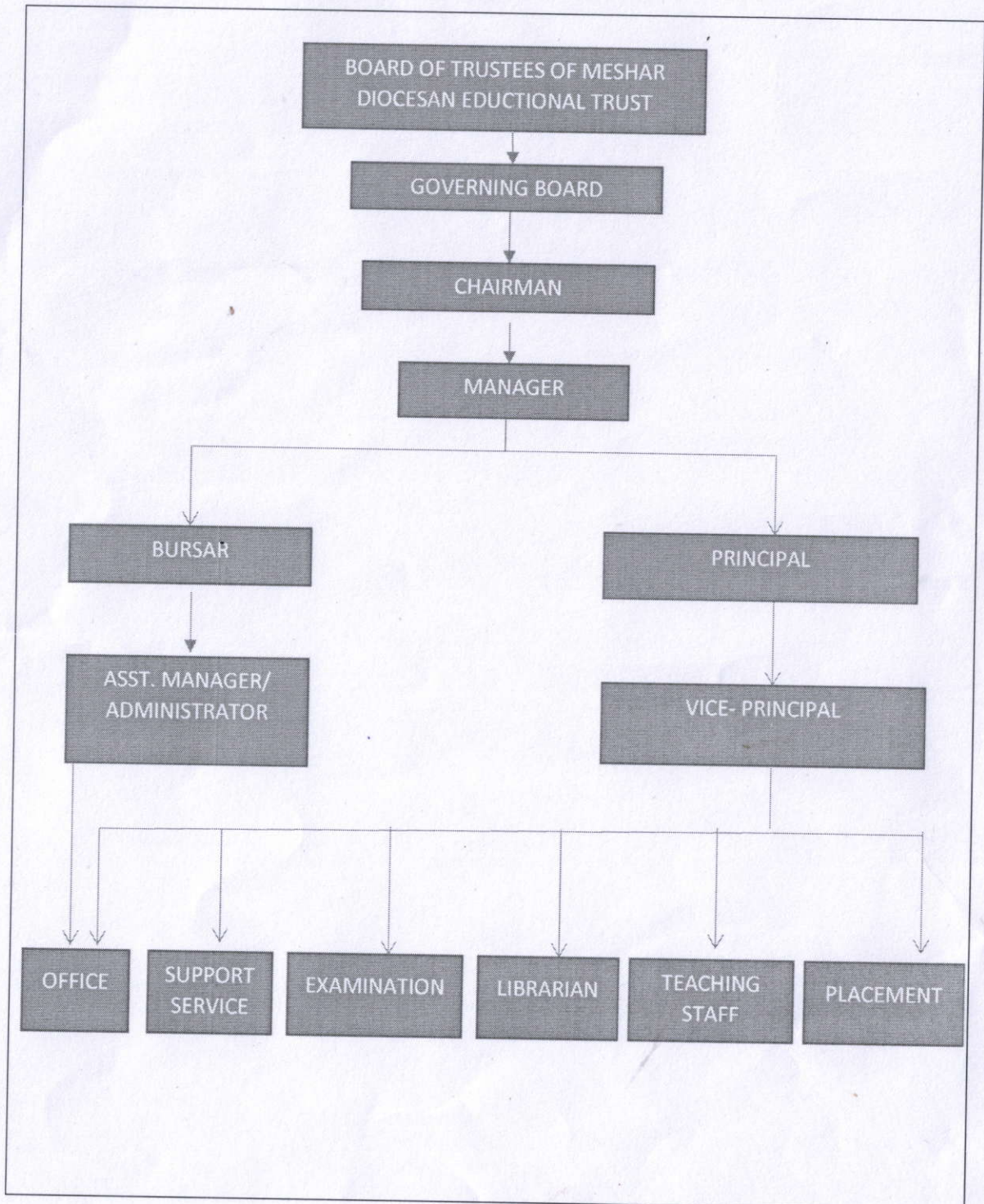



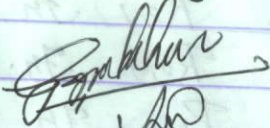
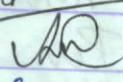
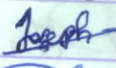




ADMINISTRATIVE SETUP




MANAGER
VIMAL JYOTHI INSTITUTE OF
MANAGEMENT & RESEARCH
CHEMPERI, KANNUR-670632

Minutes of the Governing Body meeting held on Jan 8, 2016

Name of the members attended the meeting

1. Mr. George Dulichal, Manager 
2. Mr. George Asarskunnel, Bursar 
3. Mr. Joseph Samivelil, Co-ordinator 
4. Mr. James Chellamokottu, Member 
5. Mr. Gemmon V. Joseph, Member 
6. Mr. Thomas Michael, Principal 
7. Mr. Ugoop Seasia, Member 

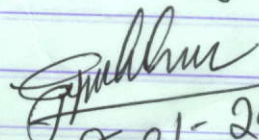
Agenda

Joining of new members

Approving additional Scholarship for students.

