



6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non- teaching staff

Table of Contents

Sl. No.	Contents	Page No.
1	Faculty Development Programme- Sample Brochure	3
2	Financial Assistance for Attending Conferences	5
3	Quality Improvement Programme - Doctoral Research	8
4	Part-Time Ph.D.	9
5	Special Casual Leave for Part-Time Ph.D.	10
6	Duty Leave	12
7	Maternity Leave	17
8	Festival Allowances	20
9	Gratuity	21
10	Group Medical Insurance	23
11	EPF, ESI	24
12	Medical Consultation	26
13	Gymnasium	27
14	College Bus Facility	28
15	Separate Parking Area	36
16	Foreign Language Course	37



17	ATM	<u>38</u>
18	Class Rooms with Projectors	<u>39</u>
19	Domain E-mail Addresses	<u>40</u>
20	Hostel Facilities	<u>41</u>
21	Centralized Valuation Camp for KTU	<u>42</u>
22	Staff Room	<u>43</u>
23	Conference Room	<u>44</u>
24	Kiosk	<u>45</u>
25	Rest Room	<u>46</u>



VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
Tel: 0485 2262211 / 44
Email: vjcet@vjcet.org
www.vjcet.org



1. Faculty Development Programme - Sample Brochure

**Three day Faculty Development Program
On "Advances in Environmental
Engineering"**

January 31st - February 2nd, 2018

REGISTRATION FORM

Full Name (in block letters):

Designation:

Address:

.....

.....

PIN:

Contact No. (O) :

Mobile No:

Email:

Signature of the Participant

Important instruction

- Travel and accommodation expenses have to be borne by participants themselves.

For information and correspondence, please contact:

Ms. Devina Vipinan
Ms. Nivya Mary Abraham
Coordinators, Department of Civil Engineering
Viswajyothi College of Engineering and Technology
Vazhakulam, Muvattupuzha, Kerala 686670
Contact Details:
E-mail: devina88@gmail.com, nivymary@yahoo.com
Phone: +91-9446926657, +91-9446965347

Advisory committee :

Msgr. Dr. Cherian Kanjirakombil
Manager

Rev. Dr. George Thanathuparambil
Director

Dr. Josephkunju Paul C
Principal

Dr. Pramod Kumar M
Dean, Research & Development

Prof. Dr. Anniamma Chacko
Adj. Professor, CED

Technical committee :

Ms. Shine George
Convener and HOD, CED

Mr. Eldhose M Manjummekudiyl
Assistant Professor, MACE Kothamangalam

Dr. Anoop C K
Associate Professor, CED

Ms. Soorya R
Assistant Professor, CED

Resource Persons:

Experts from reputed institutes,

Dr. Jai M Paul
Associate Professor, MACE, Kothamangalam

Dr. Divya P V
Assistant Professor, IIT Palakkad

Ms. Devika Venu
Assistant Professor, MACE, Kothamangalam.

Ms. Shine George
Associate Professor, HOD CED, VJCET, Vazhakulam

Dr. Anoop C K
Associate Professor, VJCET, Vazhakulam.

**Three day
Faculty Development Program
on
Advances in
Environmental
Engineering**

January 31st - February 2nd, 2018

**Sponsored by
CENTRE FOR FACULTY DEVELOPMENT & RESEARCH**

**Organized by
DEPARTMENT OF CIVIL ENGINEERING
VISWAJYOTHI COLLEGE OF
ENGINEERING AND TECHNOLOGY
VAZHAKULAM, MUVATTUPUZZHA
ERNAKULAM, KERALA 686 670
INDIA**

About the Institute

Viswajyothi College of Engineering & Technology (VJCET) is yet another hallmark of the commitment and experience of the Catholic Diocese of Kothamangalam in the field of Education. Established in the year 2001 as a self-financing Engineering College affiliated to Mahatma Gandhi University, Viswajyothi College of Engineering & Technology has grown manifold and has earned the reputation as a trend setter in Engineering & Management Education. The College is situated in a sprawling campus of 26 acres, nestled among lush greenery over a hillock on the side of State Highway No. 8, about 5 kms from Muvattupuzha en-route to Thodupuzha. A highly committed Management Team with the noble vision of transforming Viswajyothi College of Engineering & Technology into an International Center of Excellence in Engineering & Management Education with a competent and dedicated Faculty, scientifically planned infrastructural facilities, modern laboratories, workshops and full-fledged teaching-learning set ups along with an excellent work culture and campus atmosphere has enabled VJCET to carve a niche for itself amongst the self-financing colleges in Kerala within a short span of time.

Vision

Moulding Engineers par excellence with integrity, fairness and human values.

About the Department

The Department of Civil Engineering has been in existence since the inception of VJCET in 2001 and has emerged into a full-fledged department with the commencement of Civil Engineering program in 2010. It is trail blazed by highly competent, dedicated, well qualified and experienced faculty who are determined to instill in their students the right amount of confidence, knowledge and ethics to build our world. Over the years, the Department has grown in different spheres of activities. At present, the Department offers an undergraduate program in Civil Engineering leading to the B.Tech degree. The

Department has well-equipped laboratories with facilities more than those prescribed in the course syllabus. The Civil Engineering Department is continuing the process of building strong links with the building construction and allied industries. Besides high quality teaching and instruction at undergraduate level, the department offers technical advisory support to various Governmental & Private organizations by way of consultancy services and testing facilities in its different Laboratories. The Department of Civil Engineering contributes to the interdisciplinary academic and research activity of the institute.

Vision

Building Professionally Competent and Motivated Engineers in the Arena of Civil Engineering with High Professional Ethics.

Mission

- To promote a better teaching learning process through academically proficient faculties, full fledged laboratories and excellent infrastructure facilities.
- To equip the graduates with knowledge, research and practical skills in modern construction practices and techniques.
- To inculcate knowledge of sustainability in various domains of Civil Engineering.
- To nurture Civil Engineers into ethically strong and responsible leaders to address global challenges through quality education.

About the FDP

The Three day Faculty Development Program on "Advances in Environmental Engineering" is scheduled during 31st January to 2nd February 2018. The main objective of this training program is to provide an insight into the recent trends and advances in environmental engineering. The program provides a platform to discuss and debate several issues related to Environmental pollution - causes,

effects and control methods. The participants can gain knowledge to solve effectively various practical issues in the arena of Environmental Engineering. The proposed training program will bring together faculty members and researchers from varied realms of Civil Engineering with specific emphasis on Environmental Engineering; consequently paving the way to tackle with challenges in the respective fields by identifying new methodologies.

Course Objectives:

- To introduce the participants to various recently evolved modes of surface water management.
- To provide them with a generic understanding on sustainable solid waste management and advanced wastewater treatment techniques.
- To generate an awareness among them on the recent paradigm shift in disaster management scenario in India and its implications on the built environment.

Course Outcomes:

Participants will be able

- To understand the basic concepts of recently evolved modes of surface water management
- To select appropriate sustainable solid waste management and advanced wastewater treatment techniques
- To understand the basic concepts of the disaster management scenario in India

Who Should Attend

Engineering College teachers (both degree and polytechnic), research scholars and PG students from AICTE approved institutions and research organizations.

Registration

The registration for the course is free

Last date for Registration: **January 31st, 2018**

All the registered candidates will be given participation certificate.



1.1 Policy document regarding academic enrichment programme in staff manual

Staff Manual

Viswajyothi College of Engineering & Technology

6. Academic Enrichment Programmes

The management has been sponsoring Faculty Development Programmes (FDP), National Seminars, workshops and conferences. Such academic events are meant to enrich the knowledge of teachers and students by way of absorbing recent trends and approaches not covered by the syllabi. The following directives may be complied with in this regard.

Seminars, Conferences and workshops need to be planned in advance and details submitted in the annual academic plan of each department. The detailed plan and budgeting be submitted to the management before 30th June to finalise the academic plan for the year.

Faculty Development Programmes are to be organised in the departments before or after the regular class works preferably during the semester break to encourage the entire faculty to attend the programme.



