



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 - 4

04/07/2016

Ref: VJCET/IQAC - 4

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

Date and Time : 12/07/2016 , 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 & Innovation and Entrepreneurship Centre
- 6) Exam Cell
- 7) Academic Advisory Committee
- 8) Research and Faculty Development
- 9) Placement Cell
- 10) Student Disciplinary Cell
- 11) NPTEL, Spoken Tutorial and Guest Lecture
- 12) Feedback Cell
- 13) Student Grievances and Ethics Monitoring
- 14) Library Committee
- 15) 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 : 12/07/2016

Minutes of the 4th meeting held on 12/07/2016

Reference No : VJCET/IQAC-4

1. The fourth meeting for IQAC started at 01:00 PM on 12/07/2016 in the conference hall. Director of the institute Rev. Fr. Dr. George Thanathuparambil convened the meeting. The Director gave an update on the admission policy and fee regulation adopted for the year 2016. Director further informed regarding the Graduation Ceremony conducted in the institute to be successful for the 2016 passed out students. A brief description on Education policy of the Trust was discussed in the meeting.
2. Principal Dr. Joseph Kunjupaul supported the message from the Director. Principal Dr. Joseph Kunjupaul updated on the progress works for National Board of Accreditation process. It was further informed to all the faculty members to stick on the time frame for various activities.
3. Principal Dr. Joseph Kunjupaul explained the process adopted for Examination / Invigilation process of Kerala Technological University. It was further informed that faculty from the college should report at Mar Athanasius college of Engineering , Kothamangalam for valuation of Mahatma Gandhi University papers and Kerala Technological University first year papers.
4. Principal Dr. Joseph Kunjupaul briefed on Industry Institute Interaction Cell in the college with Dr. K K Rajan as Dean. Dr. KK Rajan informed a letter have been sent to 36 industries in Kerala, Coimbatore, Chennai and Bangalore to sign the MoU with them and continue the interaction in a formal way. It was also informed the interaction will continue in different modes like technical visits, internships and special lectures.
5. Dr. KK Rajan informed it is planned to organise a two day seminar to create awareness on Nuclear Energy in the campus on 30th September 2016 and 1st October 2016 with the support of Indhira Gandhi Centre for Atomic Research and Board of Research in Nuclear



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Science IGCAR already agreed to give technical support. Application submitted to BRNS for financial support.

6. Dr. K K Rajan informed the seventeenth outreach program on Geoweb Services and Geoportal application organised by IIRS is being attended by faculty members of various departments in the college.
7. Dr. K K Rajan informed the institute can participate in the skill development movement of India and submit the application for additional skill acquisition program (ASAP) to department of Higher Education of Kerala.
8. Smt. Ann Neetha Sabu informed question paper of each subject be duly signed and Course coordinator, stream coordinator and Head of Department before handing over to exam committee.
9. Sri. Aneesh Kurian informed regarding allocation of invigilation duties for Mahatma Gandhi and Kerala Technological University shall follow as previous examinations. It was further informed all the faculty members shall be sent messages from VJCET in addition to the list displayed.
10. Smt. Brighty Jose informed the new membership cards to S1 students will be kept issued only after the completion of total admission process. It was further decided to issue new membership to MBA students and restrict the loan number as two.
11. Smt. Brighty Jose discussed the need to increase the book loan number to S3 BTech students from 2 to 4 numbers. This can help students to borrow 4 books instead of 2 books.
12. Dr. Anishin Raj informed the project report will be audited in the end of semester as a part of follow up for the Project Monitoring Cell
13. Sri. Mavin briefed the members regarding various training programmes in Vogue Soft Skills by Internal faculties, Aptitude and Technical training program outsourced. Prof. Jose P Varghese proposed the mechanical engineering students should be given hands on experience of CNC machines available at institute and a professional trainer inducted to solve the purpose. It was further informed that Dr. Anishin Raj is deputed to attend a month's training organised by KTU at Info park regarding the installation of Fab Lab at the institute. The placement activities at college level were discussed. A proposal of visiting



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Delhi based companies with the help of Mr. Joseph Pullan, HR head was put forward by Sri. Mavin.

14. Sri. Naveen briefed on the Alumni Survey conducted. It was informed that various department have conducted technical events for the improvement of their program outcomes. The technical programs are as under
 - a) Mechanical Engineering department conducted 3 seminars for improvement of PO4,PO5,PO6 and PO7.
 - b) Information Technology department conducted 1 seminar for PO4,PO5 and PO7
 - c) Electrical and Electronics Department conducted 1 technical event for PO2 and PO6
 - d) Electronics and Communication department conducted 1 Seminar for PO4, PO5,PO7 and PS01,PS03
 - e) Computer Science Engineering conducted 1 session for PO4,PO5,and PPO 7
 - f) Civil Engineering conducted 2 seminars for PO4,PO5 and PO6
15. Dr. Rajesh Cherian Roy informed a NPTEL local chapter was established in the campus on 12th May 2016 as a single point of contact (SPOC). NPTEL local chapter seminar was also conducted in the institute. It was further informed to faculty members to use several NPTEL contents in the class in all the departments.
16. Dr. Pramod Kumar instructed to make use of Free Open Source Plagiarism tools like Vyper for plagiarism checking. It was further put to concern that two faculty members expressed their interest in organising and attending workshops of one week/two week conducted in association with IIT/NIT through public mode. This was further appreciated by all faculty members.
17. Mr. Naveen briefed on the need of approval of Student Counselling facility. It was further informed that reconstituted Student's Grievances Redressal/Appeal committee is approved by Dr. Vidyeeswary. The visibility issues in class when ICT enables classes are taking place was discussed.
18. Principal Dr. Joseph Kunjupaul informed the Student Council Election for students shall be conducted under chairmanship of Dr. Pramod Kumar. It was further informed that faculty members should be present in their respective blocks during starting of class , interval time, lunch time and at the end of the class.



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19. Smt. Anju Susan George informed the process of verification of master attendance and collecting long absentees list.
20. Principal Dr. Joseph Kunjupaul put forward a discussion on the conduct of Department of Assessment Committee Meetings and Program Assessment Committee meeting.
21. Smt. Shine George spoke on the process of Student Assessment Record Monitoring for the academic year 2015-2016 is very successfully adopted and running efficiently.

List of members present

Sl No	Name	Signature
1	Dr. K K Rajan	Sd/-
2	Mrs. Shine George	Sd/-
3	Mrs. Brighty Jose	Sd/-
4	Dr. Joseph Kunjupaul C	Sd/-
5	Mr. Vinoj K	Sd/-
6	Mrs. Anju Susan George	Sd/-
7	Dr. K Shunmugesh	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	Dr. Francis Cherunilam	Sd/-
13	Mr. Mavin C	Sd/-
14	Dr. K N Ramachandran Nair	Sd/-
15	Prof. Paul Antony	Sd/-
16	Prof. Jose P Varghese	Sd/-
17	Fr. George Thanathuparambil	Sd/-
18	Mr. Baby George	Sd/-



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Dr. Anoop C K

IQAC Coordinator

