



VIDYA ACADEMY OF SCIENCE & TECHNOLOGY TECHNICAL CAMPUS
Kilimanoor, Thiruvananthapuram
Accredited by NAAC with B++ Grade
“A Unit of Vidya International Charitable Trust”

Governing body, administrative setup, functions of various bodies, service rules, procedures, recruitment and promotional policies

Sl No	Academic and Administrative bodies	Frequency of Meeting
1	College Council	Yearly Once
2	Academic Council	Weekly Once
3	Exam Cell	Whenever Applicable
4	Staff Selection Cell	Yearly Twice
5	Internal Quality Assurance Cell	Whenever Applicable
6	Human Resource Development Cell	Whenever Applicable
7	Career Guidance and Placement unit	Whenever Applicable
8	Library Committee	Yearly Twice
9	Grievance Redressal Committee	Monthly once
10	Anti - Ragging Committee	Yearly Once
11	Women Grievance Redressal Committee	Yearly Twice
12	Students Welfare Committee	Yearly Twice
13	Internal Complaint Committee	Whenever Applicable
14	Institution- Industry - Interaction Cell	Yearly Once
15	Research and Consultancy Cell	Yearly Once
16	Community Service Cell	Yearly Twice
17	Staff Welfare Committee	Yearly Twice
18	Discipline Committee	Whenever Applicable
19	ISTE	Yearly Twice
20	IEEE	Yearly Twice
21	ECU Clubs	Yearly Twice
22	Student Senate/ Union	Yearly Twice
23	Hostel Committee	Whenever Applicable
24	Bus / Transport Committee	Whenever Applicable
25	Sports Committee	Yearly Once
26	Women forum	Yearly Twice
27	PTA	Whenever Applicable
28	Canteen Committee	Whenever Applicable
29	Alumini Association	Yearly Once



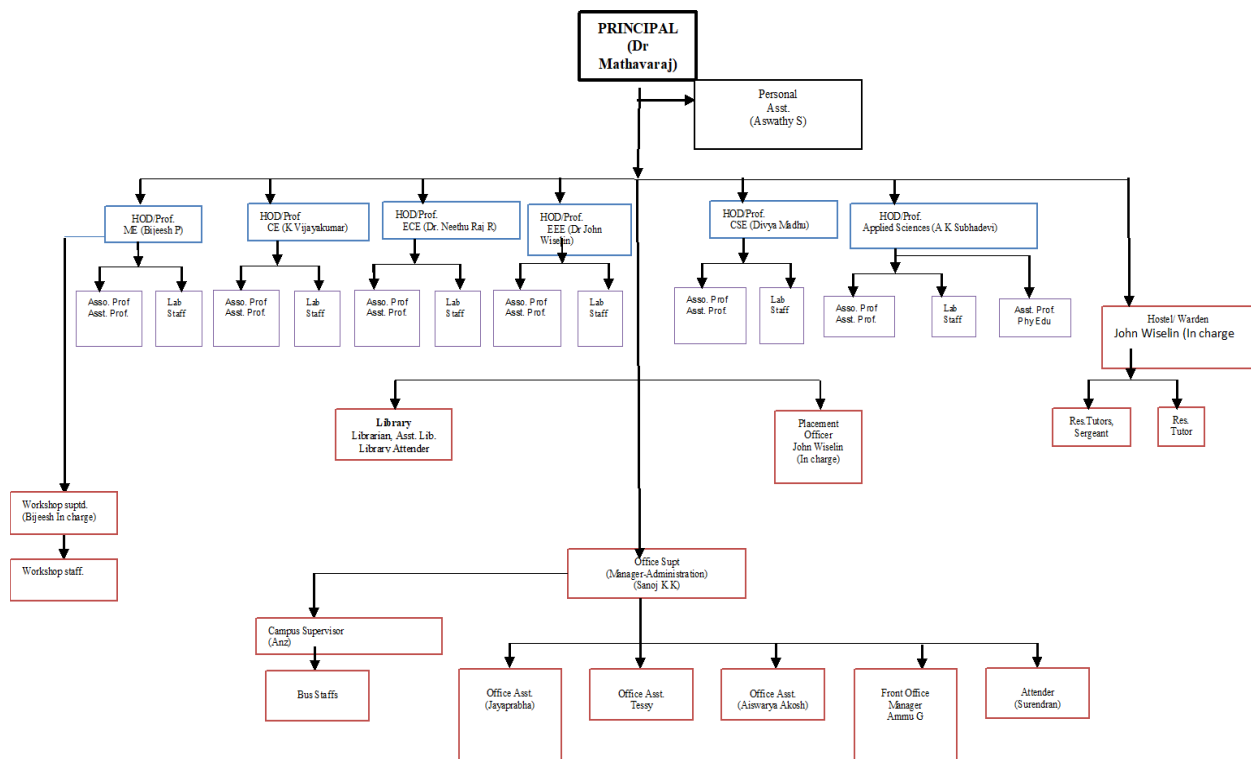
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30	Tec team	Yearly Twice
31	Ethics Committee	Yearly Once