2. Financial Assistance given for Attending Conference-Sample

VISWAJYOTHI COLLEGE OF ENGINEERING AND TECHNOLOGY
Department of Civil Engineering
Training and travel

Sl. No.	Date	Particulates	Vouchre No.	Amount (in Rs)	Amount for civil department (in Rs)
1	07.05.2015	Advance for Flight booking charge- kolkata to kochi and return	104	6,600.00	6095.00
2	08.09.2015	KTU-Training fee	127	50,000.00	15992.00
3	19.01.2016	50% registration fees for attening international conference on recent advances in civil Engg. From 14th Jan to 16th Jan at CUSAT	2100	1,500.00	1500.00
Total					23587.00

[Signature]
FO



VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
Tel: 0485 2262211 / 44
Email: vjcet@vjcet.org
www.vjcet.org



CE
1540

Viswajyothi College of Engineering and Technology
Vazhakulam, Muvattupuzha, Ernakulam, Ernakulam
Engineering College

Voucher No : 2100

Place : Vazhakkulam
Date : 19/01/2016

From : Lins Paul Kuriakose, Asst. Prof. Civil Dept.

To : The Principal, Viswajyothi College of Engineering and Technology

Payment Mode : Cash

No	Particulars	Rs.
1	50% registration fees for attending International conference on Recent advances in Civil Engg. from 14th Jan to 16th Jan at CUSAT	1,500.00
Total		1,500.00
Passed for One Thousand Five Hundred Indian Rupees Only		Yours faithfully ,

Prepared By: adstf106

Debit Head : QIP to Staff

Received Rs. : One Thousand Five Hundred Indian Rupees Only

Rs. : 1,500.00

Date : 19/01/2016

Checked By :

Principal

Approved By :

Received by

Receiver's
Signature



2.2 Policy document in staff manual regarding financial assistance for attending conferences/ present a paper in conference

Staff Manual

Viswajyothi College of Engineering & Technolog

9. Research Promotion

9.1 To attend a conference

A request with confirmation letter from the organizers of the conference has to be submitted to the Review Committee through the Principal. The Review Committee, after looking at the nature of the conference and other details, will submit the recommendation to the Principal. The Principal will forward the recommendation to the Manager who will take the final decision. Management will bear 50% of the registration fee of the conference, subject to a maximum of Rs. 5000/- per person per academic year.

9.2 To present a paper in conference

A request with the acceptance letter from the organizers of the conference and full paper for presentation in the conference have to be submitted to the Review Committee through the Principal. The faculty member has to present the paper in the Review Committee meeting. The review Committee, after looking at the nature of the conference, presentation, quality of the paper and other details will submit its recommendation to the Principal, who will forward the same to the Manager with his comments. The Manager will take the final decision. Management will bear 50% of the cost of the conference registration fee subject to a maximum of Rs. 5000/- for a conference in an academic year. In addition, on submission of the presentation certificate from the organizers, the presenter will be rewarded with Rs. 3000/- for national conferences (Rs. 1500 for the first author and Rs. 1500 for all the other authors together, if the paper is authored by more than one person), and Rs. 6000/- for international conferences (Rs. 3000 for the first author and Rs. 3000 for all the other authors together). This will be considered only if the paper is published in the conference proceedings with ISBN.



3. Quality Improvement Programme - Doctoral Research – Sanction Letter

From
Naveen Jacob
Associate Professor,
Department of Electronics & Communication Engineering,
VICET, Vazhakulam.

To
The Manager,
Through Principal,
VICET, Vazhakulam.

14.07.2017

Sub: Request for Study leave for joining NIT, Karnataka, Surathkal for PhD Program under QIP-Reg

Sir,

I have received the admission letter for PhD programme, dated 17/02/2017 instructing me to report at National Institute of Technology Karnataka, Surathkal, for admission between 10/07/2017 to 21/07/2017 along with following documents.

1. Sponsorship and Relieving Certificate
2. Certificate of AICTE recognition of our Institution
3. Certificate of relieving from duties

With reference to the office order dated 14/10/2015, I request you to relieve me from my duties and sanction study leave from 17/07/2017 for a period of 3 years for the completion of PhD program by safeguarding my lien in the college and grant me monthly allowance during study leave period. I also request you to issue the above mentioned certificates for producing at NITK at the time of admission. Enclosed please find herewith the documents for your ready reference and action

Thanking You,

Yours faithfully,

Naveen Jacob

Enclosure

1. Admission offer letter
2. Office order by VICET regarding study leave for higher studies under QIP
3. Formats of Sponsorship and Relieving Certificate
4. Certificate of AICTE recognition of our Institution

forwarded to the director

14/7/17

Recommended
Sanctioned
14/7/17

14.7.17



4. Part-Time Ph.D.

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY
Cochin University, P.O.
Kochi-22.
Dated, 06.05.2019

No.Ac.B2/1540/5939/2018

From
The Registrar

To
Smt. Nivya Mary Abraham
Research Scholar
School of Engineering
Cochin University of Science and Technology
Kochi - 22.

Sir,

Sub: **Registration of Research for Ph.D. Degree - Correction in the nature of Ph.D. Registration - reg.**

Ref: 1. U.O. No.Ac.B2/Gen.1/09 dated 26.11.2011
2. Recommendation of the Research Committee dated 13.08.2018
3. Letter No. SOE/A5/Ph.D./235/2018/1991 dated 03.01.2018
4. Registration Memo of even No. dated 19.02.2019

I write to inform you that the Vice-Chancellor is pleased to grant your request for registration for **Part-Time** research for Ph.D. Degree under the **Faculty of Engineering** as per details below;

1. Topic of research allotted : **"Waste water treatment using membrane reactors".**

2. Name of Joint Supervisors : a. Dr. Renu Pawels, Professor, School of Engineering, CUSAT, Kochi-22
: b. Dr. G. Madhu, Professor, School of Engineering, CUSAT, Kochi-22

3. Centre of research : School of Engineering, CUSAT, Kochi-22

Your registration is governed by the regulations for research that are effective from 2018 admissions communicated vide Notification No.Conf.II/2941/3/2017 (5) dated 02.02.2018. For details you can log on to the University website "cusat.ac.in/academic regulations".

You have been allotted registration **No.5939** which shall invariably be quoted in all correspondence with the University regarding your registration.

Your registration will be effective from **17.09.2018** As a **Part-Time** Research Scholar, your registration will be valid upto **16.09.2025** only, subject to compliance with the provisions of the Ph.D. Regulation.

..2..



5. Special Casual Leave for Part-Time Ph.D.

Shine George,
Associate Professor & Head,
Department of Civil Engineering,
Viswajyothi College of Engineering & Technology,
Vazhakulam, Muvattupuzha.

Date: 30/12/2019

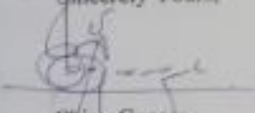
The Director, through Principal,
Viswajyothi College of Engineering and Technology,
Vazhakulam - 686670


Sub: Request for Special Leave for PhD

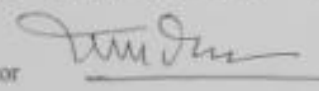
Respected Sir,

I had set aside 10 days of my vacation of the previous academic year which was to be availed during this month. As I am in the process of completing my research works, may I request your esteemed office to grant me special Casual leave for 10 days in addition to the 7.5 days for the impending semester with effect from 1st Jan 2020 to 31st May 2020.

Sincerely Yours,


Shine George
Associate Professor, Dept of Civil Engineering


Principal
VJCET, Vazhakulam

Spcl casual leave for Ph.D

Director
VJCET, Vazhakulam

Leave with 1/10/2020



5.1 Policy document in staff manual for QIP

9.8. Pursuing Ph.D. programme, Full time and Part time

With the intention of improving the quality of teaching and promoting research, the management has decided to depute faculty with a minimum experience of three years in this college with proven academic record for Ph.D. programme.

Faculty with registration for Ph.D. (part time) will be provided special casual leave of 15 days for three years which can be availed during the semester break. If the candidate has not worked for the full academic year or pending valid registration, the leave admissible will be on a pro rata basis. The special casual leaves are sanctioned for meeting the guide, visiting the library and making progress in the work. The special leave for the research purpose may be availed for a minimum of 5 days at a time and validated by the research supervisor.

Faculty with full time registration will be granted study leave for Ph. D. programme for three years, safeguarding the lien in the college without affecting seniority and other benefits. On rejoining service benefit of three increments will be granted. On awarding Ph.D three advance increments as per AICTE will be granted. Those candidates proceeding on full time study leave will be granted a monthly allowance of Rs. 10000 (ten thousand) for three years from

32

the sanction of their study leave. In case of their leaving within the duration of a month, the allowance will be remitted from the next month.

Extension of the period will be permitted subject to the satisfactory progress in the research at the discretion of the management and on the recommendation of the research supervisor.