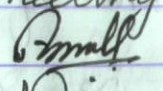
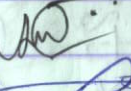



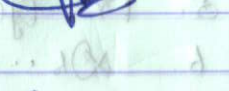


Decisions

1. Welcomed Mr. Thomas Michael as the new Principal and as the board member of VSIM. Also welcomed Mr. Ugoop Seasia, faculty representative to the board.
2. The Board members decided to grant additional Scholarship to ten students who attend and secure top rank in IS Mat coaching organised by VSIM. Selected students are eligible for a scholarship of Rs. 10,000/- and the amount shall be adjusted with their first semester tuition fee. Since the institution already providing an academic merit Scholarship, a student is eligible for only one Scholarship between these.


8.01.2016

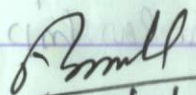
Minutes of the Governing Body meeting
held on July 15, 2016

Name of the members attended the meeting

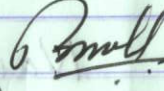
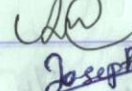





1. Rev Fr. Dr. Thomas Melvettalath 
2. Rev Fr. George Asarikunnel 
3. Rev Fr. Antony Purathepathical 
4. Rev Fr. Joseph Kanivelil 
5. Rev Fr. James Chellamkottu 
6. Rev Fr. Genimon V. Joseph 
7. Dr. Thomas Michael 
8. Mr. Anoop Scaria 

Minutes of the Meeting :-

1. It was decided to maintain a Movement Register for all teaching and non-teaching staff in the office.
2. Board members discussed and decided to introduce students mentoring system from next semester - for maintaining academic records of each student's.
3. It was decided to give free KMAT coaching for all MBA aspirants in the campus.
4. This year's Management Fest, Karmania is decided to organize in the month of Nov. 2016
5. The Board members approved the financial budget for the academic year 2016-17.

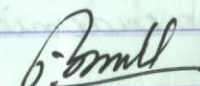

17/7/2016

Minutes of the Governing Body Meeting held on
February 9, 2017

1. Rev Fr. Doctor Thomas Melvettalath 
2. Rev Fr. George Asarikunnel 
3. Rev Fr. Joseph Kanivelil 
4. Rev Fr. James Chellamkottu 
5. Rev Fr. Genimon V. Joseph 
6. Dr. Thomas Michael 
7. Mr. Anoop Scaria 

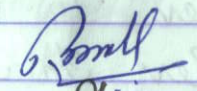
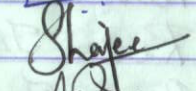





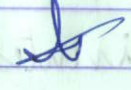
Minutes of the Meeting :-

1. It was decided to recruit new faculties for finance.
2. Board members considered the importance of FDP and decided to organize a Faculty Development Programme in the institution.
3. Decided to prepare the financial budget for the academic year 2017-18.


9/2/2017

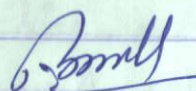
Minutes of the Governing Body Meeting held on July 21, 2017

Name of the members attended the meeting.

1. Rev. Fr. Dr. Thomas Melvettathu 
2. Mr. Shajee Jose 
3. Rev. Fr. George Asarikunnel 
4. Rev. Fr. Antony Purathepathical 
5. Rev. Fr. James Chellamkottu 
6. Rev. Fr. Genimon V. Joseph 
7. Mr. Thomas Michael 
8. Mr. Anoop Scaria 

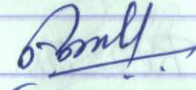





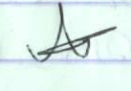
Minutes of the Meeting :-

1. It was decided to conduct 'Karmanta' - management fest as one day programme targeting UG Students across South India
2. The Board Members expressed deepest sorrow on the demise of Fr. Joy Kanivelil, who was the coordinator of VJIM and presently the Spiritual Director at formation house Ponniam.
3. The Board members approved the financial budget for the academic year 2017-18.