□ GOVERNING BODY

Governance is the key activity that connects the management and staff with the stakeholders, i.e., the students, parents, recruiters, and the community at large. To ensure its efficiency and effectiveness, a number of administrative, academic, co-curricular, and general bodies have been constituted with their duties and responsibilities

The administrative chart shows the hierarchy set up in the college





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□ ADMINISTRATIVE SETUP

Sl. No	Name	Position	Qualification	Present Professional Position/Occupation
1	Dr. Santhosh Prasannan Vidya International Charitable Trust(VICT) Email:chairman@vidyaict.com Mob:91 9645843939	Chairman	B.Tech from Indian Institute of Technology, Madras Master of Science in Structural Engineering, West Virginia University, USA Ph.D. in Structural Engineering, Northwestern University, USA Registered Professional Engineer, USA Member of Tau Beta Pi, National Engineering Honorary Society, USA. Area Manager of Parsons International Limited	Education
2	Er. Devarajan Project Director-VICT Phone: 9388137353 Email: devarajan@vidyaacademy.ac.in	Member	B.Sc(Engineering), Electrical Retired Chief Engineer, Kerala State Electricity Board Formerly Senior Manager, EMCO, Abudhabi	Education
3	Sri Suresh lal Administrative & Finance Director –VICT Phone: 7736035255 Email:	Member	PG in Business Administration Formerly : FVP -Operations, JP Morgan Chase, Tokyo	Education



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	sureshlal@vidyaacademy.ac.i			
4	Dr. Anil B. Academic Director- VICT Mob: 9349837256 Email: anil.b@vidyaacademy.ac.in	Member(Educationalist)	B.Sc(Engineering),Mechanics 1 M.Tech in Machine Design PhD from IIT Madras Formerly Principal Govt. Engineering College Barton Hill, TVM	Education
5	Er. Sreekumar Brahmanandan Email: kumarbs15@gmail.com Mob: 97144206962	Member	Qualifications: Masters degree in supply chain management . Working at C suite level with over 32 years of rich experience across different industry sectors in multiple geographies including India and the ME .	Education
6	Mr. Gopalan Thampi Email: gthampitvm@gmail.com Mob: 9447116500	Member	Graduate in economics 21 years of experience as sales manager in different companies in Abudabi	Education
7	Prof. K. Vijayakumar Vice Principal, Vidya Academy of Science and Technology, Technical Campus. Trivandrum Mob: 9447493301 Email: vijayakumar.k@vidyateckl mr.ac.in	Member	B.Sc(Engineering),Civil Engineering; ME in Structural Engineering	Principal
8	Dr. Neethu Raj R Professor and Head in	Member	Qualifications: BE in Electrical Engineering; ME in	Principal



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	<p>Electronics and Coomunication Engineering Vidya Academy of Science and Technology, Technical Campus Trivandrum Mob: 9447551977 Email: neethu.raj@vidyatcklmr.ac.in Vidya Academy of Science and Technology, Technical Campus Trivandrum Mob: 7373838373 Email: john.wiselin@vidyatcklmr.ac.in</p>		<p>Power Systems; PhD in Electrical Engineering</p>	
9	<p>Nominee-Industrialist/technologist/ Educationalist from the region nominated by State Government</p>	Member		State Government
10	<p>Nominee from Affiliating University</p>	Member		APJ Abdul Kalam Technological University
11	<p>Nominee of State Government/ Director of Technical Education</p>	Member		DTE
12	<p>Nominee from AICTE</p>	Member		AICTE



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13	Dr.T. Mathavaraj Ravikumar, Principal, Vidya Academy of Science and Technology, Technical Campus, Trivandrum Mob: 8289824250 Email: mathurajravi@vidyatecklmr.ac.in	Member Secretary	Qualifications : B.E in Mechanical Engineering; M.E in Production Engineering; Ph.D in Mechanical Engineering; MBA in Operations Management	Principal
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Committees

1. Hostel Committee
2. Examination Cell
3. Discipline Committee
4. Staff Welfare Committee
5. Student Empowerment Committee
6. Student Steering committee
7. Student Grievance Committee
8. Vidya Student Support Cell
9. Website Committee
10. ERP Committee
11. News and Magazine Committee
12. Women grievances Committee

