



# 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 .4

Date : 07/10/2019

### Action taken for the 16<sup>th</sup> meeting held on 07/10/2019

Reference : VJCET/IQAC – 16

1. The teaching and non teaching faculty members associated with fabrication laboratory are handed over responsibilities for programs in CYBATHON competition.
2. All the students should wear uniform on all regular working day classes except Wednesdays and Saturdays.
3. Students shall register and enrol for the courses they desire to take in coming semester. The eligible students for taking Honours degree are permitted to register the course.
4. Summer course is offered to students at the end of second and fourth semester.
5. Laboratory observation record is amended by introducing new lab experiments.
6. Slow learners identified are given remedial classes and tests. The above average students identified are given more assignments.
7. The students not appearing for series tests and class tests are given extra tests if found with genuine reasons.
8. Parents of students having shortage of attendance are informed. The parent along with the ward is instructed to meet the faculty advisor and concerned Head of Department.
9. The Course Information Sheet and Course Delivery Sheet of all theory subjects and laboratory subjects are verified. All the Department Course diaries are up to date.



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10. Office bearers of IEDC for the academic year 2019-2020 are selected. The IEDC page of institute website is updated. In IEDC awareness workshop is conducted. Industries having MoU with institution are invited for delivering lectures. Arrangement for interaction program with experts from Senior Experts Service Germany and students is made possible.
11. University examination for KTU are conducted as on scheduled date and time. The observer system of invigilation is carried for KTU examination.
12. The Course Committee and Stream Committee meeting was held in the running semester. The suggestions put forward from the students and faculty members were put into action. The academic audit at institute level and University level was held and handed over to university. The finance auditing and administrative audit was performed by external agency and report submitted.
13. The Technology and future journal for Jan-July issues responsibility was taken by Civil Engineering Department. All the files concerned to NBA Auditing purpose is kept in safe custody.
14. The placement training program is continued. Meritorious students apply for government scholarship through placement office.
15. The use of mobile phone by students in the institution is not permitted.
16. Students and faculty members registered for NPTEL courses.
17. The request for changing evening hostel entry time from 6:30 PM to 7:30 PM and was put forwarded to the wardens. Considering several other issues this was not accepted by the



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wardens assured that on any genuine ground students will be given special permission to late entry.

18. The comprehensive examination was conducted for students in sixth semester. The design project conducted in fifth semester.
19. The membership card for library was issued to first year students of MBA and under graduation. The loan facility of S5 undergraduate students was increased to four numbers.

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Action taken for the meeting held on 07/10/2019 is prepared by

**Dr. Anoop C K**

**IQAC Coordinator**

