			
10	Publications	No. of books	No. of Research Publications	
11	No. of workshops or seminars (National or International)	Attended	Papers presented	Organized
12	No of orientation/refresher courses attended			



THE TEACHER PERFORMANCE RECORD- (TPR)

Item	Activity	Nature of work
Unit I : Lecture/ Practical (L/P)	Classroom teaching, practical, extension work if it is an integral part of the course	Class taken as per UGC/AICTE norms, additional teaching duties
Unit II : Tutorial (TU) :	Individual Attention to students on specific topics	To clarify student's questions and participate them in activities on what they have learnt
Unit III : Extension (ET)	Administration, participation in curricular, extension, professional and institutional supporting activities, Departmental supporting activities, monitoring learner progress, monitoring other learning processes, Mentoring, Membership of Board of Studies	Contributions towards academic / cultural/ social activities Organizing seminar / conference / workshop Attending workshop related to curriculum design Conducting discussions / debates Career oriented coaching Contribution in curriculum design Contribution in administrative activities Motivating students for higher studies/competitive exams/jobs Visit research dept./industries Conducting mock viva/interview Conducting programs(academic/cultural/social activities) Setting up new syllabus for advanced topics
Unit IV: Examination (EX.) :	Setting question papers, attending board of exams, evaluation and invigilation works of university examinations.	Conducting quiz Evaluating university exam / practical / theory / viva Evaluating internal papers / setting question papers Conducting seminars Evaluating seminars
Unit V : Research (RE)	Research paper publication, funded projects, consultancy and research guidance	Publishing papers in journals/proceedings Participation in seminar/conference/workshop Presenting papers in conference/workshop Sponsored projects carried out/ongoing Consultancy projects carried out/ ongoing Guiding Ph.D./ M.Phil.
Unit VI : Preparation (PR) :	Lesson planning, library reference, laboratory work preparation of study materials, designing audio-video teaching aids, consultation with other scholars	Preparation for informative method powerpoint presentation Preparation for quiz-questions



PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF UNIVERSITY/COLLEGE TEACHERS

I CATEGORY 1: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Sl No	Nature of Activity	Maximum Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken as percentage of lectures allocated*	50
2	Lectures or other teaching duties in excess of the UGC norms	10
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4	Use of participatory and innovative teaching-learning methodologies; updation of subject content, course improvement etc.	20
5	Examination duties (Invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment	25
	Minimum API Score Required	75

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Sl No	Nature of Activity	Maximum Score
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC, cultural activities, subject related events, advices and counseling)	10
2.	Contribution to corporate life and management of the institution through participation in academic and administrative committees and responsibilities	10
3.	Department - Group tutor, club mentoring, associations, documentation, lab in charge, news letters, etc.	10
4.	Mentoring	10
5.	Professional development activities (such as participation in seminars, conferences, short term training courses, technical talks, guest lectures, membership of association, dissemination and general articles, not covered in category III)	10
	Minimum API score required	15



CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Sl. No.	APIs	Engineering technology/Allied sciences	Max. scores for University and college teacher position
III (A)	Research papers publish in:	Referred Journals *	15/publication
		Indexed journals	20/publication
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication
III (B)		Research publications (books, chapters in books other than refereed journal articles) text or reference books published by international publishers with an established peer review system, reviewal of international journal	50/sole author; 10/chapter in an edited book/article reviewal
		Subjects books by national level publishers/state and central govt. publications with ISBN/ISSN numbers, reviewal of national journal	25/sole author; and 5/chapter in an edited book/article reviewal
		Subjects books by other local publishers with ISBN/ISSN numbers	15/sole author; and 3/chapter in an edited book
		Chapters contributed to edited knowledge based volumes published by international publishers	10/Chapter
		Chapters in knowledge based volumes by Indian/national level publishers with ISBN/ISSN numbers and with numbers of national and International directories	5/Chapter
III (C)	RESEARCH PROJECTS		
III (C)i	Sponsored Projects carried out/ongoing	Major projects amount mobilized with grants above 30 lakhs	20/each Project
		Major projects amount mobilized with minimum of Rs. 5.00 lakhs up to Rs.30 lakhs	15/each Project
		Minor projects (amount mobilized with grants above Rs. 50,000 up to Rs. 5 lakhs)	10/each Project
III (C)ii	Consultancy projects carried out/ongoing	Amount mobilized with minimum of Rs.10 lakhs	10 per every Rs. 10.0 lakhs
III (C)iii		Completed projects quality evaluation completed project report (accepted by funding agency)	20/each major project and 10/each minor project



