



### 6.1 Institutional Vision and Leadership

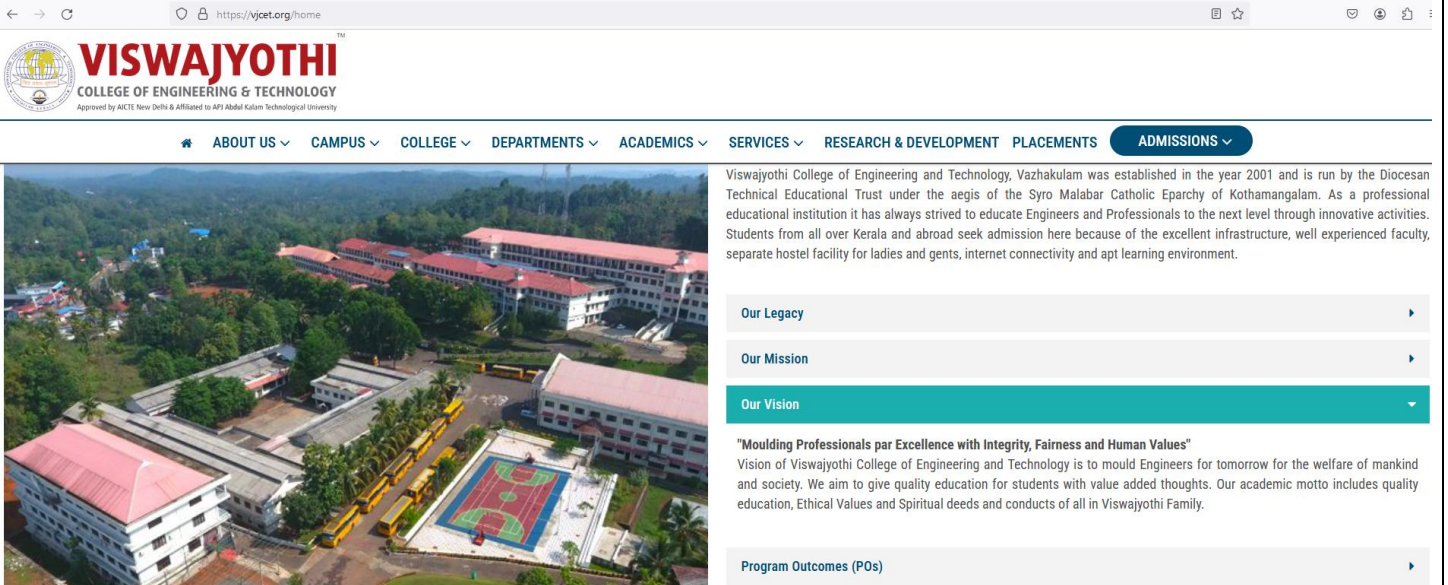
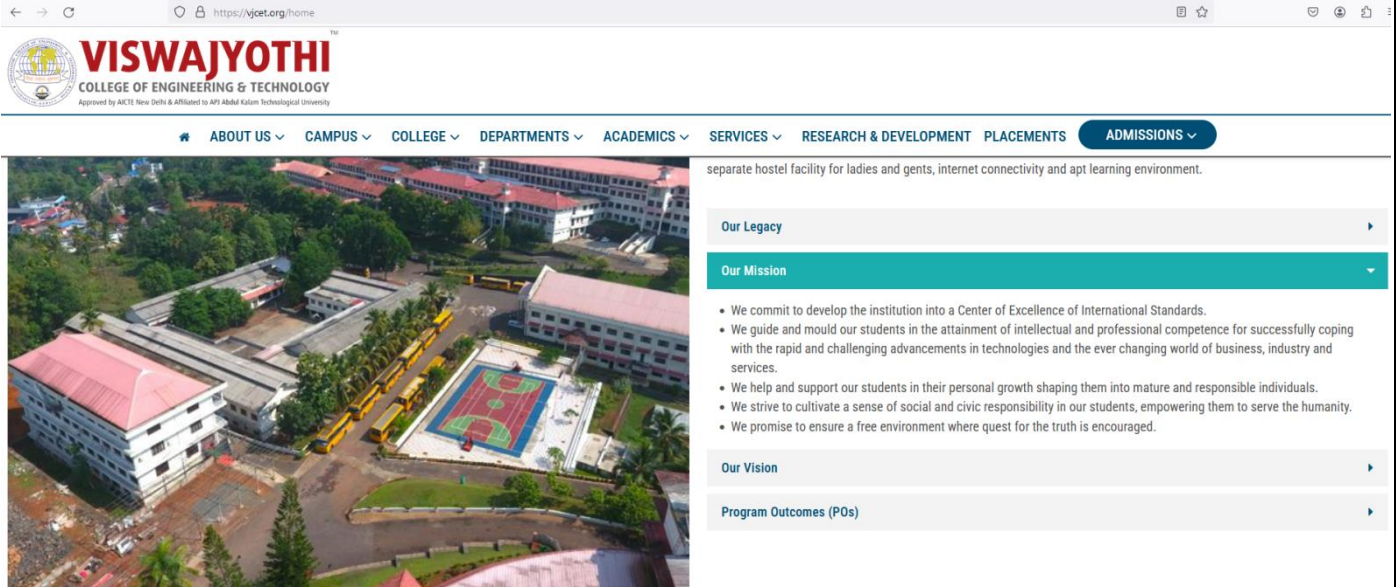
#### 6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

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## 1. Screenshot of Vision and Mission in the Website





## 2. Vision and Mission

Academic Schema 2022-23

### Vision

**“Moulding Professionals par Excellence with Integrity, Fairness and Human Values”**

### Mission

- We commit to develop the institution into a Centre of Excellence of International Standards.
- We guide and mould our students in the attainment of intellectual and professional competence for successfully coping with the rapid and challenging advancements in technology and the ever changing world of business, industry and services.
- We help and support our students in their personal growth shaping them into mature and responsible individuals.
- We strive to cultivate a sense of social and civic responsibility in our students, empowering them to serve humanity.
- We promise to ensure a free environment where quest for truth is encouraged.





**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

### 3. Trust Deed



01AA 679602

## TRUST DEED

### DIOCESAN TECHNICAL EDUCATION TRUST KOTHAMANGALAM

12-06-1999

Reg. No. 121/IV/1999

BISHOP'S HOUSE, KOTHAMANGALAM

KERALA - 686 691

PHONE : 0485 - 2862236, 2862237, 2861625, 2862835

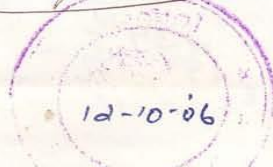
FAX : 0485 - 2861625

## TRUST DEED

### Diocesan Technical Education Trust KOTHAMANGALAM

Dr. George Punnakkottil

*Dr. George Punnakkottil*



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# 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

No. 1405 Date 12-10-2006

Value of Rs. 10000/-

Sold to Dr. George Punnaakottil, Bishop of Kothamangalam,  
to be linked with serial No. Diocese

From .....

Kotayyan  
EX OFFICIO VENDOR: 12-10-06  
Sub-Treasury, Kothamangalam

Doc. No: 391 / 04 / IV

Presented in the Bishop's House, Kothamangalam  
at 5.10 P.M. on the 13th day of October 2006 on date of Rupee  
Four thousand one hundred and twenty two only

Paid by

DR. GEORGE PUNNAKOTTIL + George Punnaakottil  
residing at Bishop's House, Kothamangalam.  
13th day of October 2006. P.D. Narayanas.  
Narayanas  
Sub-Registrar.

Exhibition admitted by.

