



Reg No . 06

Date: 19/01/2022

Action Taken on the meeting held 22/04/2022

Reference: VJCET/IQAC – 27

1. The peer team visit to the institution was made on April 29 and April 30 2022.
2. All the preparedness activities for NAAC peer team visit was made on time as scheduled.
3. IQAC members list was modified as per the requirement and discussions made in the last meeting.
4. The check list for allocation of duties to all staff members was prepared and circulated.
5. Meetings were organized to every category of stakeholders in online and offline mode to impart importance of IQAC and NAAC.
6. The lectureship series for teachers, non-teaching, administration staff is continued.
7. In response to the plea from Head of Departments, management agree to appoint staff dedicated to accreditation responsibilities and academic activities.
8. The conveners of media content creation committee and media monitoring committee intensity their efforts to prepare and release quality content.
9. It is confirmed to start the course of Hotel Management for undergraduates.
10. The faculty members started taking the orientation classes for the plus two students with the permission from higher secondary school principal.



11. Social media platform is used effectively to influence the aspirants for admission to under graduate courses.
12. Principal made the visit to all the departments for interaction with faculty members to improve academic performance of students.
13. A category wise listing of students based on the series exam marks is made. Special attention is given to slow learners for improving the academic performance.
14. Series examination for students were held in offline mode. Blooms Taxonomy was followed for setting question paper.
15. Prior intimation is given from students to group tutors for taking leave.
16. Course file and lab files are maintained by faculty members as specified by Kerala Technological University. Internal audit for verification of course files is held.
17. Webinars and internships are conducted by MoU signed companies. The activities of IIC and IEDC are in progress.
18. The university examinations are regularized to 3 hours. Students and Invigilators are following the covid protocols for all the examinations at university level and institute level.
19. The Department Advisory Committee and program Assessment Committee meetings are held in all the departments. Audit of files for 7 criteria in respect to NAAC Accreditation is made.
20. The trial presentation for Principal, Head of Departments and IQAC coordinator is made in regard to NAAC Accreditation. The information boards under each department are checked and verified, found correct
21. The training of students by M/s ASPIRE is done in a correct/regular way.



22. The admission for the academic year 2022-2023 to MBA students is in progress.
23. The workload calculation and subject allocation for the even semester is completed. The even semester classes started from April 18, 2022.
24. Mentoring record is maintained by all the faculty members. The faculty diary and staff diary is updated regularly and verified by Head of Departments.
25. Three departments applied for KTU sponsored faculty development program. Every department submitted paper for the latest issues of T&F journal.
26. The class test and series examination for students were conducted during FN and AN session. All the examinations are of one-hour duration and maximum marks of 30.
27. The placement activity for final year students is in progress.
28. An interaction session was made by M/S Wipro with the management, staff and students of VJCET. An amount of Rs.100/- was increased per student for the fees to Konfidence group.
29. Social distancing and wearing of face masks for protection is continued.
30. All the branches of engineering started giving hands on training for updated skills and programs. It is suggested students should undertake industry oriented internship during vacation slots.
31. The fee collection from students at undergraduate and post graduate level is in progress.
32. Student feedback is performed. The analysis is done and handed over to Principal and Head of Departments for further action.



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33. Notification on Swayam course is circulated to students. Students and faculty start taking NPTEL courses.

Action taken for the meeting held on 19/01/2022 is prepared by

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NB: Original is kept at Reg. no 6/Page no 4