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III (C)iv	Projects Out come/Outputs	Patent/technology transfer/ product/process	30/each national level output or patent and 50/each for International level
III (D)	RESEARCH GUIDANCE		
III (D)i	M. Phil	Degree awarded only	5/each candidate
III (D)ii	Ph. D	Degree awarded	15/each candidate
		Thesis submitted	10/each candidate
III (E)	TRAINING AND COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS		
III (E)i	Refresher courses, Methodology	(a)Not less than two weeks duration	20/each
III (E)ii	Workshops, training, teaching-learning-evaluation technology programmes, soft skills development programmes, soft skills development programmes, faculty development programmes (max:30 points)	(b)One week duration	10/each
III (E)iii	Papers in Conferences/ Seminars/workshops etc.**	Participation and presentation of research papers (oral/poster) in participation and presentation of research papers (oral/poster) in	
		a)International conference	10 each
		b)National	7.5/ each
		c) Regional/state level	5/ each
		d) Local-university/college level	3/ each
III (E)iv	Invited lectures or presentations for conferences/ symposia	(a)International (b)National level	10/each 5/each
IV.AWARDS, POST DOCTORAL RESEARCH DEGREE			
IV (A)	Discipline specific award	Foreign universities/accredited international bodies/national by UGC, CSIR, DST, DBT, ICAR and other government bodies and professional academics State, university level Regional / local	25 each 15 each 10 each
IV (B)	Post doctoral Degree	International /National universities	20 each



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*Wherever relevant to any specific discipline, the API score for paper in referred journal would be augmented as follows: (i) indexed journals(scopus, science citation index)by 5 points; (ii) indexed papers with impact factor between 1 and 2 by 10 points; (iii) indexed papers with impact factor between 2.1 and 5 by 15 points; (iv) papers with impact factor between 5.1 and 10 by 25 points. **If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (A)) and not under presentation (III) (E).



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01-04 AUGUST 2018

WORKING HOURS				
Date & Day	8.50-9.50 a.m.	9.50-10.45 a.m.	10.55-11.50 a.m.	11.50-12.45 p.m.
01 WED				
02 THU				
03 FRI				
04 SAT				

Notes

.....

.....

.....

Total No. of hours spent for:	Lecture	Practical	Tutorial	Extension
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of the Faculty				



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01-04 AUGUST 2018

WORKING HOURS				
12.45 -1.45 pm	1.45-2.35 p.m.	2.35-3.25 pm	3.25 - 4.15 pm	Remarks W/H/L

Notes

.....

.....

.....

Examination	<input type="checkbox"/>	Research	<input type="checkbox"/>	Preparation	<input type="checkbox"/>	Any other	<input type="checkbox"/>
-------------	--------------------------	----------	--------------------------	-------------	--------------------------	-----------	--------------------------



SESSION DETAILS

Mentors are those who

- take an interest in developing another person's career and well-being.
- have an interpersonal as well as a professional relationship with those whom they mentor.
- advance the person's academic and professional goals in directions most desired by the individual.

Please encourage the students to meet you once in two weeks. Note down the discussion points in the session details. Forward the details to the HOD if required.

Mentee's Name.....

Address.....

Ph. No. (Parent)..... Mobile.....

Ph. No. (Student).....

