

26-11-2015

Academic Advisory committee meeting was held in the Board Room of VVM and the following members were present,

1. Rev. Fr. Genimon V Joseph - Principal in charge
2. Dr. P. D. John - Principal in charge, Govt College of Engg, Kannur
3. Rev. Fr. George Asarikuonol - Bursar
4. Mrs. Anoop Searin - Assistant Prof
5. Mrs. Anna James - "
6. Mrs. Sebastian P John - Alumni Representative.

Agenda

1. Formulate Po, Co, PSO
2. Reviewing mission and vision
3. Organisational Study
Discussions

- 1) To give more emphasis on outcome base education system, it was decided to formulate Po, Co, PSO for the MBA programme.
- 2) The committee reviewed the mission and vision statement of the institution and recommended to continue the work towards mission.
- 3) The committee found that majority of the students complete their organisational study in locally situated organisation. The committee recommended that students to take OS outside Kerala to get more exposure.
- 4) It was decided to introduce compulsory news paper reading session in the class time table to keep the students updated with the current affairs.

Action taken report on the decision taken in the meeting of Academic advisory council held on 26-11-2015

Agenda no.	Action Taken Report
Agenda no. 1 Decide to formulate GO, CO, PSO for the MBA Programme.	Instructed staff members to formulate course outcome for their respective subjects and map with POs
Agenda no. 3 Recommended to go outside Kerala for organisational study	Students are instructed to do project / os in reputed companies.
Agenda no. 4 Introducing news paper Reading hour in class time table	Included news paper reading hour in the class timetable from the academic year 2016.

Thomas

Academic Advisory Committee meeting was held in the Board Room of VJMM on 7-6-2016 and the following members were present;

1. Dr. Thomas Michael - Principal *Thomas*
2. Dr. J.D John - Principal incharge govt. college Kannur
3. Rev. Fr. Genimio V. Joseph - mgt Rep *Thomas*
4. Dr. Anto Sabaraj Elias - VICE *Thomas*
5. Mrs. Anoop Daria - Assistant Prof *Thomas*
6. Mrs. Vera James - " *Thomas*
7. Sebastian P. John - Alumni Representative *Thomas*

Agenda:

1. Appointment of New principal
2. Course plan and lesson plan
3. Semester wise university result analysis
4. Spss Training programme
5. New project format and guidelines

Discussions:

- 1) Annou announced the appointment of Dr. Thomas Michael as principal of VJMM
- 2) The committee decided to introduce a standard format for course plan/ lesson plan which will support faculty members in arranging/ managing the classes in a systematic manner.
- 3) It was decided to do semester wise university result analysis in a standardised format.
- 4) It was decided to give 2 days spss training programme to final year MBA students.
- 5) It was decided to introduce a new project and feedback

Action taken report on the decision taken in the meeting of academic advisory council held on 7-6-2016

Agenda no. 1 Action Taken Report

Agenda no. 2

Decided to introduce standard format for course plan/semester plan.

It was decided to introduce a standard format for course plan from academic year 2016-17

Agenda no. 3

It was decided to do university result analysis in a standard format

Instructed Anoop JA from coordinators to prepare a standard format for university analysis for future university result analysis

Agenda no. 4

Spss training to fourth semester students.

It was decided to invite an expert from outside to train students on spss from academic year 2016-17 onwards.

Agenda no. 5

Standardized OS and project Handbooks. Standardized format for Project.

Instructed Projith Prk, project coordinator to work on it.

Mandya chel

21-07-2017

Academic Advisory Committee meeting was held in the Board Room of VUM on 21-7-2017 and the following members were present;

1. Dr. Thomas Michael - Principal *(Signature)*
2. Dr. T.D John - Principal in charge Govt. College of Engg, Karur *(Signature)*
3. Per. Es. Genimon V Joseph - In-charge Rep *(Signature)*
4. Dr. Anto Satya Das - Faculty Rep - VIEC *(Signature)*
5. Mrs. Anoop Scaria - " - VJIM *(Signature)*
6. Mrs. Dorra James - " - VJIM *(Signature)*
7. Mrs. Sebastian P. John - Alumini Rep *(Signature)*

Agenda

1. OS and Project handbook
2. Activity Prize distribution
3. Project with internships
4. Placement training by seventh sense.

