



Reg No .24

Date: 16/08/2021

Action taken in the 24th meeting held on 16/08/2021

Reference: VJCET/IQAC – 24

1. The documentation work for NAAC is continued. The Student Satisfaction survey is made by the NAAC and the Data Validation and verification process is continued.
2. The documentation process for reaccredited programs by National Board of Accreditation is continued.
3. Msgr. Dr. Pius Malekandathil taken charge of Manager of Institution from August 4, 2021.
4. Performance evaluation of the student's batch 2017-2021 is made. Students with backlogs were asked to make a follow up with Concerned Tutor and move forward with proper guidelines.
5. Tutors addressed the parents regarding Online classes and update for examination time table is conveyed.
6. Honours subject classes is taken after regular working Hours. The performance evaluation of Semester 6 students is conducted and steps taken to improve the results.
7. Genuine cases of students unable to pay the fees are given concession on consultation with Director of the Institution.



8. The University examination for the first year is held as per scheduled time table of University.
9. The program of B.Tech in Computer Science and Design sanctioned is started in the Academic year 2021. This program is run under the Computer Science Engineering department with Sri. Amel Austin as Head of Department.
10. The Syllabus was prepared and tab – class room facility is arranged.
11. The merit and farewell day Ceremony was held on 28/07/2021. Dr. R Chidambaram Former Scientific Advisor to Government of India was the Chief Guest.
12. The project evaluation for Semester 8 and Comprehensive examination for Semester 6 students is held in Online mode. The workload for the odd semester is made and circulated for action.
13. The physical verification from University regarding affiliation for new program Computer Science and Design is held on 10/03/2021. The State Government regulations for Covid Pandemic were followed for smooth functioning of the institution.
14. A one-minute duration department specific videos were prepared for promotion through Social Media. The LinkedIn account of the College is renewed.
15. The event World Nature Conservation Day was celebrated by Electrical Engineering department by organising an invited talk.
16. The PTA meeting for almost all semester 6 classes is conducted. The workload of technical staff members is made and handed over to Principal.



17. An Academic Performance Improvement committee (APIC) is constituted in order to improve the academic performance of 2018-2022 batch engineering students.
18. All the possible methods to improve the academic performance of students is taken.
19. The student assessment records submitted online is verified regularly. The remedial classes for students is held online mode.
20. A detailed study is made for consolidated series examination marks to check the progress of students. Students unable to attend series exams are permitted to write the examination.
21. The Online platform Microsoft Teams is continued for online classes. The faculty members are taking the classes by video on.
22. All the KTU audit reports till date is filed. The duplication in course information sheet is avoided. The Course files, lab manuals, tutorship files, remedial class files are verified and found correct.
23. The activities of IIC, IEDC and NISP are continued in online mode and a good number of participation of students and staff members is ensured.
24. The students staying near the institution, but studying in other colleges are permitted to write the examination or select the exam centre based on their convenience. This facility is made available due to prevailing Covid pandemic.
25. Website for Master of Business Administration is updated. The admission for the year 2021 is completed. Classes for MBA is made in online mode.



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26. The Program Assessment Committee meetings and Department Advisory Committee Meetings are held and planned. Faculty members are performing the Outcome Based Education for the course works is held as much as effectively for the benefit of the students.
27. A culture of publishing the works in reputed SCI journals is continued. Preference is given for presentation in the program other than attending.
28. Online training for self-training among students is circulated. A department level training is initiated by faculty members to their specific department students.
29. The area of interest in student community from specific department is identified and arrangement of guest lectures is made.
30. All the feedbacks student Feedback, Faculty Feedback, Alumni and employee feedback is made as scheduled.
31. The budget proposal for books, journals materials and equipment is made.

Action taken for the meeting held on 16/08/2021 is prepared by



Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg no 6/Page no36