After awarding the Ph. D. the faculty should render their service for a period of five years in the parent institution failing which double the amount of allowance granted as scholarship or as special casual leave should be refunded prior to the official release order by the institution.

The faculty has to execute a bond with the college to serve the institution for a period of five years upon completion of his/her research programme (Proforma of Bond given in the Staff Manual as Appendix III).

The candidate will be governed by the rules laid down by the management of the college in force.



6. Duty Leave for Attending Conferences

Duty Leave

VISWAJYOTHI COLLEGE OF ENGINEERING & TECHNOLOGY, VAZHAKULAM
APPLICATION FOR SPECIAL CASUAL LEAVE/DUTY LEAVE

1. Name and Designation of applicant : ANOOP C.K., Associate Prof.

2. Purpose of leave : Attending conference at Geneva, Sw

3. Reference No. & Date of Communication if any (letter to be enclosed) : _____

4. i) Date of duty as per the above communication : May 7, 2018 to May 11, 2018

ii) Journey days : 5 days-up _____ days-down _____

iii) Total duration & date of leave applied for : 5 days to _____ day

5. Whether TA&DA payable by college : YES/NO

Recommendation of HOD : _____

FOR OFFICE USE ONLY

6. Reference of sanction & Eligibility of above leave : from 7/5/18 to 11/5/18

Special Casual Leave/Duty leave : 5 days is sanctioned.

PRINCIPAL



6.1 Policy Document in Staff Manual regarding Leaves

11. Policy for Leaves, Holidays & Working Hours

11.1 Principles for deciding seniority

Generally the seniority is based on the date of joining. However, if in the same selection process more than one candidate has been recruited, their seniority will be decided on the basis of the rank secured by them, irrespective of the date of joining. But, if a candidate has been given much more than the normal joining time, say for completing a course of study or for similar reasons, his seniority will be decided on the basis of the date of joining. Faculty members who are granted leave for higher studies will retain their original seniority when they join back after the completion of their studies. Before the introduction of the new pay scales as per AICTE notification F. No. 37-3/Legal/ 2010 dt. January 22, 2010, there were three grades of lecturers, viz. lecturer, senior lecturer and selection grade lecturer, but as per the above notification all these grades have been merged into one and the post is designated as Asst. Professor. In the preparation of the present seniority list these grades have been treated as different cadres and a selection grade lecturer is treated as senior to a senior lecturer and a senior lecturer is treated as senior to a lecturer.

11.2 Working days, Working hours and Leave Rules



- a) Monday to Friday will be working days for VJCET institutions. Co-curricular activities will be arranged to take place on Saturdays and if such activities spread over more than a day they will be so arranged that one of the days is a Saturday. Such Saturdays will be treated as working days. If any working day is lost due to natural calamities, agitations of any kind, declaration of holiday by Govt./ District Collector or for other reasons, the Saturday immediately following, and if that is not possible the Saturday following after that, will be a working day. Other Saturdays may be declared as working days if that is found necessary to make up shortfall in total number of working days in a semester.
- b) Classes start at 9 a.m and close at 4. 25 p.m. Lunch break is from 12. 50 p.m. to 1.40 p.m.
- c) All staff members are required to punch-in before 8. 50 a.m and punch out after 4. 30 p.m.
- d) If total duration of late punch-in or early punch out exceeds 30 minutes in a month it will be treated as half-day casual leave and if it exceeds 3 hours it will be treated as full day's casual leave. However, the number of late punch-in and early punch-out will be limited to five occasions in a month for this purpose and beyond this each late punch-in and early punch-out shall be treated as half-day casual leave. If casual leave is not available, it will be treated as loss of pay leave.
- e) 'Forgot to punch' shall not be accepted as a reason for not punching. In such cases the faculty member should submit his/her explanation to the H.O.D at the earliest opportunity and in any case not later than the next day. The H.O.D. shall forward the explanation with his comment to the Principal and his decision in the matter shall be final. If the explanation is not satisfactory, the day shall be treated as leave.
- f) All public holidays, Saturdays not declared as working days and Sundays are holidays for all faculty members. Saturdays, except second Saturdays, will be working days for office staff and other staff, except non-teaching technical staff.
- g) Holidays declared by the govt. (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty.
- h) On all holidays, except Sundays, skeleton office staff will be on duty.



Staff Manual

Viswajyothi College of Engineering & Technology

- i) Days of hartal, restricted holidays and district holidays will be working days for the entire staff, teaching and non teaching. Absence on these days shall be treated as leave and online application for leave should be submitted to the competent authority.
- j) Conduct of classes on days of hartal, restricted holidays etc. will be decided by the management. As a general rule, if the college buses ply, the classes will be conducted.
- k) The management reserves the right to convert any holiday into a working day in special circumstances.

11.3 Compensatory Off

The management has the right to assign employees on duty on public holidays. In such cases the employee will be entitled to avail compensatory off on any working day with the previous permission of the leave sanctioning authority. In the alternative, he/she may claim cash compensation at the rate fixed by the management from time to time. If compensatory off is the choice it should be availed within three months from the date of doing duty on holiday. Compensatory off will not be granted for external duty for which extra remuneration is paid or for normal extra work in VJCET, as it is part of one's duty.

11.4 Casual Leave

All members of the staff who are eligible for vacation are eligible for 15 days' casual leave and others are eligible for 20 days' casual leave in a calendar year. Application for casual leave should be submitted to the H.O.D/ competent authority in advance with proposal for alternate arrangement to engage the class or to attend to the day's work. If application cannot be submitted in advance on account of some emergency or unforeseen reason, the H.O.D should be contacted over the phone at the earliest so that the H.O.D. should be able to make arrangements to engage the class. Failure to engage the class on account of leave shall be treated as dereliction of duty on the part of the faculty member availing leave. Casual leave cannot be availed for more than three days at a stretch and it cannot be combined with any other type of leave. Principal is the authority to sanction casual leave to teaching as well as non teaching staff. Any absence without proper sanction will be treated as unauthorized absence and salary will be cut at double the normal rate for the days of such absence.

11.5 Duty Leave

- a) Duty leave of a maximum of 15 days in a calendar year will be granted with full pay to the faculty members for the following:-



- 1 Attending conferences/seminars/workshops
 - 1 Delivering invited talks
 - 1 To interact with industry
 - 1 To attend meetings of the University
 - 1 To perform any other task assigned /approved by the Principal
- b) As far as possible faculty members from a dept. are to go on rotation to attend valuation camps/university examinations so as to limit the duty leave to a maximum of 15.
- c) Management may sanction duty leave in excess of 15 days if it is found necessary to enable the faculty member/staff to perform duties assigned by the University or the Principal

11.6 Block Leave

Members of teaching staff who have completed the probation and have one year of continuous service in an academic year (ending on 30th April) are eligible for 30 days block leave (annual leave) in an academic year. For a faculty member who joins during an academic year the block leave shall be calculated proportionately to the length of his continuous service. Block leave may be availed in the month of May/June with the prior approval of competent authority (Principal). Management reserves the right to sanction block leave in other months if it is satisfied that block leave can be sanctioned to a faculty member without affecting the classes. Block leave can be availed in a single stretch or in installments of not less than ten days at a time but if availed in installments there should be a gap of not less than 10 days. Block leave cannot be combined with any other leave except maternity leave.



7. Maternity Leave

VISWAJYOTHI COLLEGE OF ENGINEERING & TECHNOLOGY, VAZHAKULAM

APPLICATION FOR LEAVE ON LOSS OF WAGES

1.	Name of Applicant	Mrs. FINU JOHN
2.	Post Held & Department/Office/Section	Assistant Professor, Civil Department
3.	Pay	
4.	Date of entry into service & Date of commencement of continuous service, if applicable	11-07-2017
5.	Nature and period of leave applied for and date from which required	Maternity Leave 26-06-2019 to 23-09-2019 (90 days)
6.	Address during leave period with contact Phone No.	Kalambakkal House, Thachant Road, Uthukkumam, P.O. Modukkalur, Kottayam Pn: 94400262350
7.	Holidays proposed to be prefixed/suffixed to the leave, if any	Vacation 27-05-2019 to 25-06-2019
8.	Ground on which leave is applied for	Maternity Leave
9.	Date of return from last leave and the nature and period of that leave, if any	
10.	Remarks of the controlling officer	

I undertake to refund the vacation salary drawn, if any, previously and periods prior to the completion of 8 months of continuous service from the date of my first appointment.