Discussions

- 1) It was decided to introduce project diary and OS handbook to improve the quality of the OS and project.
- 2) It was decided to give prizes for the activity hours at the end of each semester to the best performing group.
- 3) It was decided to support students who are interested in doing internship with project. The college will provide all the support to the students.
- 4) It was decided to hire seventh sense people development solutions pvt ltd to provide students campus recruitment training.

Action taken report on the decision taken in the meeting of academic advisory council held on 21-07-2017

Agenda no. 1

Action Taken Report

Agenda no. 1

Decided to introduce project policy and OS handbook

Instructed Mrs. Pamel C. Varghese project coordinator to initiate the work of project policy and OS handbook.

Agenda no. 2

Prizes for students activity hour

It was decided to give a cash prize of ₹1500 and ₹1000 as first and second prize respectively.

Agenda no. 3

Decided to support students for project with internship

Principal decided to initiate a conversation with 'The Hindu newspaper' for providing project along with internship for the academic year 2018.

Agenda no.

Decided to hire Seventh sense People Development Solution Pvt Ltd for campus recruitment training programme.

Initiated a discussion with seventh sense to sign an MoU for conducting recruitment training programme for final year students.

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Academic Advisory Committee Meeting was held in the Boardroom of VJIM on 19-6-2018 and the following members were present,

1. Dr. Thomas Michael - Principal *[Signature]*
2. Dr. T.D. John - Principal incharge *[Signature]*
3. Rev. Fr. Genimon V Joseph - In-charge Rep *[Signature]*
4. Dr. D. Anto Satya Das - Faculty Rep - VJEC *[Signature]*
5. Mrs. Arapp Deena - " " VJIM *[Signature]*
6. Mrs. Corna James - " " " *[Signature]*
7. Mrs. Sebastian P. John - Alumni Representative *[Signature]*

Agenda

1. Placement training by seventh sense
2. NAAC Accreditation
3. IAAC Cell
- 4.

Discussions

- 1) It was decided to continue campus Recruitment Training programme along with placement assistance with Seventh Sense People Development Solutions Pvt Ltd.
- 2) The committee discussed about the significance of National Accreditation and decided to propose the NAAC to the governing body for the approval.
- 3) The committee suggested to form an IAAC cell to ensure the internal quality of the institution -

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Action taken Report on the decision taken in the meeting of Academic Advisory Council held on 19-6-2018

Agenda

Action Taken Report

Agenda no. 1

Students campus recruitment training programme along with placement assistance, with Seventh Sense People Development Solutions Pvt Ltd.

The first mo was signed on April 10, 2018. Decided to initiate a discussion to sign mo for the current & next academic years.

Agenda no. 2

Proposes that the institution should go for NAAC deaccreditation

Decided to proceed with NAAC deaccreditation after getting approval from governing body.

Agenda no. 3

Proposes to form an IQAC cell.

Decided to proceed with formation of IQAC cell after getting approval from governing body.

M. J. Chel

2/03/2019

Academic Advisory committee meeting was held in the Boardroom of VIM on 2/03/2019 and the following members were present;

1. Dr. Thomas Michael - Principal *Thomas*
2. Dr. T. D. John - Dean Research & VIEC *John*
3. Dr. D. Anto Sahayadas - Faculty Rep VIEC *Anto*
4. Mrs. Anoop Scaria - Faculty Rep VIM *Anoop*
5. Mrs. Dora James - Faculty Rep VIM *Dora*
6. Mrs. Sebastian P. John - Alumini Rep *Sebastian*

Agenda

1. To approve the feedback form
2. To discuss the establishment of IQAC
3. Spss Training programme
4. Placement Training

Discussions

- 1) The committee considered and approved the feedback form to be given to the students / employees / teachers on institutional performance parameters.
- 2) The committee discussed the establishment of IQAC and discussed about the improving academic study with the concept of implementing Blooms taxonomy and it will be under IQAC cell.
- 3) It was suggested to extend the spss Training programme to six days with the support of internal / external resource person.
- 4) It was decided to initiate Seventh Sense People Development solution Pvt Ltd.