Photo
of the
Mentee

Date/Time

Session Details



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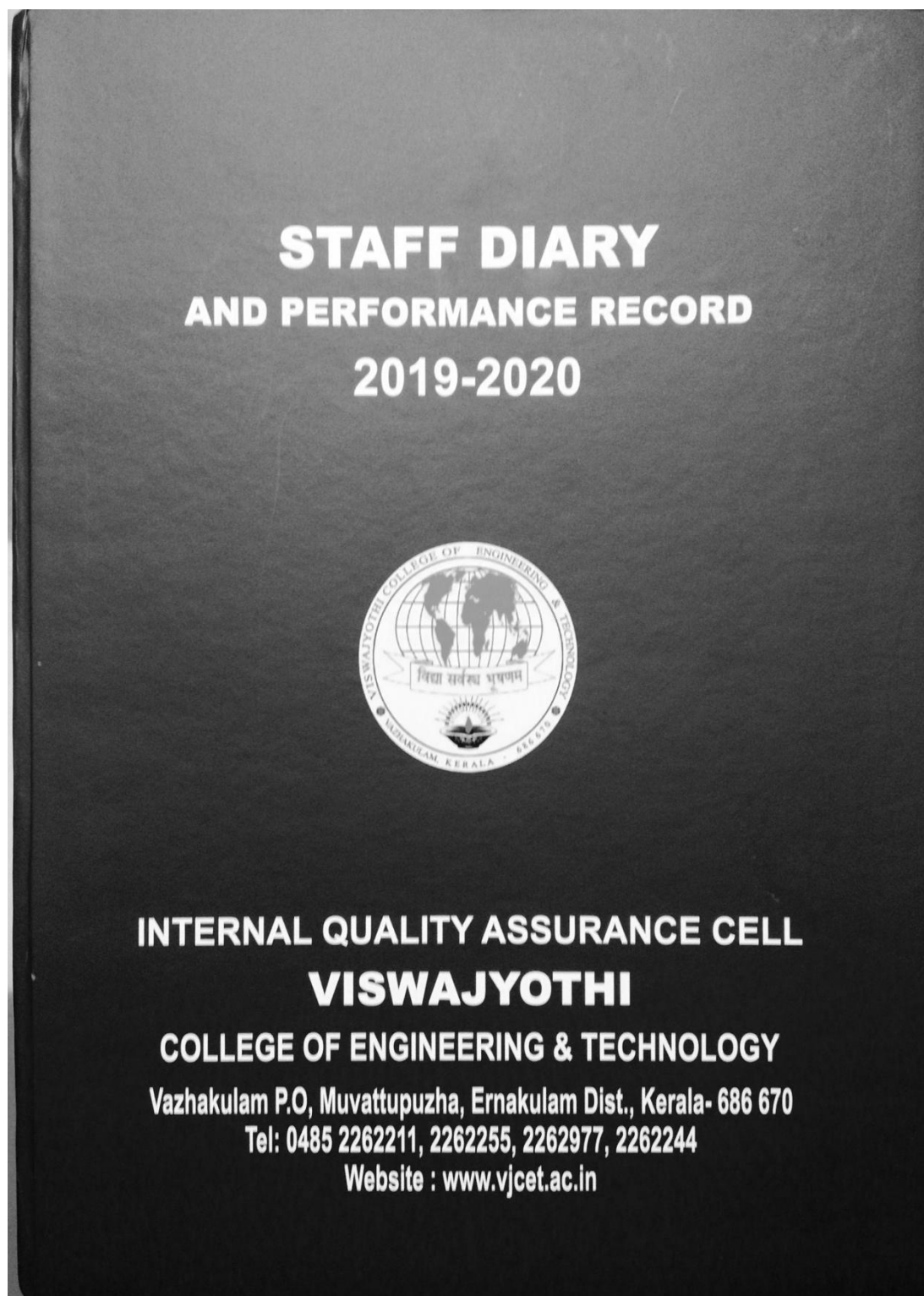
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6. Technical Staff Diary - Sample





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INTERNAL QUALITY ASSURANCE CELL

VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Vazhakulam P.O., Muvattupuzha

STAFF DIARY AND PERFORMANCE RECORD

2019-2020

Name :

Department :

Address :

.....

PIN :

Tel : Mob :

E-mail :



Vision

“Moulding Engineers par Excellence with Integrity Fairness and Human Values”.

