



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



Index

Circulars pertaining to assigning mentors to mentees

Sl. No	Document	Page Number
1	AEI Department Assigning mentors to mentees	2
2	EE Department Assigning mentors to mentees	8
3	ECE Department Assigning mentors to mentees	14
4	ME Department Assigning mentors to mentees	15
5	CE Department Assigning mentors to mentees	16
6	CSE Department Assigning mentors to mentees	18

**DEPT OF ELECTRONICS AND INSTRUMENTATION
ADDITIONAL PORTFOLIOS 2021-22**

SI	Portfolios	Faculty	Class	Tutorship
1	Dept. R&D Activity coordinator	Shinu MM	2018 Admission(s7&s8)	Ms.Shamya A
2	NAAC coordinator	Shamya A & Reshma KV		
3	Patent & Funding works incharge	Jinsa Mathew		
4	NBA coordinators	Shinu M&Dhanoj M	2019Admn(S5/6)	Jinsa Mathew
	Spaneos (Dept admin & NBA Admin)	Shinu M		
5	Time table	Shamya A		
6	Staff secretary	Jinsa Mathew	2020Admn(S3/S4)	Dhanoj M
7	exam duty allocation	Shamya A		
8	IQAC members-6	Jinsa,Reshma ,Shamya,Shinu,Dhanoj,Dr G Glan Devadas		
9	KTU curriculum& syllabus	Reshma K V	2021Admn(S1/2)	Reshma KV
10	ISO audit& Academic audit	Reshma K V		
11	Internal purchase	Jinsa Mathew		
12	Dept.Library	Reshma K V	2020 Admn (M.Tech)	Shinu MM
13	Alumini marklist & Biodata incharge	Reshma K V		
14	University communication	Reshma K V		
15	Purchase committee coordinator	Shinu M		
16	IQAC coordinator	Dhanoj M	Lab	Incharges
17	KTU audit coordinator	Reshma K V		
18	Robotics lab	Shinu M & Jinsa Mathew		
19	Dept. monthly report	Jinsa Mathew	Advanced Digital	Shamya A,Thomas MS(Technician)
20	Course file incharge-Passed out batches	Reshma K V		
21	Dept Admission committe	Dhanoj M	Research Lab	Jinsa Mathew,Jollykutty Sebastian (Technician)
22	Purchase committee coordinator	Shinu M		
23	FDP coordinator	Reshma K V		
24	Dept. placement coordinator	Shamya A	PCI Lab	Dhanoj M,Jollykutty Sebastian (Technician)
25	Dept.Techfest coordinator	Jinsa Mathew	Project Lab	Shinu M,Thomas MS(Technician)
26	MOUs	Shamya A	II Lab	Reshma K.V,Jollykutty Sebastian (Technician)
27	Prolific Training coordinator	Shamya A		
28	Industry interaction	Dhanoj M	Criterion	NBA Incharges
29	Dept. website	Shinu M		
30	News letter incharges	Jinsa Mathew	1	Reshma KV
31	On-line course coordinator	Dhanoj M	2	Shinu MM
32	Admission -Dept. Presentation	Dhanoj M	3	Shinu MM
33	ISA faculty advisors	Dhanoj M,Jinsa Mathew	4	Shamya A
34	ISOI-faculty incharge	Shinu M	5	Jinsa Mathew
37	Dept academic & activity calendar	Jinsa Mathew	6	Dhanoj M
38	Notice board	Shamya A	7	Dhanoj M
39	Dept.hardware and	Reshma K V	8	Reshma KV
40	Alumni incharge	Reshma K V	9	Jinsa Mathew
41	GATE coaching coordinator	Jinsa Mathew	10	Shamya A
42	Dept event's file incharge	Reshma K V		Note: Jolly Kutty sir and thomas sir to help
43	Dept activitiy coordinator	Jinsa Mathew		
44	IEDC- Incharge	Shinu M		
45	HOD files	Shamya A/Jolly Kutty& Thomas		
46	NIRF coordinator	Shinu M		
47	DAB meeting coordinator	Reshma K V		
48	Dept Arts Club Incharges	Jinsa Mathew		
49	Robotics Club Incharge	Jinsa Mathew/ Shinu MM		
50	AICTE Induction Programme	Jinsa Mathew		

HOD Dr.G GlanDevadas

VIMAL JYOTHI ENGINEERING COLLEGE CHEMPERI		
DEPARTMENT OF ELECTRONICS AND INSTRUMENTATION		

ACADEMIC YEAR -2021-22

CLASS ADVISOR LIST

BATCH	FACULTY NAME	TOTAL NO OF STUDENTS
2021-25	Ms.Reshma K V	15
2020-24	Mr.Dhanoj M	21
2019-23	Ms.Jinsa Mathew	21
2018-22	Ms.shamya A	14+4 Year back students