21/7/2017

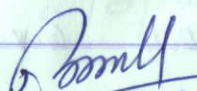
Minutes of the Governing Body Meeting held on March 9, 2018.

Name of the members attended the meeting

1. Rev. Fr. Dr. Thomas Melvettathu 
2. Rev. Fr. Antony Purathepathical 
3. Rev. Fr. George Asarikunnel 
4. Rev. Fr. James Chellamkottu 
5. Rev. Fr. Genimon V. Joseph 
6. Mr. Thomas Michael 
7. Mr. Anoop Scaria 

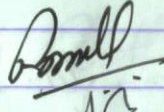






Minutes of the meeting

1. It was decided to conduct 4-days extensive K-MAT coaching in the institution for the MISA aspirants
2. Decided to give max. of Rs 3000/- for attending the FDP to each Faculty in an academic year.
3. Remuneration received for faculty research work will be shared between faculty and institution in the ratio of 60:40
4. It was decided to prepare financial budget for the year 2018-19


9/3/2018

Minutes of the Governing Body Meeting
held on July 26, 2018.

Following members were present

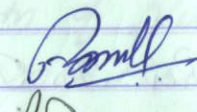




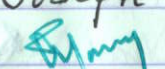
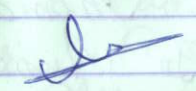
1. Rev. Fr. Dr. Thomas Melvethath 
2. Rev. Fr. George Asarikunnel 
3. Rev. Fr. Antony Purathepathical. Fr. 
4. Rev. Fr. James Chellamkottu 
5. Rev. Fr. Genimon V Joseph 
6. Dr. Thomas Michael 
7. Mr. Anoop Scaria 

Minutes of the meeting :-

1. It was decided to collect the anti-ragging affidavit from the students at the time of admission.
2. It was decided that institution will start NAAC accreditation procedure from 2019.
3. The Karmanta, the Management Fest will be in February 2019. It will be a one day programme for this year.
4. Decided to implement fire fighting equipment as per Gov. norms.
5. Decided to offer International visit for the 2017 admission Batch. The management will contribute Rs. 20,000 for each student who received fee concession is not eligible for this amount.

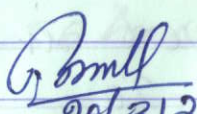
Minutes of the Governing Body meeting held on
March 20, 2019

Following members were present

1. Rev. Fr. Dr. Thomas Melvethath 
2. Rev. Fr. George Asarikunnel. 
3. Rev. Fr. Antony Purathepathical. Fr. 
4. Rev. Fr. James Chellamkottu. 
5. Rev. Fr. Genimon V. Joseph. 
6. Dr. Thomas Michael. 
7. Mr. Anoop Scaria 

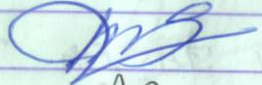
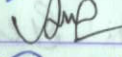
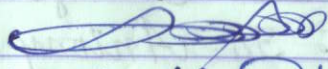




Minutes of the meeting.

1. Decided to form an IQAC cell.
2. Mr. Anoop Scaria will be the coordinator of NAAC and IQAC.
3. The Board expressed its full satisfaction over the construction of fire fighting equipment in the VJIM Campus.
4. It was decided to prepare the financial budget for the year 2019-20.


20/3/2019

Minutes of the Governing Body meeting held on July 18, 2019

Following members were present

1. Rev. Fr. James Chellamkottu - 
2. Rev. Fr. George Asarikunnel - 
3. Rev. Fr. Parathepathical - 
4. Rev. Fr. Mathew Sasthampalavil - 
5. Rev. Fr. Genimon V Joseph - 
6. Dr. Thomas Michael - 
7. Mr. Anoop Scaria - 

Minutes of the meeting.

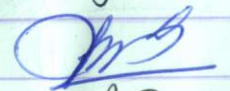
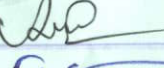




1. Welcomed Rev. Fr. James Chellamkottu - manager in the place of Rev. Fr. Dr. Thomas Melvettath. Chairman
2. It was decided to extend KMAT coaching in various location to reach the students.
3. The management decided the offer international visit for the 2018-20 batch students. Students with fee concession is not eligible for this amount. (The management will be contributing Rs 15000 per head).
4. Approved institutional budget for the year - 2019-20.



