



VISWAJYOTHI
COLLEGE OF ENGINEERING & TECHNOLOGY
Approved by AICTE New Delhi & Affiliated to API Abdul Kalam Technological University

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Established in 2001
Managed by Catholic Diocese Kothamangalam



Date: 18/04/2022

NOTICE -26

Reference: VJCET/IQAC-26

The Twenty sixth meeting of the Internal Quality Assurance Cell is scheduled as

Date and Time: 22/04/2022, 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. IIC 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. 6

Date: 24/02/2022

Minutes of the Twenty Sixth Meeting held on 24/02/2022

1. The twenty sixth meeting of the Internal Quality Assurance Cell started at 10:00 AM on 22/04/2022 in the conference hall. Director of the institute Rev.Fr. Paul Nedumpurath presided the meeting. Rev.Fr. Paul informed the Peer team visit to the institution is fixed on dates April 29, 2022 and April 30, 2022.
2. Principal Dr. K.K Rajan informed the preparedness for NAAC peer team visit should take place at the earliest.
3. Rev. Fr. Paul informed to include the following personnel to the IQAC team.
 - a) Sri. Andrews Jose - Assistant Professor, CSE
 - b) Sri. Felix Varkey Kunju - Representative, Industrialist
 - c) Sri. Mathukutty Manoj – Representative, Student

It was further informed to exclude Dr. Geo Baby from the list.

4. The NAAC peer team visit schedule was put for discussion starting from the date April 28 2022 - April 30 2022.
5. Formulation of a checklist for allocation of duties to all staff members in respect to the preparedness was put for discussion.
6. Dr. K. K Rajan expressed the strong need in raising awareness among students and all stakeholders on the benefits of NAAC Accreditation in a broader perspective.



7. Sri. Somy P Mathew pointed out the importance of continuing the lecture series by eminent speakers for teaching, non-teaching and administrative staff members.
8. Dr. K. K Rajan informed the task of maintaining the criterion documents to be delegated to the institution criterion heads which will be closely supervised by concerned Head of departments.
9. Rev. Fr. Paul informed that the Accreditation works must be approached professionally in order for academic activities to continue uninterrupted.
10. In response to the plea from Head of Departments, Dr. K. K Rajan promised to make a request to management to appoint staff dedicated to recurrent accreditation responsibilities and academic activities.
11. Dr. K. K Rajan informed that the necessity of using the common library and brought this to the attention of Head of Departments.
12. Dr. K. K Rajan informed the industrial visit for final semester students to be limited to 5 days and the visit programs be finished 10 days before the Accreditation visit.
13. Rev. Fr. Paul suggested every departments should take keen interest to register Start Ups. Dr. Sony Kurian informed the reachability and advantages of Start Ups.
14. Dr. K. K Rajan informed necessary plans to boost the activities of Academic performance monitoring committee. The monitoring and strategic plans to improve the academic score of students were put for discussion.
15. Dr. K. K Rajan informed to reinstate the cultural festival day and sports activity day for the students after a 2-year gap of pandemic situation.



16. Dr. K. K Rajan informed the conveners of Media Content Creation Committee (MCC) and Publicity and Media Monitoring Committee (PMC) to intensify their efforts to prepare and release quality content to positively reach out the target audience for increasing the admission activities.
17. Rev. Fr. Paul informed the initiative of the Management Authority to start a new course of Hotel Management as Undergraduate Course in the institution. The necessity of the course was put for discussion in the meeting.
18. Adv. Francis George informed the initiatives to organise career orientation classes be arranged to +2 school students. This may be taken by arranging power point presentation for students in the schools by taking prior permission from Higher Secondary School Principals.
19. Dr. K. K Rajan suggested the core Engineering departments of Civil, Mechanical, Electrical Engineering to organise student certain programmes and take measures to improve admission in their respective branches. Social media platform to be used for maximum extent possible to influence the decision making of aspirants for admission.
20. Dr. Rajan informed visits will be made by Principal to all the Departments for direct interaction with faculty members to improve the academic performance of students.
21. Dr. Shine George informed in respect to the series examination held a category wise listing of student's examination result will be introduced. Based on the marks scored for series and class tests, slow learners and above average



performers be identified and necessary efforts to improve their performance may be taken.