List of students 2021(17th Batch) Applied Electronics and Instrumentation				
Sl. No	UTY. Reg. No.	ADM. NO	Name	M/F
1	VML21AE001	7673	AIDA THOMAS	Female
2	VML21AE002	7877	AKASH PRASAD	Male
3	VML21AE003	7879	ALEN JOHNS	Male
4	VML21AE004	7504	AMAL MANOJ EV	Male
5	VML21AE005	7565	ANAND SAJEEVAN	Male
6	VML21AE006	7474	ANURAG E V	Male
7	VML21AE007	7539	DEEPAK HARIDAS	Male
8	VML21AE008	7865	JASMINE PTK	Female
9	VML21AE009	7696	MERIN SAJI	Female
10	VML21AE010	7873	MOHAMMED AMAL ABDULLA ASGAR	Male
11	VML21AE011	7707	MUHAMMED RAZEEN MP	Male
12	VML21AE012	7868	NOEL BIJU	Male
13	VML21AE013	7543	RONY SIBY	Male
14	VML21AE014	7622	SREENAV V	Male
15	VML21AE015	7869	STEPHIN K THANKACHAN	Male

VIMAL JYOTHI ENGINEERING COLLEGE CHEMPERI
Applied Electronics & Instrumentation
2019-23 Batch

<u>Sl.No</u>	<u>Ad.No</u>	<u>RN/Uty Reg.No</u>	<u>Name of Student</u>	<u>Gender</u>	<u>Quota</u>	<u>Remarks</u>
1	7286	VML20AE002	AJAY K P	Male	NRI/GEN	
2	6890	VML20AE003	AKHIL M A	Male	Mgt/GEN	
3	7382	VML20AE004	AKSHAR MO	Male	NRI/GEN	
4	7065	VML20AE005	AKSHAY M	Male	NRI/GEN	
5	7347	VML20AE006	ALAN SUNNY	Male	NRI/GEN	
6	7071	VML20AE007	ALEN JOE P	Male	Merit/GEN	
7	7055	VML20AE008	ANARGH K	Male	Merit/GEN	
8	7278	VML20AE009	ASWIN T S	Male	Merit/GEN	
9	7059	VML20AE010	ASWIN VINO	Male	Mgt/GEN	
10	7199	VML20AE011	AYANA P V	Female	Merit/OBC	
11	7136	VML20AE012	DIPURAJ M	Male	Mgt/GEN	
12	6864	VML20AE013	HIRANDEEP	Male	NRI/GEN	
13	7346	VML20AE014	JOYAL SAJI	Male	NRI/GEN	
14	7064	VML20AE015	JUDE JOMON	Male	Mgt/GEN	
15	7058	VML20AE016	KEVIN SAJI	Male	Mgt/GEN	
16	6929	VML20AE017	KIRAN K V	Male	NRI/GEN	
17	7054	VML20AE018	MRINAL C P	Male	Merit/GEN	
18	7063	VML20AE019	MUHAMMED	Male	Merit/GEN	
19	7237	VML20AE020	REVANTH P	Male	Merit/GEN	
20	6869	VML20AE021	TOM JESSAN	Male	Merit/GEN	
21	7325	VML20AE022	VYSHNAV K	Male	Mgt/OBC	

VIMAL JYOTHI ENGINEERING COLLEGE CHEMPERI
Applied Electronics & Instrumentation

2019-23 Batch

SI No	Name	Ad.NO	Reg No	Quota
1	6500	VML19AE001	ADWAITH PRADEEP	Male
2	6334	VML19AE003	ALJO JOHN	Male
3	6547	VML19AE004	ANAMIKA C	Female
4	6822	VML19AE005	ANJO MATHEW	Male
5	6828	VML19AE006	ANUSREE K	Female
6	6339	VML19AE007	ASWIN J PRASAD	Male
7	6816	VML19AE008	ASWIN THOMAS	Male
8	6735	VML19AE009	DEVA PRAKASH	Male
9	6609	VML19AE010	JIBIN P B	Male
10	6805	VML19AE012	JOYEL JOSEPH	Male
11	6341	VML19AE013	JUSTIN GEORGE	Male
12	6548	VML19AE014	KASHYAP K	Male
13	6830	VML19AE015	MAHESH PG	Male
14	6546	VML19AE016	MOHAMMED RAHEEL	Male
15	6651	VML19AE017	NASHLA KP	Female
16	6793	VML19AE018	PAULSON EDWIN KUNNATH	Male
17	6484	VML19AE019	PRABIN BABY	Male
18	6545	VML19AE020	SALVIN JOSE K	Male
19	6732	VML19AE021	SREEHARI T V	Male
20	6653	VML19AE022	VEDA K C	Female
21	7367	LVML19AE023	DILEEP C	GOVT

