



**Governing body, administrative setup, functions of various bodies**

**Board of Trustees of MESHAR Diocesan Educational**

**Trust Functions and responsibilities:**

- All the properties of the Trust shall vest with the Board of Trustees and in the name of the Chairman. The Board of Trustees shall have all the powers and duties to manage the same; such as:
- To apply, get sanction, erect, conduct and administer Educational Institutions, and other establishments connected with the same or takeover and manage any such institution.
- To request and receive donations towards corpus or otherwise either in cash or in kind or subsidies or grants other financial assistance of any kind whether returnable or not, from individuals, institutions, Central or State Governments, Universities or other Government Agencies, Voluntary Organizations within India or from abroad.
- To demand, and receive to the extent the laws of the state permit, fees, deposits, contributions, fines, capital or other donations, etc. to meet the capital, and revenue costs of the institutions under the Trust from the students or from the parents.
- To invest the funds of the Trust in any manner they deem fit consistent with the objects of the Trust and in the interest of the Trust either in movable or immovable assets.
- To acquire, alter, extend, and demolish any of its assets, movable or immovable and to dispose of the same whenever necessary.
- To borrow any amount either on pledging the assets of the Trust or otherwise from individuals, banks, financial institutions, or other institutions, with or without interest, for any objects of the Trust, subject to the approval of the Patron.
- To form sub-committees consisting of members of the Board of Trustees alone or along with the outsiders and to delegate to them particular assignments as found proper from time to time.

**Frequency of meeting: Once in 6 months**

Sl. No	Name	Designation	Background
1	His Grace Mar. Joseph Pamplani	Patron	Archbishop of Thalassery.
2.	Msgr. Antony Muthukunnel	Chairman	Proto-Synchellus; MESHAR Diocesan Educational Trust
3	Rev. Fr. Lazar Varambakath	Secretary	Bursar, Vimal Jyothi Engineering College
4	Fr. Joseph Kakkaramattathil	Ex-officio Member	Finance Officer, Archdiocese of Thalassery



5	Rev. Fr. Mathew Sasthampadavil.	Ex-officio Member	Secretary Corporate Educational Agency- Archdiocese of Thalassery
6	Rev. Fr. James Chellamkottu	Vice Chairman	Manager, Vimal Jyothi Engineering College, Chemperi.
7	Rev. Fr. George Kanjirakattu	Trustee	Vicar – Lourdmatha Forane Church, Chemperi

*Members of the board of trustees*

**Governing Board**

**Functions and Responsibilities of the Governing Body:**

- 1 Propose academic-related projects and get the approval of the Board of Trustees.
- 2 Advise the Board of Trustees in implementing the projects related to both academic and administrative.
- 3 Evaluate the progress of the projects implemented.
- 4 Act as a coordinator between management, staff, and students.
- 5 Take part in the formation of some policies like promotion, incentives, etc.

**Frequency of meeting: Once in 6 months.**

**Members of the Governing Board**

Sl.No.	Name	Designation	Background
1	His Excellency Mar. Joseph Pamplani	Patron	Archbishop of Thalassery
2	Fr. Antony Muthukuel	Chairman, Ex-officio member	Proto-Synchellus; Chairman; MESHAR Diocesan Educational Trust
3	Rev. Fr. James Chellamkottu	Secretary	Vimal Jyothi Engineering College, Chemperi.
4	Dr. Benny Joseph	Member	Principal, Vimal Jyothi Engineering College
5	Rev. Fr. Lazar Varambakath	Member	Bursar, Vimal Jyothi Engineering College



6	Rev.Fr. Sony Vadasseril	Member	Asst. Manager, Vimal Jyothi Engineering College.
7	Regional Officer of AICTE, TVM	Ex-officio member	Regional Officer of AICTE
8	Director of Technical Education, Govt. of Kerala	Ex-officio member	Director of Technical Education, Govt. of Kerala
9	Mr. P. J. Jacob	Member	Consulting Chartered Accountant, Partner Jacob & George Chartered Accountants
10	Adv. Josteen J Puthumana	Member Advocate	Payyannur Court
11	Dr. Jeethu V Devasia	Member	HOD CSE Department
12	Rev. Fr. Dr. Genimon V Joseph	Member	Principal Vimal Jyothi Institute of Management
13	Prof. George K V	Member	HOD Department of ASH, VJEC
14	Dr.A Ranjith Ram	KTU Nominee	Professor, GEC, Kannur
15	Dr.ManiAttel	Trust Nominee	Principal (Rtd) Nirmalagiri College Kuthuparamba
16	An Industrialist/ Technologist/ Educationalist	AICTE nominee	
17	An Industrialist/ Technologist/ Educationalist	State Govt. nominee	
18	Dr.Roshini T V	Member	Dean Academic, Vimal Jyothi Engineering College, Chemperi

