



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 :13/07/2020

Action taken for the 19th meeting held on 13/07/2020

Reference :VJCET/IQAC – 20

Action taken for the meeting held 13/07/ 2020

1. Room number D-102 and D-103 was identified and arranged for renovation works. The chapel work was in progress.
2. Faculty members started using platforms Microsoft TEAMS for online class work.
3. Sri.AneeshKurian charge of NSS officer and start functioning. Smt. Shine George took the responsibilities of UNAI focal point. Sri.VinojK taken the charge for charge of IIC and IEDC coordinator at Institute level.
4. Online classes for semester 3, 5 and 7 started. The bridge courses were conducted for the scheduled time.
5. The Annual budget for the academic year 2020- 2021 was presented by the head of departments before principal and management authorities. This was sanctioned and put for circulation to concerned head of Departments.
6. The financial budget requirement for NBA Re accreditation was put forward by department for approval. This was approved.
7. The documentation and file work for compliance report submission by programs was in progress.
8. The PTA meeting for semester 7 classes in all departments was conducted.
9. The war room was functioning properly. The university examinations were held strictly following the covid-19 protocols and University regulations.
10. The work pattern for the staff members was followed considering the university and state government norms. It was taken care the normal functioning of the college is not hindered.



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11. The schedule for the online classes is strictly followed. It was suggested the remedial and other special classes be taken after the normal working hours. It was ensured maximum number of students are attending the online classes.
12. Head of departments hand over the details for the updation of Academic schema.
13. The delivery of the course and the conduct of tutorials were both on time and almost on schedule. The head of departments of respective programs submitted the duly verified Calendar to coordinator.
14. The second series examination for students were conducted on time.
15. Utmost care was taken to conduct Video online classes.
16. Course file and lab manuals for the running semester were checked in all departments and found correct.
17. Webinars were conducted with MoU signed companies for the benefit of students depending on the domain and scope of work. Video recordings were made for upload to NISP portal. A good participation of students was accounted in the events organised by IIC and IEDC.
18. The Mahatma Gandhi University examinations were held strictly following covid-19 protocols and regulations.
19. Schedule of the Course work on design engineering and professional ethics was followed on decided.
20. The practice of publishing articles in good impact factor journals was followed. Faculty members mapped their ORCID ID with the SCOPUS.
21. Mock technical interviews for students with the faculty members is scheduled and conducted in online mode. Aptitude training program for S6 students is started.
22. The thermal scanning of the students and faculty members is made available at the entry point of Institute campus. All staff members and students in the campus use face mask.
23. Staff and students in majority attend and register online NPTEL and MODC courses for professional growth.



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24. The feedback of students for concerned course work is taken and the detailed feedback is analysed and put for study.
25. Final semester students in majority publish their work in reputed journals in consultation with their project guides.
26. The loan period of library books during pandemic period is increased.

Action taken for the meeting held on 13/07/2020 is prepared by




Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg no4/Page no 51