



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 .5

Date :11/01/2021

Action taken for the 21st meeting held on 11/01/2021

Reference :VJCET/IQAC – 22

Action taken for the meeting held -11/01/2021

1. The contact classes for semester 7 students is started. Students having health issues are requested not to join the contact classes. Attendance is not mandatory for physical class as informed from University.
2. Covid Cell Standard operating procedure is published, circulated for general awareness among students and staff members.
3. The report submission for the progress conducted is in process. The institution files are updated and checked for verification.
4. Help groups are formed in every department .majority of staff members and students start using “ArogyaSetu Application” in their mobile phones.
5. A committee is formed to monitor the applications received for 50/- fee waiver of conference registration.
6. Faculty members on leave and photograph of staff members is updated in both website and automation.
7. Students are informed to join NPTCL and MODC courses for getting additional credits.
8. A feasibility study is held by the assigned committee. The report preparation is in progress.
9. Dr. Sony Kuriantake the storage as AICTE approved mentor from institution.
10. Rev. Fr. Thomas Malekudy Endowment lecture series is continued for the year 2021. It is hosted by EEE department.
11. The first year series examination is held as per schedules time. Study material and question bank is made available to students.



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12. The compliance report for NBA Reaccreditation is applied for 5 programs: Civil Engineering, Computer Science Engineering, Electronics and Communication Engineering, Information Technology, Mechanical Engineering on Feb 22nd 2021.
13. The meter and regulations framed by the institution as a part of Covid pandemic is followed.
14. PTA meetings were held for First year student parents. The even semester work load and subject allocation was completed on time.
15. Necessary changes for College website updation was made on time.
16. Faculty members in demand of vacation slots are allotted vacation based on work load distribution.
17. Alumni Batch WhatsApp group is made more active with good participation.
18. The online regular classes for the even semester is started by March end.
19. Department Association Inauguration and programs were held in all departments.
20. To ensure the effectiveness of committees in Academic Schema, meetings were arranged.
21. Sri. Lijo Mathew taken charge as System Engineer.
22. The placement plan was prepared, approved and circulated among faculty members for further action and planning.
23. Schedule assessment and record monitoring is made and assignments and tutorials are held.
24. Grant of medical leave to students for genuine case is continued.
25. Course Files and related files with Group Tutor are checked verified and found correct in all departments.
26. New student committees and recent posts are filled for regular functioning of IEDC activities.
27. The odd semester examinations were held in February 2021.
28. Plagiarism report, copy right form is made available for "Technology and Future journals. Students and faculty members attended conference/workshops.
29. The courses Javascript and python was arranged to IT students through internal Faculty members from CSE department in action plan for placement activities was put into practice.
30. Meetings, Classes, and Faculty gatherings in the campus was made through Covid 19 protocol.



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31. The video recording of the webinars, invited lectures was put into practice.
32. Transportation facility was provided based on the demand and strength of students.

Action taken for the meeting held on 11/01/2021 is prepared by




Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg no5/Page no 4