**Members of governing body**

<b>Number of Governing Body Meetings Conducted</b>		
<b>Year</b>	<b>No. of Meetings</b>	<b>Date</b>
2015-2016	3	12-04-2015, 08-10-2015, 15-03-2016
2016-2017	2	11-09-2016. 05-03-2017
2017-2018	2	22-09-2017, 28-03-2018
2018-2019	2	24-09-2018, 20-03-2019
2019-2020	2	18-09-2019, 06-03-2020



2020-2021	2	30-07-2020, 04-01-2021
2021-2022	3	27-08-2021, 02-11-2021, 08-01-2022
2022-2023	1	17-11-22

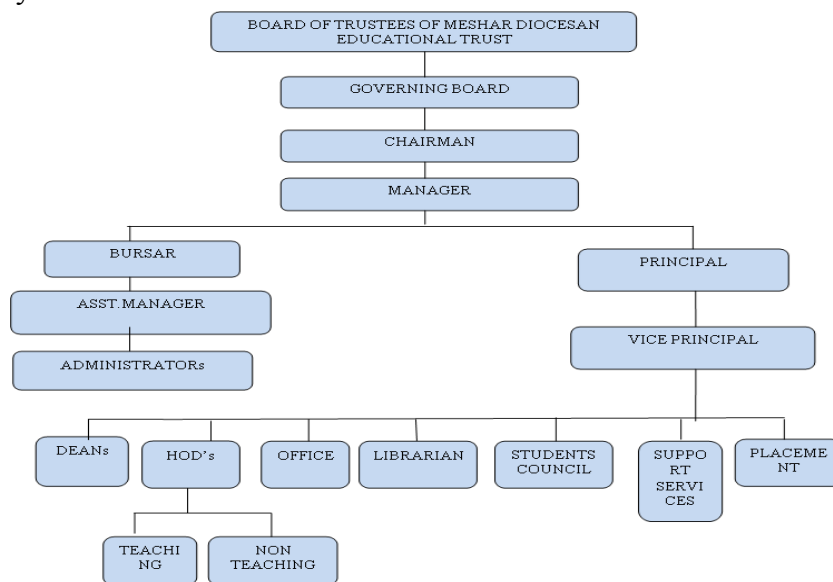
**Table 10.1.2c Frequency of Governing Body Meeting**

HOD Meeting:

1. Chairman: Principal
2. Members: All the HODs and representatives from management side

HoD's and Principal meet every Wednesday at 2.30 PM to discuss and decide on all matters pertaining to the day-to-day running of the college. One or two observers from the management also used to be present in the meeting, so that resource requirements for the actions could be allocated/mobilized without delay. Faculty and other officers (Librarian, placement officer, enquiry committee members, Arts/sports in charge, etc.) are called in as special invitees as and when required to assist the decision-making process.

**Frequency of meeting:** Weekly and in any case of emergency agendas and minutes are circulated among all staff. Minutes/ATR of HOD meetings reflect every aspect of running this college in the past years.



**The administrative**

**Setup**

List of the policies is given below.