DR. GEORGE PUNNAKOTTIL + George Punnaakottil  
Bishop of Kothamangalam.  
s/o. Late Sri. Onseph, residing at Bishop's House Kothamangalam.

The above s/o. Sri. Onseph, Dr. George Punnaakottil,  
personally known to me.

13th day of October 2006. P.D. Narayanas.

Narayanas  
Sub-Registrar.



केरल KERALA

A 612219

- 2 -

This deed of amendment is made and declared at Kothamangalam, Ernakulam District, Kerala State on this the Twelfth day of October 2006 by The Bishop of Kothamangalam, Dr. George Punnakottil aged 70 years, son of late Shri. Ouseph, residing at the Bishop's House, Kothamangalam – 686 691, Kothamangalam Village, Kothamangalam Taluk.

Where as I am the AUTHOR OF THE TRUST by name Diocesan Technical Education Trust, Kothamangalam, duly registered as Deed No. 121/IV/1999 of the Kothamangalam Sub Registrar's Office,

Where as the said Trust is intended to conserve the interests of the Minority Community of the Catholics of the Diocese of Kothamangalam and foster better technical education to the youths of the community.

Where as the intention in creating the Trust has to be made more clear and unambiguous and for that purpose the Trust Deed of the Diocesan Technical Education Trust, Kothamangalam has to be amended.

Now therefore I hereby declare the following amendments shall be made to the Deed of the Trust registered as Deed No. 121/IV/1999 of Kothamangalam Sub Registrar as follows :

1. In the preamble after the first para the following shall be inserted :

'where as there is a dearth of good technical educational institutions in the diocese of Kothamangalam to cater the educational requirements of the members of the community'

2. After article 3 (a) the following shall be added as article 3 (b)

Dr. George Punnakottil

12-10-06



No.....1406..... Date 12-10-2006  
 Value of Rs 1000/-  
 Sold to Dr. George Punnakkottil (H), Bishop of Kothamangalam  
 to be linked with serial No. .... Diocese.  
 From ..... to .....

*[Signature]*  
 EX OFFICIO VENUE 12-10-06  
 Sub Treasury, Kothamangalam

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*[Signature]*

Dr. George Punnakkottil



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- 3 -

‘To provide better learning facility in Engineering and Technology to the youths of the community so as to foster them in Christian values and to equip them with world class technical qualifications’

3. In Article 4 (b) ‘All individuals’ may be substituted with these words, ‘Catholics residing within the Diocese of Kothamangalam’.
4. In Article 4 (d) the word ‘two’ shall be substituted with the word ‘three’
5. In Article 5, the word ‘two’ in the 4<sup>th</sup> paragraph and in Article 6, in the 1<sup>st</sup> paragraph shall be substituted by the word ‘three’.

**Whereas** the Diocese of Kothamangalam is actively involved in and rendering valuable service in the field of Education by establishing schools and colleges and institutions for technical education.

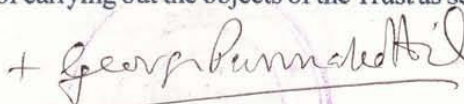
**Whereas** there is a dearth of good technical educational institutions in the diocese of Kothamangalam to cater the educational requirements of the members of the community.

**Whereas** it has been the intention of the Author to promote technical education in a better way and it is now decided by the author aforesaid to form a public charitable trust for the said purpose.

**Whereas** the author above referred has set apart a sum of Rs.1000/- (Rupees one thousand only) constituting the “Trust Fund”.

**Whereas** the author has already nominated Trustees and constituted a Board of Trustees with them and the trustees are willing and have agreed to be invested with the ownership of the Trust Fund of Rs.1000/- for the purpose of carrying out the objects of the Trust as set forth hereunder.

Dr. George Punnakkottil

+ 

12-10-06





No. 1407 Date 12-10-2006.

Value of Rs. 1000/-

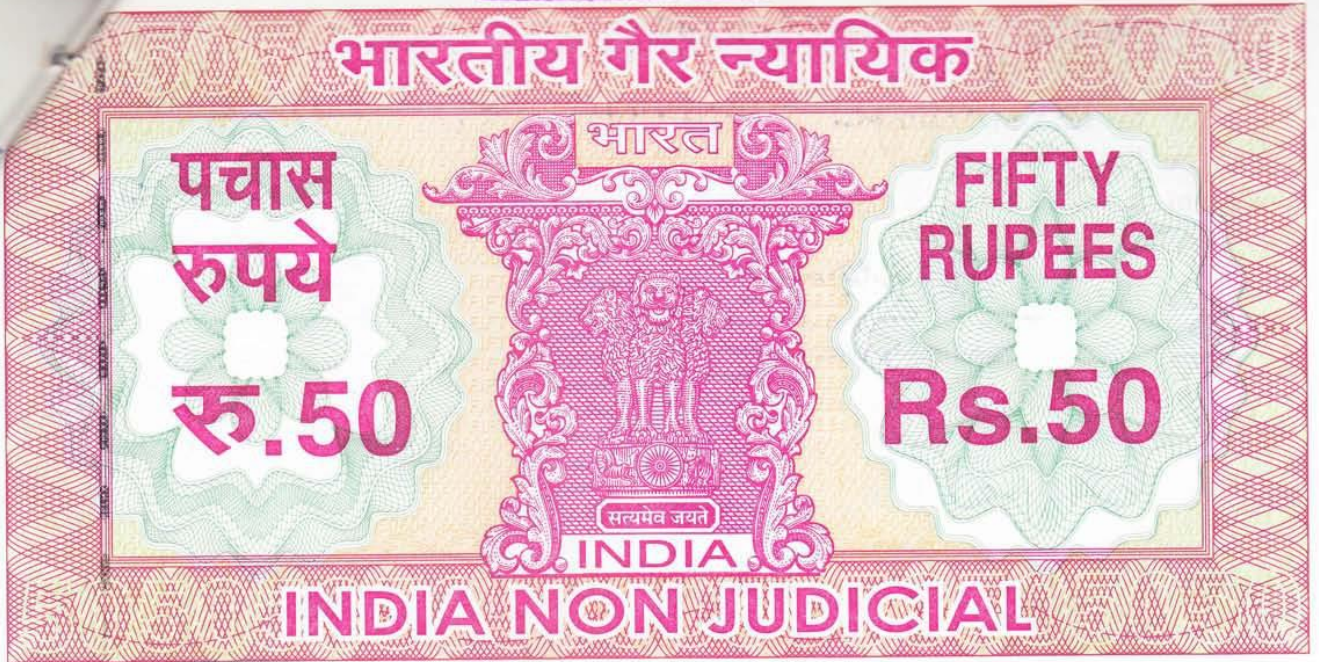
Sold to Dr. George Punnakalcoil (A) Bishop of Kothamangalam  
 to be linked with serial No. ....  
 Diocese.

From ..... to .....

*[Handwritten Signature]*

EX OFFICIO VENDOR 12-10-'06  
 Sub Treasury, Kothamangalam

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केरल KERALA

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Now it is hereby decided and declared by the author of the trust as follows :

**Article 1**

- That the Author has created a public charitable trust, to be known as **Diocesan Technical Education Trust**, Kothamangalam to promote technical education.
- That the sum of Rs. 1000/- (Rupees one thousand only) already set apart as the Trust fund by the author and all sums of money, lands and other properties that may hereafter be collected or received by way of donations, requests or otherwise for the purpose of the Trust and all incomes, profits or gains arising to the trust and all investments in any kind of property made by the Trust and all income arising therefrom and accretions thereto (all of which are included in the expression "Trust Fund and Properties") shall be held in trust and applied for the purposes as setforth below, in accordance with the provisions and directions herein contained.

