



VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to API Abdul Kalam Technological University

Vazhaculam 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 - 07

07/07/2017

Ref: VJCET/IQAC - 07

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

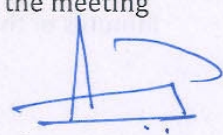
Date and Time : 18/07/2017, 01:00 PM

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





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



Reg No .2

Date : 18/07/2017

Minutes of the 07th meeting held on 18/07/2017

Reference No : VJCET/IQAC – 07

1. The Seventh meeting for Internal Quality Assurance Cell started at 01:00pm on 18/07/2017 in the Conference Hall. Director of the institute Rev. Dr. George Thanathuparambil convened the meeting. The Director briefed the admission status for the year 2017-2018. Special appreciation was put to the efforts put by the admission committee. Director mentioned the demand for the various branches in engineering is coming down in the +2 students. In respect to this awareness program need to be given to children at the higher secondary level from faculty members of the institution. Programs to wise motivation to the students be initiated. Director further congratulated the Principal, Head of Departments for conducting the farewell ceremony to students and graduation ceremony in a decent way. It was further instructed to follow the dates for the process of National Board of Accreditation in the campus.
2. Principal Dr. Joseph Kunju Paul supported the message from the Director. Principal updated the progress works for the NBA process. Special mention was given to the meetings, follow ups and audits conducted under the leadership of Dr. Pramod Kumar and Mr. Andrews Jose, NBA coordinator. Principal informed the smooth functioning of KTU valuation camp in the institution under the leadership of Camp Officer Sri Anil Kumar. It was further informed to appoint the Chairman year wise and supporting staff for additional works. A group of faculty members from 5 Engineering Colleges were reporting the valuation process. Principal mentioned the university examinations regular and supplementary papers are being conducted as per regular schedule.
3. Principal Dr. Joseph Kunju Paul appreciated the Head of Departments for motivating students for the internship programmes. A group of students from Civil Engineering



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



Department, Mechanical Engineering Department and Computer Science Engineering Department did their internship at IIT Guwahati.

4. Principal Dr. JosephKunju Paul informed all the activities of the institution to be coordinated in terms of academic schedule published by Kerala Technical University. All the Head of Departments were informed to prepare and submit Department budget for management approval.
5. Director Rev. George Thanathuparambil congratulated Sri. Somy P Mathew for being promoted as Vice. Principal of the institute. Director further informed Dr. Geo Baby, Associate Professor has joined the MBA department and taken charge as Head of Department . Smt. Liz Immanuel, Assistant Professor in MBA joined the department.
6. Smt. Shine George informed Committee members from various departments were entrusted with duties to verify the student adherence of course delivery with teaching plans. The listing of students category wise in terms of their performance in examination was adhered to. It was further proposed the Laboratory Assessment method may be supplemented by introducing a new format for the observation record with more number of pages. The attainment level of course outcomes may be assessed and revised by using Reports/Records of ARMOC as inputs.
7. Smt. Ann Neetha Sabu informed the question papers of each subject be duly signed by course co-coordinator, and Head of Department before handing over to exam committee. It was also informed to retest should be conducted for eligible students at the earliest after the examination.
8. Smt. Anju informed regarding the verification of attendance report weekly by concerned department faculty representative. The details regarding long absenteeism every month is verified and kept in notice to respective Head of Department.
9. Dr. K. N Ramachandran informed the course file and lab file to be made with same format as followed in academic year 2016-2017. It was informed separate files (HOD File and Staff file) are to be maintained. The verification of course information sheets for newly introduced subjects was proposed.
10. Prof. K.K Rajan informed initiatives to be taken towards signing of more Memorandum of Understanding (MOU) with industries. Prof. Rajan requested the Head of



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



Departments to finalize the draft MOU in consultation with industries and make ready for submission to Principal and Director. It wads further proposed to conduct a technical workshop on digital manufacturing in association with Pioneer incubation technologies Pvt.ltd. Participation certificate to be issued to all participants.