Mission

- We commit to develop the institution into a Centre of Excellence of International Standards.
- We guide and mould our students in the attainment of intellectual and professional competence for successfully coping with the rapid and challenging advancements in technology and the ever changing world of business, industry and services.
- We help and support our students in their personal growth shaping them into mature and responsible individuals.
- We strive to cultivate a sense of social and civic responsibility in our students, empowering them to serve humanity.
- We promise to ensure a free environment where quest for the truth is encouraged.



PRAYER

*Help me to remember that I am shaping
the lives of tomorrow's generation.*

*Please give me strength to be the best model
and the best example that I can possibly be.*

*Give me love to overcome adversity
and patience to overcome my shortcomings
and, as I find my rest tonight, help me to love my students
and to remember them in my prayers.*

*Give me strength to be equal to tomorrow's task
for I depend on your strength
just as my students depend on me*



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OBJECTIVES OF THE STAFF DIARY

1. To record honestly every curricular/ co-curricular activity of a Staff.
2. To record details of students under tutorial system / mentoring system.
3. To subject the staff for the performance based appraisal.



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



Days	1 8.55-9.50 a.m.	2 9.50-10.45 a.m.	3 10.55-11.50 a.m.	4 11.50-12.45 p.m.	5 1.45-2.35 p.m.	6 2.35-3.25 pm	7 3.25 - 4.15 pm
Mon							
Tue							
Wed							
Thu							
Fri							

TIME TABLE
Odd Semester



VISWAJYOTHI

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Mon							
Tue							
Wed							
Thu							
Fri							



PERSONAL DATA 2019 - 2020

1	Name			
2	Designation			
3	Department			
3	Residential Address			
4	Date of Birth			
5	Date of Joining			
6	Date of Promotion to the present post			
7	Academic Qualification			
11	No.of workshops or seminars (National or International)	Attended	Papers presented	Organized
12	No of orientation/refresher courses attended			



01-15 AUGUST 2019

WORKING HOURS

Date & Day	8.55-9.50 a.m.	9.50-10.50 a.m.	10.55 -11.50 a.m.	11.50 -12.45 p.m.
01 THU				
02 FRI				
03 SAT				
04 SUN				
05 MON				
06 TUE				
07 WED				
08 THU				
09 FRI				
10 SAT				
11 SUN				
12 MON				
13 TUE				
14 WED				
15 THU				



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01-15 AUGUST 2019

WORKING HOURS

WORKING HOURS				
12.45 -1.45 pm	1.45-2.35 p.m.	2.35-3.25 pm	3.25 - 4.15 pm	Remarks W/H/L



15-31 AUGUST 2019

WORKING HOURS

Date & Day	8.55-9.50 a.m.	9.50-10.50 a.m.	10.55 -11.50 a.m.	11.50 -12.45 p.m.
16 FRI				
17 SAT				
18 SUN				
19 MON				
20 TUE				
21 WED				
22 THU				
23 FRI				
24 SAT				
25 SUN				
26 MON				
27 TUE				
28 WED				
29 THU				
30 FRI				
31 SAT				



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15-31 AUGUST 2019

WORKING HOURS

[illegible]

Signature of the HOD/Controlling Officer



7. Class Committee Meeting – Notice, Minute (Sample)



VISWAJYOTHI COLLEGE OF ENGINEERING & TECHNOLOGY

DEPARTMENT OF CIVIL ENGINEERING

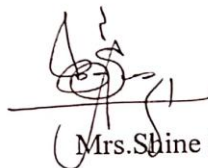
NOTICE

The Class Committee for S3 CE B (Aug-Dec 2017) is constituted as follows:

Chairman : **Ms.Bilu Baby, CE Dept.**

Convenor : **Ms. Jerin Jose, CE Dept.**

- Members :
1. Mr. Jojo P Kuriakose, S&H Dept.
 2. Mrs.M.P. Gracy, S&H Dept.
 3. Ms. Jerin Jose, CE Dept.
 4. Mrs.Tina Jose, CE Dept.
 5. Mrs.Soorya R., CE Dept.
 6. Ms. Nivya Mary Abraham, CE Dept.
 7. Ms.Ancy Genu George, CE Dept.
 8. Ms.Soumya Rani P Thomas, CE Dept.
 9. Mr.Anto Paul (S3 CE B)
 10. Ms.Angel Roy (S3 CE B)


