



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 - 3

08/03/2016

Ref: VJCET/IQAC - 3

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

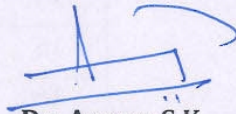
Date and Time : 17/03/2016, 11:00 AM

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. Anoop C K
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 : 17/03/2016

Minutes of the 3rd Meeting held on 17/03/2016

Reference: VJCET /IQAC -3

1. The third meeting for IQAC started at 11:00 AM on 17/03/2016 in the conference hall. Director of the institute Rev. Dr. George Thanathuparambil convened the meeting. A brief introduction on the outcome based education was shared by the Director. It was further suggested to enhance the teaching – learning process by the faculty members for the professional growth of themselves and for the institution.
2. Principal Dr. Kunjupaul supplemented the sentences put forward by the Director. The progress of NBA Accreditation process was put forward by the Principal. It was suggested by the Principal to formulate the Department Advisory Committee meetings and Program Assessment Committee meetings at institute level and department level respectively based on the criteria's specified by National Board of Accreditation.
3. Principal Dr. Kunjupaul instructed the Head of Departments to follow up course meetings, committee meetings and stream meetings as specified by the University Regulations.
4. Based on the Academic Performance of first year students, it was unanimously decided to conduct a Modal Exam for Semester II of the first batch of KTU as suggested by Smt. Ann Neetha Sabu.
5. Smt. Anju Susan informed regarding the submission of a report to the IQAC at the end of each semester.
6. Dr. Pramod Kumar informed the procedures required to establish an Innovation and Entrepreneurship Development Centre in the institute with Kerala Start-up mission financial support. Dr. Pramod informed setting up IEDC is in progress. It is further recommended to expand the committee of Industry Institute Interaction Cell by inducing one representative from each department.



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7. Sri. Vinoj informed the institute shall offer full support to the observer to be appointed by the Kerala Technological University for University exam invigilation.
8. Sri. Mavin C informed that 200+ students already placed in different companies and more recruitment is planned in the months ahead. It was informed that the following companies Indo Shell Mould, d1 Chips, s&T Valves, Elyl have shown interest to visit the campus.
9. Smt. Brighty Jose informed regarding the use of library by the first year students.
10. Dr. Pramod Kumar gave a suggestion for initiative to send few students for summer internship of a few weeks at institute of national importance. It is further suggested to have the timely release of technology and future Journal without delay.
11. Sri. Naveen Jacob informed regarding the conduct of Student feedback. For first year it was held on 23/02/16 and 25/02/16. For all the other year students it was to be held for 04/04/16 and 08/04/16. It was suggested to improve the interaction with industry experts and social service activities based on the feedback from students.
12. Sri. Naveen Jacob insisted on Motivating classes and confidence Building exercises among students because of increase in B.Tech phobia.
13. Smt. Shine George informed the status of student assessment record monitoring in concerned department. It was further informed regarding the verification of consolidated reports submitted by departmental coordinators.
14. Dr. K N Ramachandran Nair identified few points during the auditing for course files
 - a) Some content of course files for KTU subjects are being duplicated.
15. Dr. KN Ramachandran Nair suggested to follow the same formats followed in academic year 2015-2016 for the academic year 2016-2017 with inclusion of 10 curricular activities in course file.
16. Dr. Ramachandran Nair informed the final date for submission of corrected file was 16/05/2016.
17. Dr. Anishin Raj suggested few criteria for the identification of Best and Average projects.



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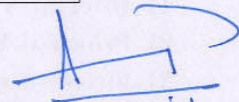


18. Sri. Naveen Jacob suggested monitoring the usage of cell phones inside the campus and hostels. It was further suggested warn the students coming late.

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/-
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 the meeting held on 17/03/2016 is prepared by


Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg No 1/Page No 22

