



# Jyothi Engineering College

Reaccredited with NAAC (Grade A) and NBA Programmes\*

Approved by AICTE and Affiliated to APJ Abdul Kalam Technological University

A CENTRE OF EXCELLENCE IN SCIENCE AND TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR

JYOTHI HILLS, VETIKATTI P.O., CHERUTHURUTHY, TRISSUR - 679531 | Ph. +91 4884 259000 | info@jecc.ac.in | www.jecc.ac.in



\*NBA reaccredited B.Tech Programmes in Civil Engineering, Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering and Mechanical Engineering valid till 2025

JEC/2/A/19/23

25 August 2023

## ORDER

The following faculty member is hereby granted annual increment with effect from the date indicated against his name and as per the details given thereof.

Sl. No.	Name, Designation & Department	Date of Joining	Present Basic Pay	AGP	Rate of Increment	Basic Pay after Increment	Effective Date
1.	Mr. Aneesh Chandran (AP CSE)	09-01-2008	25,245 (Pay Band of 15,600- 39100)	8,000	665/-	25,910/-	01-08-2023

He shall continue to draw the AGP as noted & DA @ 52% of the Basic Pay plus AGP and House Rent allowance of Rs. 250/- month.

*Fr. Thomas Kakkassery*

Fr. THOMAS KAKKASSERY  
Executive Manager

To

Mr. Aneesh Chandran, AP, CSE Dept.

Copy to:

- The Principal
- The Registrar
- Accounts Section
- Personal file.

True Copy Attested



*Dr. Jose P. Therattil*  
Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531



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JEC/2/A/19/23

31 January 2024

## ORDER

The following staff member is hereby granted annual increment with effect from the date indicated against her name and as per the details given thereof.

Sl. No.	Name, Designation & Scale of Pay Department	Existing Basic Pay	Increment Rate	Basic Pay after Increment	Effective Date
1.	Ms. Shima Paul. (13450-350-22450) (Trade Instructor Gr. II, CE)	14,500	350	14,850	01.08.2023

Running Master Scale implemented w.e.f. 01.06.2016

12250-300-13450-350-14850-400-16450-450-18250-500-20250-550-22450-600-24850-650-27450-700-30250-750-33250-800-34850-800-36450-850-39850-900-43450-950-47250-1000-51250-1050-55450-1100-59850-1150-64450-1200-69250.

She shall continue to draw DA at the rate prevailing in the institution and House Rent allowance of Rs. 500 per month.

*Fr. Thomas Kakkassery*

Fr. THOMAS KAKKASSERY  
Executive Manager



To

Ms. Shima Paul, Trade Instructor Gr. II, C E Dept.

Copy to:

- The Principal, Jyothi Engg. College, Cheruthuruthy.
- The Registrar
- Manager (Accounts)
- Personal file.

*Dr. Jose P. Therattil*  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531



*Received*  
*[Signature]*

True Copy Attested

# JYOTHI ENGINEERING COLLEGE, CHERUTHURUTHY

## HUMAN RESOURCE PERFORMANCE APPRAISAL: 2023-2024

Name of Faculty member Dr. Anooja Jose  
Designation Associate Professor & HOD  
Department MR



**Appraisal Score: 647.34 out of 1000**

Your appraisal score was calculated based on the entries you have made. Criteria & the associated score has been given below.

Criteria	Score Obtained
C1. Student Performance - Teaching Effectiveness	71.5 / 100
C2. Teaching Learning - Teaching Effectiveness	68.4 / 100
C3. Student Feedback - Students Evaluation	77.11 / 100
C4. Peer Feedback - Staffs Evaluation	83.33 / 100
C5. Scholarly Score	80 / 150
C6. Contribution Score	180 / 350
<b>Faculty Evaluation by HOD, Principal, and Management</b>	<b>87 / 100</b>
<b>Final Score</b>	<b>647.34</b>

### Remarks based on the output

**C1.** Good to see that you are progressing on student performance. Work hard for yourself and your own goals. Then progress is inevitable.

**C2.** Your attempt in improving Teaching Learning activities is progressing. The 6 E's and S (Engage, Explore, Explain, Elaborate, Evaluate, Extend, and Standards) lesson plan format might help you achieve your goal. All the best!

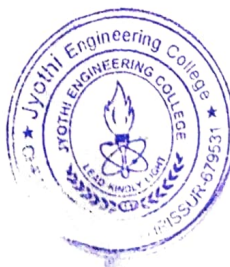
**C3.** You are on the right track. Take action on your negative feedbacks and know more about vague feedbacks. We are confident that you will progress. Good luck.

**C4.** Your peers hold you in high regard, which is a testament to your professionalism and collaboration skills. Keep up the excellent work!

**C5.** You are improving in scholarly activities. Make measurable progress in reasonable time and you will be the best. Keep moving.

**C6.** You are making solid progress in your contributions to the department / institution / and/or society. Keep working towards measurable improvements, and you will achieve even greater success. Stay consistent in your efforts, and you will play an increasingly impactful role.

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Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531





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JEC/574/2024

16<sup>th</sup> August 2024

## OFFICE ORDER

Ms. Ninu Francis, Assistant Professor, Computer Science & Engineering Department, is hereby granted Maternity Leave for 90 days from 17.05.2024 to 14.08.2024 (both days inclusive). The faculty shall rejoin duty on 16.08.2024.