Sl. No	Name of the Committee	Coordinators	Responsibility
1	Hostel Committee	Dr.Sanaj M.S	<ul style="list-style-type: none"> ▪ At least one meeting per month ▪ Gathering information about the good practices in the hostel ▪ Assessing students feedback on the menu



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			<ul style="list-style-type: none"> ▪ Rectifying any shortcomings and problems faced by students ▪ Finding out other facilities required
2	Examination Committee	Prof. Vijayakumar K HOD CE	<ul style="list-style-type: none"> ▪ As per the guidelines laid down by KTU for University Examinations
3	Discipline Committee	Mr.Bijeesh .P	<ul style="list-style-type: none"> ▪ Preparing Duty Roster for ID monitoring, Dress Code and Late Coming from 8.45 a.m to 9.15 a.m . ▪ Campus rounds during Tea Break and Lunch Break ▪ Taking preventive steps to avoid any indiscipline activities
4	Staff Welfare Committee	Prof. Vijayakumar K HOD CE	<ul style="list-style-type: none"> ▪ To help the College to look after these needs of the staff & faculty to maintain high staff morale. ▪ To plan and organize recreational events and activities that will contribute to meeting these needs. ▪ To build a healthy and happy working environment and foster good relationships among the staff. ▪ To meet every month to assess the activities.



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			<ul style="list-style-type: none"> ▪ Keep records of meetings such as agenda and notes, minutes ▪ Keep records of financial transactions and conduct audit.
5	Student Empowerment Committee	Mr. Dawn Sivan AP ECE	<ul style="list-style-type: none"> ▪ As per the College Guidelines
6	Student Steering committee	Mr. Chandu CB AP ECE	<ul style="list-style-type: none"> ▪ The college level programs should be conducted under the guidance of faculty advisors of SSC.
7	Student Grievance Committee	Dr. Neethu Raj HoD ECE	<ul style="list-style-type: none"> ▪ Conducting meetings with members. ▪ Getting the feedback from Students ▪ Issues must be discussed and solved with the help of Head of Institutions
8	Vidya Student Support Cell	Ms. Sreejitha SG AP ECE	<ul style="list-style-type: none"> ▪ As per College Guidelines
9	Website Committee	Ms. Divya MK AP CSE	<ul style="list-style-type: none"> ▪ Collecting data from all the departments. ▪ Maintaining up to date information ▪ Posting Mandatory Disclosure ▪ Flashing all current and future events in the College
10	ERP Committee	Ms. Athulya Kamalasanan AP CSE	<ul style="list-style-type: none"> ▪ Collecting Students list and timetable from all department for attendance marking in ERP



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11	News and Magazine Committee	VigithaVidyadhar AP ASE	<ul style="list-style-type: none"> ▪ Collecting data from all departments and publishing “EEC Times” daily. ▪ Publishing newsletter every month. ▪ Publishing Magazine every Year
12	Women grievances Committee	Dr.Neethu Raj HoD ECE	<ul style="list-style-type: none"> ▪ Conducting meetings with members. ▪ Getting the feedback from Students ▪ Issues must be discussed and solved with the help of Head of Institutions

Academic committees

1. Academic Council
2. Course Committee/ Class Committee
3. Time Table Committee
4. Internal Audit Committee

Sl.No	Name of the Committee	Coordinators	Responsibility
1	Academic Council	Principal	<ul style="list-style-type: none"> ▪ Conducting meetings with head of all department ▪ Getting the feedback from Students ▪ Issues must be discussed and solved with the help of Head of Institutions
2	Course Committee/Class Committee	Ms. Asna SAsok AP EEE	<ul style="list-style-type: none"> ▪ Suggesting methodology to be adopted for difficult units ▪ Following up on portion completion



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			<ul style="list-style-type: none"> Evaluating any problems being faced by students and
3	Timetable Committee	Dr. Neethu Raj HoD ECE	<ul style="list-style-type: none"> Conducting meetings with the Time Table Coordinator of each Department. Resolving all issues in consultation with the Head of Institution. Preparing Time Table for each department / subject wise/ faculty-wise and Master Time Table for the College
4	Internal Audit Committee	Ms. Asna SASok AP EEE	<ul style="list-style-type: none"> Auditor as per KTU regulations

Committees for Co Curricular Activities

- Cultural Committee
- Sports Committee

Sl.No	Name of the Committee	Coordinators	Responsibility
1	Cultural Committee	Ms. Revathy S.J AP CE	<ul style="list-style-type: none"> To identify the talent of the students - Maintain student database for each event Organising Cultural Programmes Sending suitable teams to other colleges / university for participation with the approval of authorities – At least one cultural programme in each Academic Year
2	Sports Committee	Mr. Ravisankar AP, Physical Education	<ul style="list-style-type: none"> Planning the activities of the Academic Year