Sl.No	Rules/Procedures/Policies	Order No	Year	Awareness among employees/students
1.	Appointment policy	VJEC/HR/PO1/11-12	2011	Yes
2.	Promotion policy	VJEC/HR/PO1/11-12	2011	Yes



3	Leave policy	VJEC/HR/PO6/11-12	2017	Yes
4	Norms regarding sponsorship of faculty for PhD program.	VJEC/HR/PO6/11-12	2017	Yes
5	Anti-ragging policy	VJEC/HR/PO6/11-12	2017	Yes
6	Campus code of conduct	VJEC/HR/PO6/11-12	2022	Yes
7	Staff health group insurance	VJEC/HR/PO6/11-12	2017	Yes
8	Guidelines- educational tour	VJEC/HR/PO6/11-12	2017	
9	IT policy	VJEC/HR/PO6/11-12	2021	Yes
10	Mobile phone usage policy	VJEC/HR/PO6/11-12	2022	Yes
11	Norms regarding incentives for publishing paper.	VJ/198/A	2018	Yes
12	Transportation policy	VJEC/HR/PO6/11-12	2017	Yes
13	Norms regarding relieving from the job	VJEC/HR/PO6/11-12	2017	Yes
14	Purchase Policy	VJ/157/A	2017	Yes
15	Internal exam grievance redressal policy	VJEC/AC/01/2023	2023	Yes

**Policy details with year of publication**

**Decentralization in working and grievance redressal mechanism**

The institute has an effective Grievance Redressal system. The various committees have already been formed for it and they are listed below. Decentralization of working and delegation of powers is further demonstrated in the portfolios decided and finalized in the HoD meetings and published each year and signed by the principal.

**A. Committees**

Sl. No	Committee name	Faculty in-charge
1	Students Grievance Redressal committee	Cmdr Raju Kuriakose, HOD, ME
2	Students' welfare committee	Dr. Manoj V Thomas, Prof. CSE
3	Anti-ragging squad/ Committee	Dr.G Glan Devadhas, Vice Principal - Chairman
4	Internal Complaints Committee	Ms. Divya B, Assoc. Prof. CSE
5	Disciplinary Action Committee	Dr. Glan Devadhas Vice Principal and HoD -AEI



<b>6</b>	Committee for SC/ ST	Dr.Benny Joseph, Principal, Convener
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### Committees

#### 1. Students Grievance Redressal Committee

Committee member	Designation
Cmdr Raju Kuriakose	HOD, ME
Ms. Divya B,	Assoc.Prof-CSE
Ms. AnithaBabu	Assistant Professor, ECE
Mr. Jomy Jose	Assoc. Prof-ASH
Mr.RanjulArumadi,	S7 CSE

### Grievances and appeals committee members

No	Year	Date
1	2016-2017	25-04-2016
		23-05-2016
		27-06-2016
		25-07-2016
		29-11-2016
		06-01-2017
		28-02-2017
		28-03-2017
2	2017-2018	24-04-2017
		05-05-2017
		05-06-2017
		31-10-2017
		05-12-2017
		31-01-2018
12-03-2018		
3	2018-2019	29-08-2018
		05-09-2018
		12-11-2018
4	2019-2020	07-11-2019
		18-11-2019
5	2020-2021	17-11-2020
		31-08-2021

### Frequency of Grievances and appeals committee meeting



## 2. Students' welfare committee

Committee member	Designation
Dr. Manoj.V.Thomas	Convener, Associate Professor, CS
Ms.Divya K	Member, Assistant Professor, CS
Mr. Logi.N.Boby	Member, Assistant Professor, CE
Ms. Indulekha K M	Member, Assistant Professor, EEE
Mr. Jinsa Mathew	Member, Assistant Professor, AEI
Ms. Shimna P K	Member, Associate Professor, EC
Mr. Mejo.M.Francis	Member, Assistant Professor, ME
Ms. Jancy Joseph	Member, Physical Education Department
Mr. Raju. K	Member, Maintenance

### Students' welfare committee members

No	Year	Date
1	2016-2017	20-3-2017
2	2017-2018	14-07-2017
3	2018-2019	30-08-2018
4	2019-2020	04-04-2019, 09-04-2019
5	2020-2021	17-12-2020
6	2021-2022	17-11-2021, 07-06-2022

### *Students' welfare committee meeting*

## 3. Internal Complaints Committee

Committee member	Designation
Ms. Divya B	Associate Professor, CSE
Ms. Laly James	HOD, EEE
Mr. Josteen J Puthumana	Welfare Officer
Ms.Jancy Joseph	Coach Physical Education

### *Internal Complaints committee members*

No	Year	Date
1	2016-2017	20-3-2017
2	2017-2018	14-07-2017





3	2018-2019	30-08-2018
4	2019-2020	04-04-2019 09-04-2019
5	2020-2021	17-12-2020
6	2022-2023	22-11-2022