Place : Vazhakulam

Date : 15/05/2019

✓
23/5/19

Signature of applicant
(with date)
15/5/19

Signature and Designation
of controlling officer (with date)
SHINE GEORGE HOV, C
15/5/19

(For Office Use only)

Eligibility : Maternity Leave Can be Sanctioned for 90 days
from 26-06-2019 to 23-09-2019

No. A4-95/2002

Date 27/5/2019

Order of the sanctioning authority

I. Sanctioned Maternity Leave (nature of leave) for 90 days
from 26.6.19 to 23.09.2019 on Maternity ground.



7.1 Maternity Medical Leave

VISWAJYOTHI COLLEGE OF ENGINEERING & TECHNOLOGY, VAZHAKULAM

APPLICATION FOR LEAVE ON LOSS OF WAGES

1.	Name of Applicant	Mrs FINU JOHN
2.	Post Held & Department/Office/Section	Assistant Professor, Civil Department
3.	Pay	
4.	Date of entry into service & Date of commencement of continuous service, if applicable	11-07-2017
5.	Nature and period of leave applied for and date from which required	LWA 24/09/2019 to 22/11/2019 (60 days)
6.	Address during leave period with contact Phone No.	Kalavackal House, Thodant Road, Uthukkalam P.O., Medukkalur Kottayam. Ph: 9400262350
7.	Holidays proposed to be prefixed/suffixed to the leave, if any	
8.	Ground on which leave is applied for	Maternity Medical Leave
9.	Date of return from last leave and the nature and period of that leave, if any	
10.	Remarks of the controlling officer	

I undertake to refund the vacation salary drawn, if any, previously and periods prior to the completion of 8 months of continuous service from the date of my first appointment.

Place : Vazhakulam

Date : 15/05/2019

Signature of applicant
(with date)

Signature and Designation
of controlling officer (with date)

(For Office Use only)

Eligibility : Loss of Pay & Can be Sanctioned for 60 days
from 24-9-2019 to 22-11-2019.

No. 25/2002

Date 27/5/19

Order of the sanctioning authority

11. Sanctioned Maternity Medical Leave (nature of leave) for 60 days
from 24-9-19 to 22/11/2019 on Maternity Medical ground.

Signature of Sanctioning Authority
Kerala - 686 670



7.2 Policy Document in Staff Manual regarding Maternity Leave and Medical Leave

11.7 Maternity Leave

All female members of the staff, who have satisfactorily completed the probation and have been confirmed in the service are eligible for maternity leave. Maternity leave will be for a period of 180 days. However 90 days with full pay & other allowances and the rest 90 days without pay & allowances.

Normally maternity leave should commence 15 days before the expected date of child birth and application for leave should be submitted to the competent authority sufficiently in advance. Information on child birth should be given to the sanctioning authority promptly. No other leave except block leave will be allowed to be combined with maternity leave. Block leave, if available to the credit of the mother, may be permitted, at the discretion of the management, to be combined with maternity leave. Management may sanction loss of pay leave to be combined with maternity leave, on production of medical certificate, in

39

Staff Manual

Viswajyothi College of Engineering & Technology

the case of serious sickness of mother or child but this will be limited to a maximum period of 30 days. All leaves combined should not exceed 120 days. No substitute will be appointed to fill up the vacancy due to maternity leave and the classes to be engaged by the person on leave shall be shared by the other faculty members of the department.

Viswajyothi College of Engineering & Technology

Staff Manual

11.9 Loss of Pay Leave

- Loss of pay leave may be granted by the Manager in the case of genuine need such as sickness, if the Manager is satisfied that the staff member will not be able to attend duties in spite of his best efforts and that he has exhausted all other types of eligible leave. A medical certificate will be insisted in the case of leave on account of sickness. Leave on loss of pay will be granted only for one month at a stretch and the maximum loss of pay leave that can be granted in one instance will be limited to three months. Loss of pay leave beyond three months in a calendar year, if sanctioned by the management as a special case, will not count for increment but will count for seniority.
- Loss of pay for a day at a time may be granted by the Manager in other cases if the Manager is satisfied that due to unforeseen exigencies the faculty member/staff member is not able to attend duty and all casual leave is exhausted but the total number of such leave shall be limited to three days in a semester.
- Loss of pay will be granted when no other leave is available. Further, loss of pay application with Medical certificate (MC) will be permissible for a maximum period of 5 working days consecutively. In case, emergency and unavoidable circumstances the application may be considered as a special case by the authority. However, absence from duty beyond 5 working days which may include Saturdays, Sundays and other holidays falling in between loss of salary will be applicable. This amendment concerning the loss of pay leave rule will come into force with immediate effect.



8. Festival Allowances

Viswajyothi College of Engineering and Technology
Vazhakulam, Muvattupuzha, Ernakulam, Ernakulam
Engineering College

Voucher No : 345 **810** Place : Vazhakulam
Date : 31/08/2017

From : Festival Allowance

To : The Principal, Viswajyothi College of Engineering and Technology

No	Particulars	Rs.
1	Festival Allowance related to Onam paid to 329 staff Rs. 1000/-	329,000.00
Total		329,000.00
Passed for Three Lakh Twenty Nine Thousand Indian Rupees Only		Yours faithfully .

Prepared By : adstf106

Checked By :

Principal

Debit Head : Festival Allowance

Received Rs. : Three Lakh Twenty Nine Thousand Indian Rupees Only

Rs : 329,000.00

Date : 31/08/2017

Approved By :

Received by

Receiver's
Signature



9. Gratuity – Payment Notice & Receipt

FORM 'L'

See clause (i) of sub rule (1) of Rule 8

Notice for Payment of Gratuity

To,

(Name and address of the applicant employee/nominee/legal heir)

BASIL BABY, MALAPPUZHENPURAYIL
MEKKADAMPIL P.O., MUVAATTUPUZHA

You are hereby informed as required under clause (i) of sub-rule (1) of Rule 8 of the Payment of Gratuity (Central) Rules, 1972 that a sum of Rs. 266580/- (Rupees

Two lakhs Sixty six thousand five hundred and eighty only is payable to you as gratuity as your share of gratuity in terms of nomination made by _____ on _____ and

recorded in this _____ as a legal heir of _____ an employee of this _____ establishment.

2. Please call at 11.00 a.m. on 15.01.2021 (Here specify place)(date)

at Viswajyothi College of Engg & Tech for collecting your payment in cash/open or crossed cheque (time)

3. Amount payable shall be sent to you by postal money order at the address given in your application after deducting the postal money order commission, as desired by you, by _____

Brief statement of calculation

(1) Total period of service of the employee concerned: 12 years _____ months.

(2) Wages last drawn: 22506/-

(3) Proportion of the admissible gratuity payable in terms of nomination/as a legal heir: _____

(4) Amount payable: Two lakhs Sixty six thousand five hundred and eighty only

Place: Chakkalam

Date: 15.01.2021

Kampanalampil
Signature of the Employer/authorised officer.
Name or description of establishment or rubber stamp thereof.

Copy to the Controlling Authority.

Note.—Strike out the words not applicable.



RECEIPT

Received from Viswajyothi College of Engineering and Technology, Vazhakulam, a sum of Rs. 26,650/-
(Rupees Twenty Six Thousand Six Hundred and Fifty only)
by Cheque No. 048643 of South Indian Bank, in full and final settlement of the gratuity
due to me for my services in the College as Asst. Professor, CSE Dept.
from 01.02.2008 to 31.02.2020

[Signature]
Name and Signature

Date: 15/1/21
Vazhakulam.

9.1 Policy Document in Code of Ethics regarding Gratuity

6. EXIT POLICY AND APPLICABILITY

6.1 RETIREMENT AND RESIGNATION

- The retirement age of all members of teaching and non-teaching staff and all other employees of the College and appended institutions shall be as per Kerala Government norms from time to time. As on the day, it is 56. Teachers will retire at the end of the semester in which they complete the age of 56. All other employees will retire at the end of the month in which the date of birth of falls.
- Gratuity payment will be made at the time of retirement if one has completed continuous service for five full years or more on the basis of the number of years of service completed as per the law prevailing at the time. At present, the formula for calculating gratuity is: (Basic pay + DA of last month) x Number of years completed x 15/26.
- If someone continues his/her service after retirement, at the interest of the Management, he/she will be paid a consolidated amount of salary on contract basis. There will not be annual increment or any other emoluments at the end of service.
- Period of loss of pay leave or unauthorized absence, which results in a break in service, will not be considered for calculation of gratuity.
- Those who resign from the post in the institution before reaching retirement age also will have claim for gratuity on the basis of the period of service completed. However, those who are forced to leave the institution consequent on disciplinary action will not have any claim for gratuity.
- Those who join Viswajyothi College after retiring at the age of 56 or above from any other Government or Non-Government institution will be given only a consolidated amount on contract basis. They will not be given annual increment or any other emoluments at the end of service.