11. Sri. Vinoj informed invigilation duties for faculty members will be assigned considering KTU valuation schedule as per request from camp officer. Notices shall be issued regarding fee collection and last date of examination registration as per MG University notification. It was further informed conduct of Examination University shall be efficiently managed with co-ordination from various departments since KTU and MG exams may fall in same sessions of exam days.
12. Dr. Edgar Ruskin informed the Department Advisory Committee meeting and Program Assessment Committee meeting be held in the academic year 2017-2018 in energy department with circulated schedule. The participation of stake holders, their views and discussions to be given more weightage. It was further suggested the decisions taken earlier be put into action necessarily.
13. Dr. Pramod Kumar informed to encourage all faculty members to generate report of Turnitin / Grammarly / Vyper tool for plagiarism checking of T + F journal. It was further insisted the necessity of organizing and attending workshops of one week/two weeks conducted in association with IIT / IISC /IGCAR /NIT through online mode.
14. Sri. Marvin C informed the second phase of aptitude training for the students is to be conducted before Onam vacations and the rest of the sessions will be conducted after getting the recruitment dates from Infosys. The collection and correction of Resumes and conducting Mock interviews for final year students was informed. Information on National Aptitude Test in Architecture was conveyed.
15. Sri. Shanmugesh informed to monitor the use of cell phones inside the campus and hostels. It was further suggested to warn the students coming late for the classes.
16. Dr. Rajesh Cherian proposed that maximum number of NPTEL or spoken tutorial resources be included in the program curriculum.
17. Sri. Somy P Mathew informed regarding the feedback system. It was informed Mechanical Engineering dept. conducted 2 technical events for the improvement of



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



program outcome. Electrical Engineering department conducted 1 technical event for the improvement of PO4. Electronics and Communication Department conducted 2 technical events for the improvement of program outcome.

18. Dr. Geo Baby informed regarding the quality of food and timing for ladies hostel entry put forward by students.
19. Dr. Pramod Kumar informed the best and average projects should be identified by the project coordinators among the final year students. This need to be done in all departments.
20. Smt. Brighty Jose informed the new membership cards will be issued to S1 students only after the completion of admission process. It was suggested to increase the loan number as six for final year Undergraduate students and Post Graduate students. It was further suggested to launch Best Library User Award for students to attract students to library and to increase the usage of library.
21. Sri. Vinoj K informed the recruitment of two faculty members in the department. Three faculty members taken leave with respect to Ph D work. They are Smt. Leeba Varghese, Sri. Aravind S and Sri. Jerry Varghese.
22. Principal Dr. Josephkunju Paul informed the industrial visits to be conducted in the department with the Guidelines specified by the Department of Technical Education (DTE) and KTU.

List of members present

| SI No | Name | Signature |
|-------|------------------------|-----------|
| 1 | Mrs. Shine George | Sd/- |
| 2 | Mrs. Brighty Jose | Sd/- |
| 3 | Dr. Joseph Kunjupaul C | Sd/- |
| 4 | Dr. K K Rajan | Sd/- |
| 5 | Mr. Vinoj K | Sd/- |



VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

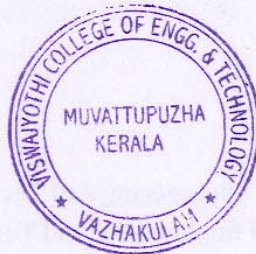
Vazhakulam P.O., Muvattupuzha-686 670, Kerala
Tel: 0485 2262211, 2262255, 9496335522
Email: vjcet@vjcet.org, www.vjcet.ac.in

Established in 2001
Managed by Catholic Diocese Kothamangalam



| | | |
|----|-----------------------------|------|
| 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 | Mr. Mavin C | Sd/- |
| 13 | Prof. Jose P Varghese | Sd/- |
| 14 | Fr. George Thanathuparambil | Sd/- |
| 15 | Mr. Baby George | Sd/- |
| 16 | Dr. Edgar Ruskin | Sd/- |
| 17 | Dr. Pramod Kumar M | Sd/- |
| 18 | Dr. K N Ramachandran Nair | Sd/- |

Minutes of the meeting held on 18/07/2017 is prepared by



Dr. Anoop C K
IQAC Coordinator

NB: Original is kept at Reg No 2/Page No 07