**Article 2 – Name**

The name of the Trust shall be "Diocesan Technical Education Trust" and the present office of the trust shall be located at the Bishop's House, Kothamangalam – 686 691, Kothamangalam Village, Kothamangalam Taluk. The office may be shifted to such other place as may be decided by the Board of Trustees.

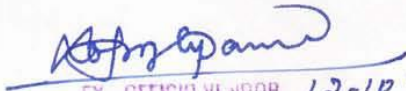
Dr. George Punnakkottil

*Dr. George Punnakkottil*

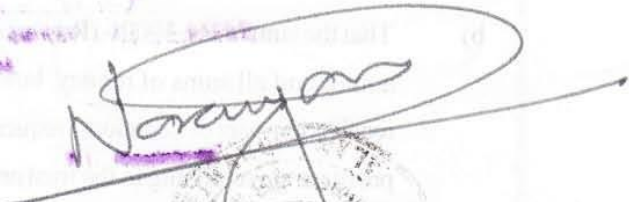

12-10-06



No. 1408 Date 12-10-06  
 Value of Rs. 50/-  
 Sold to Dr. George Punnakkottil (R), Bishop of Kothamangalam  
 to be linked with serial No. ....  
 From ..... to .....  
Diocese.

  
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 Sub Treasury, Kothamangalam

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### Article 3 - Objects

- To provide world class Technical education and training, adequate to meet the challenges of modern society by establishing and running colleges, institutes and other teaching and training establishments.
- To provide better learning facility in Engineering and Technology to the youths of the community so as to foster them in Christian values and to equip them with world class technical qualifications.
- To impart need based training in Engineering and Technology to increase employment potential of the youth.
- To establish, organize and maintain an International Institute of Allied Arts, Technology and Management, thereby providing a much more responsive alternative to the current higher technology education patterns available in India.
- To establish and maintain Institutions for study and research in Bio-Technology and other emerging fields of Technology.
- To establish, assist, subsidise, organize and/or take over educational and training institutions for the benefit of the public and students in particular.

Dr. George Punnakkottil

*George Punnakkottil*  
12-10-06



No. 1409 Date 12-10-06  
 Value of Rs. 10/-  
 Sold to Dr. George Punnakalattil (#) Bishop of Icotha  
 to be linked with serial No. ....  
 From 1405 to 1408: Diocese

[Signature]  
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 Sub Treasury, Kothamangalam

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[Signature]

Dr. George Punnakalattil



केरल KERALA

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- g) To offer full-time, part-time and short term programmes to upgrade the Technical skills of the young and talented.
- h) To promote entrepreneurial skills among the youth.
- i) To incorporate environmental issues in all programmes and activities.
- j) To offer Research expertise to industrial firms, geared to specific needs.
- k) To acquire by gift, purchase, hire, exchange, lease or otherwise suitable land, vacant or with buildings, and to build or acquire buildings, furniture, equipments etc.
- l) To organize, provide and maintain facilities for holding lecturers, seminars, classes, studies, courses of work, examinations and tests and conferment of Diplomas and certificates for professional studies, training or other attainment and the holding of competitions in connection with professional subjects and arranging for and giving awards and prizes in respect thereof and to provide, establish, institute, administer, conduct and undertake grants, scholarships, rewards and other benefactions.
- m) To accept, hold or administer any gift, donation or contribution in kind or money and to undertake and execute any trust which may be deemed conducive to any or all of the objectives of the Trust.
- n) To acquire and dispose of properties, raise or discharge loans from nationalized banks or any other bank or institution or organization or Individual for the furtherance of any or all of the objectives of the trust.

Dr. George Punnakkottil

*George Punnakkottil*

12/10/16



NO: 9110

12.10.06

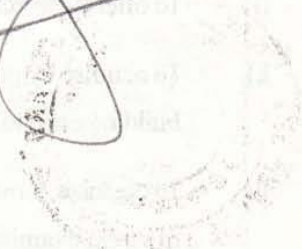
R. 1000/-

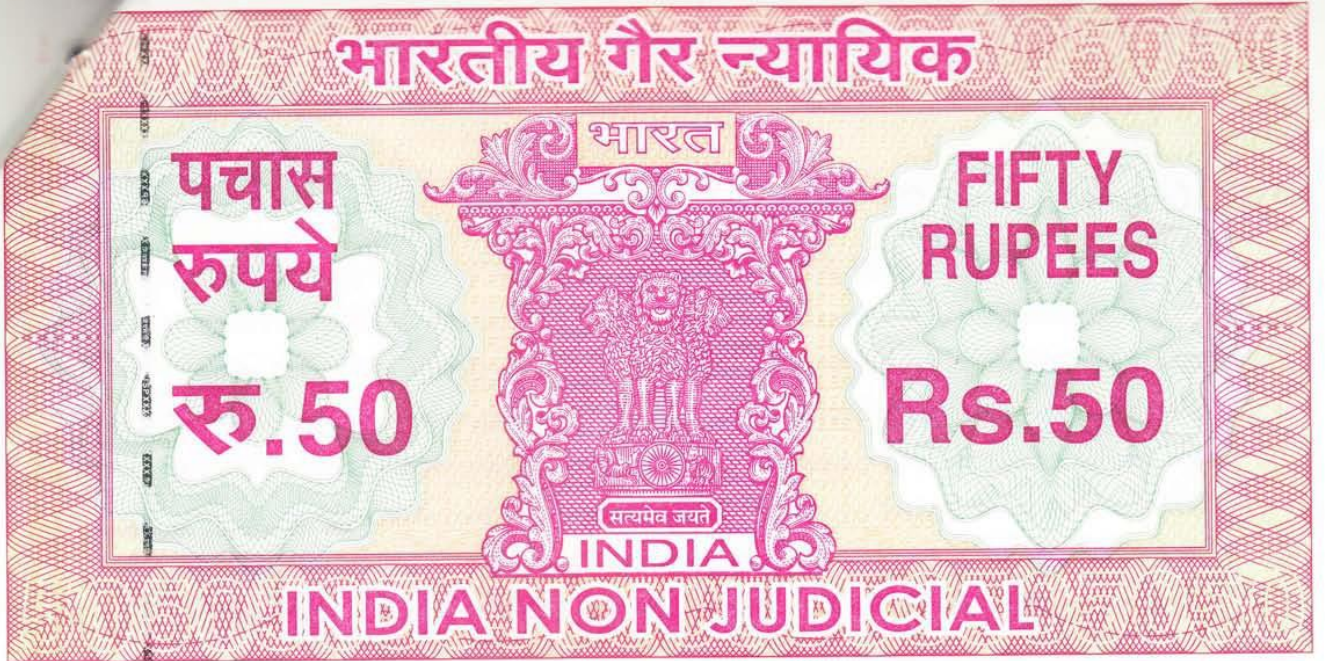
Dr. George, Punnakkottil (H), Bishop of Kothamangalam, Dioc

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- g) To print, publish and distribute reports journals, periodicals and other relevant literature intended to promote the objectives of the trust.
- p) To assist the placement of unemployed educated.
- q) To invest the funds of the trust not immediately required in such a manner as may be provided from time to time.
- r) To collaborate with individuals, institutions or organizations, within India or abroad for the furtherance of any or all the objectives of the trust.
- s) To do all other lawful things incidental or conducive to the attainment of the above objectives.

#### Article 4 – Trustees

There shall be the following categories of trustees and the Board of Trustees shall be constituted from such Trustees in the manner provided hereunder.

##### a) Ex-officio Trustees

The Vicar General, Procurator and the General Education Secretary respectively of the Kothamangalam Diocese shall be trustees of the Trust by virtue of their office.

