



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 :12/10/2020

Action taken for the 20th meeting held on 12/10/2020

Reference :VJCET/IQAC – 21

Action taken for the meeting held 12/10/2020

1. The blessing and inauguration of the new Chapel named "Viswajyothi Chapel" was conducted on 04-12-2020. His Excellency Mar George Madathikandathil, Bishop of Kothamangalam kindly consented to be celebrant of Holy Eucharist.
2. Shri. Naveen Jacob taken the charge as Coordinator of Virtual lab. The survey report on the status of online classes is submitted to KTU.
3. The internal audit is made. The documents are verified and found ok.
4. Almost all the students participated in the Wellness survey. An analysis was made on the obtained data.
5. Maintenance of projectors, electrical equipments in classroom, computer and lab equipments is made on routine basis and a register is maintained for the same.
6. Team Viswajyothi ranked 9th out of 13 in the Cybathlon competition. Efforts made by the team was appreciated and Congratulated.
7. Group Health Insurance by Star Health Insurance was selected and staff members joined the Insurance scheme.
8. Based on the request received from Parents in the PTA meeting, favourable decisions were taken and circulated in the parents group for information.
9. The first year classes was started in Online mode as per instructions from KTU.
10. Classrooms in excess for departments were utilised for other designated activities.
11. It was insisted the students should switch on their cameras for online classes. Regular interaction among faculty and students having supplementary paper is in progress.



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12. Majority of lab experiments were described in detail, video recorded and circulated among students.
13. List of students with Backlog and Backlog history of papers was made and a detailed study is done to adopt measures for the students pass the backlogs.
14. Every department submitted a list of courses in good demand. The faculty details is updated in the AICTE portal.
15. The practice of communication through "@vjcet.org" by staff members is made effective.
16. Departments of CSE, ME and CE together applied for MODROBS. Departments of EEE and ECE applied for STTP funding in AICTE.
17. The AICTE training and learning (ATAL) program was hosted by CSE and Mechanical Engineering department.
18. University examination in the institute where held with covid-19 protocols and government and University regulations.
19. Category by category listing of students exam result was introduced. Based on this, slow learners and above average performers were identified and necessary efforts to improve their performance is taken. Their level of achievement is recommended.
20. The invigilation system for online Series examination was done as suggested.
21. The printout of sample assignments and answer scripts from Microsoft Teams is taken and attachment in Course file for reference.
22. The registration of new student committee and vacant post filling is done for IEDC activities. The practice of recording videos for the webinar and report preparation is continued.
23. Regular University examinations for semester 2, 4 and 6 were cancelled.
24. The practice of quiz programmes after each module completion is followed. A semester plan for planning and monitoring online classes is released.
25. The practice of attending Conferences in online mode and publishing paper in SCI indexed journal is continued.
26. The training program for Placement activities is continued.



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27. Updates on NPTEL classes, courses and SWAYAM courses is circulated among faculty and students community for registration.
28. The student and faculty feedback is made on time and data is studied for further action.
29. The project monitoring for final year students was made on a genuine manner. All the efforts to involve students in their project is made. The Awareness of importance of Final year project is well explained.
30. Message is passed to Parents community for convincing students to utilise the facilities at library in a efficient way.

Action taken for the meeting held on 12/10/2020 is prepared by




Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg no4/Page no 67