VIMAL JYOTHI ENGINEERING COLLEGE
DEPARTMENT OF ELECTRONICS AND INSTRUMENTATION
2018-22 Batch

SI No	USN	NAME	Remarks
1	VML18AE001	ADITH AJAY	
2	VML18AE002	ASWIN CHAND TP	
3	VML18AE003	ATHUL T P	
4	VML18AE004	BINSHITH BABU	
5	VML18AE005	JISS GEORGE	
6	VML18AE006	KARTHIKA S	
7	VML18AE007	MAHSUFA	
8	VML18AE008	SANJAY P T	
9	VML18AE009	SEBASTIAN JACOB	
10	VML18AE010	SNEHA JOSE	
11	VML18AE011	SREYA P	
12	LVML18AE012	ABHIJITH P	Lateral entry
13	LVML18AE013	ADARSH P	Lateral entry
14	LVML18AE014	ASHIK B	Lateral entry
15	VML17AE007	ASWIN T	Year back students
16	VML17AE009	JISHAD K	Year back students
17	VML17AE012	Luise Joseph	Year back students
18	VML17AE013	MATHEWS C AUGUSTINE	Year back students

VIMAL JYOTHI ENGINEERING COLLEGE, CHEMPERI

ELECTRICAL AND ELECTRONICS DEPARTMENT

2021-2022 ACADEMIC YEAR

Additional Duties (Revised on 24/09/2021)

PROGRAMME COORDINATION COMMITTEE (PCC) MEMBERS

1. Ms. Laly James (HOD, EEE)
2. Dr. R Sentilkumar (Professor, EEE)
3. Dr. Justin Sunil Dhas(Professor, EEE)
4. Ms. Teena George (AP, EEE)
5. Mr.Jijo Joseph (AP,EEE)
6. Ms. Jyothi Joseph (AP, EEE)
7. Ms. Tintu George T (Asso.P, EEE)
8. Mr. Prabin James (AP, EEE)

INTERNAL QUALITY ASSURANCE CELL (IQAC) MEMBERS -Odd Semester 2021-22

- | | |
|--|-----------------------------|
| 1.Dr. Justin Sunil Dhas(Professor, EEE) | (HUT310 , S5 Minor) |
| 2.Dr. R Sentilkumar (Professor, EEE) | (EET205,EET303,MCN301) |
| 3.Ms. Tintu George T (Asso.Prof, EEE) | (EE401, EET307, EE405) |
| 4.Ms. Teena George (Ass. Prof, EEE) | (EET203,EST 130) |
| 6.Ms. Shelma George(AP, EEE) | (EET201, HUN101,EE409) |
| 7.Ms.Indulekha K M(AP,EEE) | (EET283, EET301) |
| 8.Ms.Jyothi Joseph(AP EEE) | (EST200, MCN201) |
| 9 .Mr.Jijo Joseph(AP EEE) | (10EE7209, 10EE7107, EE469) |

TUTORS

2018-2022Batch

a) Mr. Prabin James (AP,EEE)

Roll no -(1-26)

2019-2023 Batch

a) Ms. Tinu Francis (AP, EEE)

Roll no- (1-17)

b) Ms. Jyothi Joseph (AP, EEE)

Roll no- (18-25)

2020-2024 Batch

a) Mr.Jijo Joseph

Roll no-(1-16)

b) Ms.Ankitha Sebastian

Roll no-(17-32)

2021-2025 Batch

a) Ms.Tintu George

Roll no-(1-16)

b) Ms.Indulekha K M

Roll no- (17-30)

LAB IN-CHARGES

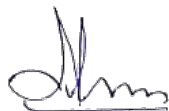
Electrical Machines Lab	Ms. Tintu George T (Asso.Prof, EEE)
	Mr. Prakash James (Technician)

Electrical Measurement Lab	Ms. Tinu Francis (AP, EEE) Mr. James George (Technician)
Advanced Electrical Engg .Lab	Ms. Indulekha K M (AP EEE) Sr. Anciline (Technician)
Power Electronics / Power system Lab	Ms. Teena George (AP, EEE)
	Mr. Aneesh Thomas (Technician)
Electrical Workshop	Ms. Shelma George (AP, EEE) Mr. James George (Technician)
Software	Mr. Prabin James (AP, EEE) Mr. Aneesh Thomas (Technician)
Research Lab	Mr. Jijo Joseph (AP, EEE) Sr. Anciline (Technician)
Placement & Training Coordinator Admission Coordinator	Ms. Shelma George
FACULTY PUBLICATION PATENT IN CHARGE	Ms. Teena George Mr. Jijo Joseph
DEPARTMENT RESEARCH COORDINATOR	Dr. Senthil Kumar
UNIVERSITY MARKLIST CUSTODIAN	Ms. Tintu George (Asso.P, EEE)

