



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 : 26/02/2019

Action taken for the 13th meeting held on 26/02/2019

Reference : VJCET/IQAC – 13

1. The service provided by the senior expert service from Germany was highly appreciated. The food and accommodation of the experts was taken care by the college authorities. The accommodation was provided at Institute Suite room
2. Maximum participation of faculty and laboratory staff was made sure for the programs held by senior experts from Germany. The experts give a good knowledge of their specific skills
3. Hands on experience for fabrication laboratory were very helpful. The works done at fabrication lab were appreciated and highlighted through media.
4. The German coaching class was held in the college with good participation. Students in the health service were taking interest to join the class.
5. The valuation camp was organized in a proper and systematic manner. All the faculty members handling course work were participating effectively for the evaluation. The KTU paper valuation camp designated classroom was effectively used.
6. Regular classes for the even semester started. All the faculty members handling classes are sticking on to the time frame as specified by academy plan. The teaching learning methods were made effectively.
7. PTA meetings were scheduled in all departments. Initiatives are taken to give awareness to final year students on campus placement. Proper steps were being taken to utilize funds effectively sanctioned for department budget. Expert lectures from eminent speakers are arranged for benefit of student.
8. Effective teaching learning process and initiative course delivery methods are devised and implemented. Soft copies of the study material are circulated among students. The remedial classes conducted are properly documented and it has benefited the students.



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9. Question papers for series test/class test were verified by course/stream/program coordinator. Question paper were set giving priority to the weightage of Blooms taxonomy. Answer schemes for question papers are properly documented
10. Proper follow up was made to check students are not taking unnecessarily leave. Participation for Programs outside the college is given duty leave. Duty certificates issued from the host institutions were accepted for approval of leave.
11. Timely updating of course file, course diary and attainment sheets were made. Verification of the course file was made regularly and changes required intimated to course coordinator.
12. The concept of business incubation centre is put into practice. This led to the formation of Startups and making policies suitable to institution and startup companies
13. The process of applying radiation to increase the lifespan of pineapple is put to practice. This is helpful to the local farmers in the area.
14. The regular / supplementary examination for KTU and MG University is finished at proper time and schedule. The laboratory conduct for the odd semester is also finished in the time.
15. The class committee meetings and stream committee meeting for undergraduate and MBA programs were planned and scheduled. The initiatives taken by MBA students as a part of academy curriculum are appreciated.
16. The background work for the release of technology and future journal is in progress. Formalities for getting a ISSN number for the prospective journal in computer science and IT department is in pipeline. Initiatives were taken by the faculty members to publish the final project to review and research journals.
17. For mentoring hour timings in the final year students, aptitude tests are conducted for enhancing the employability skills. The communication English was also taken care and initiatives were taken from the first year for the same. All the placement cleared students were congratulated and motivation to appearing students.
18. Proper discipline was maintained inside the campus. The use of mobile phones use in the campus by students is prohibited. For emergency situations, students were asked to contact any faculty members and do the necessary.



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19. Guest lectures were arranged for students based on their interest in the topics. Students have started joining NPTL lectures for improving knowledge.
20. Students feedback was taken on time. The faculty feedback was made available for making improvement wherever necessary. Suggestions put forward from aluminum feedback were also considered in faculty feedback.
21. Steps were taken to give the maintenance work of coolers/water drinking facilities available to authorized team to ensure supply of clean drinking water especially when the summer season is approaching.
22. All the hard copies of journals were filed separately year wise and batch wise. The seminar report and the project work thesis is for students was also collected and filed separately. This helped to maintain a database.
23. The list for purchase of books was prepared and handed over to the management authority for approval.

Action taken for the meeting held on 26/02/2019 is prepared by



Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg No 3/ Page No 18