



Reg No . 25

Date: 18/10/2021

Action Taken on the meeting held 18/10/2021

Reference: VJCET/IQAC – 25

1. It is proposed to conduct the IQAC meetings for the year 2021-2022 on following dates.
 - a) October 2021, Third week
 - b) January 2022, Second week
 - c) March 2022, Last week
 - d) June 2022, First week
 - e) August 2022, Second week
2. The institution has reviewed the Data validation and verification report in the month of November 2021. Work is progressed for the submission of certification on time.
3. Students were given the opportunity to cometo college and conduct the laboratory experiments. All the students are instructed to strictly follow the Covid protocols. The students or facultymembers having health issues are instructed to adopt work from home pattern.
4. Lady staff members who are pregnant are allotted work from home pattern. Similar pattern is given to feeding mothers having baby of the age less than 1 year.
5. Special classes for students were conducted giving online time table.



6. Student Centric programs are done in every department to improve admission. Projects and work highlighted by students are video graphed.
7. A vacation period is allotted to all staff members. It is further mentioned no delay to be observed in regular functioning of the institution.
8. Department level activities are carried out to improve placement in concerned departments.
9. The academic schema for the year 2021-2022 is published. The faulty diary is designed and distributed among faculty members too update daily activities.
10. Principal makes interaction with all faculty members in every department. Ideas for academic improvement is shared.
11. Alternate working day pattern is followed during periods as notified by government of Kerala. Moreover, online classes are continued without any delay.
12. Dr. Sony Kurian is made as in charge for startup's. Directions are given to establish startups from every branch of Engineering.
13. Efforts are made to prepare and release quality content on time to reach the target audience through social media.
14. Dr. Anishin Raj and Sri. Andrews Jose is handed responsibility for IT related topic to Non IT students. A good response is recorded.
15. A good number of students and faculty members have joined National Digital Library of India and started attending the webinars. The participants are awarded certificates for joining the same.
16. Specific Department faculty members are given responsibility to train the students for clearing interviews. One to one meetings are helped students to



- make it progress. Based on the discussions with M/s Cognizant Technology Solutions, they have agreed to come for campus placement in the institution.
17. The office bearer pasts in the student's council election are contested by Pre final year Engineering students and handed over the responsibilities.
 18. The series test -2 for semester 4 students were held in online and offline mode.
 19. More students and Faculty members are motivated to take the vaccination first dose for immunity. Members taken the first dose are advised for moving to second dose as per the scheduled time table slot.
 20. Physical mode of University Examination is carried for MBA students.
 21. The database of students pursuing the post-Graduation in foreign universities is prepared. Email correspondence are made with Foreign Universities to establish collaboration and signing Memorandum of Understanding (MoU)
 22. Students having backlogs in the earlier semester are motivated to clear the examinations. Questions of priority and class notes are distributed to the students is used.
 23. A Memorandum of Understanding (MoU) is signed with M/s DCEL Exams India Private Limited OET Examinations are held with center in the institution on second and fourth Saturdays.
 24. Dr. Anishin Raj is nominated to represent Research Innovation Network Kerala (RINK). The paper works are initiated for the same.
 25. A Memorandum of Understanding (MoU) is signed with M/s Huawei. As a beginning online webinar is hosted by M/s Huawei for students and faculty members.



26. Faculty members having PhD are encouraged to take up funded research projects and initiate for registering startup's
27. Artificial Intelligence and Data Science has started functioning as a separate branch. Sri. Somy P Mathew is nominated as Head of Department and given responsibilities.
28. The attendance register is maintained for signature by staff members. The physical contact classes are commencing.
29. Meetings with students having Backlogs are planned and scheduled by specific concerned Head of Department. The importance of clearing the examinations in the first attempt is discussed.
30. Selected and identified students and staff members are motivated to start technology based business enterprises and register start up's
31. A new contractor is assigned works for running the college canteen. The college canteen starts functioning.
32. The Fee collection from students is in progress.
33. The student learning process is initiated by implementing innovative course delivery methods. The printed course diary is distributed to faculty members.
34. Class tests and Series tests are conducted as planned. The question paper set for the series examination is duly verified and signed by Course Coordinator, Stream coordinator and program coordinator. The concept of blooms taxonomy is followed.




35. Students having illness are informed not to attend physical contact classes. Online classes are practiced by keeping the video on for students and faculty members.
36. Printouts available from Microsoft teams are filed for assignments and answer scripts in the course file. Marks are also awarded in the answer sheets uploaded in the Microsoft teams.
37. Industrial Interaction activities are carried out in every department following covid regulations. Reports are prepared for the webinars conducted. The updation of activities of IEDC is made available in Kerala startup mission website.
38. University regular and supplementary examination are held in institution following strict covid protocols.
39. Members are identified for Department Advisory and Program Assessment Committee meetings. Faculty appraisal form after valuation by Head of Department is handed over to Principal for further proceedings.
40. Stream Committee and Class Committee meetings are held in online platform. Students express their willingness to continue with the present policies adopted.
41. Faculty members are making their efforts to publish their work in good impact journals.
42. The institution has signed an MoU with M/s Aspire systems India Private Limited. The placement training programs for the prefinal year and second year students is continued.
43. Thermal scanning facility is made available at entry point of college.



44. Student feedback, Alumni feedback, Faculty feedback and Entrepreneur's feedback is taken at regular intervals and shortfalls identified are put for improvement.
45. More number of students and faculty members have started taking SWAYAM and NPTEL courses.
46. Hands on training program is given for selected skills and technological programs. Industry Oriented internships are put for recommendation to students.
47. Awareness program for National Educational policy is planned. It is planned to organize a webinar program for the same. The demands put forward by the students if found genuine are made for discussion and put into practice.

Action taken for the meeting held on 18/10/2021 is prepared by




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