



Reg No . 06

Date: 19/01/2022

Action Taken on the meeting held 19/01/2022

Reference: VJCET/IQAC – 26

1. The institution has finished the Data validation and verification clarifications and waiting for reply from NAAC Head office.
2. The second phase of payment and logistics for NAAC peer team visit is made by institution through NAAC portal.
3. The dates of visit for NAAC peer team visit is fixed and given to the portal. The stay for members during the visit time is finalized and conveyed to NAAC Head Office.
4. The backup file preparation and activities for peer team visit is in progress.
5. The minor basket list is prepared and students have opted for the minor courses.
6. The celebration of special days is continued with the active participation of students and staff members.
7. An institutional Email id for students and staff members is made and circulated . It is made sure ,all the institutional activity messages are conveyed and circulated through institutional Email id.
8. Students and faculty members join the LinkedIn network for institution webpage.
9. The practice of preparation of university result,Analysis and circulation to Director,Principal,Vice Principal and Academic performance and Monitoring committee is continued.



10. The projectors and computers in the respective classrooms ,staffrooms and laboratories are functioning proper.
11. The one week orientation for first year classes was organized.
12. Library Utilization is ensured by staff members and students in the campus.
13. Placement activities for MBA students is continued
14. Placement activities for undergraduate students is continued.
15. The program of international webinar on Globalization and innovation during pandemic was organized by MBA department.
16. The Institute Innovation Council hosted a webinar and ensured good participation by students.
17. Admission Committee meeting was organized. Implementation of skill development activities is given to every department
18. Performance evaluation of students based on first series test is made and communicated to parents through PTA meeting.
19. Semester plan for all the semesters is made ready with respect to university academic calendar
20. The fee defaulters list of students is collected from office and personally contacted for fee collection.
21. Proper Discipline is maintained in the campus.
22. Newsletter of each departments is made available on time boned basis.
23. The guidelines and criteria for applying CSR scholarship to first year students is finalized.



24. A meeting is organized for department budget presentation. Head of Departments presented the budget.
25. A webinar on “How to Utilize the IEEE Journals” is organized for proper utilization of library books. Students and faculty members attended the meeting.
26. Mentoring session for students is continued.
27. PTA meeting for MBA first year students is held.
28. The time table for all semester is entered in the automation and attendance entry is continued.
29. The action plan put forward by the Academic Performance and monitoring Committee is implemented in every department. students start applying for the competitive examinations.
30. The self-appraisal form for the technical staff is finalized and staff diary is put for circulation.
31. The activities of NSS cell for social welfare is continued.
32. Agenda for the KTU organized Principals meet is put for discussion.
33. Institution Alumni chapter hosted meetings and suggestions were given to make the institution a Center of Excellence.
34. The placement statistics is discussed. The technical training awareness classes for pre final year students is continued.
35. The institutional Christmas celebration was conducted in a fabulous manner.
36. Admission process for year 2022 is prepared. Faculty list for schools visit and presentation is made ready.
37. The class wise list of students for training in German language is prepared.



38. The assignment and tutorials to students are given on time. The category wise listing of students in terms of their performance in examinations is prepared and necessary action taken to improve academics
39. Test and retest for running semester is published. The previous year questions are included in series test.
40. Duty leave is given to students who produce medical certificates issued from medical practitioners. This is applicable for normal working days and examination days.
41. Separate file for faculty advisor, group tutor, remedial classes, personal file and placement activities is maintained in every department.
42. A small video recording for programs in reference to IEDC activities is taken and uploaded to NISP portal.
43. Covid protocols are continued for the conduct of university examinations.
44. The Department Advisory Committee and Program Assessment Committee meetings are conducted in every department on scheduled time frame. Suggestions put forward by committee members is followed up.
45. The compliance report for NBA Accreditation is in progress for 5 departments.
46. R&D Newsletter is published. The R&D details for the institution is updated in the website. Departments start applying for KTU funded faculty development programs.
47. Technical workshops are conducted at institution. Students attend and present papers in the conferences at national and international level.



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48. Faculty members are deployed at entry points in the morning hour and lunch breaks to monitor late entry of students.
49. Updation of courses held in NPTEL website is monitored. The course and examination details is conveyed to students and faculty members.
50. Students collaborate with industries for internship and project, Publication of Journals by students is continued.

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