



Reg No. 29

Date: 12/08/22

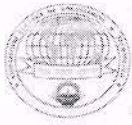
## **Action taken for the 29th meeting held on 12/08/22**

Ref: VJCET/IQAC-29

1. The appeal for the Re DVV process was made to the NAAC portal.
2. The external audit for academics was held by KTU. Two experts assigned from university inspected the file system and gave positive feedback on the system carried out.
3. The PTA Meeting for all the semesters in every branches of undergraduate classes were held as scheduled.
4. Proper monitoring is done to check if the student is coming to the classes on time. Leave letter for the students on leave are verified.
5. Vacation is availed by the staff members without affecting the normal functioning of college. In case of necessity the staff members are reporting to the college.
6. The question paper for the series examination is framed for two hours. The evaluation of the answer sheet is done in 2 weeks and consolidated marks submitted to the principal authority.
7. The fee collection from the students is made as per the time frame.
8. Sessions are held for German training and placement assistance is provided for the deserving candidates.
9. A report on the number of students registered and obtaining pass mark for the minor subject is prepared and handed over. Proper care is taken to see students are joining for minor courses.
10. Python Training is continued for pre final year students as a part of assistance for placement activity.



11. Compliance report for the department of CE,CSE,ECE,IT and ME is submitted to the NBA portal and team from NBA for visit to the college is made on August 26 2022 .
12. The work load and faculty requirement for the next academic year is made and handed over to principal for decision making.
13. Sri. Jiby Peter Decruz is assigned for the club related activities of BIS (Bureau of Indian Standards).
14. The institution participated in the event organised by Yuvadeepthi Society of Kothamangalam diocese.
15. Interaction is made by subject concerned faculty members with the weaker students and special classes are held as and when required.
16. Two experts accompanied by the chairman came from the NBA visit to the college. The file keep up system was appreciated by the members.
17. A face to face presentation is fixed before the NAAC Authority for the appeal submitted.
18. The Merit and farewell function of the college for the pass out students of 2022 batch is held with honourable Vice Chancellor of KTU as the chief guest.
19. CSE Department has initiated for the formation of a club. Geeks for Geeks Based on the online learning platform.
20. Attendance is published on the date specified by the University. The deserving Candidates scoring less than 75% attendance are permitted to apply for condonation.
21. The appraisal and ACR for the Academic year 2021-22 is initiated. Department wise annual budget is prepared and handed over to principal.
22. MBA First Year classes are continued. The undergraduate classes for B.Tech in first year- newly joined students is continued .
23. Final year results are published by the University. The institution makes a good record of



academic progress.

24. The 75th Independence Day is celebrated in the campus.

25. Interview for the post of faculty members is made in the department CSE,CE,ME and S&H.

Selected faculty members are requested to join on semester.

26. The best project for students is identified from final year students and prizes are distributed on merit and farewell day.

Action taken for meeting held on is prepared by



  
Dr. Anoop CK

IQAC coordinator