



# 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 - 2

10/11/2015

Ref: VJCET/IQAC - 2

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

Date and Time : 18/11/2015, 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 : 18/11/2015

## Minutes of 2<sup>nd</sup> meeting held on 18/11/2015

Reference: VJCET/ IQAC -2

1. The second meeting for IQAC started at 01:00 PM on 18/11/2015 in the conference hall. Director of the institute Rev. Fr. Dr. George Thanathuparambil convened the meeting. Efforts put by the admission committee was appreciated for getting a good admission in the year 2015.
2. Principal Dr. Joseph Kunjupaul informed the functioning of Kerala Technological University (KTU) for the 2015 entry students.
3. It was further suggested to put forward a follow-up procedure for National Board of Accreditation process in the institute by Dr. Pramod Kumar. The Vision Mission statements for the institute as per the NBA format were put for discussion and finalised within the committee members.
4. Smt. Ann Neetha Sabu informed all the class test for the first year KTU batch engineering students were conducted as per the academic calendar prescribed by KTU.
5. Smt. Anju Susan George informed regarding the verification of shortage of attendance in the mid of the semester and informing the same to the Principal at the end of the semester.
6. Smt. Anju Susan instructed the verification of the consolidated reports by the Attendance Monitoring Committee Coordinator.
7. Sri. Jose P Varghese informed realising the relevance and importance of industry Institute interaction a cell has been formed in the institute and planned to intensify activities. The main objective behind is to improve the quality of technical education to meet the needs of the industry and improve the employability of engineering graduates. He requested all the members to express their views and suggest an action plan for the way forward. The possibility of recovering funds from the Government agencies was suggested.



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8. Sri. Jose P Varghese informed Dr. Pramod Kumar and Sri. Mavin are given the responsibility to find the formalities required to establish an Innovation and Entrepreneurship development centre in the institute with financial support from Kerala Start-up Mission.
9. Dr. K N Ramachandran Nair suggested having regular technical talk and interaction with Senior Engineers from industry for limited group of students. He also suggested that students should be made aware of the recent developments and trends in industry.
10. Sri. Vinoj K informed the guidelines for conducting KTU examination and it shall be closely followed and frequently checked for notification regarding modification in progress.
11. Prof. Jose P Varghese congratulated the placement cell members for their work in placement. Prof. Jose informed an initial hail of 136 placement, by Infosys, 6 for UST and 9 students for IBS group.
12. Prof. Jose P Varghese informed that all the Infosys selected candidates have to undergo two way foundation programs on 14<sup>th</sup> and 15<sup>th</sup> January 2016.
13. Sri. Mavin informed that a visit to Coimbatore is scheduled on 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> December 2015 to identify core companies.
14. Smt. Brighty informed regarding the stock verification in Library and the new membership of first year B.Tech Students. It was further suggested to increase the number of library cards to the teachers.
15. Dr. Pramod Kumar suggested all the PhD members to apply for Guide ship. A suggestion was also put forward to present papers in Springer or IEEE conference. The relevance of Faculty Development Program and sort term training program was informed and further instructions for attending the same.
16. Sri. Naveen Jacob informed the importance of Programming Lab session to improve the problem solving skills based on the feedback systems by the students. Sri. Naveen suggested organising different events as a remedial measure of alumni feedback.



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17. Sri. Naveen Jacob suggested developing a policy regarding Smartphone usage in hostel and Campus in light of Government Orders.
18. Smt. Shine George informed the status of Assessment record monitoring in the concerned departments. It was also suggested to identify the slow learners. The dates for the verification of series marks, verification of attendance entry, syllabus coverage and verification of assignment marks too were conveyed.
19. Dr. Ramachandran Nair pointed out the difficulties faced by the faculty for making Course File.
  - a) Preparing course information sheet of newly introduced subjects under TU.
  - b) Updating of topic beyond syllabus and gaps in syllabus
  - c) Incomplete Course assessment process due to delay in the University results.
20. Dr. Ramachandran Nair informed the final date for submission of corrected files of Course file and Lab Manual to be 15/12/2015.
21. Dr. Anishin Raj informed regarding the selection of Best and Average projects to be identified by project coordinators of respective department.
22. Sri. Naveen Jacob suggested to observe the student movements and any type of teasing or ragging during the working hours in the college. IT was also suggested to check the dress code of the students.

List of members present

Sl No	Name	Signature
1	Mrs. Shine George	Sd/-
2	Mrs. Brighty Jose	Sd/-
3	Dr. Joseph Kunjupaul C	Sd/-
4	Mr. Vinoj K	Sd/-



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5	Mrs. Anju Susan George	Sd/-
6	Dr. K Shunmugesh	Sd/-
7	Mr. Sunny Jacob	Sd/-
8	Dr. Anishin Raj M M	Sd/-
9	Mr.Naveen Jacob	Sd/-
10	Mrs. Ann Neetha Sabu	Sd/-
11	Dr. Francis Cherunilam	Sd/-
12	Mr. Mavin C	Sd/-
13	Dr. K N Ramachandran Nair	Sd/-
14	Prof. Paul Antony	Sd/-
15	Prof. Jose P Varghese	Sd/-
16	Fr. George Thanathuparambil	Sd/-
17	Dr. Pramod Kumar	Sd/-
18	Mr. Baby George	Sd/-

Minutes of meeting held on 18/11/2015 is prepared by

**Dr. Pramod Kumar**

**IQAC Coordinator**

NB: The original minutes for the meeting is kept in Reg no 1/Page no13