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			<ul style="list-style-type: none"> ▪ Identify the talent of students in each sports activity. ▪ Conducting in-house Sports Competitions. ▪ Encourage the students to practice in all the events.
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General

1. NSS

Sl. No	Name of the Committee	Coordinator	Responsibility
1	NSS	Mr. Lenin Babu AP CE	<ul style="list-style-type: none"> ▪ Enrolling students with service mind. ▪ Planning for the yearly activities ▪ Conducting weekly in-house programmes. ▪ Organising camps outside the College. ▪ Submitting report to KTU

□ SERVICE RULES

Sl.No	Policies and Rules	Year of Publication	Awareness Among
1	General Rules	2013	Employee
2	Recruitment, Selection and Appointment	2013	Employee
3	Performance Appraisal	2013	Employee
4	Students Rules and Regulations	Every Year	Employee / Students
5	Hostel Rules and regulations	Every Year	Employee/ Students

□ RECRUITMENT POLICIES

Recruitment, Selection & Appointment



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VICT aims to attract and retain the best talents to meet its current and future needs. Therefore, the recruitment and selection policy sets out below is of paramount importance to VICT to ensure that the best people are recruited on merit and that the recruitment process is free from bias and discrimination.

Objectives

1. To recruit and retain the right staff for the right job to meet VICT’s current and future needs as well as ensuring high quality standards set by VICT for its institutions are met.
2. Ensure that the faculties appointed are meeting the minimum qualifications stipulated by AICTE/relevant authorities.
3. Ensure that the non-faculty and other categories appointed are meeting the minimum qualifications and standards stipulated by VICT.
4. To improve the public image of VICT, both as an employer and as a quality provider of educational and research facilities.

Policies

1. HoDs shall prepare a head count plan as part of the annual budget. Requests for new head count that was not included in the head count plan shall be referred to Secretary, VICT for approval. Reason for not including in the head count plan shall be included in the request.
2. Prior to the decision regarding the new appointment, a review shall be done as to confirm about the necessity for the position and its duties. This review shall be done even in the case of replacement vacancies.
3. Job description clearly specifying the duties and responsibilities of the job shall be set out prior to commencement of recruitment process.
4. Subsequent to the job description report a person specification analysis shall be prepared detailing the Knowledge and educational qualifications, skills and abilities, experience and aptitude of the person required for filling up the vacancy. In case of faculty recruitment, the candidates shall meet the minimum qualifications stipulated by AICTE
5. A vacancy created by the departure of an existing employee shall not be filled automatically. HoD shall perform an analysis of the current requirements and accordingly a new job description shall be prepared. A person specific analysis shall be prepared to ensure that knowledge, educational qualifications, skills, abilities, experience and



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- aptitude of the new person recruited matches with the new requirements of the job. If the job requirement has not changed, HoD may request HR Manager to fill the vacancy with the same skill-set as the departed employee.
6. HRD shall advertise the position only if the position is included in the budget. Otherwise, prior approval from Secretary, VICT shall be obtained.
 7. HRD shall advertise the open position in the leading newspapers and through all the electronic and print media of VICT. Candidates shall be given a time frame of 10 days on an average for sending in their applications.
 8. Internal candidates, who seek career advancement opportunities and who possess the required qualification and experience, shall have to compete with the external candidates for the vacant positions.
 9. Candidates shall be short-listed for interview only if they meet all the essential criteria defined in the person specification analysis. HR Manager shall be responsible for short-listing the candidates in consultation with the members of the interview board.
 10. Call letters to the candidates shall be signed by the HR Manager from the approved list.
 11. Candidates shall be asked to complete Form K (Annexure – 10) prior to attending the interview.
 12. Interview shall be conducted by an Interview panel consisting of:
 - ✓ All Directors
 - ✓ Principals of College
 - ✓ HOD of the Department requiring the position
 - ✓ Available EC members or office bearers of VICT.
 13. If the candidate interviewed is a relative or familiar to someone in the Interview panel, then they shall inform the Chairman of the panel, i.e., the Executive Director (ED) and on his advice shall either abstain from the interview process or their relation shall be mentioned in the minutes of interview board.
 14. Each member at the interview board shall be provided with a judgement sheet to record the marks awarded to the candidates.
 15. HR Manager shall be responsible for tabulating and ranking the candidates based on the total marks received by them. The summary sheet shall be forward to ED.



