



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 : 08/07/2019

Action taken for the 15th meeting held on 08/07/2019

Reference : VJCET/IQAC – 15

1. The executive committee members of the institute decided to make a study on introduction of new course in graduation stream. The orientation program for the first years is conducted.
2. The activities for CYBATHLON is in progress. The candidate is identified for performing the activities. The fabrication laboratory of the institute is taking care of the design, manufacture and assembly of the mechanized parts.
3. The institution has instituted scholarships for meritorious students belonging to BPL category and lower income group. Eligible students shall approach the placement cell. There are three scholarships given by the government of India and one from AICTE. The eligibility terms as follows
 - a) Minority- income less than Rs. 2.5 lakhs
 - b) General - income less than Rs. 6 lakhs
 - c) General - single girl child scholarship
 - d) General - three seats in every batch on merit.
4. The faculty appraisal forms were filled by all the employees and handed over to the respective Head of departments for further procedures.
5. The annual budget for every department was prepared and presented by the head of departments before Principal and management authorities
6. Subject allocation to the faculty members was made on based on the preference and specialization of concerned faculty. The timetable for the semester was finalized and put into practice.
7. The internship was carried out by students. A list of students who did the internship was prepared by the Head of department and handed over to Principal.



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8. The valuation of the University examination was performed in the institute camp office. All the answers scripts were evaluated by internal faculty members and faculty assigned from nearby colleges
9. The names of defaulters students, not paid the fees was handed over to faculty advisors.
10. Printed course diary was made available to every course. The academy calendar of the institute was published including all the activities
11. The Blooms taxonomy system is carried for setting question paper.
12. The attendance is verified for students on weekly basis, long absenteeism by students is reported to parents and explanation is asked to be given to the Head of department.
13. A separate file for lecture notes is maintained. Department wise valuation of course file is carried out.
14. The workshop on “software engineering with agile methodology” is planned and conducted. The UNAI Aspire Institute chapter is running actively. This chapter took initiative to hold medical diagnostic camp for villagers. The students were given information on the commissioned plant and visit was arranged for circuit branches for the solar roofs installed in the campus.
15. The University examinations were held as per the regulations specified with utmost care.
16. The scheme of evaluation was finalized for both theory and laboratory works. The two internal test and tutorial / assignment were fixed for the award of 50 marks. The course committee and class committee first meeting was held. The department advisory committee meeting at institute level and program assessment committee meeting department level was held as per scheduled time frame.
17. Faculty members started publishing their work along with students work in International journals. Every department have applied for funded FDP of Kerala Technological University and AICTE
18. Information was passed to pre-final and final students to attend the training programs at institute seriously and attend various mock interviews. A team of faculty members started conducting mock interview for students.



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19. The code of conduct, rules and regulations of the institute are nearly observed by all the students. No ragging issues are reported in the campus.
20. The student council election was held in the institution. The Office Bearer posts were selected through election from students representatives. The student council put forward the manifesto for the academic year 2019-2020.
21. The updates from NPTEL website is circulated to students and faculty groups for participation. First year students were made to register for NPTEL courses.
22. Faculty in charge of physical education was instructed by the principal to systematically plan and execute sports and games with annual plan and budget. He was also even direction to do the necessary maintenance of the equipments in the multi gym and sports and games amenities.
23. Seminar topics put forward from the students were given approval to proceed. Each student getting the approval made is seminar presentation on the topic. The students formed into groups not exceeding four in number to do the final year project. The students started using the grammarly software for checking the seminar reports and project reports.
24. Information on list of books to be purchased from every department was handed over to librarian. Membership cards were issued to first year students for borrowing books from library.

Action taken for the meeting held on 08/07/2019 is prepared by



Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg no3/Page no 49