



# 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 - 5

07/11/2016

Ref: VJCET/IQAC - 5

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

Date and Time : 17/11/2016, 10:00 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 & 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 : 17/11/2016

## Minutes of the 5<sup>th</sup> meeting held on 17/11/2016

Reference No : VJCET/IQAC - 5

1. The fifth meeting for Internal Quality Assurance Cell started 10:00 AM on 17/11/2016 in the conference hall. Director of the institute Rev. Fr. Dr. George Thanathuparambil convened the meeting. The Director appreciated the admission committee for good admission in the year 2016. Director Rev. Fr. Dr. George congratulated Dr. K K Rajan for conducting the two day program on Nuclear Awareness and making participate more than 500 students from schools for the same. Appreciation was given for conducting the first year students/ parents welcome program at the institute in a well manner.
2. Principal Dr. Joseph Kunjupaul updated the progress works for National Board of Accreditation process. The Willingness of applying for University Examination valuation centre for Kerala Technological University was forwarded by Principal. The results for all the academic year students were discussed. Principal congratulated the Head of Department for maintaining good results.
3. Dr. K K Rajan expressed his gratitude for the full support and wished expressed by the Director. Dean Industry Institute Interaction Dr. K K Rajan requested all the members to actively participate for bringing new ideas and make it a success. The Dean further requested the guidance and cooperation of HoD's of all the departments of institute. It was further insisted to participate student volunteers as office bearers in Institute Entrepreneurship Development cell.
4. Smt. Ann Neetha Sabu insisted the retest should be conducted for eligible students at the earliest after the examination. Proper justification from the students needs to be taken care of. These retest were applicable for series test / examination conducted at institute level.
5. Sri. Aneesh Kurian informed the notices shall be issued regarding fee collection and last date of examination registration as per Mahatma Gandhi University notification.
6. Sri. Aneesh Kurian informed regarding the duty list preparation of invigilation duty for University Examination of Mahatma Gandhi and Kerala Technological University. Senior faculty member from institute nominated as Observer for conducting university exam at other nearby engineering colleges.





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7. Smt. Brighty Jose informed the windows of the first floor of the library should be covered by wire mesh or proper security. It was further suggested to make available wooden/steel rack book shelving new arrival display and CD rack. The renewal of pirated journals for the year 2016-2017 to be taken care.
8. Dr. Anishin Raj informed the best and average projects should be identified by project coordinators.
9. Sri. Mavin informed the successful completion of the FAB lab training program organised by KTU at Trivandrum and that we are looking at our institute. The placement officer informed the TIME group is invited to conduct mock GATE examination free of cost for all GATE registered students on 31<sup>st</sup> January 2017.
10. Sri. Mavin Informed, the institute should sign a memorandum of Undertaking MoU with Savya iTech Global Pvt. Ltd, to train first and second year students throughout the year without affecting the academic schedule of the College in Aptitude, Soft skill and technical field. It was further brought to notice regarding a 45 Hour IELTS spoken English course, which can be introduced for 2017 entry batch with the commencement of next academic year.
11. Sri. Naveen informed the faculty feedback taken from the students is in the pipeline. It was further informed the even semester faculty feedback be taken in the month of February 2017.
12. Dr. Rajesh Cherian Roy suggested spoken tutorials as contemporary with the prescribed in the lecture hours'. Dr. Rajesh informed several faculty and students have registered and got the certification from NPTEL. Some even qualified with elite scores the awareness of inclusion of SWAYAM course in the NPTEL need to be circulated at a large scale in the institute. Proposal is made to conduct a meeting of all SPOC at the institute. It is also proposed to make compulsion of the resources in each and every lecture.
13. Dr. Pramod Kumar proposed to insist senior faculty members to visit R&D labs like IGCAR/BARC for more exposure to the state of art systems and equipments. Dr. Pramod advised to stick on to the timely release, of Technology and Future journal issue.
14. Shi. Naveen suggested the introduction of Podium in the classes for faculty members, where it is missing.
15. Dr. Edgar Ruskin informed on the frequency of Department Advisory Committee meeting and Program Assessment Committee meeting. The DAC needs to be held once in an academic year and it was proposed to conduct it in the first week of July every year. Regarding Program Assessment Committee meeting, this need to be conducted every semester. It was further



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proposed the first PAC meeting in the first week of August every year and second PAC in the first week of January every year.

16. Sr. Naveen informed the faculty members to be vigilant throughout the day in the view of misbehaviour among the students. It was further informed to maintain strict discipline in the campus.
17. Smt. Anju Susan informed regarding verification of shortage of attendance in mid semester to the Principal.
18. Dr. KN Ramachandran Nair Informed regarding the audit for KTU Course Files from faculty members outside from other colleges in every academic semester. An internal audit was further necessary to be made before external audit.
19. Principal Dr. Joseph Kunjupaul informed the Christmas program may be conducted before the end of the semester the month of December facilitating all the students to join without fail.
20. Smt. Shine George Suggested to identify the slow learners of concerned classes. It was further suggested to introduce remedial classes for week students and engage more working hour lecture for students on demands. This additional service could be availed by pre booking the bus service.

### 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/-



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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/-

Minutes of the meeting held on 17/11/2016 is prepared by

**Dr. Anoop C K**

**IQAC Coordinator**



NB: Original is kept at Reg No 1/Page No 42