



# 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 :19/04/2021

### Action taken for the 22<sup>nd</sup> meeting held on 19/04/2021

Reference :VJCET/IQAC – 23

Action taken for the meeting held 19/04/2021

1. The documentation works for NAAC is continued . it is possible to submit the 11QA and self study Report to the NAAC portal as decided.
2. The internal auditing of course files of odd semester is performed. The file are verified and found correct.
3. Approval is waited from AICTE of Kerala Technological University for starting the new course Computer Science and Design.
4. The valuation fo papers at valuation camp was done with utmost care as per the schedule release for each semester. The valuation of papers was finished on time as issued by the University.
5. For completing the works related to NDML Academy depository Services. Dr.Shunmugesh and Sri. AnilKumar were given the responsibility of upload of certificates of students.
6. The subject allocation and time table is made ready for semester 2 and 4 classes. The series examination for semester 8 and 6 classes is held on time.
7. The CGPU program is functioning well for the enhancement of placement activities. The set up for project lab is in pipeline.
8. Students who did not pay the fees are contacted personally and requested to remit the fees on time without delay. The list of students graduated in the year 2019 and 2020 and taken admission in foreign universities is taken and student.
9. Smt. SmithaCyriac taken the charge as Nodal ofiicer for 360' Faculty evaluator, stipulated by AICTE. The World Earth Day is celebrated is the institution.



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10. A list of days of international importance is prepared. All the departments take the responsibility to host the specific days in sequence. It will make the students get activity involved and give awareness for the days.
11. The updation of course Diary is in progress and data for verification are released.
12. The semester 6 Series examination started held between 10-05-2021 to 17-05-2021.
13. The participation of all staff members in well functioning of serial media plan coverage is ensured.
14. The work pattern of 25% attendance for staff members is continued in the institution.
15. It is decided to conduct Value Added Programs for students based on their interest. However it varies from department to department.
16. Dr. R. Chidambaram. Former Scientific Advisor to the Government of India and Former Chairman of Atomic Research Centre is contacted for delivering the talk as a part of AICTE Distinguished Chair Professor Scheme. The proposal is accepted by Dr. P. Chidambaram.
17. Maintenance of Classroom LCD projectors and laboratory/workshop equipments is made on regular basis.
18. The Semester 8 University examination in Online mode is conducted between June 28<sup>th</sup> and July 12<sup>th</sup>.
19. The Yoga day is celebrated on 21<sup>st</sup> June 2021 by Mechanical Engineering Department.
20. Applications are invited for M.Tech Course in CSE, VLSI and IEM program for year 2021.
21. Two faculty members are nominated for taking training as mentors from the University.
22. During PTA meetings, the students previous University examination results are discussed. Remedial classes are continued for students having Supplementary subjects of previous semester.
23. Course plan , delivery report is handed over to concerned committee. In the case of final year students, it is insisted to concentrate on their project and ready for online verification of projects.
24. All the series examination for the students were held in Online platform.



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25. Students were joining the online classes on time irrespective of certain delays at time due to network problems.
26. The contents of lab file is updated based on the online node. The audit at institute level is held. The file system maintenance of every department was verified and found correct.
27. Programs of IIIC, IEDC and ASAP are conducted in online mode with maximum participation of students.
28. The IQAC files for 15 streams is verified and found correct. The stream vommittee and class committee were held on scheduled dates without delay.
29. The Technology and Future journal and R&D newsletter was released on time.
30. Meetings were held with Konfidence Group Trainer. The concern raised during discussions were considered and agreed for a follow up. Meanwhile training and placement activities were continued.
31. The Covid Protocols were followed in the Institution campus and Hostel premises.
32. Every department identifies specific NPTEL and Online MOOC Courses and put for calculation to their concerned department students for participation and continuous improvement.
33. It is agreed to make the campus more active in all respects after reopening from Covid 19 pandemic.
34. Students prepared rides footage of their project works. Review presentations were made and winners of project identified in every department.

Action taken for the meeting held on 19/04/2020 is as follows:

Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg no5/Page no 19