Action Taken Report on the decision taken in the meeting of Academic Advisory Council held on 2-08-2019

Agenda

Action Taken Report

Agenda no. 1

To approve the feedback form to be given to the students/employers / teachers on institutional parameters.

Mrs. Anoop Scaria will be preparing the feedback form for different stakeholders

Agenda no. 2

Decided to follow blooms taxonomy and it will be under IQAC cell

It was decided to follow blooms taxonomy for the internal question paper preparation from 2020-2021 onwards.

Agenda no. 3

Decided to offer SPSS Training Programme to six days with the support of internal / external resource person.

It was decided to extend SPSS training to six days for the benefit of students major project

Agenda no. 4

Decided to invite seventh sense to offer placement Training Programme the students of 2019-2020 batch

It was decided to offer placement training programme by seventh sense.

Managerial

20/7/20

Academic Advisory committee meeting was held on July 20, 2020 (Online - meeting)

1. Dr. Thomas Michael - Principal *Thomas*
2. Fr. Genimar V. Taseph - Vice Principal *Thomas*
3. Dr. T D John - Dean Research at WIEC *Thomas*
4. Dr. D Anto Sahaya Dhas - HOD VJEC *Thomas*
5. Mrs. Reshmi Thomas - Faculty VJEC *Reshmi*
6. Dr. Anoop Scaria - Faculty VJEC *Thomas*
7. Mr. Sebastian P John - Alumni *Thomas*

Agenda:-

- 1) Industry - Institute collaboration
- 2) Online classes - COVID 19 Pandemic
- 3) E-newspaper for the students.

Discussion.

- 1) Discussed about the scope of the industry institutional collaboration.
- 2) The committee observed that the institution is taking all measures to conduct online classes during current pandemic. The classes and online internal exams are conducted for 2019-21 batch and major project correction and panel review was successful through online platform.
- 3) The committee suggested to subscribe e-newspaper for the students.

Managerial



VIMAL JYOTHI

INSTITUTE OF MANAGEMENT & RESEARCH

JYOTHI NAGAR, CHEMPERI - 670 632, KANNUR, D.T, KERALA, INDIA
 Approved by AICTE & Affiliated to kannur university
 An ISO 9001:2008 Certified Institution

STUDENT RECORD

Name of the Student :

Batch :

Gender : Male Female

Entrance Score Obtained :

Affix
recent Photo
Here

Details of Entrance Examination Appeared : KMAT/CAT/CMAT/.....

Admission Number	PRN	Year of Admission	University Register No.	Date of Birth	Admission Category

Religion : Caste/Community :

Permanent Home :

Address :

Present Home Address :

E-mail:

Mobile Number :;

Family Data

Name	Relationship	Occupation	Phone Number
	Father		
	Mother		

Name of the Local Guardian : Phone No:

Address of Local

Guardian :

.....

Counseling/Parent Meeting

Sl. No.	Date	Conducted By	Reason	Signature of the Student	Signature of the Mentor/ Batch Co-ordinator	Signature of the Parent	Remarks
1							
2							
3							
4							
5							
6							

Action Taken/ Observatons about the Student :

Mentoring

Sl. No.		Student Progress (Rating out of 10)			
		Semester I	Semester II	Semester III	Semester IV
Date					
1	Motivation & Perseverance towards Goals				
2	Ability to work Independently				
3	Ability to express Thoughts (Speech/Writing)				
4	Communication Skill				
5	Listening Skill				
6	Interpersonal Skill				
7	Self Confidence				
8	Attitude				
9	Knowledge in the Chosen Field				

Mentoring Process History (Additional Sheets may be added, if needed)

