



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 : 04/10/2018

Action taken for the 11th meeting held on 04/10/2018

Reference : VJCET/IQAC – 11

1. NBA Accreditation team visited the campus on dates September 14, 15 and 16, 2018. A positive response was given for the visit and inspection made.
2. A report was made based on the visit made to the European universities. Based on the visits made German classes were introduced for students. Efforts were made to bring experts from Germany and engage classes in the institution for their subject concerned.
3. The parent teacher association meetings were held in all departments. Stress was given to the academics of students and placement activities. Parents were informed students have to actively participate in placement activities, failing which results could be negative.
4. Every faculty members were valuating the papers University with utmost care. The camp procedures and valuation was going in a order and scheduled manner.
5. All the activities planned for the conduct of Arts festival, Technical festival in the institution where delayed till December 2018. It was further decided to conduct the programs after NBA visit.
6. Students have started taking NPTEL videos. The students assessment attendance records were monitored regularly. Assignments were given to students group wise in the class and tutorials were conducted.
7. Weaker students identified were attending the remedial classes and test thereafter. The time table for remedial classes and test were published.
8. Parents of students taking long absenteeism in the classes were informed. The department faculty verified the absentees lists and brings this to the notice of Head of Department.
9. Stream coordinators have verified the lab manuals of newly introduced lab courses. The Course File, Course mapping and Attainment sheets for every course work were made.
10. An action plan for the activities of IIIC was prepared and follow up were checked. New student representatives were selected. A group of students and faculty members were



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- selected to attend the program at Amaljyothi Engineering College. Space was identified for startups and arrangements were made to start the functioning.
11. The invigilation duty for MG University and KTU was equally divided. Faculty members above 60 and Medical unfitness were exempted from University invigilation. Observers for University examinations were reaching 1 hour early and doing initial procedure for paper download collection, verification and distribution for concerned.
 12. Department Advisory Committee meeting was held in all departments. Industrial visits given more weightage. Stream committee meetings held in all classes by including class representatives and faculty members.
 13. Software "Turnitin" is functioned to take Plagiarism report for all papers before publishing in T & F journal. The copyright is further obtained from Authors and corresponding Author before publishing article.
 14. Resume correction and mock interviews are conducted for all eligible students before the start of campus placement. Individual attention is given to students for better placement.
 15. Faculty members were maintaining utmost discipline in the college. Proper dress Code was followed among students. Proper uniform clothing was practiced for all days except Wednesday. On Wednesday proper decent dress of their choice was followed. Use of identity cards was put mandatory in the campus.
 16. Recording of Guest lectures / Expert lectures was practiced. The gaps identified in the course work were made to be covered with NPTEL lectures and online courses where students are very much benefited.
 17. Feedback from students was collected based on the feedback collected is score was assigned. A new system to write comments / suggestions from students was introduced in the feedback systems. Students could take this opportunity to express their views.
 18. Based on the demand put forward by the students regarding library timing there were changes introduced in the library timings. The working hour for the central library was increased. The book borrowing and return systems were modified for the convenience of the student.



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19. Competition put forward for display of Final year project was evaluated by resource person from outside. Prize money to winners was issued. Interested Alumni members were requested to take part in final year projects and give their comments / suggestions.
 20. The proposal put forward to Management authorities for subscription of books for the academic year 2018 - 2019 was sanctioned. Proper care was taken to see all students are making use of the library.
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Action taken for the meeting held on 04/10/2018 is prepared by



Dr. Anoop C K

IQAC Coordinator