



VISWAJYOTHI
COLLEGE OF ENGINEERING & TECHNOLOGY

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

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Established in 2001
Managed by Catholic Diocese Kothamangalam



Date: 07/06/22

NOTICE -27

Reference: VJCET/IQAC-27

The Twenty seventh meeting of the Internal Quality Assurance Cell is scheduled on

Date and Time: 14/06/2022, 10:00 AM

Venue: Conference Hall

Agenda for the meeting

1. Student Assessment Record monitoring
2. Test and Retest monitoring
3. Attendance monitoring
4. Course file and Lab manual monitoring
5. IIIC and IEDC
6. Exam Cell
7. Academic Advisory Committee
8. Research and Faculty Development
9. Placement Cell
10. Student Disciplinary Cell
11. NPTEL, Spoken tutorial and Guest Lecture
12. Feedback Cell
13. Student Grievance and Ethics monitoring
14. Library Committee
15. Project Monitoring

All Heads of Departments, Stream Heads are requested to attend the meeting.

Dr. Anoop C. K
IQAC Coordinator

To:

- 1) Director, Viswajyothi College of Engineering and Technology
- 2) Principal, Viswajyothi College of Engineering and Technology
- 3) Vice Principal, Viswajyothi College of Engineering and Technology
- 4) HOD- CE, CSE, ECE, EEE, IT, ME, MBA
- 5) Administrative Officer, Viswajyothi College of Engineering and Technology
- 6) All Stream Heads
- 7) File



Reg No. 7

Date: 14/006/2022

Minutes of the Twenty Seventh Meeting held on
14/06/2022

1. The twenty seventh meeting of the Internal Quality Assurance Cell started at 10:00 AM on 14/06/2022 in the conference hall. Director of the institute Rev.Fr. Paul Nedumpurath presided the meeting. Rev.Fr. Paul announced, our institution is graded B++ by the NAAC. Director appreciated and congratulated all who had worked for the NAAC accreditation process. It is suggested that the joy should be shared with the staff and students and for that sweets be distributed to students and all staff.
2. Principal Dr. K.K Rajan supported the words of Director and appreciated all the efforts taken with respect to accreditation.
3. Dr K.K Rajan announced the criteria wise Grade point average for 7 criterion
 - a) Curriculum Aspects -2.6
 - b) Teaching learning & Evaluation-2.91
 - c) Research Innovation & Extension-2.64
 - d) Infrastructure and Learning Resources-3.01
 - e) Student support and Progression-2.68
 - f) Governance, Leadership and Management-3.00
 - g) Institutional values and Best practices-2.86



Overall grade awarded=2.83 with B++

4. Rev. Fr. Paul mentioned that after studying the report in detail we should file an appeal to NAAC as there is a scope for us to get A grade.

5. Dr K. K Rajan informed the even semester classes work commence as follows:

S6 - 11/04/2022

S4 - 21/04/2022

S2 - 18/04/2022

The time table for all semesters be published.

6. Dr. K. K Rajan informed that the syndicate of the university has formulated a scheme to bridge the digital divide among the students of the university as they have realized that a good number of brilliant students under the university do not have adequate Laptops/mobile phones/gadgets for attending online classes and under that scheme university has provided 10 laptops to college for distribution among the deserving third year students. It is suggested to identify the students /recipients for the same.

7. Dr. K. K Rajan informed the names of peer team members

Prof. Subash Dhuliya - Chairman

Prof. S. Mohan -Member

Prof. Shivajirao Jadav -Member

8. Sri. Somy P Mathew informed the studio room as an initiative of alumni association.



9. Dr. K. K Rajan suggested Head of Department to submit the consolidated mark list of first class test of S8.
10. Sri. Somy P Mathew informed the Data science lab for the AD department is installed with latest configuration 17 computers.
11. Dr. K. K Rajan suggested regarding the submission of NBA compliance report. A review meeting is also planned by management on the compliance report.
12. Dr. K. K Rajan informed National Level Technical event BODHI '22 was held on 19th and 20th of may after discussion with the student's council advisors, council members. The college arts festival DRISHYA was held on 23rd and 24th of May 2022. The sports fest DRONA was conducted during the working days after regular working hours.
13. Dr. K. K Rajan informed the institutional hosted IEEE SPS Kerala chapter flagship events SIGNAL from May 13th to May 15th 2022. Around 250 participants including in house participants attended.
14. Sri. Sunny Jacob briefed the progress of fee collection from students.
15. Dr. K. K Rajan informed the S4 results pass percentage is 68.7% 460 students appeared of which 316 students cleared all the subjects.
16. Sri. Somy P Mathew informed in respect to the Industrial Visit allotted all the final year semester students finished the Industrial visit.
17. Sri. Somy P Mathew informed that an academy which supports students to obtain admission in foreign universities would like to interact with final year students.