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16. ED or his designate shall be responsible for sending the minutes of the recruitment process and ranking list to Secretary, VICT for approval.
17. The Secretary, VICT shall approve all appointments prior to issuance of offer letters to the applicant.
18. ED shall sign formal employment offer (annexure - 4).
19. All the appointees shall join the duty within the stipulated period mentioned in the appointment letter.
20. Probation
 - 20.1 Every employee whether faculty or non-faculty shall serve a probation period. The probationary period shall be one year. Any exceptions must be approved by ED.
 - 20.2 In the case of a faculty, student feedback taken at the end of each semester apart from a feedback from the concerned HoD shall form part of the total score. (Annexure – 9)
 - 20.3 In the case of a non-faculty working under the educational institutions of VICT, the Principal shall, at the end of the probation period, quantify and average the marks obtained by the employee under the probation and shall send the report to the ED along with his/her comments.(Annexure - 6)
 - 20.4 In the case of an employee working directly under VICT, the Directors shall, at the end of the probation period quantify the marks obtained by the employee under probation and shall send the report to ED with their comments. (Annexure - 7)
 - 20.5 The total marks obtained by the employee whether faculty or nonfaculty shall be equal to or greater than 70%.
 - 20.6 In case an employee obtains less than the required marks of 70% the ED with the prior approval of Secretary, VICT shall cancel the confirmation of his/her employment. Before, doing so, ED shall consider the opinion from the employees” peer group, immediate superiors, unit head and Principal, but the final decision shall be that of the ED.
 - 20.7 In cases where the employee obtains less than the required marks of 70%, the ED shall have the authority to extend his/her probation period for a period of minimum one month to a maximum of 6 months, on the basis of a written recommendation from the concerned authorities stating clearly the reasons of such recommendation.
 - 20.8 The probation period of an employee shall come to an end with a confirmation letter signed by the ED, prior to which the approval from Secretary, VICT shall be obtained.



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- 20.9 HR Manager shall prepare a list of probationers due for confirmation within the next two months and submit to the Directors and Principal by the 5th of every month.
21. Contract employees
- 21.1 Temporary position shall be filled on a contract basis only and the principles followed for the appointment of normal employees shall be followed for filling up the vacancy of temporary employees.
- 21.2 In case of extension of the contract period, HoD shall perform an evaluation of the employee's performance and he/she shall score at least 70% marks for considering an extension. (Annexure – 8)
- 21.3 After considering the work requirements and based on such performance evaluation report the approving authority (AA), may issue a Reappointment Order to the contract staff for a further period which shall be clearly specified in the said order. A sample format for the same has been attached at the end of this chapter.
- 21.4 Such reappointment shall not be made for a period more than three months or in case of guest faculty for a semester and a contract staff shall not benefit from such reappointments for more than one time. In order to consider him/her as a temporary staff again there shall be a gap of minimum 6 months. Exceptions must be approved by AA.

Recruitment Procedures

- A. Requisition for staff
- a. HoD completes a requisition form for recruitment of staff and submits it to the AA. The requisition shall contain the following information. (Annexure -17 Non- Faculty and Annexure – 18 for Faculty).
- 1) Job description / job profile of the proposed staff
 - 2) Minimum academic qualification required for the post (Annexure – 15)
 - 3) Previous experience required, specifically stating the number of years and the preferred type of organisation
 - 4) Name of the department where he/ she shall be absorbed
 - 5) Designation to which he/she shall be posted
 - 6) Period for which he/she shall be posted, in case of temporary vacancies
 - 7) Reason for such recruitment
 - 8) Any other relevant information justifying the recruitment



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- b. The AA, if approved, forwards the same along with his/her recommendations and signature to the HR department in order to initiate the recruitment. The AA, if not approved, returns the form to the originator with his/her reason for non-approval.
- c. On receipt of the approved requisition, the HR department forwards the same to the Finance Director (FD).
- d. FD after considering the extra financial implications if any, forwards the same to ED along with his comments and ensures inclusion of the same in the monthly budgets.
- e. ED, if satisfied, approves the requisition and initiates the recruitment process and forwards copies of the approval to HR department and FD.
- f. If the request is for a newly created position, prior approval shall be obtained from Secretary, VICT
- g. HR Manager prepares matter for advertisement and submits for approval from AA. After obtaining approval, arranges to publish the same in the leading newspapers as per the instructions received from AA and upload it to the website and Wednesday news. Short Listing & Tabulation of Applications
- h. The HR Department scrutinizes the applications and considered to be valid when:
 - 1) The application is submitted or postmarked or sent by email on or before the deadline date.
 - 2) The application is filled in the prescribed form.
 - 3) The application is substantially complete.
 - 4) The application reflects that the applicant possesses the required qualification and experience.
 - 5) The application reflects that the candidate meets other valid and lawful employment requirements for the vacant position.
 - 6) Applications are short-listed on the basis of the criteria set for each and every post.

