



# 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 .2

Date : 18/07/2017

### Action taken for the 07<sup>th</sup> meeting held on 18/07/2017

Reference : VJCET/IQAC – 07

1. Senior faculty members from various departments are given the responsibility to conduct 1 hour classes for students at +2 level from a group of selected schools.
2. The works for the NBA work is progressing in a systematic manner.
3. With reference to the camp office for KTU valuation Chairman's for respective years were assigned. Utmost care was given to the university paper valuation at college camp.
4. Students going for internship programs were asked to submit report for the work highlighted during internships.
5. Department budget was prepared and presented by Head of Departments for the Management representatives. The approved copy of budget sanctioned is released to concerned departments.
6. The attainment level of course outcomes are assessed and put for discussion in the group ARMOC.
7. Question paper set for Series Examinations was undergoing a three level screening. Re test for series Examinations were given to deserving students.



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8. Attendance monitoring was done by concerned department faculty representatives. Long absenteeism by students are verified and kept for notice to Head of Departments and further to the Principal.
9. Course Information Sheet for new subjects in KTU were prepared. Course File and Lab file are made with same format as followed in 2016-2017.
10. All departments are initiated to sign the Memorandum of Understanding with industries and make the follow ups by organizing technical talks.
11. Invigilation duty for examinations was assigned considering the valuation schedule for KTU and Mahatma Gandhi University exams. The observer system of invigilation duty was running perfectly. Notice was issued to students regarding University exam fee collection.
12. The Department Advisory Committee meeting at Institute level and Program Assessment Committee meetings at department level were held as per scheduled time frame.
13. Faculty members are attending the workshops / Conferences conducted by institutes of national importance. Faculty members are also attending the training program introduced for new subjects by Kerala Technological University.
14. Motivation is the form of conducting mock interviews, correction of resume is given to final year students for best performance during interviews.



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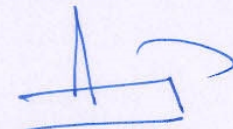


15. Strict discipline was maintained inside the campus. Committee was very keen to observe no ragging initiatives are up taken. Proper care was taken to make the students on time/ disciplined for all activities.
16. More number of faculty members started registering for NPTEL courses and tests.
17. Activities / Technical events for the improvement of Program Outcome is initiated and in progress.
18. Committee is formed in Hostels to monitor the quality of food served in Hostels.
19. Processes for Best Project identification is put into practice for the final semester students. A Cash prize is awarded to the Winners.
20. New membership cards were issued to first year students, Students are advised to make use of library in a effective way.
21. Permission for Industrial Visit is initiated after the permission is granted from Directorate of Technical Education (DTE).

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Action taken for the meeting held on 18/07/2017 is prepared by



  
Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg no2/Page no 16