WEBSITE IN-CHARGE	Mr.Prabin James(AP, EEE)
DOCUMENTATION IN-CHARGE a) EEE Activity Reports b) Annual Report Preparation c) Monthly Performance Report	Ms. Teena George (AP, EEE)
DEPARTMENT ACTIVITY SLIDE PREPARATION	Mr. Aneesh Thomas (Technician)
DEPARTMENT STAFF SECRETARY	Ms. Shelma George (AP, EEE)
PURCHASE /BUDGET IN-CHARGE	Ms. Tintu George T (Asso.P, EEE)
NEWS LETTER	Ms.Shelma George (AP, EEE)
Go green Club in-charge	Ms. Shelma George (AP, EEE)
Photos of EEE Activity Custodian-Google drive	Mr. Prabin James(AP, EEE)
KTU PG COORDINATOR	Mr. Prabin James (AP, EEE)
DEPARTMENT LIBRARY IN-CHARGE	Sr.ANCILINE
NOTICE BOARD IN-CHARGE	Ms. Jyothi Joseph(AP, EEE)
IEEE VJEC SB, COUNSELOR	Mr.Prabin James (AP, EEE)
ISO & NIRF IN-CHARGE	Ms. Indulekha K M (AP, EEE)
ALUMNI CO-ORDINATORS, EEE	Ms.Shelma George & Mr. Jijo Joseph

IEEE PES Staff Advisor	Ms. Indulekha K M (AP, EEE)
PELS Staff Advisor	Ms. Teena George (AP, EEE)
IEEE IAS Staff Advisor	Ms. Shelma George(AP, EEE)
IEEE WiE Staff Advisor	Ms. Jyothi Joseph(AP, EEE)
NAAC Coordinator	Dr. R Sentilkumar (Professor, EEE) Ms. Tintu George (Asso. Prof. EEE)
ERP Department Admin	Ms. Indulekha K M (AP EEE)
	Ms.Ankitha Sebastian (AP EEE) Ms.Shelma George(AP, EEE)
NBA Coordinators	1) Dr. R Sentilkumar (Professor, EEE) 2) Ms. Teena George (AP, EEE)
NBA criteria – 1 & 2	Mr. Prabin James (AP, EEE) Mr. Aneesh Thomas (Technician)
NBA criteria – 3	Ms. Tinu Francis (AP, EEE) Ms. Ankitha Sebastian (AP, EEE)
NBA criteria – 4	Ms. Jyothi Joseph (AP, EEE) Ms. Indulekha (AP, EEE)
NBA criteria – 5	Dr. Senthilkumar(Prof.EEE) Ms. Teena George (AP, EEE)
NBA criteria – 6	Mr. Jijo Joseph (AP, EEE)
NBA criteria – 7	Ms. Shelma George (AP, EEE)

NBA criteria – 8	Ms. Jijo Joseph (AP, EEE)
NBA criteria – 9	Mr. Prabin James (AP, EEE)
IQAC Coordinator EEE	Dr .Senthil Kumar (Prof.EEE)



HOD EEE
Prof.Laly James

VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA

Affiliated to APJ Abdul Kalam Technological University
Approved by AICTE ♦ ISO 9001:2015 Certified
Accredited by Institution of Engineers (India), NBA, NAAC



Date:13/09/2021

VJEC/EC/21-22

Department of Electronics & Communication Engineering Constitution of Tutor Allocation Office Order

As per the Guidelines given by Technical Higher Education department, the following faculty members are assigned as advisors for the academic year 2021-22

List of assigned faculty advisors

Sl No	Batch	Roll No of Students	Staff Name	Contact No
1	2018-22	1-15	Dr Jayesh George	9746135446
		16-31	Ms. Grace John	8547989034
		32-41	Ms Ann Mathew	9495508473
2	2019-23	1-20	Ms Shimna P K	9895304700
		21-40	Mr Jithin James	8129059479
		41-61	Ms Sudharsana Vijayan	8281076877
3	2020-24	1-18	Ms Adarsh S	9947051229
		19-39	Mr Binil Kumar	8281954906
		40-53	Ms. Lekshmy S	9495871875
4	2021-25	1-17	Ms Jerrin Yomas	9961961681
		18-34	Mr Vinod J Thomas	8281488088
		35-52	Mr. Manoj K C	9447416020


HOD ECE

VIMAL JYOTHI ENGINEERING COLLEGE, CHEMPERI

DEPARTMENT OF MECHANICAL ENGINEERING

Dated: 28 .10. 2021

TUTOR DUTIES, ME LAB INCHARGES & INSTRUCTORS:

ME OFFICE ORDER 10/2021

Due to transfer of staff, Tutor duties and Lab in charges are reallocated as follows:-