10. Group Medical Insurance

STAR Health Insurance
The Health Insurance Specialist

Star Health and Allied Insurance Company Limited

Star Group Health Insurance
Unique id : SHAHLGP19528V011319
Policy Schedule

Policy No.	P/181215/01/2021/006075	Previous Policy No.	P/181215/01/2020/002442
Proposer's Code	12078042	GSTIN	32AAJCS4517L1Z7
Proposer's Name	VISWAJYOTHI COLLEGE OF ENGINEERING AND TECHNOLOGY	SAC Code	997133/Accident and Health Insurance Services
Address	VAZHAKULAM P.O., MUVATTUPUZHA Manjalloor, Ernakulam, Kerala-686670	Issuing Office Code	181215
Phone No	+9496500336/	Issue Office Name	Branch Office - Kakkanaad
Email id	vjcet@vjcet.org	Address	Door No. 33/19D-15, First Floor, Ammu Arcade, Civil Lane Road, Padivattom, Ernakulam, Cochin-682 024
Proposer GSTIN	-	Phone No	0484-4015533
Collection No	1297005767	Email id	ernakulam.kakkanad@starhealth.in
Collection Date	28/09/2020	Place of Supply	-
Premium	Rs. 17,41,210	Fulfiller Code	SH6468
CGST @9%	156,709/-	Intermediary Code	
SGST/UTGST@9%	156,709/-	Name	181215 SD CODE
Kerala Flood Cess @1%	17,412/-	Phone	/
Stamp Duty	Rs. 1	Email id	
Total Premium	Rs. 20,72,040		
Total Premium in words	Indian Rupees Twenty Lakhs Seventy Two Thousand Forty Only		
Period Of Insurance From	28/09/2020 10:00 Hrs	To Midnight Of	27/09/2021 23:59:59
Risk Coverage Details			
No. of Employees / Members Covered	78		
No. of Dependents Covered	265		
Total No. of Persons covered	343		
Insured Slab	Rs. 3,00,000/- only		
Sum Insured	Rs. 2,34,00,000/- only		
Sum Insured (in words)	Indian Rupees Two Crores Thirty-Four Lakhs Only		
Extensions Offered			
Days waiting Period	Exclusion no.1 appearing in the policy clause stands deleted		
Year Exclusion	Exclusion no.2 appearing in the policy clause stands deleted		
Two Year Exclusion	Exclusion no.3 appearing in the policy clause stands deleted		
Issued by	SH00010		
Valid by	BACKDATE		
Valid till	15/10/2020		
 <p>For and on behalf of Star Health and Allied Insurance Company Ltd Authorized Signatory</p>			



11. EPF, ESI



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 15/10/2019 20:32:

Payment Confirmation Receipt

TRRN No :	2731910006775
Challan Status :	Payment Confirmed
Challan Generated On :	14-OCT-2019 16:27:13
Establishment ID :	KRKCH0019531000
Establishment Name :	VISWAJYOTHI COLLEGE OF ENGG & TECHNOLOGY
Challan Type :	Monthly Contribution Challan
Total Members :	98
Wage Month :	SEP-2019
Total Amount (Rs) :	3,12,270
Account-1 Amount (Rs) :	2,04,772
Account-2 Amount (Rs) :	6,249
Account-10 Amount (Rs) :	95,000
Account-21 Amount (Rs) :	6,249
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002151019357668
Payment Date :	15-OCT-2019
Payment Confirmation Date :	15-OCT-2019





VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
Tel: 0485 2262211 / 44
Email: vjcet@vjcet.org
www.vjcet.org



COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With EMPLOYEES' PROVIDENT FUND ORGANISATION

TRRN 2732003006483

Establishment Code & Name: KRKCH0019531000 VISWAJYOTHI COLLEGE OF ENGG & TECHNOLOGY
Address: VAZHAKULAM, MUVATTUPUZHA, MUVATTUPUZHA, ERNAKULAM, KERALA
Dues for the wage month of February 2020
Total Subscribers: EPF 96 EPS 81 EDLI 96
Total Wages: 12,34,013 11,29,113 12,34,013

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	6,174	0	0	0	6,174
2	Employer's Share Of	54,492	0	93,588	6,174	0	154,254
3	Employee's Share Of	1,48,080	0	0	0	0	1,48,080
Grand Total : Three Lakh Eight Thousand Five Hundred Eight Rupees Only							3,08,508

(Only for offline payment in case permitted by EPFO)

FOR BANKS USE ONLY

Amount Received _____
Date of presentation of _____
Date of Realisation of _____
SBI Branch Name _____
SBI Branch Code _____

FOR ESTABLISHMENT USE

Cheque/DD No. _____ Date: _____
Cheque/DD drawn bank & _____
Name of the Depositor _____
Date of Deposit _____ Mobile No. _____
Signature of the _____

(To be manually filled by

(This is a system generated challan on 12-MAR-2020 11:51, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY and PMRPY:-

A) A/C no 1 (Employer share) (Rs.) -	0
B) A/C no 10 (Pension fund) (Rs.) -	0
C) Total (A + B) (Rs.) -	0
D) Total remittance by Employer (Rs.) -	3,08,508
E) Total amount of uploaded ECR (C + D) (3,08,508



ESIC
Employees' State Insurance Corporation

Insurance

0

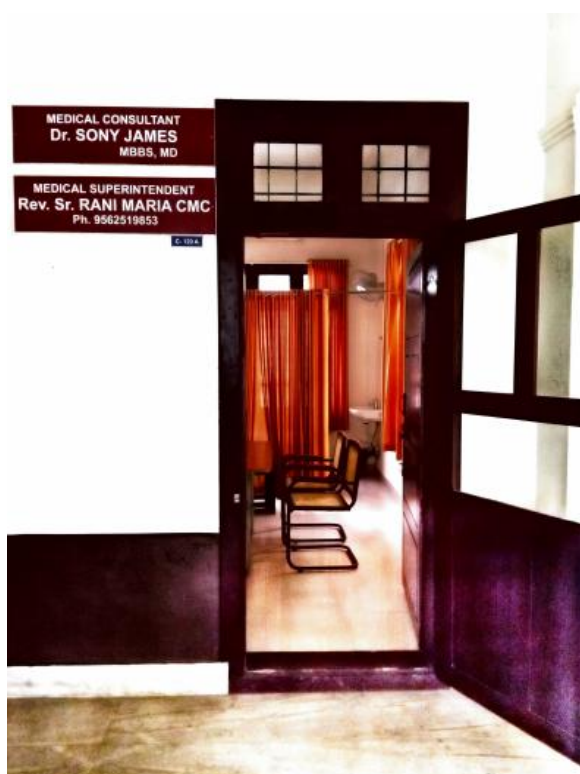
Monthly Contribution > Online Challan Form

Transaction Details		* Required Fields
Transaction status:	Completed successfully.	
Employer's Code No:	47000182540001304	
Employer's Name:	VISWAJYOTHI COLLEGE OF ENGINEERING AND TECHNO	
Challan Period:	Sep-2019	
Challan Number :	04719135264657	
Challan Created Date	15-10-2019 19:18:17	
Challan Submitted Date	15-10-2019 19:18:20	
Amount Paid:	50875	
Transaction Number:	CHC0619378	
Print		Close

DISCLAIMER: Content owned, maintained and updated by Employee's State Insurance Corporation. Copyright © 2009, ESIC, India. All Rights Reserved. Best viewed in 1024 x 768 pixels, Designed and Developed by Wipro LTD.IP Address :



