



# VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

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

Vazhakulam P.O., Muvattupuzha-686 670, Kerala

Tel: 0485 2262211, 2262255, 9496335522

Email: vjcet@vjcet.org, www.vjcet.ac.in

Established in 2001

Managed by Catholic Diocese Kothamangalam



Reg No .1

Date : 12/07/2016

## Action taken for the 4<sup>th</sup> meeting held on 12/07/2016

Reference: VJCET/IQAC - 4

1. The works for the NBA process is in progress. All the faculty members are carrying out the works in a progressive manner.
2. The Observer System for the University examination in KTU was observed. All the faculty members reported at Mar Athanasius College of Engineering , Kothamangalam for University paper valuation, both Mahatma Gandhi and Kerala Technological University.
3. Companies having internship/memorandum of understanding with institute permitted for internships and projects.
4. The two day seminar to create awareness on Nuclear Energy in the campus was successfully conducted on 30<sup>th</sup> September – 1<sup>st</sup> October. The gathering included graduates studying at VJCET and Higher Secondary School students.
5. The Seventeenth outreach program on Ground Services and Geoweb Fpla was attending try to group of faculty members.
6. Students were issued new membership cards for the first year undergraduate students and MBA students.
7. Question papers for series examinations duly signed and evaluated by Course Coordinator, Stream Coordinator and Head of Department.
8. The invigilation duty for faculty members preceded in a regular manner.
9. The book loan system for S3 B.Tech students was made 4.
10. The project auditing for the final year students is made at the end of semester.
11. A hands on experiment session was arranged to Mechanical Engineering students for CNC machine. The session for set up of KTU consisted fabrication lab was attended by Dr. Anishin Raj, 12 members of Delhi based companies were contacted for placement activities. Result is awaited for further action and formalities.
12. Feedback from Alumni Survey was incorporated for improving the technical and practical skills of the under graduation studying students.



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13. Faculty members started taking the NPTEL sessions for their professional growth and imparting advanced academic skills to students.
14. Faculty members in Computer Science Engineering department was given the responsibility to make a detailed study of Freely Available Open Source Plagiarism tool and make it available for use by faculty members of all departments.
15. Faculty members interested in attending workshops/Conferences at IIT's / NIT's were insisted to attend without fail.
16. Student counselling was taken over by Dr. Vidyeeswary. Students having learning problems/difficulties identified were forwarded to Dr. Vidyeeswary for proper follow up.
17. The Student Council election was held in the institute as per Election guidelines and office bearers were elected through proper channel.
18. The Discipline Committee of the institute in accordance with concerned group tutors made a proper follow up for maintaining discipline among students of all academic year.
19. The attendance of the students was taken proper care.
20. The Department Advisory Committee meeting at Institute level and program Assessment Committee meetings at department level was conducted.
21. Student Assessment Record Monitoring Committee Coordinator verifies the consolidated verification report.

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Action taken for the meeting held on 12/07/2016 is prepared by

**Dr. Anoop C K**

**IQAC Coordinator**

NB: Original is kept at Reg No 1/ Page No 39