A. TUTOR DUTIES:

Sl no.	CLASS	FACULTY NAME	ROLL No. OF STUDENTS	Mob no
1.	S1/2 ME (2021-2025 batch)	Mr Alex George	1 – 20 ----- Lead Tutor	9744490150
		Dr. Sreekanth M P	21 - 40	9092149215
2.	S3/4ME (2020-2024 batch)	Mr. Gokulnath R	1 – 23 ----- Lead Tutor	9495333744
		Mr Appu Kurian	24 - 45	9447681318
		Dr. Sridharan P	46-62	9442575462
3.	S5/6ME-A (2019-23 batch)	Mr. Shaminmuth K.K	1 – 18 ----- Lead Tutor	7708245371
		Mr. Dilin Dinesh	19 - 36	9400857503
4.	S5/6 ME-B\A (2019-23 batch)	Mr.Mdhun Mukundan	1 – 18 ----- Lead Tutor	7012847093
		Mr. Arun Lal	19 - 36	9447283715
5.	S7/8ME-A (2018-2022 batch)	Mr. Aji Augustine	1 – 19 ----- Lead Tutor	9496259388
		Mr. Deepak Kumar	20 - 37	7012199494
6.	S7/8 ME-B (2018-2022 batch)	Mr. Niyas K M	1 – 19 ----- Lead Tutor	9567604976
		Mr. Jerin Saji	20 - 37	9495922096

B. ME DEPT -LAB IN- CHARGES & INSTRUCTORS:-

Sl no.	DUTY	LAB I/C	LAB INSTRUCTORS
1.	F M Lab	Mr. Gokulnath R	Mr. Saju Augustine
2.	H M T Lab	Mr. Mejo M Francis	Mr. Robin C.R
3.	Thermal Engg. Lab	Mr. Mejo M Francis	Mr. Robin C.R
4.	Manufacturing Technology Lab	Mr. Dilin Dinesh	Mr. Ignatious C.A & Mr. Shaji Varghese
5.	CNC production center	Mr. Shaji George	Mr. Biju K.J
6.	CAD Lab Including 3D printing facility	Mr. Johny P Joseph	Mr. Anil Johny
7.	ME work shop	Mr. Appu C Kurian	Mr. Saji Joseph & Mr. Stenil Joseph
8.	Metrology & Metallurgy Lab	Mr. Niyas K M	Mr. Jayachandran A.M
9	SAE Workshop	Mr. Niyas K M & Aji Augustine	Mr. Robin C.R

The changes will takes place with immediate effect. All handing/taking over to be completed immediately.

Chempери
28 .10. 2021

Cdr Raju K K (Retd)
HOD, ME

DEPARTMENT OF CIVIL ENGINEERING
ADDITIONAL DUTIES/PORTFOLIOS –STAFF 2021-22

Dated 15'th september 2021

A.College Common Duties

	Description of portfolio	Assigned	Name
1	Examination	Chief. Superintendent- KTU, Camp Officer	Dr Biju Mathew
2	Disciplinary Committee	Member	Dr Biju Mathew
3	Internal Auditing Cell (IAC) - KTU	Dept. Coordinator	Ms. Sigi Thomas
4	NBA Accreditation	Dept. Coordinator	Ms Anitha Babu
5	CE- Placement Coordinator	Dept. Coordinator	Mr. Abijath IP
6	The Institution of Engineers (India) CE student Branch	staff in Charge	Ms Hridya P
7	Exam vigilance squad (Internal)	Member	Dr.VRA Saathappan
8	Spanious Admin	admin	Ms. Rinnet Francis
9	PG Courses – CE	Coordinator	Ms Anitha Babu
10	KTU University exams	Additional. Superintendent	Ms. Anitha Babu
11	KTU University exams	Asst .Superintendent- Online Question paper section	Ms. Peter Job
12	KTU University exams	Asst .Superintendent- Answer Book section	Mr. Hriyda K
13	KTU University exams	Asst .Superintendent- packing section	Mr Saneesh K
14	Students' welfare committee KTU	Member	Mr Logi N Bobby
15	Grievances and Appeals Committee	Member	Dr.VRA Saathappan
16	Research/External project proposals/Patents	Member	Dr.VRA Saathappan
17	Innovation and Entrepreneurship Development Cell (IEDC)	Member	Mr Logi N Bobby
18	College alumni	Member	Ms. Anuragi P
19	College IQAC Cell	Member	Ms.Anitha Babu
20	Admssion in Charge		Mr Rojin P