Her salary for the Maternity Leave period shall be disbursed.

*Fr. Thomas Kakkassery*

Fr. Thomas Kakkassery  
Executive Manager

To

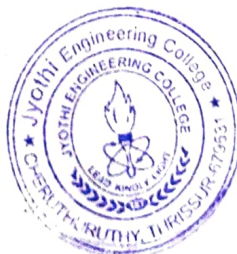
Ms. Ninu Francis, Assistant Professor, CSE Dept.

*Received  
18/8  
20/8/24*

### Copy to:

- Principal
- HR Department
- HOD, CSE for information.
- Personal File

True Copy Attested



*Dr. Jose P Therattil*

Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
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Fr. Thomas Kakkassery  
Executive Manager

To

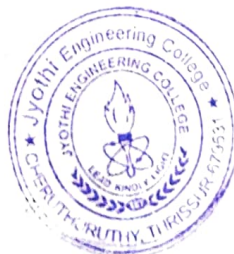
Ms. Ninu Francis, Assistant Professor, CSE Dept.

*Received  
Ninu  
30/9/24*

Copy to:

- Principal
- HR Department
- HOD, CSE for information.
- Personal File

True Copy Attested



*Jose P Therattil*

Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531



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JEC/2/B/328/2024

27-11-2024

## ORDER

Sub : Settling of claim under Payment of Gratuity Act – 1972- Mr. Ponmaniraja M.,  
Assistant Professor, Electronics and Communication Engineering Dept.- reg.

Sanction is hereby accorded for payment of a sum of Rs. 3,94,165/- (Rupees Three Lakh ninety-four thousand one hundred sixty-five only) to Mr. Ponmaniraja M., Assistant Professor, Electronics and Communication Engineering Department, being the Gratuity for fifteen years of his service rendered to Jyothi Engineering College, Cheruthuruthy.



*Fr. Thomas Kakkassery*  
Fr. THOMAS KAKKASSERY  
Executive Manager

To

Mr. Ponmaniraja M., Pappowam Patty, Varayanar P.O., Tamil Nadu

Copy to:

1. The Principal, Jyothi Engineering College, Cheruthuruthy.
2. The HOD, ECE Dept, Jyothi Engineering College, Cheruthuruthy
3. Accounts section
4. Personal File.

True Copy Attested



*Dr. Jose P Therattil*  
Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531



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JEC/2/B/549/23

26 October 2023

## ORDER

**Sub : Settling of claim under Payment of Gratuity Act – 1972- Mr. Abhilash K.,  
Electrician, Project Department- Reg.**

Sanction is hereby accorded for payment of a sum of Rs. 1,14,610/- (Rupees One lakh fourteen thousand six hundred ten only) to Mr. Abhilash K., Electrician, Project Department, being the Gratuity for the 9 years of his service rendered to Jyothi Engineering College, Cheruthuruthy.

*Fr. Thomas Kakkassery*

Fr. THOMAS KAKKASSERY  
Secretary & Executive Manager

To : Mr. Abhilash K., Kamala Sadhan, AKG Road, Cherplassery Post, Palakkad District – 679 503

Copy to:

1. The Principal, Jyothi Engineering College, Cheruthuruthy.
2. The Finance Officer, Jyothi Engineering College, Cheruthuruthy
3. Accounts section
4. Personal File.

True Copy Attested



*Dr. Jose P. Therattil*  
Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531





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JEC/704/2024

02 November 2024

## OFFICE ORDER

Sub: JECC-Estt. – Dr. C. Karthik, Associate Professor & HoD, RA Department -  
Medical leave - sanctioned – orders issued.

Medical leave for 13 days for the period from 08.10.2024 to 20.10.2024 (both days inclusive) is granted to Dr. C Karthik., Associate Professor & HoD, RA Department as per the request of the employee. He shall be eligible for half of the pay during the leave period as per the rules.

*Fr. Thomas Kakkassery*

Fr. Thomas Kakkassery  
Executive Manager

To,

Dr. C. Karthik, Asso. Prof & HoD, RA Dept.

Copy to:

1. HR Manager
2. Accounts Section.
3. File

True Copy Attested



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Dr. JOSE P THERATTIL  
Principal  
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NBA accredited B.Tech Programmes in Computer Science & Engineering, Electronics & Communication Engineering, Electrical & Electronics Engineering and Mechanical Engineering valid for the academic years 2016-2022. NBA accredited B.Tech Programme in Civil Engineering valid for the academic years 2019-2022.



JEC/2/B/045/2024

25<sup>th</sup> January 2024

## OFFICE ORDER

Sub: JECC-Estt.- Mr. Binoj V.J., Instrument Mechanic, ECE Dept. -  
Medical leave - sanctioned - orders issued.

Medical leave for 9 days for the period from 15.01.2024 to 23.01.2024 (both days inclusive) is granted to Mr. Binoj V.J, Instrument Mechanic, ECE Department as per the request of the employee. He shall be eligible for half of the pay during the leave period as per the rules.

*Fr. Thomas Kakkassery*

Fr. THOMAS KAKKASSERY  
Executive Manager

To,

Mr. Binoj V.J., Instrument Mechanic, ECE Dept.

*Received*  
*[Signature]*  
*25/1/2024*

Copy to :

1. HR Manager
2. HOD, ECE Dept.
3. Accounts Section.
4. File

True Copy Attested



*[Signature]*  
Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531