The criteria shall be in consistence with the competency mapping list attached at the end of this chapter. (Annexure)

- i. HR Department tabulates the short listed applications with the necessary details as given below:
 - 1) Name
 - 2) Date of Birth



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- 3) Details of Qualification
 - 4) Details of Experience
 - 5) Marks obtained for the courses relevant to the vacant position.
 - 6) Passing Year of the courses relevant to the vacant position.
- j. Initial short-listing as mentioned above is done by HR department under the supervision and guidance of:
- ✓ Principal - In the case of faculty and non faculty staff working under the educational institutions of VICT
 - ✓ Finance Director - In the case of staff working directly under VICT.
 - ✓ Project Director - In the case of construction staff
 - ✓ IT Centre Manager - In the case of staff working under IT centres
- k. Short-listed applications are tabulated by the HR department and submitted for further checking to the Principal / Finance Director / Project Director / IT centre manager as the case may be.
- l. Principal/Finance Director/Project Director/IT Centre manager further carry out a detailed check including the technical aspects and „selects“ or „rejects“ each candidate.
- m. Once this exercise is complete, the HR department forwards the selected list to the ED for further action.
- n. ED, upon receiving the selected list may instruct the HR Manager to add suitable candidates, if any, from pending applications received in the trust office since the last recruitment. Selection
- o. Once the tabulation is completed, HR prepares final list and an interview schedule in consultation with the Interview board members.
- p. HR constitutes an interview board as per the policies in this manual.
- q. HR manager signs call letters to the candidates from the approved list and informs the candidates about the date and timing according to the interview schedule, either by post, telephone, email or any two of them. Interview



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- r. HR asks the candidates appearing for interview to complete “Form K” through which personal data of the candidates can be taken into records. A sample format of “Form-K” is attached at the end of this chapter. (Annexure -)
- s. HR department provides a judgement sheet to each member at the interview board to record the marks awarded to each candidate. The judgement of all the board members shall be given equal weight. Format of the Judgement Sheet is in (Annexure – 14)
- t. HR Manager summarizes the judgement sheets and a rank list based on the marks awarded and forwards the same to ED.
- u. The ED sends the Minutes of the whole recruitment process to the Secretary, VICT including the complete rank list. Minutes include details of the whole process, from the calling for of the applications till selection of candidates in the final rank list.
- v. ED issues appointment orders to the selected candidates, after obtaining the approval from Secretary, VICT. Appointment
- w. HR Manager or his/her arranges to send the appointment orders to the selected candidates by post or by email. HR Manager or his/her designate also calls the candidates to discuss with them the salary terms, joining dates, whether the candidate accepts or rejects the offer, if the offer is rejected the reason, if any, etc. The concerned person making the telephone call documents the details of the discussion with candidates mails a summary of the call to the members in the interview board.
- x. In an instance where the first candidate in the rank list does not accept the offer, the HR Manager picks the next candidate in the rank list and repeats the process as mentioned above. The salary and other perquisites shall be fixed according to their experience and qualification.
- y. Once the candidate consents to the appointment the HR department sends him/her a detailed list through email specifically mentioning all the necessary documents required to bring on the joining day.
- z. The HR manager shall forward a copy of the joining report of the selected candidate, his probable joining date etc. to the following persons to take further actions.
 - ✓ Head of the Department/Unit
 - ✓ Administrator
 - ✓ Principal/Executive Director/ IT Centre Manager



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Promotion Policies

Internal promotions and staff performance appraisals HR department shall, during the month of February, circulate an email to all the faculty members requesting them to fill in the staff performance appraisal form and apply for their internal promotion.

The designation wise criteria fixed for the minimum eligibility to apply for the promotion as well as the latest date by which such applications shall be submitted to HR division shall be clearly stated in the circular.

Eligible faculty members who are interested shall apply in the specified format within the time allotted.

The faculty performance appraisal is the cumulative result of multiple factors such as self appraisal, appraisal from HOD, Principal and the interview board.



Decentralization in working and grievance redressal mechanism

Decentralization in working

Working mechanism

Trust represented by the Executive Director is the Upper Appellate Body: Sri.G.Mohanachandran. He coordinates the activities of the institution in tune with the policies and guidelines of the promoting society, approved from time to time by the governing body of which he is a member.



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Administration & Finance Director: Sri. Suresh Lal. Finance Director is responsible for monitoring and approving all the financial activities of the institution including budgeting.

Project Director: Er. Devarajan R – Kilimanoor Campus Administration

Principal: Dr. T Mathavaraj Ravikumar. The Principal is the chief academic and general administrator of the college. Principal is the executive head of the institution and is the bridge between the Management and the Institution. The Principal works with Dean Academics, Vice-Principal, Heads of Departments, Heads of co-curricular, extra-curricular and service Departments and Senior Faculty heading various task committees in identifying resource requirements, preparing proposals and placing them before the College Management Committee, of which he is a member.

