



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 Excellency Mar. Joseph Pamplani	Patron	Archbishop of Thalassery.
2.	Fr. Antony Muthukuel	Chairman; Ex-officio Member	Proto-Synchellus; MESHAR Diocesan Educational Trust
3	Rev. Fr. Lazar Varambakath	Secretary	Bursar, Vimal Jyothi Engineering College



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



4	Fr. Antony Parathepathical	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 – Lourd Matha Forane Church, Chemperi

Governing Board

Functions and Responsibilities of 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 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



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



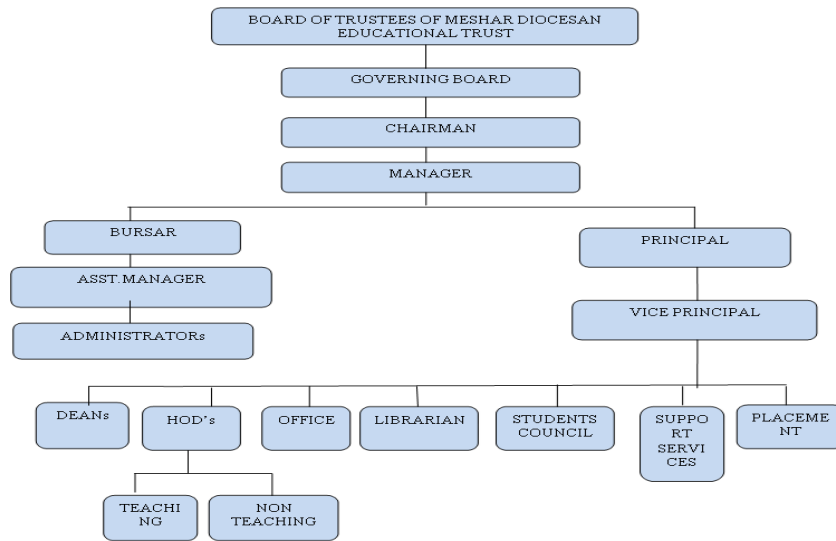
6	Rev.Fr. Sony Vadasseril	Member	Asst. manager, Vimal Jyothi Engineering College.
7	Regional Officer of AICTE, TVM	Ex-officio member	Regional Officer of AICTE
8	Director of Technical Education, Govt. of Kerala	Ex-officio member	Director of Technical Education, Govt. of Kerala
9	Mr. P. J. Jacob	Member	Consulting Chartered Accountant, Partner Jacob & George Chartered Accountants
10	Adv. Josteen J Puthumana	Member Advocate	Payyannur Court
11	Dr. Jeethu 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. Mani Attel	Trust Nominee	Principal (Rtd) Nirmalagiri College Kuthuparamba
16	An Industrialist/ Technologist/ Educationalist	AICTE nominee	
17	An Industrialist/ Technologist/ Educationalist	State Govt. nominee	

HOD Meeting:

1. Chairman : Principal
2. Members: All the HOD's and representatives from management side

HoD's and Principal meet on 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 to be allocated/mobilized without delay. Faculty and other officers (Librarian, placement officer, enquiry committee members, Arts/sports in charges 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 Agenda and minutes are circulated among all staff. Minutes/ATR of HOD meetings reflects every aspect of running of this college in the past years.



Organogram

Service rules, policies and procedures etc.

Service rules, policies and procedures are published in the staff handbook and are available in the public domain in the college website for greater transparency and accountability. The 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



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



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