12. Medical Consultation Room





13. Multi Gymnasium & Fitness Center





14. College Bus Fee paid by Staff - Sample

VJCET Bus Accounts
Vazhakulam P O
Muvattupuzha
Kerala
E-Mail : vjcet@vjcet.org

Trs.Bus Collection Jrnl Voucher

No. : 73

Dated : 31-Mar-2020

Particulars	Debit	Credit
Viswajyothi College of Engineering & Technology <i>Dr</i>	2,00,382.00	
To Abin PaulMEFAC144 <i>Agst Ref: MEFAC144/SuperCollection/Vazh20 4,240.00 Cr :</i>		4,240.00
To Abraham AntonyMEFAC118 <i>Agst Ref: MEFAC118/SuperCollection/Vazh20 2,244.00 Cr :</i>		2,244.00
To Amrutha S CEFAC107 <i>Agst Ref: CEFAC107/SuperCollection/Vazh20 1,632.00 Cr :</i>		1,632.00
To Ancy Genu C. GeorgeCEFAC139 <i>Agst Ref: CEFAC139/SuperCollection/Vazh20 2,618.00 Cr :</i>		2,618.00
To Aneesh Kurian (On Leave) EEFAC106 <i>Agst Ref: EEFAC106/SuperCollection/Vazh20 4,488.00 Cr :</i>		4,488.00
To Anish M Jose ECFAC127 <i>Agst Ref: ECFAC127/SuperCollection/Vazh20 1,946.00 Cr :</i>		1,946.00
To Anitha MathewADSTF108 <i>Agst Ref: ADSTF108/SuperCollection/Vazh20 990.00 Cr :</i>		990.00
To Anju EldhoseSHSTF103 <i>Agst Ref: SHSTF103/SuperCollection/Vazh20 990.00 Cr :</i>		990.00
To Ann Neetha SabuSHFAC101 <i>Agst Ref: SHFAC101/SuperCollection/Vazh20 2,728.00 Cr :</i>		2,728.00
To Ann Preetha JoseITFAC106 <i>Agst Ref: ITFAC106/SuperCollection/Vazh20 1,772.00 Cr :</i>		1,772.00
To Anoop CCSSTF114 <i>Agst Ref: CCSSTF114/SuperCollection/Vazh20 1,650.00 Cr :</i>		1,650.00

continued ...



VJCET Bus Accounts
Vazhakulam P O
Muvattupuzha
Kerala
E-Mail : vjcet@vjcet.org

Trs.Bus Collection Jrnal Voucher

(Page 2)

No : 73

Dated : 31-Mar-2020

Particulars	Debit	Credit
To Anoop C.K.CEFAC132 <i>Agst Ref: CEFAC132 / Vazhakulam / Mar-20 2,882.00 Cr :</i>		2,882.00
To Anu JoseCSFAC126 <i>Agst Ref: CSFAC126 / Vazhakulam / Mar-20 1,724.00 Cr :</i>		1,724.00
To Anu PaulCEFAC122 <i>Agst Ref: CEFAC122 / Vazhakulam / Mar-20 2,492.00 Cr :</i>		2,492.00
To Appu JohnCEFAC111 <i>Agst Ref: CEFAC111 / Vazhakulam / Mar-20 816.00 Cr :</i>		816.00
To Babu T ChackoEEFAC111 <i>Agst Ref: EEFAC111 / Vazhakulam / Mar-20 1,980.00 Cr :</i>		1,980.00
To Basil BabyCSFAC107 <i>Agst Ref: CSFAC107 / Vazhakulam / Mar-20 1,724.00 Cr :</i>		1,724.00
To Bency CleetusCSFAC119 <i>Agst Ref: CSFAC119 / Vazhakulam / Mar-20 2,120.00 Cr :</i>		2,120.00
To Benny SebastianMESTF102 <i>Agst Ref: MESTF102 / Vazhakulam / Mar-20 1,144.00 Cr :</i>		1,144.00
To Biju VargheseMESTF106 <i>Agst Ref: MESTF106 / Vazhakulam / Mar-20 990.00 Cr :</i>		990.00
To Breeza PauloseEEFAC116 <i>Agst Ref: EEFAC116 / Vazhakulam / Mar-20 990.00 Cr :</i>		990.00
To Brighty JoseADSTF131 <i>Agst Ref: ADSTF131 / Vazhakulam / Mar-20 938.00 Cr :</i>		938.00
To Cini KEEFAC103 <i>Agst Ref: KEEFAC103 / Vazhakulam / Mar-20 816.00 Cr :</i>		816.00
To Cinita Mary MathewCSFAC127 <i>Agst Ref: CSFAC127 / Vazhakulam / Mar-20 1,786.00 Cr :</i>		1,786.00
To Cuckoo Anitha JosephECFAC116		816.00

continued ...



VJCET Bus Accounts
Vazhakulam P O
Muvattupuzha
Kerala
E-Mail : vjcet@vjcet.org

Trs.Bus Collection Jnl Voucher
(Page 3)

No. : 73

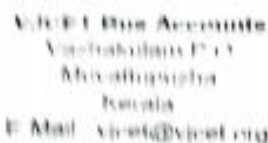
Dated : 31-Mar-2020

Particulars	Debit	Credit
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 816.00 Cr : To CYRIAC JOSEPH VEMPALA MBFAC118		4,240.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 4,240.00 Cr : To Cyriac M OdackalECFAC102		4,240.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 4,240.00 Cr : To Denny JosephECSTF103		1,246.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 1,246.00 Cr : To Devina VipinanCEFAC110		3,624.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 3,624.00 Cr : To Dhinu PauleESTF102		1,090.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 1,090.00 Cr : To Doniya JohnsonCESTF109		2,120.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 2,120.00 Cr : To Eldhose Paul KCSSTF113		1,442.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 1,442.00 Cr : To Eldhose Paul MEFAC126		1,980.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 1,980.00 Cr : To Finu JohnCEFAC138		4,240.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 4,240.00 Cr : To Geo BabyMBFAC116		3,960.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 3,960.00 Cr : To James R AlexCSSTF101		2,120.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 2,120.00 Cr : To Jane Maria SEEFAC117		1,618.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 1,618.00 Cr : To Jerin JoseCEFAC115		3,220.00
Agst Ref: MBFAC118 / Busjnl Collection / Mar-2020 3,220.00 Cr :		

continued ...



Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
Tel: 0485 2262211 / 44
Email: vjcet@vjcet.org
www.vjcet.org

**The Blue Collection Just Voucher**

1999: 21

No	P.A.	Dated	31-Mar-2020
	Particulars	Debit	Credit
To	Jandira JosephTEAC103		2,008.00
	By 2020 Jan 2020 (a/c) 2020/2020		
To	Jibby Peter		4,488.00
	DebitTEAC103		
	By 2020 Jan 2020 (a/c) 2020/2020		
To	Jilla VijiALSTF111		816.00
	By 2020 Jan 2020 (a/c) 2020/2020		
To	Jinila JoseSHFAC109		584.00
	By 2020 Jan 2020 (a/c) 2020/2020		
To	Jin JoseEEFAC114		1,004.00
	By 2020 Jan 2020 (a/c) 2020/2020		
To	Jincy K JoseCSSTF110		3,234.00
	By 2020 Jan 2020 (a/c) 2020/2020		
To	K.G. SindhuCSSTF107		1,632.00
	By 2020 Jan 2020 (a/c) 2020/2020		
To	Krishnendu KECFAC121		1,072.00
	By 2020 Jan 2020 (a/c) 2020/2020		
To	Lekshmi M SECFAC106		3,624.00
	By 2020 Jan 2020 (a/c) 2020/2020		
To	Lijo MathewCSSTF102		1,310.00
	By 2020 Jan 2020 (a/c) 2020/2020		
To	Mahesh SankarCESTF108		1,442.00
	By 2020 Jan 2020 (a/c) 2020/2020		
To	Manju Thomas		3,624.00
	TECFAC120		
	By 2020 Jan 2020 (a/c) 2020/2020		
To	Manu		1,980.00
	SebastianSHFAC111		
	By 2020 Jan 2020 (a/c) 2020/2020		
To	Mayadevi P ACSFAC106		1,632.00

continued



VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
Tel: 0485 2262211 / 44
Email: vjcet@vjcet.org
www.vjcet.org



VJCET Bus Accounts
Vazhakulam P O
Muvattupuzha
Kerala
E-Mail : vjcet@vjcet.org

Trs.Bus Collection Jrnl Voucher

(Page 5)