Vice-Principal: Sri, Vijayakumar K. The Vice-Principal reports to the Principal and have overall responsibility for Administration and Student Affairs.

Sl No	Name	Department
1	Prof. Vijayakumar N	Civil Engineering
2	Dr.Pravin Rose T	Electrical and Electronics Engineering
3	Dr. Neethu Raj R	Electronics and Communication Engineering
4	Mr. Bijeesh P	Mechanical Engineering
5	Dr.Sanaj M.S	Computer Science Engineering

HoDs are responsible for the functioning of the departments as per the laid down policies of the college. Prepare the annual budget for their respective departments. HODs are largely responsible for academic loads, smooth and effective conduct of class room and laboratory learning, coordinate internal assessments/examinations, to support and promote continuous learning among colleagues, to bring about and ensure synergy among the services rendered by both teaching and non-teaching.



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VIDYA INTERNATIONAL CHARITABLE TRUST
Sun tower, East Fort, Thrissur. Pin: 680 005
Tel. 0487 2442571/72. Fax: 0487 2442572. e-mail : vidyaiet@vidyaacademy.ac.in

Proceedings of the Executive Director, Vidya International Charitable Trust.

Sub: Directors Re arrangements of Functional Areas – Orders issued

Ref:- 1. E-Mail Communication dated 17-08-2019 of Executive Director

2. E- Mail from Secretary, VICT dated 29-08-2020

Order No: VICT/Directors/2020 Thrissur Dt. 03.09.2020

ORDER

Institutions and Functions under the Trust are undergoing vast changes in pace with the rapid developments happening in the Educational and Industrial fields all over the world. To implement the existing and future programs effectively some changes in the functional areas of the following directors were proposed and the trust approved the same vide reference cited above (2). All unit heads and staff members are directed to note the changes and follow the reporting and communication channels accordingly.

Executive Director(ED): Strategic Affairs of the Trust & Institutions and VTC Director (in charge)

Administration & Finance Director (AFD): Finance, Admin, HR (covering Appointment Authority and Signing Authority of all matters under these domains) of the Trust and Thrissur Campus Administration.

Project Director(PD): Kilimanoor Campus Administration.

Other responsibilities currently being handled but not coming under ambit of the above portfolios shall continue as-is.

This arrangement will be effective from 01.09.2020.


Executive Director

To,
All staff

cc to: 01. Chairman/ Vice Chairman/Secretary/Treasurer/Jt Secretary Dr. V.S. Ajaikumar / P K Asokan
02. Directors/Principal (VAST & VAST TC)
03. Manager, IT Division
04. Manager Administration
05. Accounts /HR



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Grievance Redressal Committee

Coordinator: Prof AK Subhadevi

There is a Grievance and appeal committee functioning in the Institution for the redressal of grievance and complaints if any to the entire student community. The members of this committee are listed below

Sl. No	Name	Designation	Department	Position
1	Dr.Mathavaraj Ravikumar	Principal		Chairman
2	Prof. A.K. Subhadevi	Professor and HOD	AS	Convener
3	Mr. Chandu C B	Asst. Professor	ECE	Member
4	Mr. Lenin Babu	Asst. Professor	CE	Member
5	Mr. Ramu Rajendran	Asst. Professor	ME	Member
6	Ms. Divya Sabu	Asst. Professor	EEE	Member
7	Mr. Suraj S.R.	Asst. Professor	CSE	Member
8	Mr. Sanoj K.K.	Manager	Admin	Member
9	Mr. Arif Muhammed	Student	S5 Mechanical	Member

Working mechanism of Grievance redressal system

The following steps indicate the procedure followed for grievance redressal.

1. Grievances, if any, may be presented before the officials (preferably in the order) group tutor → HOD → Principal.

2. The complaint should be given in writing.



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3. Depending on the nature of the grievance, a committee will be formed as decided by the Principal to look into it.

4. The committee with due respect to the institutional and academic goals, will look into the grievance to arrive at a decision and take appropriate action.