Date	Improvement/Correction/Direction made	Remarks

Strengths :

Areas of Improvement :

Placement Details : Campus/ Off Campus Offers (attach copies of offer letter)

Sl.No.	Organisation	Designation/Responsibilities	Remarks
1			
2			
3			

Mentor

Batch Co-ordinator

Principal

Job Details : Alumni (to be updated after separation/on alumni visit)

Period	Organisation	Designation/Responsibilities	Date of Update

VIMAL JYOTHI INSTITUTE OF MANAGEMENT & RESEARCH, CHEMPERI

ACADEMIC CALENDAR 2019-20

Batch 2019-21	Date	Day	Batch 2018-20
		AUGUST-2019	
I Sem Commences	1	Thur	
	2	Fri	
	3	Sat	Encaenia 2019
	4	Sun	
Jyothirgamaya	5	Mon	
	6	Tue	
	7	Wed	
	8	Thur	
Quit India Movement Day	9	Fri	Quit India Movement Day
2nd Saturday	10	Sat	2nd Saturday
	11	Sun	
	12	Mon	
	13	Tue	III Sem 1st IAT
	14	Wed	
Independence Day	15	Thur	Independence Day
	16	Fri	
	17	Sat	
	18	Sun	
	19	Mon	III Sem 1st IAT
	20	Tue	
	21	Wed	
	22	Thur	
Sreekrishna Jayanthi	23	Fri	
4th Saturday	24	Sat	International Industrial Visit
	25	Sun	
	26	Mon	
	27	Tue	
Ayyankali Jayanthi	28	Wed	Ayyankali Jayanthi
	29	Thur	
I Sem 1st IAT	30	Fri	
	31	Sat	
		SEPTEMBER-2019	
	1	Sun	
	2	Mon	
	3	Tue	
I Sem 1st IAT	4	Wed	
	5	Thur	Teachers' Day
	6	Fri	
	7	Sat	
	8	Sun	
	9	Mon	

Onam Vacation	10	Tue	Onam Vacation
	11	Wed	
	12	Thur	
	13	Fri	
	14	Sat	
	15	Sun	
	16	Mon	
	17	Tue	
	18	Wed	
	19	Thur	
	20	Fri	
Sree Narayana Guru Samadhi	21	Sat	Sree Narayana Guru Samadhi
	22	Sun	
	23	Mon	
	24	Tue	
Social Justice Day	25	Wed	Social Justice Day
	26	Thur	
	27	Fri	
4th Saturday	28	Sat	4th Saturday
World Heart Day	29	Sun	World Heart Day
	30	Mon	
		OCTOBER-2019	
	1	Tue	
Gandhi Jayanthi	2	Wed	Gandhi Jayanthi
I Sem Model Exam	3	Thur	III Sem Model Exam
	4	Fri	
	5	Sat	
	6	Sun	
Mahanavami	7	Mon	Mahanavami
Vijaya Dashami	8	Tue	Vijaya Dashami
I Sem Model Exam	9	Wed	III Sem Model Exam
	10	Thur	
	11	Fri	
	12	Sat	
	13	Sun	
	14	Mon	
	15	Tue	
	16	Wed	
	17	Thur	
	18	Fri	
	19	Sat	
	20	Sun	
	21	Mon	
	22	Tue	
	23	Wed	
	24	Thur	

I Sem University Exam	25	Fri	III Sem University Exam
	26	Sat	
	27	Sun	
	28	Mon	
	29	Tue	
	30	Wed	
	31	Thur	
	NOVEMBER-2019		
I Sem University Exam	1	Fri	III Sem University Exam
	2	Sat	
	3	Sun	
	4	Mon	
	5	Tue	
Rural Camp	6	Wed	
	7	Thur	
	8	Fri	
	9	Sat	2nd Saturday
	10	Sun	
II Sem Commences	11	Mon	IV Sem Commences
	12	Tue	
	13	Wed	
	14	Thur	
	15	Fri	
	16	Sat	
	17	Sun	
	18	Mon	
	19	Tue	
	20	Wed	
	21	Thur	
	22	Fri	
4th Saturday	23	Sat	4th Saturday
	24	Sun	
	25	Mon	
	26	Tue	
	27	Wed	
	28	Thur	
	29	Fri	
	30	Sat	
	DECEMBER-2019		
World AIDS Day	1	Sun	World AIDS Day
	2	Mon	
	3	Tue	
	4	Wed	
	5	Thur	
	6	Fri	