Dr. George Punnakkottil

*George Punnakkottil*  
18/9/06





No: 9111                      12.10.06                      Rs. 50/-

Dr. George, Punnakkottil CH, Bishop of Kothamangalam.  
Diocese.

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**b) Hereditary Trustees**

Catholics residing within the Diocese of Kothamangalam who donate not less than Rs. 200000/- (Rupees Two Lakhs only) to the Trust, on acceptance by the Board of Trustees shall be Hereditary Trustees. In the event of death of any hereditary trustee or in the event of his vacating the place in the trust for any other reason, unless the name of a nominee to succeed him is duly registered in the office of the Trust by the hereditary trustee by filing an application attested by two witnesses, one of whom a member of the Executive Committee of the Trust; any of his legal heirs may be admitted as trustee by the Board of trustees to fill up his vacancy in the trust, subject to clause (e) below. (Nomination once made may be changed by the hereditary trustee at any time prior to his ceasing to be the trustee). Decision of the Board of Trustees shall be final in this matter.

**c) Institutional Trustees**

Institutions or organizations under the Kothamangalam Diocese having identical views as of this trust that donate to the trust not less than Rs. 200000/- (Rupees Two Lakhs only), on acceptance by the Board of Trustees may nominate a representative and such nominee shall be a nominated trustee or institutional trustee.

**d) Honorary Trustees**

Distinguished person or persons of pre-eminent repute and outstanding career, not exceeding three in number at a time may be chosen by the Board of Trustees and co-opted as honorary trustees for a period not exceeding three years at a time.

**e)** No person shall be eligible to hold office of the Trustee, who is a minor, insolvent, a person of unsound mind, a paid servant under the Trust or any of the institutions under the trust, a person convicted for a criminal offence involving moral turpitude, or any person against whom disciplinary action is taken and punishment inflicted for serious allegation of corruption or misbehaviour in any other trust or society.

**f)** Notwithstanding the tenure of office of nominated or institutional trustees as above fixed, they may continue in office until their successors assume office unless objected to by the institution or organization nominating them.

**g)** Annual general meeting of the Trustees shall be held once in a year within 4 months of the closing of the financial year. The secretary will apprise the meeting of the overall working and financial affairs of the trust for the previous year.

Dr. George Punnakkottil



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- h) Notwithstanding anything contained elsewhere in this deed, the following persons shall be the trustees initially and they shall form the first Board of Trustees. They shall also constitute the first Executive committee. They may hold office for a period of three years by which time a regular Board of trustees and Executive Committee shall be formed in terms of this deed.
1. Fr. Thomas Malekudy, Bishop's House, Kothamangalam
  2. Fr. Joseph Peechattu, Bishop's House, Kothamangalam
  3. Fr. Joseph Puthenkulam, Bishop's House, Kothamangalam
  4. Fr. George Kunnamkot, St. George's Forane Church, Muthalakodam
  5. Prof. T. S. Chacko, Thudianplackal, Thodupuzha
  6. Sri. Jose Kappen, Chartered Accountant, Thodupuzha
  7. Sri. P. A. Uthup, Padathil, Neyyassery, Thodupuzha
  8. Sri. T. P. Joseph, Thekkekara, Ramalloor, Kothamangalam
  9. Sri. K. T. Thomas, Advocate, Thodupuzha

#### **Article 5 – Board of Trustees and their Powers**

The overall administration, management and control of the affairs of the trust and its properties shall vest in a board of trustees and the decision of the Board of Trustees shall be final.

The Board of Trustees shall have a total of 27 (Twenty Seven) members consisting of the three ex-officio trustees and twelve trustees each representing the hereditary trustees and institutional trustees elected from among them as provided herein below.

The Board of Trustees shall have a President, Vice-President, Secretary, Joint Secretary and Treasurer. The Vicar General of the Kothamangalam Diocese shall be the president. The Vice President, Secretary, Joint Secretary and Treasurer shall be elected by the members of the Board of Trustees.

The term of the Board of Trustees shall be three years. At the annual general meeting of the Trustees the specified number of Trustees to the Board of trustees from Hereditary Trustees and Institutional Trustees shall be elected by the Hereditary Trustees and Institutional Trustees as the case may be. The president of the Board of Trustees and in his absence the vice president will preside over such meetings. The quorum for the meeting will be 30% of the total members of the Hereditary Trustees and Institutional Trustees present in the meeting. Vacancy if any arising in the Board of trustees during the term of three

Dr. George Punnakottil



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years may be filled up by the Board of trustees by co-option from the respective category and such co-opted Trustees shall continue only upto the next election. Notwithstanding the expiry of the term of three years the elected Trustees may continue in the Board of Trustees until the successor assumes office.

The Board of Trustees shall meet at least once in every three months and the annual meeting of the Board of Trustees shall be held within four months of the closing of the financial year to evaluate the working of the Trust and the institutions under the Trust to consider and pass the audited accounts and report. The quorum for a meeting of the Board of trustees shall be nine members present in the meeting.

The Board of Trustees shall have the following powers :

- a) To manage, administer and control the Trust Fund and properties and institutions belonging to the Trust or under its management.
- b) To take on lease, purchase or otherwise acquire and to sell, mortgage and otherwise dispose of any property, movable or immovable for the purpose of the trust or the constituent institutions belonging to or under the management of the trust.

Provided that no immovable property of the Trust shall be pledged, sold or otherwise disposed of without the authority of the board of trustees obtained by a resolution passed by two-third majority of the total number of members of the Board voting in favour of the resolution in the meeting specially called for the purpose.

- c) To take on rent, purchase or construct buildings for the purpose of the Trust or the institutions belonging to the Trust.
- d) To choose not more than three eminent persons as honorary trustees for a period not exceeding three years.
- e) To frame rules and regulations that are not repugnant to the provisions of this deed necessary for the proper and efficient administration of the Trust and the institutions under the Trust.
- f) To borrow such amounts from individuals, Banks, or other institutions on the security of the land, buildings and other assets of the Trust.
- g) To appoint on such terms and conditions as the Board prescribes from time to time, officers, technical and professional and other staff and experts as they deem necessary and expedient for the purpose of maintaining the institutions under the trust and to take appropriate disciplinary actions including termination of service.

Dr. George Punnakkottil



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- h) To appoint auditor or auditors to audit the accounts of the Trust and of the institutions under the Trust and to fix his or their remuneration.
- i) To accept donations specified under Article 6 above and admit Trustees.
- j) To co-opt members to the Board of Trustees and remove any member from the Board of Trustees for good and sufficient reason. Provided however that such removal shall be made only through resolution passed in a meeting of the Board of Trustees specially called for the purpose with 2/3 of the total number of the members of the Board voting in favour of the resolution.

#### **Article 6 – Constitution and Powers of Executive Committee**

The Board of Trustees shall constitute from among them as executive committee consisting of nine members for a term of three years to carry on the functions stated hereinafter. A committee whose period expires is entitled to continue in office till a duly constituted successor committee assumes charge. The executive committee shall have a President, Vice-president, Secretary, Joint Secretary and Treasurer and not less than 2 and not more than 4 committee members. The President, Secretary and Treasurer of the Board of Trustees shall be the Ex-officio President, Secretary and Treasurer of the Executive Committee. The Vice-President, Joint Secretary and required members of the committee shall be elected from the Board of Trustees.

