



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 : 29/04/2019

Action taken for the 14^h meeting held on 29/04/2019

Reference : VJCET/IQAC – 14

1. Students are given the freedom to finalize the location for industrial visit during the vacation period in consultation with group tutors, Head of department and principal. Prior approval sanction to be taken from technical education department and visiting industries. Priority was given to railways for traveling and strictly avoid night traveling in bus journey.
2. The system of mentoring adopted for the students is continued in every department. Every faculty members is assigned average 15 students for mentoring.
3. Every department is assigned the task to apply for funding from Kerala technological University for conducting faculty development program.
4. The program of farewell to final years, merit and farewell to course pass out students was held in disciplined manner.
5. The admission procedures for the academy career were started and taken up with full responsibility.
6. Initiative is given to develop a research culture among faculty members. Faculty members were relieved through quality improvement program process for doing and registering PhD at National institute of technologies and Indian institute of technologies.
7. Faculty members started applying for conferences, workshops at institute of National importance.
8. The annual alumni meet was held in college with a good participation of alumni. The PTA meeting for various departments was held on time.
9. The afternoon session was given to final year students for the conduct of farewell programs in all the departments. Campus facility was permitted to students for program arrangements of farewell.



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10. Students scoring less mark in class test and series were taught individually and given special attention for the final University examination. Attainment level for the course outcome was assessed.
11. The remedial classes and test conducted for the students were documented and verified. The tutorial hours were engaged by giving problematic questions.
12. The attendance percentage for students was displayed in the classrooms. This helped students to work out the short age in the remaining days.
13. The details of PSO mapping, gaps identifications were appended in the syllabus. The course information sheet for B. Tech admission 2019 was proposed to be avoided from course file.
14. Orientation program for IEDC is conducted. A lab was set for IEDC activities in Viswajyothi business incubation centre. The company established by the alumni student in incubation centre is performing activities successfully.
15. The University semester examinations for students were conducted as per University schedule. Tea and snacks were served for faculty members during invitation duty and students were served drinking water in the examination hall.
16. The feedback system for the faculty members, alumni, students and employers were conducted. Faculty members eligible for promotion, yearly increment and grade change submitted the proposal for management approval.
17. Project guides for the final year students published the journal for the last year project work. The initiatives were taken by the respective team members and project guide.
18. The names of students getting placement were displayed in the campus, hostels and canteen.
19. All the events in the campus were held with utmost discipline and no ragging was reported in the academic year 2018-2019.
20. Faculty advisors were given the responsibility to motivate the students from first year for attending NPTEL guest lectures and spoken tutorials.
21. Faculty handling the course work and having lesser score for feedback from the students were informed to give explanation to the Head of department concerned.



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22. Maintenance work was done for the cycle stand, and motor bike stand for students in the campus.
23. The Alumni sponsored prizes were distributed to students for their final year project presentation competition held in every department. This was an encouragement to initiate good research among students.
24. A good number of faculty members contributed their textbooks for the college library. The new software for library management KOHA started functioning and put for use in library.

Action taken for the meeting held on 29/04/2019 is prepared by

Dr. Anoop C K

IQAC Coordinator