(Mrs.Shine George
HOD(CE)



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VISWAJYOTHI COLLEGE OF ENGINEERING AND TECHNOLOGY, VAZHAKULAM

DEPARTMENT OF CIVIL ENGINEERING

18 Jan 2018

CLASS COMMITTEE MEETING - NOTICE

The class committee for S4 Civil Engineering B Batch (Jan-May 2018) is scheduled on 25 Jan 2018 at 1 PM in the Civil Engineering Seminar Hall. The members of the class committee are requested to attend the meeting.

Agenda for the class committee

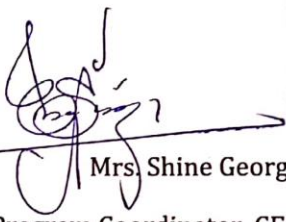
1. Welcome address and introductory remarks
2. Remarks and suggestions by faculty members
3. Responses and suggestions by student representatives
4. Concluding remarks





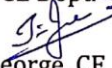

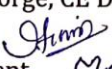
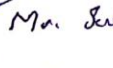

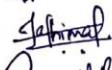
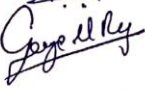

Ms. Jerin Jose

Chairman


Mr. Vishnu Krishnan

Convener


Mrs. Shine George
Program Coordinator, CED

1. Ms. Soumya Rani P. Thomas, CE Dept. 
2. Mr. Vishnu Krishnan, CE Dept. 
3. Mr. Daniel A. V, CE Dept. 
4. Mr. Lins Paul Kuriakose, CE Dept. 
5. Mrs. Tina Jose, CE Dept. 
6. Mrs. Stephy Jacqueline George, CE Dept. 
7. Mrs. Minu C. Joy, CE Dept. 
8. Ms. Anitha Rajan, S & H Dept. 
9. Ms. Ancy Jose, S & H Dept. 
10. Ms. Fathima Shirin, S4 CEB 
11. Mr. George M Roy, S4 CEB 



Class Committee of S₄CEB held on 25/1/18

Members

- 1) Ms. Dounya Rani P Thomas (AP, CED) *Pon* 25/01/18
- 2) Mr. Vishnu Krishnan (AP, CED) *Aradh* 25/01/18
- 3) Mr. Daniel A V (AP, CED) *Aradh* 25/01/18
- 4) Mr. Luis Paul Kusiakoz (AP, CED) *Aradh* 25/01/18
- 5) Mrs. Tina Jose (AP, CED) *Aradh* 25/01/18
- 6) Mrs. Stephy Jacqueline George (AP, CED) *Aradh* 25/01/18
- 7) Mrs. Minu C Joy (AP, CED) *Aradh* 25/01/18
- 8) Ms. Anitha Rajan (AP, S&H Dept) *Aradh* 25/01/18
- 9) Ms. Anny Jose (AP, S&H Dept)
- 10) Ms. Fathima Shirin (Student, S₄CEB) *Aradh* 25/01/18
- 11) Mr. George H. Roy (Student, S₄CEB) *Aradh* 25/01/18
- 12) Ms. Jovin Fox (AP, CED) *Aradh* 25/01/18

Topics Discussed

- separate discussions were made for each subject. Students were given opportunity to tell their suggestions or views.
- Overall students are satisfied with the teaching learning process adopted for the entire subject.
- Faculty in charge of Probability Distributions, Transforms and Numerical mentioned that abstruse are facing a problem of continuity. Faculty further suggested that these students may complete their notes and meet the concerned faculty personally for clarifying their doubts.
- Faculty in charge of Geotechnical Engineering commented that the students are not responding in class.
- Faculty in charge of life skills cautioned the students that they should not take the course lightly as there is no internal evaluation.
- Students mentioned that they are finding certain topics in Fluid Mechanics II difficult to understand.
- Committee discussed on the adherence of each course to its course plan.
- Faculty members put forward suggestions to improve teaching learning atmosphere.
- Students requested to conduct the class tests for 2hrs. instead of 1hr so that they can score more marks.