The Executive Committee shall have power :

- a) To fill up the vacancies in the Executive Committee, arising from death, resignation or other causes, but such action of the Executive Committee shall be got ratified by the Board of Trustees in their immediate next meeting.
- b) To appoint such employees and staff as may be necessary to carry on the day to day work and affairs of the Trust and to fix their salary and emoluments and service conditions subject to the service conditions as per Clause (g) of Article 7.
- c) To take disciplinary action against the employees or members of the staff appointed under clause (b) above, including the power to suspend, remove or dismiss them from service.
- d) To open and operate in the name of the trust or in the names of the institutions thereunder, account or accounts with such bank or banks as they consider proper and to pay or cause to be paid to the credit of any such account any money forming part of the Trust Fund or to place such money on deposit with any bank subject to the provisions of the income-tax Act, 1961 (Regulating investments by Charitable Bodies).

Dr. George Punnakkottil



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- e) To manage, administer and control the Trust properties and the institutions under its management subject to the overall control of the Board of Trustees.
- f) In the event of the President, Vice-President, Secretary, Joint Secretary or the Treasurer ceasing to function on account of death, resignation, retirement or other causes, the Executive committee may elect one from among them to act in such vacancy until the Board of Trustees elects a new incumbent.
- g) The quorum for the meeting of the Executive committee shall be five.

**Article 7 – Powers and Duties of the President,**

**Vice President, Secretary, Joint Secretary and Treasurer**

- a) The President, if present, shall preside over the meetings of the Executive Committee. In the absence of the President, the Vice-President shall exercise and discharge the powers and duties of the President.
- b) The bank accounts of the Trust and all the institutions under the Trust shall be opened in the joint names of the President, Secretary and Treasurer and the same shall be operated jointly by the Treasurer and one among the other two.
- c) The Secretary, subject to the control and supervision of the Executive committee, may exercise and perform such powers and duties as the executive committee may from time to time determine and in general carry on the executive functions of the Trust under the Deed of Trust.
- d) The secretary shall be the Manager of the Educational Institutions under the Trust until otherwise decided by the Executive committee and shall exercise such powers in this regard in accordance with the laws in force and that are conferred upon him by the Board of Trustees.
- e) The Secretary shall convene the meetings of the Trust, the board of Trustees and of the Executive committee in consultation with the President. It shall be the duty of the Secretary to make available statement and balance sheet and the annual income and expenditure statement and balance sheet of every year for scrutiny of the Board of Trustees or the executive committee. The agenda for the meeting shall be fixed by the Secretary in consultation with President as the case may be.
- f) The Secretary shall place before the Annual General Meeting of the Board of Trustees to be held within four months of the close of each accounting year the audited income and expenditure statement and balance sheet of the previous year with a report on the working of the Trust and of the Institutions under the Trust and a budget estimate for the succeeding year.

Dr. George Punnakkottil



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- g) The Secretary and in his absence the Joint Secretary shall represent the Trust or Board of Trustees in all legal proceedings.
- h) All documents to be executed or taken by the trust shall be executed or taken in the Joint names of the President and the Secretary.
- i) The Joint Secretary shall assist the Secretary generally and perform such functions and exercise such powers as are delegated to him by the Executive Committee and shall in the absence of the Secretary by death, resignation or other cause, perform all the duties and functions of the secretary till a new Secretary is elected and assumes charge.
- j) The Treasurer shall be responsible for maintaining proper accounts for the Trust Fund, properties and institutions under the Trust and of all the transactions of the Trust, which shall be audited every year. The account year of the Trust shall be the financial year from 1<sup>st</sup> April to 31<sup>st</sup> March and the accounts shall be closed on the 31<sup>st</sup> March every year.

#### **Article 8 – Termination**

In the extinction of this Trust by winding up or otherwise, the funds, properties and assets of the trust after meeting debts and liabilities if any shall be handed over to a charitable trust or institution having charitable objects similar to that declared in this deed or vest with the Government.

#### **Article 9 – Income**

The income of the Trust from whatever source derived, shall be applied solely for the promotion of the objects of the Trust as the set out in this instrument of Trust and no portion thereof shall be transferred directly or indirectly to the Settler or any of the Trustees. Provided that nothing herein contained shall prevent the payment in good faith lease, rent and similar amounts or of traveling and out of pocket expenses or the payment in good faith to any officer or other staff in return for services actually rendered.

Investment of the Trust Fund shall be made conforming to the Provisions of the Income Tax Act from time to time.

#### **Article 10 – Indemnity**

The members of the Board of Trustees shall be indemnified by the Trust against any loss/risk and expenses which may occur in the due discharge of their duties as trustees.

Dr. George Punnakkottil



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**Article 11 – Notice**

Any notice required to be sent by the Trust, to the Trustees, members of the Board of Trustees and Executive Committee may be sent under certificate of posting in the address available with the Trust or personally served. No decision of the General Body, Board of Trustees and the Executive Committee shall be invalidated on account of any defect in the notice or non receipt of notice by any one.

The value of this Trust shall be Rs. 1000/- (Rupees one thousand)

This Trust Deed is to be registered at the Sub Registrar's Office, Kothamangalam.

In witness Whereof the Author of the Trust, Dr. George Punnakkottil, the Bishop of the Diocese of Kothamangalam has signed this deed, the day month and year first above written at Kothamangalam.

Signed by: Dr. George Punnakkottil

Witnesses : 1. T. I. Joy S/o Ittan, Thalayattuthottathil House, Thankalam,

2. Prepared by Licence No. E D A 182. K.I. Thomas,  
S/o Ittan, Thalayattu Thottathil, Thankalam

Trust Deed Printed; Correction Nil

Dr. George Punnakkottil







### **4. Notices and Minutes (Sample Copies)**

#### **4a. Board of Trustees**

## **Diocesan Technical Education Trust, Kothamangalam** (Reg. No. 121/IV/1999)

10-10-2022

### **Meeting of the Board of Trustees**

To

**All the members of the Board of Trustees,  
Diocesan Technical Education Trust.**

**Dear and Respected member,**

A meeting of the Board of Trustees of the Diocesan Technical Education Trust is arranged to be held in the conference hall of VJCET at 3.00 p.m., on Wednesday 19<sup>th</sup> October 2022. All are requested to attend the meeting without fail.

Yours sincerely,

**Adv. K. Francis George**  
Secretary



### **Agenda**

1. Admission Status – Academic Year 2022-23.
2. Status of new programme – Hotel Management and Catering Technology.
3. Approval of Annual Accounts and Balance Sheet.
4. Financial position as on date.
5. Infrastructure – Maintenance work undertaken, Solar Panel roof closing works and tiling of hostel rooms.
6. Starting of German course and placement of students abroad.
7. NAAC and NBA accreditation - Status.
8. Any other matter allowed by the President.



### **Minutes of the meeting of the Board of Trustees of DTET held on 19-10-2022**

A meeting of the Board of Trustees of the Diocesan Technical Education Trust was conducted in the conference hall of VJCET at 3PM on Wednesday, 19th October, 2022. Out of the 27 members, 13 members attended the meeting, which was chaired by the President of the Trust, Very Msgr. Dr. Pius Malekandathil. After prayer, the President made a condolence reference on the sad passing away of Prof. T.S.Chacko, our founder Vice-President and founder Director, Shri T.P.Joseph Thekkekara, our founder Treasurer, Shri Jose Mathew, member of the Trust, Mrs. Valsamma Ouseph, wife of Shri P.P.Ouseph, member of the Trust and Prof. Mrs. Ann Neetha Sabu, former HOD of Science & Humanities Department of our College. After welcome and brief introductory remarks by the President, the Secretary presented the minutes of the previous meeting dated 19-07-22, which was passed by the Board.

The Board decided to recoup the amount withdrawn from the corpus fund account with the fund received by way of fees collection of the first semester.

The Board was informed by the President about the awarding of the NBA accreditation for a further period of three years for five departments and also about the appeal made to the NAAC authorities for enhancement of the B++ grade awarded to us.