Minutes of the governing Board meeting held on 06/03/2020

A meeting of the Governing Board members was held on 06/03/20 at the Board Room of Vimal Jyothi Institute of management and Research.

Name of the members attended the meeting :

1. Fr. James Chellamkott - Manager 
2. Fr. George Asarikunnel - Bursar. 
3. Fr. Antony Parathepathical - Member. 
4. Fr. Genimon. V Joseph - Faculty. 
5. Dr. Thomas Michael - Principal 
6. Dr. Anoop Scaria - Faculty. 

1. Minutes of the meeting:-

- 1) The minutes of the previous meeting held on July 18, 2019 was presented by Fr. George Asarikunnel (Bursar).
2. The decision taken by the Board of Trustees to fix the retirement age of all teaching and non-teaching staff of Vimal Jyothi Institute of Management and Research as age of 56 has been approved by the governing Board.
3. Decided to conduct second phase of crash course for KMAT to improve the admission for the year 2020..
4. The Board members decided to go for institutions NAAC registration during current academic year (2019-20).

5. It was decided to prepare the financial -
budget for the year 2020-21.
6. It was decided to appoint Fr. Genimon v Joseph
as the vice principal of VJIM w.e.f - 16/07/2020



Online meeting of the Governing Body of Vimal Jyothi Institute of Management & Research was held on August 4, 2020.

Following Members were present

1. Fr. James Chellamkottu- Manager
2. Fr. Lazar Varambakath- Bursar
3. Fr. Pious Padinjaremuriyil- Asst. Manager
4. Dr. Thomas Michael- Principal
5. Fr. Genimon V Joseph- Vice Principal
6. Fr. Subin George
7. Fr. Antony Parathepathical
8. Dr. Anoop Scaria- faculty VJIM

Minutes of the meeting:

1. Minutes of the previous meeting held on March 6, 2020 was presented by Fr. Lazar Varambakath- Bursar.
2. The decision taken by the Board of Trust to add an Assistant Manager to the administrative setup was informed to the Board members. The governing Board welcomed Fr. Pious Padinjaremuriyil as Assistant Manager of Vimal Jyothi Institutions.
3. It was decided to include Fr. Subin George- Administrative Assistant of VJIM as a new member to the Governing Board.
4. The Board members approved financial budget for the Academic year 2020-21.
5. It was decided to concentrate more on Research and Consultancy under the institute and decided to reformulate the existing CRC (Corporate resource center) to VJCRS.

Staff meeting was held in the Board Room of VJIM on 16-07-2016 @ 10.30 am and the following members were present,

Fr Jose Kamivelil - Coordinator
 Dr Thomas Michael - Principal
 Fr Jiniy Vadakkemulanjambal
 Fr Jerry Scaria
 Mrs Anoop Scaria
 Mrs Prasad Thomas
 Mrs Prajith P.K
 Mrs Vera James

Joseph

Thomas

Jiniy

Jerry

Anoop

Prasad

Agenda

- 1) Orientation Programme feedback
- 2) Bridge course for accounts & statistics
- 3) Group - activity - faculty combo
- 4) Mentoring system
- 5) University exam for second & fourth semester
- 6) Talent day
- 7) Commencement of third semester classes
- 8) Organization Study for third semester students
- 9) Jyothirgamaya
- 10) Convocation
- 11) Rural Camp
- 12) Internal marks submission
- 13) Placement updation

Discussions

- 1) Discussion was held regarding the progress of the orientation class and principal reported about the feedback of the classes & was appreciated.
- 2) It was decided start a bridge course programme for 2016-18 batch for statistics & accountancy from the third week of July.

3) It was decided to initiate group activity by the faculty members for 2016-18 batch for strengthening Orientation Programme.

4) It was decided to start mentoring Programme for 2016-18 batch.

5) It was informed that fourth & second semester university exam commences from 20th & 21st July 2016.

6) Discussion was held regarding the Talent day as a welcome party by the seniors to the junior students & Mrs. Prasad Thomas will coordinate as it was informed that faculty presence should be compulsory & no harassments towards the students. Date will be finalized later.

7) It was informed that third semester classes will commence from 2nd August 2016.

8) It was informed that OS for the second year students will commence from 5th September till 24th October 2016.

