



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



NOTICE - 1

08/07/2015

Ref: VJCET/IQAC - 1

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled as below.

Date and Time : 15/07/2015, 01:00 P M

Venue : Conference Hall, Administration Block

Agenda

- 1) Student Assessment Record monitoring
- 2) Test and Retest Monitoring Cell
- 3) Attendance Monitoring
- 4) Course File and Lab Manual Monitoring
- 5) Industry Institute Interaction Cell
- 6) Exam Cell
- 7) Academic Advisory Committee
- 8) Research and Faculty Development
- 9) Placement Cell
- 10) Student Disciplinary Cell
- 11) Feedback Cell
- 12) Student Grievances and Ethics Monitoring
- 13) Library Committee
- 14) Project Monitoring

All Head of Department and Stream Heads are requested to attend the meeting

Dr. Pramod Kumar M
IQAC Coordinator

To:

- 1) Director, Viswajyothi College of Engineering and Technology
- 2) Principal, Viswajyothi College of Engineering and Technology
- 3) Vice Principal, Viswajyothi College of Engineering and Technology
- 4) HOD- CE, CSE, ECE, EEE, IT, ME, MBA
- 5) Administrative Officer, Viswajyothi College of Engineering and Technology
- 6) All Stream Heads
- 7) File





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Reg No : 1

Date: 15/07/2015

Minutes of the 1st meeting held on 15/07/2015

Reference: VJCET/ IQAC -1

1. The meeting started at 01:00 PM on 15/07/2015 in the conference hall. Director of the institute convened the first meeting. Director Rev.Fr. Dr. George Thanathuparambil gave a brief description on the importance of Internal Quality Assurance Cell for the college and its follow up practises.
2. Principal Dr. Joseph Kunjupaul supported the message from the Director. Principal Dr. Joseph Kunjupaul explained the process of Accreditation for college and its role in the present scenario. It was also suggested that the Institute should be go for NBA
3. Principal Dr. Joseph Kunjupaul introduced the new university, Kerala Technological University (KTU) for the academic year 2015-16. It was further told all the students joining the year 2015-16 will be taking KTU curriculum and the in-house continuing IInd year , III year and IVth year students , with Mahatma Gandhi University Curriculum and Syllabus.
4. Smt . Ann Neetha Sabu informed all the class test and series test were conducted as per the semester plan of the college.
5. Smt. Anju Susan George informed regarding the verification of master attendance and collecting long absentees list.
6. Smt. Anju informed that each department faculty representative collected the attendance report weekly. After verification the report is submitted to the respective Head of Department. She added , each department faculty representative collected the long absentees list every month and submitted to respective Head of Department.
7. Sri. Jose P Varghese informed the need for improving the interaction of college with industries and research institutions in the country for the benefit of students and faculty members. He also suggested to have brainstorming on various topics with



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the participation of all Head of Departments and senior faculty members. Based on this detailed discussion, a road map of active plan and activities read to be prepared.

8. Sri. Jose P Varghese informed the culture of developing entrepreneurship among student and also there are many students in the college having innovative ideas.
9. Sri . Mavin C informed that Kerala Scholarship Mission is having a program to develop Entrepreneurs in colleges, technical institutes and provide funding.
10. Sri. Vinoj informed regarding the invigilation duties of Mahatma Gandhi University exam at Ilahia College of Engineering and Technology campus.
11. Sri. Vinoj added the notices shall be issued regarding fee collection and last date of exams registration.
12. Sri. Mavin C informed that the Department representatives should inform their final year students to be ready with their resume for mock interviews from the last week of August.
13. The placement in charge Sri. Mavin C informed that the Aptitude training for final year students are scheduled for 22nd and 25th of August, 12th and 13th of September 2015. The placement office informed that the campus recruitment drive by Infosys will be conducted by mid September and accordingly the conduct of resume preparation , mock interview and aptitude test going on. The session by UR solution , Big Data, Cloud Computing, Mobility for soft skills training also in pipeline.
14. Smt. Brighty Jose informed regarding the facilities and services of the Central Library. Smt . Brighty added regarding the merging of all department libraries to Central Library.
15. Dr. Pramod Kumar insisted all the faculty members to start publishing papers in SCOPUS indexed journals /SCI/SCIE indexed journals.
16. Dr. Pramod Kumar added t have a small session for faulty on SCI/ SCIE indexing and SCOPUS ID identification.



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17. Sri. Naveen Jacod informed regarding the feedback system for students. It was informed the following dates 11/9/2015 and 26/9/2015 for first year students followed by 25/10/2015 and 30/10/2015 by S3,S5 and S7 Students respectively.
18. Smt. Merlin informed regarding grievances for the quality of food in the hostel. A proper mechanism was ensured to maintain quality.
19. Smt. Shine George spoke for students assessment research monitoring. A clear image regarding entering class test marks for KTU, MGU, status of attendance entry and syllabus coverage, submission of report to Academic Coordinator was given.
20. Smt. Shine George added regarding the preparation of a check-list of records for verification, the periodicity of verification and the tentative date of verification as stipulated in the academic calendar.
21. Dr. KN Ramachandran Nair informed regarding the Course File and Lab Manual monitoring. It was suggested to follow the format of Course File , Lab File and Lab Manual according to the format defined by NBA.
22. Dr. Ramachandran Nair stated the roles and responsibilities of committee members, their duties regarding verification of course files, lab files , and submission of reports.
23. Dr. Anishin Raj informed regarding the Project monitoring. It was suggested that project report will be audited at the end of the semester.
24. Dr. Anishin added to ensure that use of library and research data base by the students to improve the quality of the project.
25. The meeting was concluded at 3:00 PM by the remarks from IQAC coordinator.

List of members present :

1	Dr. Joseph Kunjupaul C	Sd/-
2	Prof. Paul Antony	Sd/-



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3	Mrs. Anju Susan George	Sd/-
4	Mr. Vinoj K	Sd/-
5	Mrs.Shine George	Sd/-
6	Mrs. Brighty Jose	Sd/-
7	Dr. K Shumugesh	Sd/-
8	Mr. Sunny Jacob	Sd/-
9	Dr. Anishin Raj M M	Sd/-
10	Mr. Naveen Jacob	Sd/-
11	Mrs. Ann Neetha Sabu	Sd/-
12	Mr. Mavin C	Sd/-
13	Dr. K N Ramachandran Nair	Sd/-
14	Prof. Jose P Varghese	Sd/-
15	Fr. George Thanathuparambil	Sd/-



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16	Dr. Pramod Kumar	Sd/-
17	Dr. Francis Cherunilam	Sd/-

Minutes for the meeting held on 15/07/2015 is prepared by

Dr. PramodKumar M

IQAC Coordinator

NB: The original minutes for the meeting is kept in Reg no 1/Page no4