	7	Sat	
	8	Sun	
	9	Mon	
Human Rights Day	10	Tue	Human Rights Day
II Sem 1st IAT	11	Wed	IV Sem 1st IAT
	12	Thur	
	13	Fri	
	14	Sat	
	15	Sun	
	16	Mon	
	17	Tue	
	18	Wed	
	19	Thur	
	20	Fri	
Christmas Vacation	21	Sat	Christmas Vacation
	22	Sun	
	23	Mon	
	24	Tue	
	25	Wed	
	26	Thur	
	27	Fri	
	28	Sat	
	29	Sun	
	30	Mon	
	31	Tue	
JANUARY-2020			
	1	Wed	
Mannam Jayanthi	2	Thur	Mannam Jayanthi
	3	Fri	
	4	Sat	
	5	Sun	
	6	Mon	
Karmanta 2020	7	Tue	Karmanta 2020
	8	Wed	
	9	Thur	
	10	Fri	
2nd Saturday	11	Sat	2nd Saturday
National Youth Day	12	Sun	National Youth Day
	13	Mon	
	14	Tue	
Army Day	15	Wed	Army Day
	16	Thur	
	17	Fri	
	18	Sat	
	19	Sun	
	20	Mon	

	21	Tue	
	22	Wed	
	23	Thur	
	24	Fri	
National Voters Day	25	Sat	National Voters Day
Republic Day	26	Sun	Republic Day
	27	Mon	
	28	Tue	
	29	Wed	
	30	Thur	
	31	Fri	
		FEBRUARY-2020	
	1	Sat	
	2	Sun	
	3	Mon	
World Cancer Day	4	Tue	World Cancer Day
	5	Wed	
	6	Thur	
	7	Fri	
2nd Saturday	8	Sat	
	9	Sun	
	10	Mon	IV Sem Model Exam
	11	Tue	
	12	Wed	
	13	Thur	
	14	Fri	
	15	Sat	
	16	Sun	
	17	Mon	Project Work Begins
	18	Tue	
	19	Wed	
	20	Thur	
II Sem 2nd IAT	21	Fri	
	22	Sat	
	23	Sun	
	24	Mon	
	25	Tue	
	26	Wed	
	27	Thur	
	28	Fri	
	29	Sat	
		MARCH-2020	
	1	Sun	Project Work
World Kindney Day	2	Mon	
	3	Tue	

	4	Wed	
	5	Thur	
	6	Fri	
	7	Sat	
International Women's Day	8	Sun	
	9	Mon	
	10	Tue	
	11	Wed	
	12	Thur	
	13	Fri	
2nd Saturday	14	Sat	
World Consumer Day	15	Sun	
	16	Mon	
	17	Tue	
	18	Wed	
	19	Thur	
	20	Fri	
	21	Sat	
	22	Sun	
	23	Mon	
	24	Tue	
	25	Wed	
	26	Thur	
	27	Fri	Rough Draft Submission
4th Saturday	28	Sat	Project Work
	29	Sun	
	30	Mon	
	31	Tue	
		APRIL-2020	
2nd Sem Model Exam	1	Wed	Project Work
	2	Thur	Returning of corrected Project Report
	3	Fri	
	4	Sat	
	5	Sun	
	6	Mon	
	7	Tue	World Health Day
	8	Wed	
Maundy Thursday	9	Thur	Maundy Thursday
Good Friday	10	Fri	Good Friday
2nd Saturday	11	Sat	2nd Saturday
Easter	12	Sun	Easter
	13	Mon	
	14	Tue	
	15	Wed	

