



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 .3

Date : 20/12/2018

Action taken for the 12th meeting held on 20/12/2018

Reference : VJCET/IQAC – 12

1. The following branches of engineering in the institution accredited by NBA for a period of three years

- a, Civil engineering
- b, Computer science engineering
- c, Electronics & communication engineering
- d, Electrical & electronics engineer
- e, Information technology
- f, Mechanical engineering

2. Sri. Amel Austin -Computer science HoD,

Smt. Smitaha Cyriac –Electronics Engineering HoD

Dr. Anishin Raj- Dean R &D

The following members have taken responsibility.

3. Dearness allowance of all employees in the institution cut short by 20% with effect from December 2018.
4. Christmas celebration held in the institution. A vacation of 10 days was made available to faculty members for Christmas
5. The intake capacity for the post graduation course was reduced in mechanical engineering department.



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6. Internals for the students published and the consolidated data for all departments sent to University.
7. The KTU examination for the old semester began in last week December and the supplementary examinations in the midweek January 2019.
8. Course delivery was verified with the teaching plan for each course work. For majority of the subjects it was as scheduled. Category of students was introduced based on performance in the examination.
9. University question paper was circulated and put for discussion by concerned subject handling faculty members. This system was helpful for weaker students.
10. Students having attendance shortage have reported to their group tutors and concerned head of departments accompanying their parents. Valid reasons with medical certificate attached are submitted to University for clearance. Once the clearance is obtained students are eligible for their university examination.
11. Remedial class details are updated regularly in the course file. In addition as separate file is maintained by the group tutor for updating the remedial class details. Corrected files are handed over for submission. Steps are taken to see how the distribution of marks, mini project details can be updated in course file.
12. Activities of industry institute interaction cell is put forward by improving beneficial factor for students. Industries having memorandum of understanding MoU with institution have initiated programs and technical sessions. Prize money is distributed to students for institution idea fest
13. The University examination for odd semester examinations where held on time. The examinations were conducted with utmost care and invigilation under observer system. Transportation facility was provided to faculty members for invigilation at Ilahia College of



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engineering and technology for MG University exam. The University examinations were held in classrooms with classroom camera faculty.

13. Academic activities of the students are given more priority. Suggestions put forward during DAC and PAC meeting are put into reality. In various departments hands on experience courses and practical for students are arranged. Training sections are further made available for faculty members through Fabrication FAB labs.
15. Faculty having PhD started applying for guide ship with KTU. Further faculty members are motivated to appear for KTU PhD clearance exam. This will give an opportunity to faculty members to do the research activities at institution itself. Steps were taken to release R & D newsletter and department newsletter on time frame suggested. The technology and Future journal was released by contribution from authors foreign.
16. The names and pictures of students placed in various companies are displayed through online transmission in campus, cafeteria and hostels for motivation among students. A proper follow up was made for the companies approaching to the institution for campus placement.
17. Proper discipline was maintained in the campus. Discipline committee faculty members were taking utmost care to see the activities conducted in the institution is done with proper discipline. It was also observed /checked all the batches are making participation.
18. Faculty members have started taking SWAYAM course. The course is available free of cost. The center for examination is candidate's choice
19. Feedback of students was taken on time. Feedback from faculty members and feedback from alumni was initiated. Suggestions put forward from faculty members and alumni were taken for modification in faculty feedback and alumni feedback.
20. Suggestion from student is taken care to make the cultural events more colorful.



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21. Decision was taken at department staff level meeting to make final year project thesis to journal publication. This would help final year students to review and compile the work based on priority.
22. The use of library by the students is validated. It is observed students are utilizing library in a proper manner.

Action taken for the meeting held on 20/12/2018 is prepared by



Dr. Anoop C K

IQAC Coordinator