**Internal Complaints committee meeting**

**4. Disciplinary Action Committee**

Committee member	Designation
Dr. Glan Devadhas	Vice Principal, Chairman
Ms. Laly James	HOD, EEE
PROF. GEORGE K V	HOD, ASH
Dr. D Anto Sahaya Dhas	HOD, ECE
Dr. Biju Mathew	HOD, CE
Dr. Jeethu V Devasia	HOD, CSE
Cmdr Raju Kuriakose	Assoc. Prof, ME

**Disciplinary Action Committee members**

No	Year	Date
1	2015-2016	06-10-2015, 15-10-2015, 19-11-2015
2	2016-2017	27-07-2016, 09-08-2016, 31-08-2016, 05-09-2016, 15-03-2017, 29-03-2017
3	2017-2018	05-04-2017, 12-04-2017, 15-05-2017, 09-08-2017, 10-02-2018, 07-03-2018, 09-03-2018, 13-03-2018, 14-03-2018, 16-03-2018
4	2018-2019	08-10-2018, 16-11-2018, 03-12-2018, 29-03-2019
5	2019-2020	04-09-2019, 09-09-2019, 06-11-2019, 12-11-2019 15-11-2019
6	2021-2022	08-04-2021, 06-11-2021, 01-12-2021, 15-12- 2021, 20-01-2022, 01-02-2022, 18-02-2022
7	2022-23	06-10-2022, 11-11-2022, 16-11-2022

**Frequency of Disciplinary Action Committee**





**Committee for SC/ ST**

<b>Committee member</b>	<b>Designation</b>
Dr.Benny Joseph	Principal, Convener
Ms. Jancy Joseph	Member, Physical Education Department
Mr. Saiju Thomas	Member, Office Assistant

**Committee for SC/ ST members**

	<b>Year</b>	<b>Date</b>
1	2015-2016	03-03-2016
2	2016-2017	21-03-2017
3	2017-2018	23-03-2018
4	2019-2020	23-01-2020
5	2021-2022	18/03/2022
6	2022-2023	27/10/22,09/10/22

**Frequency of meeting of SC/ST committee**

**c. Anti-ragging squad/ committee**

<b>Committee member</b>	<b>Designation</b>
Dr.G Glan Devadhas,	Vice Principal -Chairman
Mr. Arunprasad,	Circle Inspector of Police, Kudiyanmala -Member
Mrs.Tessy Emmanuel,	President, Eruvessy Panchayath - Member
Mr.Pauline Thomas,	Member Ward 10, Eruvessy Panchayath
Ms.ShyniSaji,	Parent-Member
Ms. Divya B,	AP, CSE Dept, -Member
Mr. Appu C Kurian,	AP ME Dept, -Member
Mr.Saneesh K,	Asst.Prof, CE Dept., -Member
Ms. Reshma K V,	AP, AEI Dept., -Member
Mr. Prabin James,	AP, EEE Dept., -Member
Ms. JerrinYomas,	AP, ECE Dept. - Member

**Anti Ragging Squad/ committee members**



**VIMAL JYOTHI**  
**ENGINEERING COLLEGE**  
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR, KERALA  
ACCREDITED BY IET, NBA & NAAC • ISO 9001:2015 CERTIFIED  
AFFILIATED TO KTU • APPROVED BY AICTE



#### **d. The mechanism and composition of the Grievance Redressal system:**

The following are the avenues for Grievance Redressal available for students.

- Individuals can report to a tutor which could escalate to HoD/Principal
- Class committee meetings of Class PTA meetings
- Grievances and Appeals Committee Statutory committee for Kerala Technological University students)
- Student Welfare Committee / Internal Complaint Committee

Redressal of the majority of the grievances is eventually taken care of by the respective department and the faculty in the class committee meeting. A few common grievances are dealt with at the level of the principal. All other specific cases that cannot be resolved at the department level will be sent to the appropriate committees which are mentioned above. Moreover, a suggestion box has been kept in the foyer for the students to write their complaints and suggestions. This box is opened in the presence of the Internal Complaint Committee. This committee looks into the complaints and redirects them to the appropriate committee for resolution if it is beyond their power or control.