8. Course Committee Meeting – Notice, Minute (Sample)



VISWAJYOTHI COLLEGE OF ENGINEERING & TECHNOLOGY

DEPARTMENT OF CIVIL ENGINEERING

21/1/2018

NOTICE

The Course Committee for Engineering Mechanics (BE-100) (Jan-April 2018) is constituted as follows:

Chairman : **Ms. Devina Vipinan, CE Dept.**

Convenor : **Mr. Vishnu Krishnan, CE Dept.**

Members :

1. Ms. Shine George
2. Ms. Tina Jose
3. Ms. Bilu Baby
4. Ms. Bijimol Joseph
5. Ms. Minu C Joy
6. Ms. Jerin Jose
7. Ms. Soorya R
8. Ms. Tintu Shine A.L
9. Ms. Anu Paul
10. Mr. Vishnu Krishnan
11. Safna K. Muhammed (S2CEA)
12. Sherwin Suresh (S2CEA)
13. Athira B (S2CEB)
14. Basil Jhonson Mathew (S2CEB)
15. Alant bobby (S2EEEA)
16. Annu S Gigi (S2EEEA)
17. Sreelakshmi A N (S2EEEB)
18. Paul Stanly (S2EEEB)
19. Allen Peter (S2 IT)
20. Maria Elizabeth Francis (S2 IT)
21. Nikhil Devasia (S2 MEA)
22. Deljo M Baby (S2 MEA)
23. Don Thomas (S2 MEB)
24. Justin Siby (S2 MEB)

Mrs. Shine George
HOD(CE)



VISWAJYOTHI COLLEGE OF ENGINEERING & TECHNOLOGY, VAZHAKULAM

27/08/2019

NOTICE

All faculty members and student members of **Engineering Mechanics** course committee (S₁ Batches Jul-Nov 2019 under KTU) are hereby informed that the **first meeting** of committee will be held as per the following schedule.

Date: **4/09/2019 (Wednesday)**

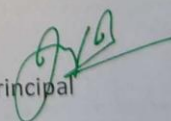
Time: **1.05pm**

Venue: **R & D Seminar Hall**

All members are requested to make it convenient to attend the meeting without fail and involve in the discussions sincerely **after studying the agenda given below.**

Agenda for the meeting:

- | | |
|--|-------------------|
| 1. Welcome address and introductory remarks
(Objectives & functions of the committee) | : Chairman |
| 2. Remarks and suggestions | : Faculty members |
| 3. Response / suggestions | : Student members |
| 4. Concluding remarks | : Chairman |


Principal



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Course Committee of Engineering Mechanics held on 07.09.2019

1. Ms. Shine. George (HOD, CED)
2. Ms. Bijimol. Joseph (AP, CED)
3. Ms. Minu. C. Joy. (AP, CED)
4. Ms. Vineetha. Thankachan (AP, CED)
5. Ms. Jane. Rose. Francis (AP, CED)

[Signatures]

1. Dawn. Mathew Vinu (S1 CE A)
2. Xavaneetha. S (S1 CE A)
3. ^{Dani. Biju} Indrajith. Unnikrishnan (S1 CE B)
4. Jesmin. Joseph. (S1 CE B)
5. Ananthakrishnan (S1 CS A)
6. Abhirami. Biju (S1 CS A)
7. Alvin. Benedict (S1 CS B)
8. Veena. R (S1 CS B) ^{Rajesh George (S1 CS B)}
9. Alan. K. Binoy (S1 EEE)
10. Anju. V. (S1 EEE)

[Signatures]

Topics discussed :-

- * Students are satisfied with the teaching learning process except the speed in taking class.
- * Faculty mentioned that students are slow in using calculators.
- * Faculty advised students to practice more problems outside class room.

Actions taken :-

- * Decided to work out more problems from each topics during remedial classes.
- * Faculty accepted students suggestion regarding speed in taking sections and informed that this will taken care.

[Signature] 11/9/19
chairman