No. : 73

Dated : 31-Mar-2020

Particulars	Debit	Credit
Agst Ref: CSFAC108 / Bus Collection / Mar 2020 1,632.00 Cr : To Mereya BabyEEFAC108		1,166.00
Agst Ref: ECFAC105 / Bus Collection / Mar 2020 1,166.00 Cr : To Mili Els JoseCSFAC105		1,072.00
Agst Ref: CSFAC129 / Bus Collection / Mar 2020 1,072.00 Cr : To Minu GeorgeECFAC129		4,488.00
Agst Ref: ECFAC119 / Bus Collection / Mar 2020 4,488.00 Cr : To Neena Alex EEFAC119		2,144.00
Agst Ref: ECFAC115 / Bus Collection / Mar 2020 2,144.00 Cr : To Neena SkariaEEFAC115		1,632.00
Agst Ref: ECFAC111 / Bus Collection / Mar 2020 1,632.00 Cr : To Neenu DanielCSFAC111		1,980.00
Agst Ref: CSFAC112 / Bus Collection / Mar 2020 1,980.00 Cr : To Niji MathewsECFAC112		1,246.00
Agst Ref: ECFAC128 / Bus Collection / Mar 2020 1,246.00 Cr : To Nimmy GeorgeCSFAC128		2,492.00
Agst Ref: CSFAC137 / Bus Collection / Mar 2020 2,492.00 Cr : To Nisa Ann MathewCEFAC137		2,452.00
Agst Ref: CSFAC101 / Bus Collection / Mar 2020 2,452.00 Cr : To Preethy JosephITSTF101		3,542.00
Agst Ref: ITSTF101 / Bus Collection / Mar 2020 3,542.00 Cr : To Prince KurianITFAC108		1,072.00
Agst Ref: ITFAC103 / Bus Collection / Mar 2020 1,072.00 Cr : To R Anil KumarECFAC103		1,772.00
Agst Ref: ECFAC111 / Bus Collection / Mar 2020 1,772.00 Cr : To Ranjini SurendranECFAC111		2,244.00
Agst Ref: ECFAC111 / Bus Collection / Mar 2020 2,244.00 Cr :		



VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
Tel: 0485 2262211 / 44
Email: vjcet@vjcet.org
www.vjcet.org



VJCET Bus Accounts

Vazhakulam P O

Muvattupuzha

Kerala

E-Mail vjcet@vjcet.org

Trs.Bus Collection Jrnl Voucher

(Page 6)

No : 73

Dated : 31-Mar-2020

Particulars	Debit	Credit
To Recy Varghese (On Leave)ITSTF102		1,632.00
Apr 01/ 2020/ Income/ Vazh/ 1,632.00 Cr :		
To Remya PaulCSFAC121		1,632.00
Apr 01/ 2020/ Income/ Vazh/ 1,632.00 Cr :		
To Rini SimonCSFAC115		3,542.00
Apr 01/ 2020/ Income/ Vazh/ 3,542.00 Cr :		
To Rose Mary BabySHFAC107		816.00
Apr 01/ 2020/ Income/ Vazh/ 816.00 Cr :		
To Rose Mary KuruvithadamECFAC122		3,542.00
Apr 01/ 2020/ Income/ Vazh/ 3,542.00 Cr :		
To Rose Mary XavierCEFAC126		1,352.00
Apr 01/ 2020/ Income/ Vazh/ 1,352.00 Cr :		
To Sabitha Raju CSFAC114		816.00
Apr 01/ 2020/ Income/ Vazh/ 816.00 Cr :		
To Salini Dev P VITFAC109		2,618.00
Apr 01/ 2020/ Income/ Vazh/ 2,618.00 Cr :		
To Sani JohnECFAC118		1,980.00
Apr 01/ 2020/ Income/ Vazh/ 1,980.00 Cr :		
To Seethamma GeorgeEEFAC104		1,310.00
Apr 01/ 2020/ Income/ Vazh/ 1,310.00 Cr :		
To Shajju E GMESTF113		1,144.00
Apr 01/ 2020/ Income/ Vazh/ 1,144.00 Cr :		
To Shajan P JMESTF101		1,090.00
Apr 01/ 2020/ Income/ Vazh/ 1,090.00 Cr :		



VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
Tel: 0485 2262211 / 44
Email: vjcet@vjcet.org
www.vjcet.org



VJCET Bus Accounts
Vazhakulam P.O
Muvattupuzha
Kerala
E-Mail : vjcet@vjcet.org

Trs.Bus Collection Jnl Voucher

(Page 7)

No. : 73	Dated : 31-Mar-2020	
Particulars	Debit	Credit
To Shaji A VargheseITSTF104 Agst Ref: 000000 / Budget Collection / Vazh 2020 2,288.00 Cr :		2,288.00
To Sharone VargheseEEFAC112 Agst Ref: 000000 / Budget Collection / Vazh 2020 3,960.00 Cr :		3,960.00
To Sheela V.K.ITFAC113 Agst Ref: 000000 / Budget Collection / Vazh 2020 4,488.00 Cr :		4,488.00
To Shibu AugustineCESTF114 Agst Ref: 000000 / Budget Collection / Vazh 2020 1,958.00 Cr :		1,958.00
To Sindhu JoseCSFAC104 Agst Ref: 000000 / Budget Collection / Vazh 2020 2,144.00 Cr :		2,144.00
To Smitha JacobEEFAC107 Agst Ref: 000000 / Budget Collection / Vazh 2020 1,072.00 Cr :		1,072.00
To Somy P Mathew ECFAC107 Agst Ref: 000000 / Budget Collection / Vazh 2020 2,492.00 Cr :		2,492.00
To Soumya MathewCSFAC124 Agst Ref: 000000 / Budget Collection / Vazh 2020 2,728.00 Cr :		2,728.00
To Soumya Rani P. ThomasCEFAC125 Agst Ref: 000000 / Budget Collection / Vazh 2020 1,092.00 Cr :		1,092.00
To SREENISH RAMASWAMY MBFAC119 Agst Ref: 000000 / Budget Collection / Vazh 2020 4,240.00 Cr :		4,240.00
To Thankachan P JECSTF101 Agst Ref: 000000 / Budget Collection / Vazh 2020 2,100.00 Cr :		2,100.00

continued ...



VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
Tel: 0485 2262211 / 44
Email: vjcet@vjcet.org
www.vjcet.org



VJCET Bus Accounts
Vazhakulam P.O
Muvattupuzha
Kerala
E-Mail : vjcet@vjcet.org

Trs. Bus Collection Jrnl Voucher

(Page 8)

No. : 73

Dated : 31-Mar-2020

Particulars	Debit	Credit
To Tintu Shine A LCEFAC114 <small>Apd Ref: 000000/Income/Bus/2020 4,488.00 Cr :</small>		4,488.00
To Tiny Molly VITFAC107 <small>Apd Ref: 000000/Income/Bus/2020 2,618.00 Cr :</small>		2,618.00
To Tony DECFAC109 <small>Apd Ref: 000000/Income/Bus/2020 1,772.00 Cr :</small>		1,772.00
To Vinoj KMEFAC101 <small>Apd Ref: 000000/Income/Bus/2020 2,288.00 Cr :</small>		2,288.00
To V K Vanitha Rugmoni ECFAC115 <small>Apd Ref: 000000/Income/Bus/2020 1,772.00 Cr :</small>		1,772.00

On Account of :

Bus fare Collection from Staff
Salary February & March
2020

₹ 2,00,382.00 ₹ 2,00,382.00

Authorised Signatory



15. Separate Parking Area for Staff






VISWAJYOTHI
COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
Tel: 0485 2262211 / 44
Email: vjcet@vjcet.org
www.vjcet.org



16. Foreign Language Fee Receipt

 **VISWAJYOTHI COLLEGE OF ENGINEERING & TECHNOLOGY, VAZHAKULAM**
INDUSTRY INSTITUTE INTERACTION CELL (IIIC)
FOREIGN LANGUAGE DIVISION
RECEIPT

No.: **429** Date:

Received from Mr./Miss./Mrs.

an amount of Rs. only

towards the fee for Foreign Language (German/French) Coaching

₹ /-

Cashier



VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
Tel: 0485 2262211 / 44
Email: vcet@vcet.org
www.vcet.org



17. ATM

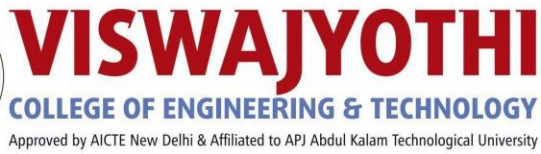




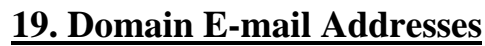
18. Class Room with Projector



Projector



Vazhakulam P.O., Muvattupuzha
Ernakulam Dist., Kerala - 686 670
Tel: 0485 2262211 / 44
Email: vjcet@vjcet.org
www.vjcet.org