The Board approved the sale of one bus from our transport pool for Rs.2,54,000/- and it was decided to wait till the finalization of the admission process to sell one more bus from the pool.

The Director informed the Board about the admission status for the ensuing academic year, which is better than last year. Regarding the new Hotel Management & Catering Technology course, the admission process is on and we have selected two teaching staff and that as of now 17 students have joined for the course.

The Manager suggested that members of various Committees should actively participate in their respective responsibilities and the Board decided that henceforth all purchases should be done with the consent and approval of the Purchase Committee.

The Board passed the Balance Sheet and Audited Accounts of the last financial year for presentation in the Annual General Body to be held on 19th November, 2022. The Treasurer presented the financial position as on date and our total liability stands at 21.91 crore. He informed that the roof closing work in D block is completed and tiling works of hostel rooms amounting to 8000 sq. feet is also complete. The Board



approved the proposal to construct a walk way bridge to connect the Gents' hostel blocks. The Board approved the proposal to repair the ladies hostel roof at the cost of Rs.2,58,500/- and also to replace the dining room chairs in the lady's hostel. The Board entrusted the supervision of the works to the Joint Secretary, Shri K.T. Mathew. The Board deferred the request for construction of attached bath rooms in the Ladies hostel.

The Board decided to sanction monthly Rs.25000/- as salary to Ms Jessy Mathew Paikada for the internship placement of our students in Germany.

Regarding the gradual release of deferred payment of the Staff, the Board decided to consider the same by January,2023. The Board also decided to pay in advance Rs.10/- lacs for the medical insurance of the members of Staff, which will be repaid in 10 installments.

The transfer of membership of late Iype Vallamattam and late Issac Kottukapilly to their nominees have been approved by the Board and the Manager informed the Board about the new membership which comes to 18 and 27 in the Hereditary and Institution categories respectively. The Board approved the same.

The Board was informed about the commencement of the new batch on 25-10-2022. The minutes of the 21st AGM was presented and passed by the Board. It was also decided to recruit two new faculties for placement training in the Computer Science Engineering department. The Board decided to hold the 22nd Annual General Body meeting on 19th November, 2022. The Board approved the proposal to conduct a quiz program under the auspices of NSS and an exhibition for plus two students in connection with our admission drive for the next academic year. The Board also gave approval for the suggestion to increase the bus fare up to 20% in the coming academic year.

The meeting ended at 5.30 PM.

Adv. K. Francis George  
Secretary





## **4b. Executive Committee**

### **Minutes of the 138<sup>th</sup> meeting of the Executive Committee of DTET held on 2<sup>nd</sup> March, 2023.**

The 138<sup>th</sup> meeting of the Executive Committee of the Diocesan Technical Education Trust was conducted in the conference hall of VJCET at 3 PM on 2<sup>nd</sup> March, 2023. All members of the Executive committee attended the meeting, which was chaired by Very Rev. Msgr. Dr. Pius Malekandathil, the President of the Trust. After prayer, the President made brief introductory remarks and called the Secretary to present the minutes of the previous meeting held on 12<sup>th</sup> January, 2023, which was passed with certain corrections by the Committee.

The Treasurer presented the financial position as on date and informed the Committee about the charges levied by our Bankers in connection with the renewal of our OD facility with them. The Committee entrusted the Treasurer to issue a letter to The South Indian Bank Ltd, our Bankers, seeking a downward revision of the Interest rate, processing fee and Bank charges levied by them in connection with the renewal of our OD account with them. To tide over the financial crisis, it was decided to advertise for the sale of the piece of land adjacent to the civil block.

The Director informed the Committee about the various problems faced by the MBA Department and after a detailed discussion on the same, the Committee decided to appoint an Asst. Professor cum Placement officer immediately.

The Committee decided to have a joint sanctioning authority for all expenditure incurred in the college, comprising the Director and Treasurer henceforth. It was also decided to implement all the recommendations made in the internal audit report, in consultation with the chartered accountant.

The Committee was informed of the visit of the team from Canada on 21<sup>st</sup> March, to meet the final year MBA and BHMCT students who are eligible for placement. It was also decided to give on rent the main auditorium to M/s Peer Academy for conducting a meeting of OET aspirants. It was also decided to entrust the operation of the STP to a new team on contract basis @ Rs. 68000/- plus GST annually for 3 years. Regarding the automation work in the college, the Committee entrusted by the Executive committee discussed with three applicants, and the matter is yet to be finalised.

The Committee decided to apply for an additional batch of 60 in the Computer Science and Engineering department and also to apply for a new branch, namely Electronics and Computer Science Engineering in the coming academic year.

The Director informed that as part of the admission campaign, the Principal has entrusted teachers to visit schools in Idukki and Ernakulam districts and to do the work earnestly.

The meeting ended at 5 PM.

K. Francis George  
Secretary





### 4c. Governing Body

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Minutes of the meeting of the Governing Body of Viswajyothi College of Engineering and Technology, Vazhakulam conducted on 27th January, 2023.

A meeting of the Governing Body of WCET was conducted in the conference hall of the college at 3.30pm on Friday, 27th January, 2023. Rev. Frs. Dr. Pius Malekandathil, the President of the Diocesan Technical Education Trust and the Manager of the Viswajyothi College and the Chairman of the Governing Body presided over the meeting. The following members attended the meeting:

1. Rev. Fr. Mgr. Pius Malekandathil, Chairman  
*P. Malekandathil*
2. Rev. Fr. Mgr. Chiriac Kariyakompil  
*Kariyakompil*
3. Adv. K. T. Thomas  
*Thomas*
4. Adv. K. Francis George  
*George*
5. Sri. Subashan Chackal  
*Subashan*
6. Rev. Fr. Paul Nedumpuzha, Director  
*Nedumpuzha*
7. Dr. K. K. Rajan, Principal  
*Rajan*
8. Rev. Fr. George Thannuparampil  
*Thannuparampil*
9. Sri. Sunny P. Mathew, Vice Principal  
*Mathew*
10. Ms. Shini George, HOD, CE  
*George*



### Agenda:

- ① Application for new courses.
- ② Change in fee structure
- ③ Requirement for staff recruitment
- ④ Sewage Treatment Plant
- ⑤ Excessive bank charges
- ⑥ Proposal for sale of plot of land
- ⑦ Purchase of Xerox machines and desk top computers
- ⑧ Requirements of ladies' hostel
- ⑨ Modification of MBA Seminar hall and canteen
- ⑩ Any other matters permitted by the chair

① The Governing Body discussed in detail the feasibility of starting new courses in the next academic year. Considering various aspects like infrastructural facility, financial investment, possibility of admissions etc, the Body decided to apply for two new courses: an additional batch of Computer Science and Engineering branch and a new branch of Electronics and Computer Science. The Manager of the College has been authorised to initiate the process of application for the courses.

② The need for a change in the fee structure for the next academic year was discussed. Considering the facts and requirements, the Governing Body resolved to enhance the NP fees for the branch Computer Science and Engineering from Rs 3 lakhs to Rs. 4 lakhs. It was also decided to fix the annual tuition fees of Civil, Mechanical and Electrical branches as Rs. 50000/- and that of Electronics and Communication Engineering as Rs. 75000/-.



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② The requirement for recruitment of staff for the departments of Artificial Intelligence and Data Science, Computer Science and Engineering, and Computer Science and Design has been endorsed by the Governing Body. It was also decided to appoint a new Placement Officer cum Assistant Professor in the dept. of MBA.