18. Smt. Shine George put forward the request by the S4 students for a industrial visit.
The day of visit could be preferably a non-working Saturday or any other holidays.
19. Dr. Shunmugesh informed that proper discipline be maintained by student's in the campus and in the class.
20. Dr. K. K Rajan informed the result analysis submitted by all the departments to be in a common format.
21. Smt. Ann Neetha Sabu informed that the second internal examination for S8 classes were conducted on 26th and 27th of May 2022. The first internal for S2, S4 and S6 classes were conducted from 27th May 2022.
22. Sri. Vinoj.K briefed the various events conducted for Bodhi on 2 Days. It was further suggested a report to be generated for the various programs held. Alive performance of Ms. Gowri Lekshmi singer was made on May 24th 2022.
23. Rev. Fr. Paul informed to delist Dr. Anishin Raj Dean R&D from the IQAC as he has left the institution.
24. Dr. K. K Rajan informed the department wise Farewell was conducted on following days:
May 30th – ME Dept., May 31st – IT Dept., June 1st – EEE Dept., June 2nd – ECE Dept.
June 4th – CSE Dept.
25. Dr. Anoop C.K informed the final corrections in the NBA compliance report are in progress and it would be possible to upload the compliance report and pay the fees to NBA portal in coming days. Regarding the NAAC Appeal the documents to



be filed are in preparation and the draft document could be presented to the Management, Principal, Dean & Head of Departments by next week.

26. Sri. Somy P Mathew informed the NSS unit of the college along with Jeevadhara Renal Foundation would like to organise a project in the college. The project is to collect Rs.1000/- from each class and to use this amount for the dialysis of needy person. The meeting welcomed the project and Principal informed that this can be initiated by the NSS unit of college.
27. Sri. Mavin informed the training sessions by M/s ASPIRE are conducted effectively for the students.
28. Dr. Rajan informed the S7 results department wise pass percentage
CE-75%, CSE-73.04%, ECE-51.85%, EEE-53.57%, IT-56%, ME-31.82%
It was further informed to intimate students to apply for revaluation.
29. Sri. Mavin informed M/S ASPIRE proposes to conduct a 1 week FDP in Chennai in the month of June 2022. Two faculty members can attend the FDP. Dr. Rajan insisted one faculty each from CSE & IT department to nominate for the same.
30. Sri. Vinoj opined in order to ensure IEDC function in an effective manner, student involvement should be involved ensured. For this a list of 5 students from each department should be handed over to the committee.
31. Sri. Mavin informed for the renewal of MoU with Infosys, the institution should attain 65 marks out of 100. The weightage of various criteria was put for discussion.



32. Adv. Francis George suggested Alumni Induction Programs and Alumni Meets should be conducted for final year students to wider their network for future studies and job prospects.
33. Sri. Babu George informed it is necessary to improve the academic performance of the students. For that measures need to be taken in the institution. It was also suggested question papers may be solved and circulated to students for studying well.
34. Dr. Rajan informed PTA meetings be arranged and remedial classes for the s2 students be initiated at the earliest. The Principal asked the Head of Departments to schedule the remedial class and do the needful at the earliest.
35. Dr. Joseph Cyriac informed the last working day for s2 MBA is June 16. For s4 MBA students the internal examination were scheduled from June 9 to June 13. The placement count for MBA has reached 27.
36. Sri. Somy P Mathew informed that the PTA Executive committee meeting will be held in the college on June 21, 2022.
37. Dr. Rajan asked the Head of departments to inform the faculty to utilize the studio room for taking video lecture, It was suggested to record one-module video lectures.
38. Dr. Rajan suggested the members to restart the practice of celebrating the commemorating days which was already scheduled for departments.
39. Head of Departments of all branches for under graduation courses shared their experience with on their interaction by NAAC peer team members.



The meeting came to an end with the concluding remarks by IQAC coordinator.

Dr. Anoop.

List of member's present

Sl. No	Name	Signature
1	Rev. Fr. Paul Nedumpurath	Sd/-
2	Mrs. Shine George	Sd/-
3	Mrs. Brighty Jose	Sd/-
4	Dr. K K Rajan	Sd/-
5	Mr. Robin K Augustine	Sd/-
6	Mrs. Anju Susan George	Sd/-
7	Dr. K Shunmugesh	Sd/-
8	Mr. Sunny Jacob	Sd/-
9	Dr. Anishin Raj M M	Sd/-
10	Mrs. Ann Neetha Sabu	Sd/-
11	Mr. Mavin C	Sd/-
12	Mr. Baby George	Sd/-
13	Adv. Francis George	Sd/-
14	Dr. Joseph Cyriac	Sd/-
15	Mr. Amel Austin	Sd/-
16	Smt. Smitha Cyriac	Sd/-
17	Mr. Biju George	Sd/-
18.	Dr. Jose Mammen	Sd/-
19	Dr. Anoop C K	Sd/-
20	Smt. Viji George	Sd/-
21	Smt. Smitha Jacob	Sd/-



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22	Smt. Lakshmi M S	Sd/-
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Minutes of the meeting held on 16/08/2021 is prepared by

Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg No 6 /Page No 63