9) It was decided to conduct Jyothirgamaya for 2016-18 batch & Mrs Prasad on 25th August 2016 & Mrs Anoop Scaria will coordinate the activities.

10) Discussion was held regarding the convocation of 2014-16 batch & Mrs Prasad Thomas & Mrs. Vera James will coordinate it.

11) It was informed that Mrs Anoop Scaria & Mrs Vera James has to coordinate the activities for rural camp.

12) It was informed that faculties have to submit their internal marks for the second semester students on or before 19th July 2016.

13) Mrs. Prasad Thomas briefed about the progress of the

26-7-18

Staff meeting was held in the principal's room of VJIM on 26-7-18 and the following members were present

- Dr. Thomas Michael - Principal *Thomy*
- Mrs. Anoop Scaria - *[Signature]* Mrs. George Joseph - *[Signature]*
- Mrs. Prasad Thomas - *[Signature]* Mrs. Inastio K.C. - *[Signature]*
- Mrs. Rovel C. Varghese - *[Signature]*
- Mrs. Reshmi Thomas - *[Signature]*
- Mrs. Deva James - *[Signature]*
- Mrs. Beena Joseph - *[Signature]*

Agenda

- i) Jyotirgamaya 2018
- ii) Incania 2018
- iii) Organisational Study
- Any other matters.

Discussions

- 1) It was decided to conduct Jyotirgamaya 2018 tentatively on September 4th. Mrs. Deva James & Mrs. Anoop Scaria will be coordinating it.
- 2) It was decided to conduct Incania 2018 tentatively on September 15th. Mrs. Reshmi Thomas & Mrs. Prasad Thomas will be coordinating it.
- 3) Faculty members are asked to submit the mentoring records to the office.
- 4) It was decided to conduct Incania celebrations on 18th August 2018. *Thomy*

13-8-18

Staff meeting was held in the Principal's Room of VJIM on 13-08-18 and the following members were present.

- Dr. Thomas Michael - Principal *Thomy*
- Mrs. Anoop Scaria - *[Signature]*
- Mrs. Prasad Thomas - *[Signature]*
- Mrs. Rovel C. Varghese - *[Signature]*
- Mrs. Inastio K.C. - *[Signature]*
- Mrs. Reshmi Thomas - *[Signature]*
- Mrs. Beena Joseph - *[Signature]*
- Mrs. Thomy Stephan - *[Signature]*
- Mrs. Deva James - *[Signature]*

Agenda

Incania & Jyotirgamaya 2018.

Discussions

- i) Duties were allotted to everyone. ~~for~~ for Jyotirgamaya & Incania 2018. *Thomy*

A staff meeting was held in the Board Room of VITM on Nov 27, 2019 following members were present (Time: 12:40 pm)

Dr. Thomas Michael

Fr. Sony Varghese

Mr. Deep Scaria

Mr. Thomas John

Mr. Jithin K.V.

Mr. George Joseph

Mr. Martin K.C.

Mrs. Reeshma V.V.

Mrs. Beena Joseph

Mrs. Reshmi Thomas

Mr. Jithin K.V.

~~Mr. Jithin K.V.~~

Agenda

- 1 Karmanta 2020
- 2 Placement 2020
- 3 KMAT - coaching

Discussion

1. Dr. Thomas Michael briefed about placement updates - ESAF, Spark Safety Academy for Keltron and Sensigo Technologies Private Limited have sent a mail related to openings in their organisations. He asked the placement coordinators to contact companies which frequently visit our campus and also asked to contact Mr. Prasad Thomas to get placement updates.
2. Club activity responsibility will be shared by Mr. Thomas John and Mrs. Reeshma V.V.
3. K-MAT three day coaching was successful and got a good feedback.

4. Recommended to appoint a student representative to manage Projector & AC
5. Planned to arrange a pre-placement training for second year students after Karmanta.
6. College may permit interested students to do internship during their project duration.
7. Mr. Allen Jo and Ms Aparna Suresh - Students coordinators briefed progress of Karmanta-2020
 - Briefed the details of faculty head for each event and committee
 - Rough brochure will be ready on Nov 29, 2019
 - Campers for Karmanta will be ready on ~~Nov~~ Nov 30, 2019.
 - College invitation date is rescheduled to Dec 9, 2019 due to exam valuation camp.
 - List of sponsors are not yet confirmed.
 - Online partners will be American Malayalee Association.

Aty chud