③ In the wake of imminent decommission of all the three workers in the Sewage Treatment Plant, there was a proposal to hand over the running of the Sewage Treatment Plant to some agency of good stand. Accordingly, M/s Maxwatt Engineering and Consultancy Services Pvt Ltd, Kochi has been contacted. Their terms and conditions were studied in detail and by a sub-committee of the Trust. The proposal to entrust the operation of the Plant to the said company on contract @ Rs. 68000 plus GST annually for three years was approved and sanctioned by the Governing Body.

④ The Governing Body assessed that the South Indian Bank, our major banker is charging high rate of interest over the overdraft amount withdrawn from the OD account, excessive rate of processing fee and very high bank charges for other services. The Bank levied very heavy charges for the renewal of the overdraft.



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The Treasurer and Secretary of the Trust who are also members of the Governing Body to deal with it positively.

② It was resolved by the Governing Body to recommend to the Trust to sell <sup>out</sup> the plot of land adjacent to the Civil Block in which the dept. of B.M.C.T is situated, in order to tide over the financial crisis faced by the College.

③ The Principal of the College placed before the Governing Body requirements for purchasing Xerox machines for the College Office and the German Language Division and 15 desktop computers for the department of Electronics and Communication Engineering. Details of the requirements were discussed in the meeting and the Governing Body sanctioned the proposal. The Director and the Treasurer were instructed to proceed with the purchase order.

④ There was a proposal to modify the MBA Seminar hall making use of Alumni Fund. The suggestion was to raise additional funds from MBA alumni. It was also proposed to improve the ambience of the Canteen using the PTA fund available. The Governing Body approved the proposals for implementation subject to the availability of the said funds.

The meeting was concluded by 6.00 p.m.

Dr. K. K. Rajan,


Secretary.  
*K. K. Rajan*








**4d. College Council**



**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



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**B.Tech Programmes (CE, CSE, ECE, IT & ME) Accredited by NBA**

11.03.2022

**Ref. No. VJCET/PPL/KTU-Com/2022/02**


Office Order

With reference to the order from KTU on affiliation process 2022-23 and for the renewal of approval and as per the Chapter 4 and 6 in the First Statutes of University and UGC/AICTE the colleges under KTU were asked to constitute committees/bodies as prescribed by the UGC and AICTE. Based on this the college has constituted the committees/ bodies. The faculty members and student members are assigned duties in the **College Council** as mentioned below with immediate effect and till further orders.

College Council				
SI No.	Name	Designation	Composition	Nature of Selection
1	Dr. K K Rajan	Principal	Chairman	Head of Institution
2	Mr. Biju George	HOD S&H	Secretary	HOD
3	Mr. Somy P. Mathew	Vice-Principal, HOD AD	Member	HODs
4	Dr. Shine George	HOD CE	Member	
5	Mr. Amel Austine	HOD CSE	Member	
6	Dr. Sony Kurian	HOD EEE	Member	
7	Mrs. Smitha Cyriac	HOD ECE	Member	
8	Mrs. Anju Susan George	HOD IT	Member	
9	Dr. Shunmugesh K	HOD ME	Member	
10	Dr. Cyriac Joseph	Dean & HOD MBA	Member	
11	Mr. George Joseph V	Asst. Prof., Physical Education	Member	Faculty, Physical Education
12	Mr. Mathukutty Manoj	Students Council Chairman	Member	Students Council Chairman
13	Ms Ashly Asok	Students Council Vice-Chair Person	Member	Female member Students Council
14	Mr. Vinoj K	<del>Assoc. Prof</del> Prof ME, Staff representative	Member	Members of Faculty
15	Ms. Lekshmi M. S.	Asst. Prof ECE, Staff representative	Member	
16	Ms. Sindhu Jose	Asst. Prof. CSE, Staff representative	Member	

To

- 1 Manager VJCET
- 2 Director VJCET
- 3 Vice-Principal
- 4 HODs & Dean
- 5 All members of the committee



*[Signature]*  
Principal



**Viswajyothi College of Engineering and Technology**  
Vazhakulam, Muvattupuzha.

Ref: VJcet/COUNCIL/MOM/2022/02

Dt: 05. 07. 2022

Sub: Minutes of the college council meeting held on 04.07.2022reg.

A meeting of the college council of VJcet was held on 04.07.2022 Monday at 3 .30 PM to discuss about the immediate actions taken by principal with respect to the in-disciplinary behaviour of students proceeded for Industrial Visit (IV) on 30.06.2022 to Calicut, Wayanad and Coorg from S6 class of Department of Information Technology of VJcet.

Following members attended the meeting and the Principal, chaired the meeting

Sl. No	Officials attended	Designation	Status
1.	Dr. K. K. Rajan	Principal	Convener
2.	Mr. Somy P. Mathew	Vice-Principal	Member
3.	Dr Shine George	HOD, Dept. of CE	Member
4.	Dr Cyriac Joseph	Dean and HOD, Dept. of MBA	Member
5.	Dr. Shunmugesh K	HOD, Dept. of ME	Member
6.	Ms. Anju Susan George	HOD, Dept. of IT	Member
7.	Ms. Smitha Cyriac	HOD, Dept. of ECE	Member
8.	Dr. Sony Kurian	HOD, Dept. of EEE	Member
9.	Mr. Amel Austine	HOD, Dept. of CSE	Member
10.	Mr Biju George	HOD, Dept. of S & H	Member
11.	Mr. Vinoj K	Asso. professor, Dept. of ECE	Member
12.	Mrs. Lekshmi M S	Asst. professor, Dept. of ECE	Member

The Principal welcomed all the members to the meeting. The Principal briefed about the in-disciplinary behaviour of students proceeded for Industrial Visit (IV) from S6 class of Department of Information Technology of VJcet led to cancellation of IV and return to college before completing the scheduled program. He also explained to the council about the following immediate actions taken by the principal in this regard.

1. Show cause notice is issued to 16 students who are confirmed to be participated in the incidents.
2. A committee has been constituted to identify the students involved and to take appropriate disciplinary action to avoid such happenings in the future.

Basis of selection 16 students to issue show cause notice was discussed in the Council. The Principal informed the council that it is based on the written report received from the faculty accompanied by the students during IV through the Head of the department. Council unanimously ratified the action taken by the Principal.

Minutes prepared by: Mr. Somy P Mathew

Minutes approved by : Dr. K. K. Rajan

To

1. Manager, VJcet
2. Director, VJcet
3. All members of the council



**Viswajyothi College of Engineering and Technology**  
Vazhakulam, Muvattupuzha.

Ref: VJCET/COUNCIL/MOM/2022/02

Dt: 27.07.2022

Sub: Minutes of the College Council meeting held on 26.07.2022

A meeting of the college council of VJCET was held on 26.07.2022 (Tuesday) at 3 .30 PM to discuss about the findings of the Enquiry committee on the Indiscipline and misbehavior of 56 IT students. The Enquiry committee was headed by Dr. Sony Kurian.

Following members attended the meeting

Sl. No	Name	Designation	Status
1.	Dr. K. K. Rajan	Principal	Chairman
2.	Mr. Somy P. Mathew	Vice-Principal	Member
3.	Mr Biju George	HOD, Dept. of S & H	Secretary
4.	Dr Shine George	HOD, Dept. of CE	Member
5.	Dr Cyriac Joseph	Dean and HOD, Dept. of MBA	Member
6.	Dr. Shunmugesh K	HOD, Dept. of ME	Member
7.	Ms. Anju Susan George	HOD, Dept. of IT	Member
8.	Ms. Smitha Cyriac	HOD, Dept. of ECE	Member
9.	Dr. Sony Kurian	HOD, Dept. of EEE	Member
10.	Mr. Amel Austine	HOD, Dept. of CSE	Member
11.	Mr. George Joseph V	Asst. Prof. Physical Education	Member
12.	Mr. Mathukutty Manoj	Students Council Chairman	Member
13.	Ms Ashly Ashok	Students Council Vice Chairperson	Member
14.	Mr. Vinoj K	Asso. professor ME, Staff Representative	Member
15.	Mrs. Lekshmi M S	Asst. professor ECE, Staff Representative	Member
16.	Ms. Sindhu Jose	Asst. professor CSE, Staff Representative	Member

The Principal welcomed all the members to the meeting. The recommendations of the Enquiry committee was briefed by the Principal. The following immediate actions were emphasized by the Principal in this regard.

