



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 : 09/04/2018

Action taken for the 09th meeting held on 09/04/2018

Reference : VJCET/IQAC – 9

1. The internal Quality assurance cell meeting at Institute level is decided to be held 5 times from the academic year 2018.
2. A study was put forward for the short comings identified by the NBA visit team.
3. This syllabus coverage for all subjects was made through academic audits conducted at university level by internal and external faculty members. It was identified the syllabus coverage was after the academic plan issued by the college.
4. The University Examinations were conducted as per the schedule issued by University with proper discipline code of conduct.
5. The program of farewell to final years merit and farewell to course pass out students was held in disciplined Manner.
6. The remedial classes for the weak students identified were conducted. proper time table was released for conduct of remedial classes. Meanwhile above average students identified were given more activities beyond the syllabus and initiated for Honors degree programs.
7. Retest for examination where conducted students based on their priority mentioned to attend the series/class test.
8. Proper care was taken by the faculty members handling the classes in the afternoon session.
9. The Course files prepared by all the faculty members were verified in all the departments.



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Proper instruction was further given to the departments. Electrical And information technology preparing for the NBA team visit with regard to course file and sheet updation.

10. Industrial talks by experts, alumni members were initiated. The relevance of industry entrepreneurship development cell is brought to the awareness of students through video shows and industry expert talks.

11. Examination invigilation was talking utmost care for the conduct of University exams. Instructions to be given to students before commencement of examinations were given by reading in examination halls. Utmost discipline maintained in examination hall.

12. The views and suggestions put forward by the stakeholders including experts, alumni, and faculty members were given priority. More and more involvement of the stakeholders is made sure through program assessment committee and department advisory committee meetings.

13. A culture of research and innovation is circulated among faculty members and students by making attend workshops and conferences of relevant area.

14. Efforts are put together for better placement opportunities among students. More and more companies are identified and approached seeking for placement activities to find years.

15. Utmost discipline was maintained in the college campus as well as gents and ladies hostel. The scholars were maintaining proper discipline in the college bus.

16. Topics beyond syllabus were given for reference to above average students and other students on demand. Reference was given to NPTEL and spoken tutorial resources.

17. Feedback for faculty members is made on time. Refinements were given as suggestions to concerned faculty members.



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18. In addition to ceiling fan in some rooms, pedestal fans were introduced. This was done to reduce the temperature and make it convenient for students to attend the class.
19. The use of grammarly software is put into practice. The valuation of the project reports is made seriously in order to avoid mistakes.
20. A common format was put into practice for the purchase requisition form for book purchase.

Action taken for the meeting held on 09/04/2018 is prepared by

Dr. Anoop C K

IQAC Coordinator



NB: Original is kept at Reg no2/Page no 40