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VIDYA ACADEMY OF SCIENCE & TECHNOLOGY TECHNICAL CAMPUS -
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Re-constitution of Student's Grievance Redressal
Committee -Orders Issued

Order No.VAST TC /GEN/ORD/18/2021

Dt:- .12.10.2021

Committee No. 01

ORDER

The Student's Grievance Redressal Committee is here by re constituted with the followings members for the academic year 2021-22

Sl. No	Name	Designation	Dept	Position
1	Dr. Mathavaraj Ravikumar	Principal		Chairman
2	Prof. A.K. Subhadevi	Professor & HOD	AS	Convenor
3	Mr. Chandu C.B.	Asst. Professor	ECE	Member
4	Mr. Lenin Babu	Asst. Professor	CE	Member
5	Mr. Dheeraj K M	Asst. Professor	ME	Member
6	Ms. Divya Sabu	Asst. Professor	EEE	Member
7	Mr. Suraj S.R.	Asst. Professor	CSE	Member
8	Mr. Anz G S	Campus Supervisor	Admin	Member
9	Mr. Arif Muhammed	Student	S7 ME	Member(Special Invitee)

Frequency of meeting..... *as per requirement.* in a month

Copy to

1. Director Project, VICT
2. Director Administration & Finance, VICT
3. Members
4. All HODs
5. Network cell (for upload in site)
6. All Notice Boards



M. Arif Muhammed
PRINCIPAL

Malakkal P.O., Kilimanoor, Thiruvananthapuram, Kerala – 695602.

Tel: +91 470 2649574, 2649234, | Fax : +91 - 470-2649234 | Mob : 9447540982

E-mail :vasttc@vidyaacademy.ac.in | www.vidyatechklmr.ac.in.



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MinutesLink:

<https://drive.google.com/drive/folders/1p9eGmyMdHLI3uyY7TWc1VV5R4s1BQivk?usp=sharing>

Delegation of financial powers

Major financial decisions are taken based on the proposed budget during the beginning of every financial year. The authority invested with the power to sanction various financial requirements upto the amounts Rs. 1000, Rs. 5000, Rs. 25,000 and above Rs. 25,000 are the concerned HOD, the Principal, the Directors and the Secretary respectively.

Financial powers are delegated to

- Principal has powers for purchase/ spending for infrastructure development related to academic activity like addition of classrooms, laboratories, improving other facilities like hostels, food courts etc.
- Heads of departments are given imprest cash which can be used for all purchases related to consumables, other emergency purchases after obtaining from the Principal.
- Relevant in charges- Librarian, Physical Education Director, Hostel wardens etc. have powers for purchases of all items related to their departments.
- Coordinators of various functional committees have powers of spending money from their respective department accounts for any co-curricular/extracurricular activities after obtaining relevant permission from the Principal.

Transparency and availability of correct/unambiguous information in public domain (5)

The Website URL is: www.vidyatcklmr.ac.in

- The Institution has its own web-site <http://vidyaacademy.ac.in> (<http://vidyaacademy.ac.in/>). The information pertaining to the Institute as a whole and program wise are propagated through the web-site to the stake holders, such as staff, students, parents, alumina, industries and general public. Overall information about the



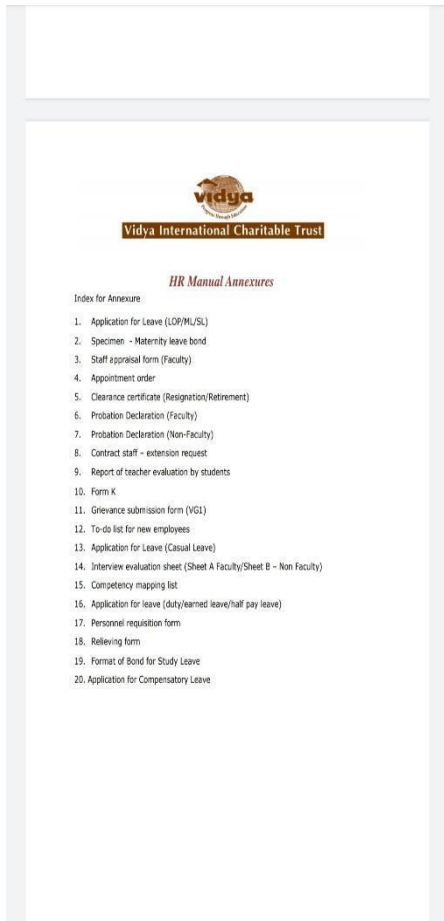
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Institute, governance of the institute, various policies of the institute, programs, Admission Procedure, details about the faculty are made available through web-site. Mandatory disclosure, financial statements are also available on the web-site.

- Just like the above, the institution is straightforward in providing the information to its staff regarding availability of the leaves and vacations, circulars issued by the authority of the institute and/or circulars issued by the authorities of the regulatory body/bodies from time to time.
- The service rules and policies of the Institute are also made available in the concerned departments which can be referred by the employees of the institute.
- All Minutes of Meetings like College Academic Council (CAC), Department Review Meetings (DRM), Class committee meetings (CCM), and other information are available in the department files which are readily accessible to all faculty members.
- Presently the institute is affiliated to APJ Abdul Kalam Technological University under APJ Abdul Kalam Technological University Act 2015 (Act No.17 of 2015)



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M. S. S.