

Additional Duties/Various Committees – 2019 - 20				
	Description of portfolio	Position	Name	Designation
1	Internal examination	Exam Coordinator	Mrs Reshmi Thomas	Asst. Professor
2	University examination	Chief.Superintendent	Dr. Thomas Michael	Principal
3	Academic Advisory Committee	Chairman	Dr. Thomas Michael	Principal
		Members	Dr. T D John	Dean Research-VJEC
			Fr. Genimon V Joseph	Asso. Professor
			Dr. D Anto Sahaya Dhas	Faculty-VJEC
			Mr. Anoop Scaria	Asso. Professor
			Mrs. Dona James	Asst. Professor
			Mr. Sebastian P John	Alumini Rep.
4	Disciplinary Action committee	Convener	Dr. Thomas Michael	Principal
		Members	Mr. Anoop Scaria	Asso. Professor
			Fr. Sony Varghese	Asst. Professor
			Mrs. Dona James	Asst. Professor
			Mrs. Reeshma VV	Asst. Professor
5	Academic calendar & Time table	Academic Coordinator	Mr. Prasad Thomas	Asst. Professor
6	semester plan	Academic Coordinator	Mr. Prasad Thomas	Asst. Professor
7	ISO & internal audit	ISO Coordinator	Mrs. Dona James	Asst. Professor
8	Students Grievances and Redressal Committee	Members	Dr. Thomas Michael	Principal
			Mr. Anoop Scaria	Asso. Professor
			Mr. Prasad Thomas	Asst. Professor
			Mrs. Reeshma VV	Asst. Professor
			Ms. Neenu Varghese	Student Rep.
9	Internal complaint committee - AICTE	Members	Dr. Thomas Michael	Principal
			Fr. Subin George	Administrator
			Sr. Jessy George	Student Counselor

			Dr. Anoop Scaria	Asso. Professor
			Mrs. Reshmi Thomas	Asst. Professor
10	Admission	Admission Incharge	Dr. Anoop Scaria	Asso. Professor
11	Student guidance and counseling	Student Counselor	Sr. Jessy George	Student Counselor
12	Students Mentors	Mentor	Fr. Genimon V Joseph	Asso. Professor
			Dr Anoop Scaria	Asso. Professor
			Mr. Prasad Thomas	Asst. Professor
			Mrs. Dona James	Asst. Professor
			Mrs. Reeshma VV	Asst. Professor
			Mrs. Reshmi Thomas	Asst. Professor
13	Student feedback and online survey	Incharge	Mr. Martin KC	Lab Staff
14	College Alumini	Incharge	Mr. Prasad Thomas	Asst. Professor
15	PTA	Batch Coordinator	Dr Anoop Scaria	Asso. Professor
16	Class committee	Batch Coordinator	Dr Anoop Scaria	Asso. Professor
		Batch Coordinator	Mrs. Reshmi Thomas	Asst. Professor
17	Placement	Placement Officer	Mr. Prasad Thomas/ Mrs Reshmi Thomas	Asst. Professor
18	Anti ragging squad	Members	Fr. Genimon V Joseph	Asso. Professor
			Fr. Subin George	Administrator
			Mrs. Dona James	Asst. Professor
			Mr. Sebastian KJ	Public Relation Officer
			Mr. Anoop Scaria	Asso. Professor
			Sr. Alice	Hostel Warden
			Fr. George Asarikunnel	Bursar
19	Karmanta-Management fest	coordinator	Dr Anoop Scaria	Asso. Professor
20	Rural Camp	coordinator	Dr Anoop Scaria	Asso.

				Professor
21	Computer hardware maintenance	Incharge	Mr. Martin KC	Lab Staff
22	Student uniforms	Incharge	Dr Anoop Scaria	Asso. Professor
23	ID card	Incharge	Dr Anoop Scaria	Asso. Professor
24	NAAC	coordinator	Dr Anoop Scaria	Asso. Professor
25	First AID	Incharge	Mrs Jancy Stephen	Office Staff
26	IQAC	Chairman	Dr. Thomas Michael	Principal
		coordinator	Dr Anoop Scaria	Asso. Professor
		Member	Mr. Prasad Thomas	Asst. Professor
			Fr. Subin George	Administrator
			Mrs. Reshmi Thomas	Asst. Professor
			Mr. George Joseph	Office Staff
			Mr. Bony Joseph	Alumini Rep.
			Mrs. Jancy Stephen	PTA Rep.
Mr. Allen Jo Reji	Student Rep.			

Principal

PRINCIPAL

VIMAL JYOTHI INSTITUTE OF
MANAGEMENT & RESEARCH
CHEMPERI, KANNUR - 670 632