



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 : 06/07/2018

Action taken for the 10th meeting held on 06/07/2018

Reference : VJCET/IQAC – 10

1. The accreditation works for the department Electrical and Electronics Engineering, Information technology and Master of Business Administration (MBA) program is continued
2. That admission process for the year 2018-2019 is over. It is just observed that the student intake is less compared to the year of 2017. It is evident that demand for certain courses is going down.
3. A good feedback was obtained for the program conducted for highest secondary school students. Faculty members of higher secondary school too participated and gave good recommendations.
4. The Department budget was prepared by Head of Departments and presented for Management approval. Approved department budget is further circulated to respective departments for conducting various programs and activities.
5. All the Faculty members taking their respective courses were instructed for their paper valuation at the institution camp. It was further suggested the paper valuation be done with utmost care.
6. Course Dairy is verified for the following Attendance Entry, Class and Series test Marks, Syllabus coverage, Identification of slow learners and above average performers. Syllabus coverage was found to be in accordance with the stipulations in the course plan.
7. The blooms taxonomy is taken into consideration for setting question paper. Equal weightage given to each criteria. The question paper set is verified by respective Course and Stream coordinator, finally by Program Coordinator.



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8. Each department faculty representative collected the list of students with shortage of attendance from their respective department during the middle of the semester.
9. Course Information sheet of new courses in 6th semester is verified. A separate file for lecture note is maintained for each course file giving a reference in main course file.
10. Program for Woman entrepreneurship in association with woman cell of the institute is held. The technical talks are organized. Maximum participation patient of the faculty members and students is insured.
11. University level examinations are held in the institute as scheduled. Invigilation system is followed as per the instruction given by University. Observer system for KTU invigilation is carried on. Transportation service is arranged for invigilation duty of Mahatma Gandhi University examination at Ilahia College of Engineering, Mudavoor.
12. The program assessment committee and Department Advisory Committee meeting is arranged in all departments. The suggestions put forward by stakeholders, experts are validated. Alumni feedback is given more priority.
13. Faculty members started taking step to apply for peer reviewed Scopus indexed journals. It is further observed few departments have applied for FDP funding from funding agency like KTU and KSCSTE.
14. The vacation program for five years and first year students is very much effective. Mentoring hours are engaged effectively to improve employable skills in students. Students are given awareness to improve communication skills.
15. With respect to vigilance of faculty members, no ragging issues are complained in the institution. The code of conduct, rules and regulations are being observed by all students.
16. The student council election was held in the college with utmost discipline. The office bearers have taken their responsibilities.



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17. Faculty members have started including NPTEL and spoken tutorials resources for enrichment of academics. Most of their courses were identified to give additional knowledge and employable skills to the students.
18. The feedback systems proposed was followed up to ensure and increase the efficiency level off faculty members. The venue for the same was decided by the concerned Head of Department.
19. The request put forward for opening a Tea and Snack Kiosk in the D block was sanctioned.
20. The project report for the final years students was audited in the end of the semester eighth in the department library.
21. The subscription and renewal of printed and E-Journals were sanctioned. The new library membership cards were issued to first year undergraduate and MBA students after the allotment processes got over.

Action taken for the meeting held on 06/07/2018 is prepared by



Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg no2/Page no 54