	16	Thur	Final Submission of Project Report
	17	Fri	
	18	Sat	
	19	Sun	
II Sem University Exam	20	Mon	
	21	Tue	IV Sem University Exam
Earth Day	22	Wed	Earth Day
II Sem University Exam	23	Thur	IV Sem University Exam
	24	Fri	
	25	Sat	
	26	Sun	
	27	Mon	
	28	Tue	
	29	Wed	
	30	Thur	
MAY-2020			
II Sem University Exam	1	Fri	International Labour Day
	2	Sat	
	3	Sun	
	4	Mon	
	5	Tue	
	6	Wed	
Organisation Study Begins	7	Thur	
	8	Fri	
	9	Sat	
	10	Sun	Mother's Day
	11	Mon	
	12	Tue	
	13	Wed	
	14	Thur	
	15	Fri	
	16	Sat	
	17	Sun	
	18	Mon	
	19	Tue	
	20	Wed	
	21	Thur	
	22	Fri	
	23	Sat	
	24	Sun	
	25	Mon	
	26	Tue	
	27	Wed	
	28	Thur	
	29	Fri	

	30	Sat	
	31	Sun	Anti-Tobacco Day
		JUNE-2020	
Organisation Study	1	Mon	
	2	Tue	
	3	Wed	
	4	Thur	
	5	Fri	World Environment Day
	6	Sat	
	7	Sun	
Reporting to the College after OS	8	Mon	
	9	Tue	
	10	Wed	
Rough Draft Submission	11	Thur	
	12	Fri	
	13	Sat	
World Blood Donor Day	14	Sun	World Blood Donor Day
	15	Mon	
	16	Tue	
	17	Wed	
	18	Thur	
	19	Fri	
	20	Sat	
International Yoga Day Fathers Day	21	Sun	International Yoga Day Fathers Day
	22	Mon	
	23	Tue	
Returning of corrected OS Report	24	Wed	
	25	Thur	
	26	Fri	
4th Saturday	27	Sat	4th Saturday
	28	Sun	
	29	Mon	
	30	Tue	
		JULY-2020	
Doctor's Day	1	Wed	Doctor's Day
	2	Thur	
	3	Fri	
	4	Sat	
	5	Sun	
	6	Mon	
	7	Tue	
	8	Wed	

	9	Thur	
	10	Fri	
2nd Saturday	11	Sat	2nd Saturday
	12	Sun	
	13	Mon	
Final Submission of OS Report	14	Tue	
	15	Wed	
	16	Thur	
	17	Fri	
	18	Sat	
	19	Sun	
	20	Mon	
	21	Tue	
	22	Wed	
	23	Thur	
	24	Fri	
4th Saturday	25	Sat	4th Saturday
	26	Sun	
	27	Mon	
National Parents Day	28	Tue	National Parents Day
	29	Wed	
	30	Thur	
	31	Fri	

Amgical

SEPTEMBER 2019

LECTURE PLAN Academic Year: Semester:	MBA PROGRAMME	DATE:
	 Vimal Jyothi Institute of Management & Research Chemperi, Kannur – 670 632	

Learning Objectives:

1.

BATCH:	PROGRAMME:	YEAR:
Subject Code & Subject Name:	Name of The Faculty:	Designation:

Sl.No.	Topics to be covered	Planned No. of Hours	Resources (T1, T2, R1, R2, W1, W2, W3)	Teaching aids : Conventional & Pedagogy Techniques,PPT, Role Play, GD, Seminar, Analogy, Case Study, Quiz, Problem Solving, Puzzles, etc.,	Executed No. of Hours	Date and Hour	Reason for deviation
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UNIT- I :	HOURS :

UNIT- II :	HOURS :
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UNIT- III :						HOURS :	
UNIT- IV :						HOURS :	
UNIT -V :						HOURS :	
UNIT -V1:							

Text Book

Reference Books :

Web Links / Other Resources

Signature of the Faculty

Principal