1. A suspension for the duration of two days (01/08/2022 to 02/08/2022) to 7 boys for the procurement and consumption of alcoholic beverages during the days of Industrial visit.

It was also observed that they had played a role in activities such as collection of money from students for procuring liquor, procurement of Vodka and beer from Muvattupuzha and Thodupuzha and for carrying liquor in the baggage.




2. A suspension for the duration of two days (01-08-2022 to 02-08-2022) to 8 girls for the consumption of liquor during IV, their by breaching the sanctity of the Industrial visit/ Study mission. It was also observed that the above mentioned girls went out of their allotted rooms at 1.30 AM on 02/07/2022 and visited the boys' room to drink liquor.

3. One day suspension (01-08-2022) to 15 boys for consumption of liquor and breaching of the sanctity of the Industrial visit.

4. An intimation of warning to 1 girl for going out of the allotted room at 1.30 AM and visiting boys' rooms.

Actions taken by the Principal based on the recommendations made by the Enquiry committee was unanimously ratified by the college council.

Minutes prepared by:  Mr. Biju George

Minutes approved by:  Dr. K. K. Rajan

To

1. Manager, VJCET
2. Director, VJCET
3. All members of the council





## 5. Proof of Activities of R&D, IEDC, IIIC, UNAI-ASPIRE, V-BIC

- **R&D CELL**

### Workshop on **PYTHON INTRODUCTION**

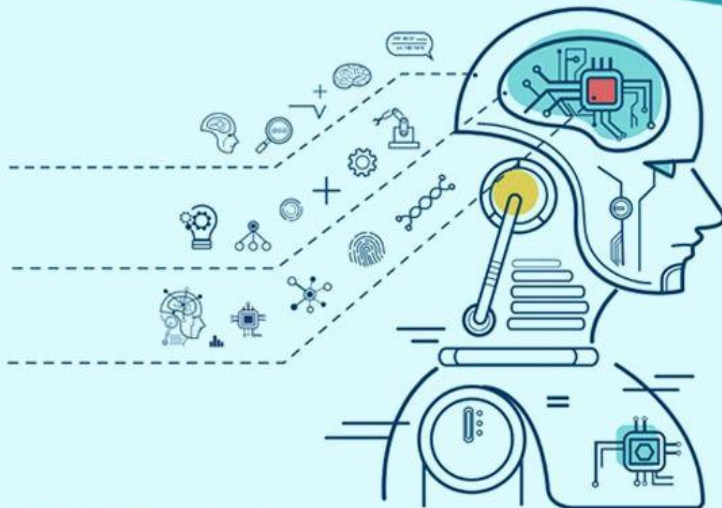
- LIBRARY FILES
- MACHINE LEARNING BASICS
- LOGISTIC REGRESSION
- DECISION TREE AND DJANGO BASICS)

**2023**  
**APRIL**  
**11**  
09.00 am - 12.00 noon

Venue  
R&D Lab



Resource Person  
**Ms. Blessy Paul**  
Senior Consultant  
Cloud Innovations



#### Program Coordinators

**Fr. Mathew Puthenkulam**  
Competency Enhancement and Skill Development Coordinator

**Dr. Anita Brigit Mathew**  
Associate Professor AD & Convenor R&D



Organized by  
R&D in association with **Skill Development Cell**





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- IEDC

## Workshop on **SOCIAL ENTREPRENEURSHIP**

**2023**  
**APRIL**  
**27**  
 09.30 am - 12.00 noon

Venue  
 Alumni Studio Room



Resource Person  
**Dr. Deepu Krishnan P. R.**  
 Assistant Manager  
 (Translational Research)  
 Kerala Startup Mission

### Program Coordinators

Dr. Arun K.  
 Assistant Professor ME & Co-ordinator IEDC  
 Dr. Anita Brigit Mathew  
 Associate Professor AD & Convenor R&D



Organized by  
**R&D** in association with **IEDC**



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- III CELL

**SESSION ON  
 INNOVATION / PROTOTYPE VALIDATION -  
 CONVERTING INNOVATION INTO  
 A START-UP**

**2022  
 JULY  
 29**  
 Friday  
 11.30 am - 12.30 pm



**Resource Person**  
**Mr. Andrews Jose**  
 Founder and CEO  
 M/s Accredi360 Solutions



**Co-ordinators**

Mr. Appu John, AP-CED  
 Ms. Nivya Mary Abraham, AP- CED



**Organized by  
 IIC & IIIC**



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- UNAI




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# VIMOCHAN

VIDEO MAKING COMPETITION

Topic : SAY NO TO DRUGS

Submission Link  
<https://forms.gle/uVjqwEdvCMNpMu8i6>

Can be any form of video related to the topic  
**Duration**  
**60 - 90 sec.**



Prizes worth **1.7K**

Registration **FREE**  
Deadline **2022 October 25**

Bhavana Nair : 8547844652  
Betsy K Eldhose : 9778744697



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- VISWAJYOTHI BUSINESS INCUBATION CENTRE(V-BIC)
  - a) M/s Carlo TV agreement

കേരളം കേരള KERALA DA 806965

This RENT AGREEMENT made and entered into the 09<sup>th</sup> day of March 2022  
BETWEEN

VISWAJYOTHI COLLEGE OF ENGINEERING AND TECHNOLOGY owned and managed by  
DIOCESAN TECHNICAL EDUCATION TRUST KOTHAMANGALAM, registered with No.  
121/IV/1999 dtd. 12.06.1999, address as Muvattupuzha - Thodupuzha Road, Vazhakulam,  
Muvattupuzha, Ernakulam District, PIN: 686670 represented by its Manger, Msgr. Dr. Pius  
Malekandathil, Viswajyothi College of Engineering and Technology, Vazhakulam,  
Muvattupuzha, Ernakulam Dist., PIN-686670 acts as Party A (hereinafter referred to as the  
LICENSOR).

AND

Fr. James Mundolickal, Director, M/s CARLO TV, an IT firm, with registered address Bishop's  
House, Kothamangalam, Ernakulam District, Kerala (hereinafter referred to as the TENANT).

Signature of LICENSOR Signature of TENANT

No. 3711 Date 9/3/2022  
Sold to Pius Malekandathil (M)  
Kothamangalam

M. ARUN  
For M. K. Murall  
Stamp Vendor  
Thodupuzha

Page 1 of 9  
SUB  
PIN: 685 504  
TH  
- 7 MAR 2022



കേരളം കേരल KERALA

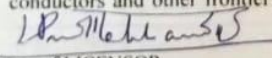
DA 806966

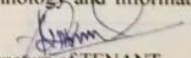
(The LICENSOR and the TENANT shall be referred to as a "Party" and collectively as "Parties").

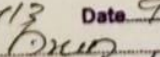
<p><b>Msgr. Dr. Pius Malekandathil</b> Manager, Viswajyothi College Engineering and Technology, Vazhakulam, Muvattupuzha (Licensor)</p>	<p><b>Fr. James Mundolickal, Director,</b> M/s CARLO TV, Bishop's House, Kothamangalam, Ernakulam District, Kerala PIN- 686 691, Kerala, India</p>
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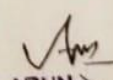
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