Page 40

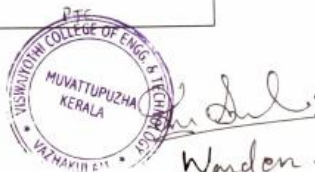


20. Hostel Facilities for Staff – with Subsidized Rate

Viswajyothi College of Engineering & Technology,

Vazhakulam P.O, Muvattupuzha - 686670

Teachers Staying In Hostel -Gents Hostel		
Sl.No.	Name	Dept
1	Arun Raphel	ME
2	Geo Michel	MB A
3	Martin Jose	ME
4	Nibin B	ME
5	Rakesh Jose	ME
6	Sajan T John	ME
7	Sanoj	



Viswajyothi College of Engineering & Technology,

Vazhakulam P.O, Muvattupuzha - 686670

Teachers Staying In Hostel -Ladies Hostel		
Sl.No.	Name	Branch
1	Vineetha Thankachan	Civil
2	Saksy Joy	Science



Gents Hostel

Vjcet, Vazhakulam Po, Muvattupuzha, Kerala, E-Mail : vjcet@vjcet.org

FEE RECEIPT :Hostel Fee

Receipt No **634** Date **4-Feb-2020**
Student Name **Rakesh Jose MEFAC133** Admission No.
Department **Staff** Year **2020-2021**
Division **STAFF** Semester

Sl No	Fee Item	Amount
1	Establishment Fee	3,000.00

INR Three Thousand Only
Est Fee - Jan 19 to April19.

TOTAL 3,000.00

Signature of Accountant/Cashier



21. Centralized Valuation Camp Appointment

6/17/2021

Viswajyothi College of Engineering & Technology Mail - Centralized Valuation CAMP Appointment 2019-06-07 10:27:04



BIJIMOL BIJIMOL <bijimol@vcet.org>

Centralized Valuation CAMP Appointment 2019-06-07 10:27:04

1 message

communication_support@ktu.edu.in <communication_support@ktu.edu.in> Fri, Jun 7, 2019 at 10:11 AM
To: reshmaroy1811@gmail.com, lishaelson@gmail.com, lidiya@visat.ac.in, jojohn028@gmail.com,
communication_support@ktu.edu.in, hannahsmattam@yahoo.in, bijimol@vcet.org

Dear Sir/Madam,

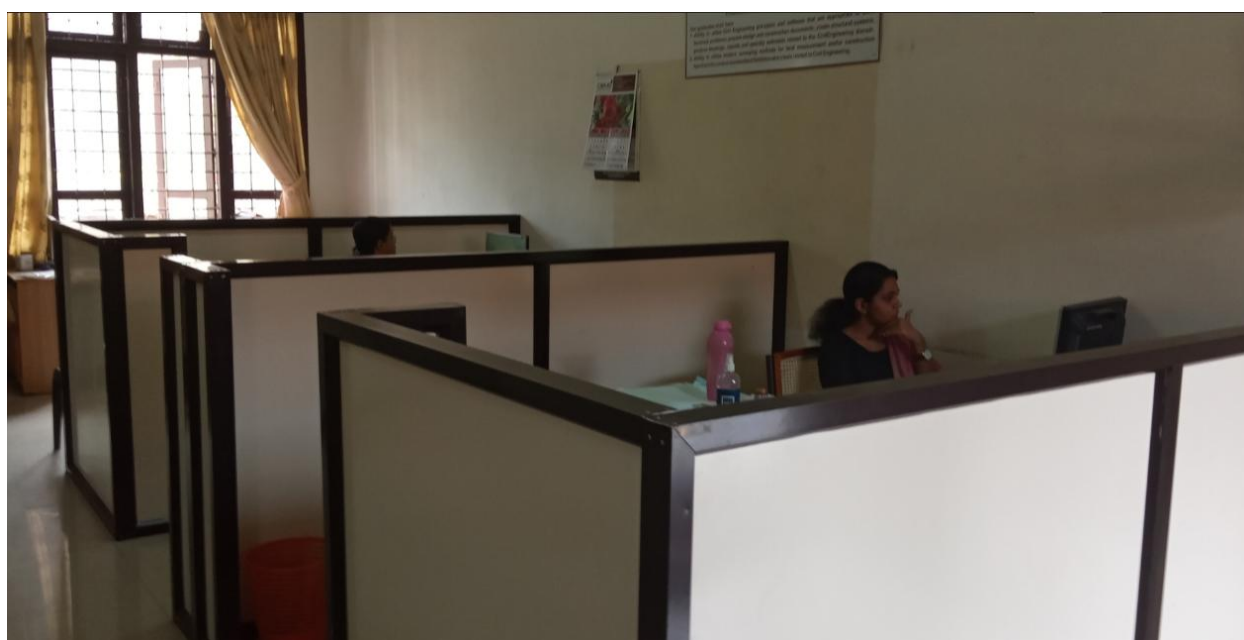
Please be informed that you are appointed as Examiner to the centralized valuation camp for Valuation of answer scripts of CIVIL ENGINEERING PROJECT MANAGEMENT(CE404) which will be held at VISWAJYOTHI COLLEGE OF ENGG AND TECH(C41) in the month of June, 2019

You are requested to report the camp on 10/06/2019 (Monday) at 9 AM.

The posting order can be downloaded after logging on to the KTU e-Gov Portal.

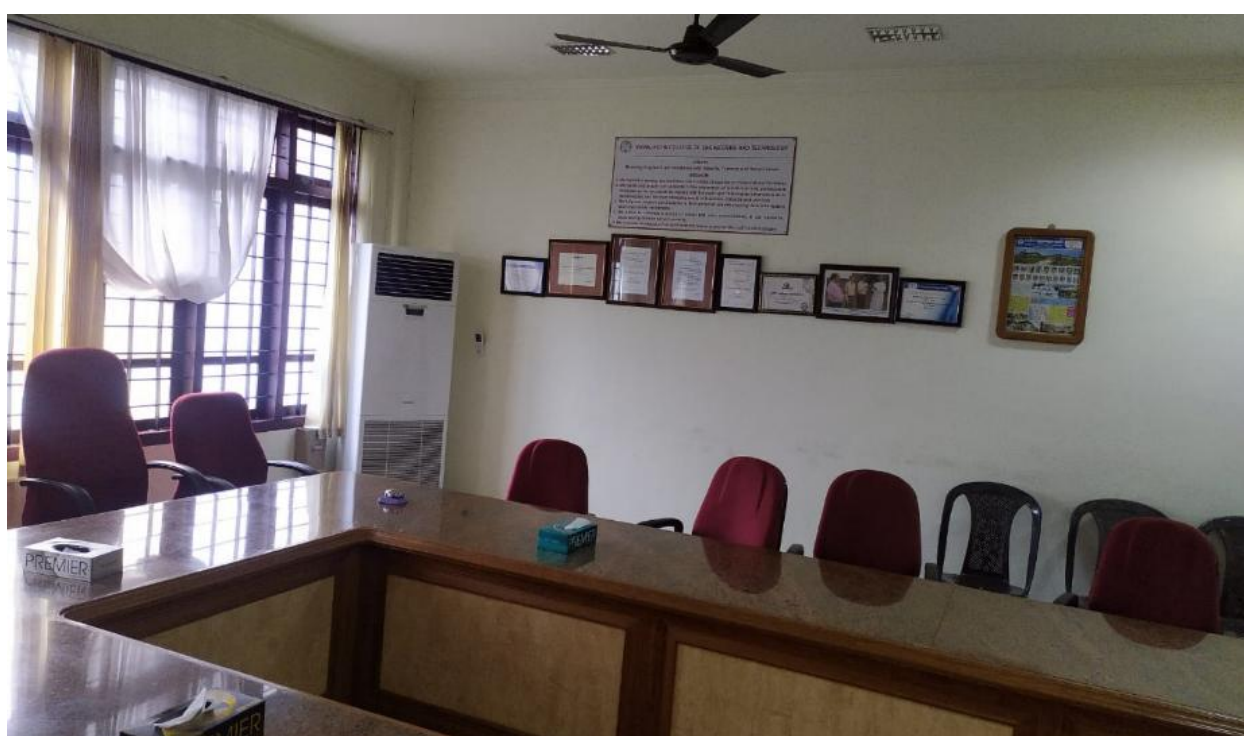


22. Staff Room





23. Conference Room





24. Kiosk





25. Rest Room