	Lab In charge		
Sl no.	Name of Faculty	Name Of lab staff	DUTY
1	Mr Abijath	Vijeesh Cheriyan	CE workshop
2	Mr Aswin Joy	Nimeesh Thomas	Chemistry Lab
3	Mr Abijath	Vijeesh Cheriyan	Survey Lab
3	Mr Peter Job , Ms. Anuragi P, New staff		Advanced Design Lab
4	Ms INDU T	Jins George	Strength of Material lab
5	Ms. Anitta Jose	Jins George	Concrete lab
6	Mr Saneesh K	Noisy Jose	Geo tech lab
6	Ms. Vinaya M	Noisy Jose	Transportation lab
7	Mr Aswin Joy	Nimeesh Thomas	Environment and water quality Lab
8	Ms. Margarat Abraham	Jins George	Structural Engineering Lab
8	Ms. Rinnet Francis	Vijeesh Cheriyan	Virtual Reality Lab
9	Mr Rojin P	Noisy Jose	Mechanics Lab
10	Ms. Aisaraya Rajaendran	Nimeesh Thomas	Geology Lab

TUTORS LIST (2021-22AY)

ROLL NO.	NAME OF TUTOR	CLASS/ BATCH	BATCH CO-ORDINATOR
	Mr.Logi N Bobby	S1/S2 CE-A (2021-25BATCH)	Mr.Logi N Bobby
	Mr.Peter Jobe		
	Ms.Anitta Jose		
	Ms. Athira Rajendran	S7/S8 CE-B (2017-21 BATCH)	
	Ms.Indu T		
1 to 14	Mr.Saneesh K	S3/S4 CE-A (2020-24 BATCH)	Mr.Saneesh K
15 to 29	Ms.Anuragi P		
30 to 41	Ms.Aiswarya S		
1 to 20	Ms.Sigi Thomas	S3/S4 CE-B (2020-24 BATCH)	
21-41	Mr.Abhijath I P		
1 to 27	New Faculty	S5/S6 CE-A (2019-23 BATCH)	Ms.Rinnet Francis
28-53	Ms.Rinnet Francis		
1 to 27	Ms.Hridya P	S5/S6CE-B (2019-23 BATCH)	
28-54	Ms.Margaret Abraham		
20-Jan	Ms.Anitha Babu	S7/S8 CE-A (2018-22 BATCH)	
21-38	Ms.Vinaya M		
20-Jan	Mr.Ashwin Joy	S7/S8 CE-B (2018-22 BATCH)	
21-41	Ms.Magsooda JHS		
	Members	DUTY	
1	Ms Anitha Babu -_Coordinator	Accreditation coordinators / Team Leaders	
2	Ms.Sigi Thomas		
3	Mr.Saneesh K		
4	Dr.VRA Saathappan		
5	Mr. Abhijath I P		
6	Mr. Aswin Joy		
7	Ms. Anuragi P		
8	Anitta Jose		
9	Anitta Jose	Dept Newsletter	
10	Mr. Aswin Joy	Dept. Tech fest/students	
11	Hridya P -_Team leader	Dept. Conferences/Seminars Coordinator	
12	Ms. Anitha Babu		
13	Ms. INDU T		
14	Ms. Rinnet Francis	Staff Secretary	
15	Mr. Logi N Bobby	Store officerin-charge	
16	Ms. Sigi Thomas	Dept Library in-Charge	
17	Mr. Abijath IP	Placement coordinator	
18	Ms. Anuragi	Asst Placement coordinator	
19	Mr. Peter Job	Sports coordinator	
20	Mr. Saneesh K	Arts Coordinator	
21	Ms. Sigi Thomas	ISO audit coordinator	
22	Induction programme	Logi N Booby , Peter Job	
22	Mr Rojin P	GATE Coaching	

Dr Biju Mathew
HOD CE

Department of Computer Science and Engineering
Vimal Jyothi Engineering College, Chemperi – 670 632
Additional Duties- Academic Year: 2021-2022

Dear Sir/Madam,

The additional duties of the teaching and non-teaching staff of the Department of CSE during the academic year 2021-2022 are given below.

Sl. No	Description of Portfolio		Name	Designation
1.	Student's council-CSE	Chairman	Dr. Jeethu V Devasia	Professor and HoD
2.	Staff Secretary	Staff in charge	Ms. Divya K. Ms. Nayana Suresh Ms. Anit Thomas M	Assistant Professor Assistant Professor Assistant Professor
a.	Staff Meeting ATR	Staff in charge	Ms. Nayana Suresh Ms. Anit Thomas M	Assistant Professor
b.	Staff wise Subject Allocation	Staff in charge	Ms. Divya K. Ms. Nayana Suresh	Assistant Professor Assistant Professor
c.	Class wise Subject Allocation	Staff in charge	Ms. Anit Thomas M	Assistant Professor
d.	Student council meeting	Staff in charge	Ms. Divya K.	Assistant Professor
e.	Department Purchase	Staff in charge	Ms. Anit Thomas M	Assistant Professor
f.	Induction for new faculty	Staff in charge	Ms. Nayana Suresh	Assistant Professor