22. Smt. Ann Neetha Sabu informed the series examination for semester 1,3,5 and 8 students be conducted in the physical mode. It was further informed the question paper set for the series examination be duly signed and verified by course coordinator, stream coordinator and program coordinator. The Blooms taxonomy to be followed for setting question paper.
23. Smt. Anju Susan informed regarding the verification of attendance. Students should give prior message to Group tutors regarding the absence from classes. Students should avoid taking leave unnecessarily reasons.
24. Sri. Amel Austin informed the course file and lab file to be made with the format as specified by Kerala Technological University. Internal audits for verification of course files in the running semester also suggested. Separate files and Documentation for (Faculty Advisor, Group tutor, Remedial class, Personal files, Placement files) be maintained in the department.
25. Sri. Vinoj informed the importance of conducting activities in collaboration with MoU signed companies. The future plans of IIIC IEDC activities for the semester was put for discussion.
26. Smt. Viji informed the duration of 2 hours 15 minute for the university examination during the covid pandemic period are regularised to 3 hours duration. However, the pass marks for the students to clear the examination also reframed to 45 marks. Separate classrooms are identified for students suffering from fever. Students and invigilators are suggested to follow covid protocols.



27. Dr. Anoop CK informed regarding the conduct of Department Advisor Committee and Program Assessment Committee meeting in the institute. Audit of the files for 7 criterions was informed. The academic audit shall be conducted by an external academic auditor.
28. Dr. Anoop CK informed the trial presentation of Principal, Head of Departments and IQAC coordinator are in progress. It was further reminded that all the information boards under each department should be checked and the head of departments should make sure that all the boards are updated.
29. Sri. Mavin informed that M/S ASPIRE has recognise Viswajyothi as a centre of Excellence and therefore ASPIRE is ready to train the students who got placement in the company. A lab was identified in the D-Block for the same.
30. Dr. Cyriac Joseph informed the University Examination for MBA S3 Students started on March 30th and S2 classes are in progress. The admission for the academic year 2022-2023 has already started for MBA. Regarding the placement 11 students are placed as on date and 13 students been shortlisted by different companies.
31. Dr. Rajan suggested to complete the workload calculation and subject allocation for the even semester at the earliest. It was informed the semester 2 classes may start from April 18,2022.
32. Dr. Rajan informed that the mentoring record be maintained by all the faculty and Head of departments should make further suggested the faculty diary and staff diary be updated daily and Head of department should verify this periodically.



33. Dr. Anishin Raj suggested all the departments to apply for the KTU sponsored FDP. If any pending fund is to be released from KTU for the FDPs conducted last year, the necessary follow-up should be done. It was informed to submit at least one paper from each department for the latest issue of **TFT**.
34. Dr. Rajan informed the class test examination for students may be conducted during FN and AN session. All the exams would be of 1-hour duration and carry a maximum mark of 30.
35. Sri. Mavin informed that this year VJcet got 411 placements offer. Through these 264 eligible students from 2018-2022 batch got placement. The highest CTC is Rs.7 lakhs. IT WAS informed the ASPIRE centre of Excellence lab is functional.
36. Dr. Rajan informed a review meeting would be conducted by the Management Executive Committee members on April 19th.The committee would also conduct a department visit to have an overview of the preparation for the NAAC peer team visit.
37. Sri. Mavin informed M/S Wipro has shown interest in associating with VJcet. For that they would like to have an interaction with the management as well as staff and students. The tentative dates are MAY 5th and MAY 6th 2022. A proposed put forward by Confidence group to increase the fees by Rs 100/- was put for discussion. The present fees is Rs. 3400/-. The members approved the hike.
38. Dr. Shunmugesh informed to monitor serial distancing and wearing of face mask for protection need to be followed by everyone in the institution.



39. Sri. Baby George insisted students should be given hands on training for updated skills and programs in every Branch of Engineering. Students need to undertake Industry Oriented internship during the vacation slots.
40. Smt. Sunny Jacob informed the fee collection status from students.
41. Smt. Smitha Cyriac informed a proper student feedback was taken by students on time. The Analysis Report is handed over to principal and Head of Departments for further action. The feedback from faculty members and Alumni is also in progress.
42. Smt. Smitha Jacob proposed the awareness of SWAYAM course to be circulated in the institution. It is also instructed to motivate students to take NPTEL course related to their subjects.
43. Sri, Pratheepkumar informed students should take the financial year projects seriously and publish their work in the reputed journals.

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/-



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6	Mrs. Anju Susan George	Sd/-
7	Dr. K Shunmugesh	Sd/-
8	Mr. Sunny Jacob	Sd/-
9	Mr Somy P Mathew	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/-
22	Smt. Lakshmi M S	Sd/-

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