3.	Department Newsletter, Monthly activities, Register, Reports and Office orders	Staff in charge	Ms. Achala Prasad	Assistant Professor
4.	Program coordination committee - CSE	Staff-in-charge	Ms. Ancy K. Sunny	Assistant Professor
5.	DAB Meeting	Coordinator	Ms. Neena V V	Associate Professor
6.	IQAC	Coordinator	Ms. Neena V V	Associate Professor
7.	NBA	Coordinators	Ms. Divya B Ms. Neena V V	Associate Professor Associate Professor
8.	NAAC SFR Calculation	Coordinators	Ms. Akhila Mathew Ms. Namitha Parikkal	Assistant Professor Assistant Professor
9.	Conference, FDP/Seminars	Coordinator	Dr. Manoj V Thomas Dr. Febin I P	Professor Assistant Professor
10.	Industry Institute Interaction	Staff in charge	Ms. Neena V V Dr. Febin I P	Associate Professor Assistant Professor
11.	Industry Sponsored Projects, Patents, MOUs	Coordinators	Mr. Abdul Latheef Ms. Vidhya S S	Associate Professor Assistant Professor
12.	NIRF	Coordinators	Dr. Manoj V. Thomas Ms. Derroll David	Professor Assistant Professor
13.	KTU-Internal Auditing	Coordinators	Ms. Asha Baby Ms. Vidhya S S	Assistant Professor Assistant Professor
14.	ISO Audit-CSE	Coordinators	Sr. Jisha C T Ms. Vidhya S S	Assistant Professor Assistant Professor
15.	VJEC Website &	Coordinator and Dept. Coordinator (CSE)	Ms. Derroll David Ms. Ambili M. A.	Assistant Professor Assistant Professor

	Interview related duties			
16.	Spaneos	College Admin and Dept. Admin	Ms. Ancy K Sunny Ms. Anisha Joseph Ms. Tintu Devasia Ms. Nayana Suresh	Assistant Professor Assistant Professor Assistant Professor Assistant Professor
17.	Faculty Feedback	Staff in charge	Ms. Ancy K Sunny Ms. Anisha Joseph Ms. Tintu Devasia Ms. Nayana Suresh	Assistant Professor Assistant Professor
18.	Dept. Library	Staff in charge	Ms. Akhila Mathew Ms. Anit Thomas M	Assistant Professor Assistant Professor
19.	Dept. Budgeting	Coordinator	Ms. Derroll David	Assistant Professor
20.	GATE Coaching	Staff in charge	Dr. Febin I P Ms. Namitha Parikkal	Assistant Professor Assistant Professor
21.	Arts Club - CSE	Coordinators	Ms. Asha Baby Ms. Ambili M A	Assistant Professor Assistant Professor
22.	Alumni- CSE	Staff in charge	Ms. Asha Baby Ms. Tintu Devasia	Assistant Professor Assistant Professor
23.	CSE Placement cell	Coordinators	Ms. Keerthijith P Ms. Neena V V	Assistant Professor Associate Professor
24.	IEDC and startups	Coordinators	Ms. Keerthijith P Mr. Abdul Latheef	Assistant Professor Associate Professor
25.	iOS Club	Coordinators	Ms. Derroll David Mr. Abdul Latheef	Assistant Professor Associate Professor
26.	Software Development Cell	Staff in charge	Ms. Vidhya S S Dr. Febin I P	Assistant Professor Assistant Professor
27.	Programming Club	Coordinators	Ms. Keerthijith P Ms. Ambili M A	Assistant Professor Assistant Professor

28.	Centre for lifelong learning	Coordinators	Sr. Jisha C T Mr. Abdul Latheef	Assistant Professor Associate Professor
29.	Go green club	Staff in charge	Sr. Jisha C T Ms. Swathi Chandra	Assistant Professor Assistant Professor
30.	IEEE-CS	Staff in charge	Ms. Keerthijith P Ms. Nayana Suresh	Assistant Professor Assistant Professor
31.	CSI	Staff in charge	Ms. Akhila Mathew Ms. Namitha Parikkal	Assistant Professor Assistant Professor
32.	ACM	Staff in charge	Ms. Divya B Ms. Neena V V	Associate Professor Associate Professor
33.	RedHat Academy	Coordinators	Ms. Anisha Joseph Mr. Lithin Mathew	Assistant Professor Technician
34.	Oracle Academy	SPOC	Ms. Divya B Ms. Neena V V	Associate Professor Associate Professor
35.	Infosys - Campus connect	Coordinators	Ms. Divya B Ms. Divya K	Associate Professor Assistant Professor
36.	Mibitz Cyber Forensics	Coordinator	Ms. Tintu Devasia Ms. Swathi Chandra	Assistant Professor
37.	Invigilation and Valuation duty	Coordinator	Ms. Vidhya S S	Assistant Professor
38.	University Mark Lists	Staff in charge	Ms. Akhila Mathew Ms. Anit Thomas M	Assistant Professor Assistant Professor
39.	Stock Furniture	Staff in charge	Sr. Jisha C T Mr. Sibi Joseph	Assistant Professor Technician
40.	Running Projector, speakers and other Accessories	Staff in charge	Ms. Neena V V	Associate Professor
41.	Dept. Notice Board	Staff in charge	Ms. Achala Prasad	Assistant Professor

42.	Learning Management System	Staff in charge	Ms. Neena V V Ms. Angel Varghese	Associate Professor Assistant Professor
43.	ICT Academy	Staff in charge	Ms. Akhila Mathew Ms. Namitha Parikkal	Assistant Professor Assistant Professor
44.	Academic and Activity Calendar	Staff in charge	Ms. Swathi Chandra Ms. Angel Varghese	Assistant Professor Assistant Professor
45.	Magazine	Staff in charge	Ms. Tintu Devasia Ms. Achala Prasad	Assistant Professor Assistant Professor
46.	Course Handbook	Coordinators	Ms. Tintu Devasia Ms. Angel Varghese	Assistant Professor

Faculty Advisor/Coordinator:

Sl. No	Class/Batch	Name of Faculty
1.	M.Tech - CSE	Ms. Anisha Joseph
2.	S7 CSE (2018-2022)	Ms. Neena V V Ms. Keerthijith P
3.	S5 CSE A (2019-2023)	Sr. Jisha C T <i>Ms. Anusha Chacko (ECE) Appointed by the Principal</i>
4.	S5 CSE B (2019-2023)	Ms. Asha Baby Ms. Vidhya S S
5.	S3 CSE A (2020-2024)	Ms. Divya B Ms. Ambili M A
6.	S3 CSE B (2020-2024)	Ms. Akhila Mathew <i>Mr. Johny P Joseph (ME) Appointed by the Principal</i>
7.	S3 CSE C (2020-2024)	Mr. Abdul Latheef

		Ms. Angel Varghese
8.	S3 ADS (2020-2024)	Ms. Derroll David Dr. Manoj V Thomas
9.	S1 CSE A (2021-2025)	Ms. Ancy K Sunny Ms. Anit Thomas M
10.	S1 CSE B (2021-2025)	Ms. Tintu Devasia Dr. Febin I P
11.	S1 CSE C (2021-2025)	Ms. Nayana Suresh Ms. Namitha Parikkal
12.	S1 CSD (2021-2025)	Ms. Divya K Ms. Bindu Sebastian (ECE)
13.	S1 ADS (2021-2025)	Ms. Achala Prasad Ms. Swathi Chandra M T

Laboratory- in – charge

Campus Networking Coordinator- Mr. Thomas Jacob, Instructor-CSE

Sl. No	Lab	Teaching Faculty	Non-Teaching Faculty
1	Central Computer centre	Ms. Akhila Mathew	Ms. Bindu Sebastian Mr. Timmy Philip
2	PG Lab	Ms. Divya B	Mr. Lithin Mathew
3	ACRC Lab	Ms. Asha Baby	Mr. Sibi Joseph
4	Software Lab	Ms. Derroll David	Ms. Shiji K T
5	Hardware Lab	Ms. Ancy K Sunny	Mr. Lithin Mathew
6	iOS Lab	Ms. Derroll David	Ms. Shiji K T
7	IOT Lab	Sr. Jisha C T	Mr. Sibi Joseph

Faculty Advisor - Supporting Staff

Sl. No.	Semester	Name
1	S3 CSE A	Mr. Lithin Mathew
2	S3 CSE B	Ms. Shiji Joy
3	S3 CSE C	Mr. Sibi Joseph
4	S3 ADS	Mr. Timmy Philip
5	S5 CSE A	Ms. Bindu Sebastine
6	S5 CSE B	Ms. Shiji Joy
7	S7 CSE	Mr. Sibi Joseph
8	M1 CSE M3 CSE	Mr. Timmy Philip
9	S1 CSE A	Mr. Lithin Mathew
10	S1 CSE B	Ms. Bindu Sebastine
11	S1 CSE C	Mr. Timmy Philip
12	S1 ADS	Ms. Shiji Joy
13	S1 CSD	Ms. Bindu Sebastine

Kindly note the following:

1. Please contact the HoD for any clarification regarding the tasks to be completed.
2. The entire faculty assigned with various tasks is expected to initiate/carry out appropriate activities, after consulting with the HoD, during the academic year.
3. The documentation of the various activities is to be given due importance.
4. The entire faculty entrusted with various tasks are directed to open a file which is to be submitted to the HoD for the periodic assessment of the progress made as and when required.

Dr. Jeethu V Devasia

Professor & HOD