



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 - 08

06/11/2017

Ref: VJCET/IQAC - 08

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

Date and Time : 13/11/2017, 10:30 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 .2

Date : 13/11/2017

Minutes of the 08th meeting held on 13/11/2017

Reference No : VJCET/IQAC – 08

1. The eighth meeting of internal quality assurance cell started at 10:30 am on 13/11/2017 in the conference hall .Director of the institute Rev. Fr. George Thanathuparambil convened the meeting. The director highlighted the need to improve the results. Director further informed an ambience for research activities be generated among the faculty members. This will automatically result in academic proficiency and skill up gradation . It was further suggested the final year projects should come up with journal publications. Attempts should be taken by the faculty to attend conference/workshop conducted by institute of national importance. Director further congratulated the students getting chances for internship at IIT Guwahati. Director suggested the institute be very much prepared for first level of accreditation by NBA team members.
2. Principal Dr. Josephkunju Paul supported the words put forward from Director. Principal updated the progress work for NBA process. Appreciation was given to the work done by team of Dr. Promod kumar and Sri.Andrews Jose.
3. Principal Dr. Josephkunju Paul informed the head departments should schedule the parent teaching association [PTA] meetings and convey the student progress. It was further informed the students be given an awareness regarding the accreditation process.
4. Principal Dr. Josephkunju Paul informed the KTU valuation camp at the college is functioning properly under the leadership of Shri. Anil kumar.
5. Principal informed the syllabus for concerned subjects be finished as per academic plan set by KTU and the institution. Principal informed the program for Christmas celebration be carried out with utmost discipline among students.
6. Smt.Shine George informed regarding the listing of students category wise in terms of their performance in examination .it was suggested by innovative course delivery methods could be devised and implemented by incorporating assessment results to



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improve student learning process. Timely updating of records pertaining to students attendance and other student assessment methods be ensured .Syllabus coverage was also ensured.

7. Smt. Ann Neetha Sabu informed to prepare a time table for remedial test. The malpractices during examination will be strictly dealt with.

8. Smt. Anju Susan informed regarding the verification of shortage of attendance in the middle of semester and informing the same to the Principal at the end of the semester.

9. DR. K.N Ramachandran informed regarding the verification of content of course file lab file and lab manual with deficiencies reported in the format .It was suggested separate file for lecture notes can be maintained for each course file by giving a reference in main course file. The verification of course information sheet of newly introduced courses is also suggested.

10. Dr. K Rajan suggested a meeting to be held where the need for irradiation of pineapple to increase the shelf life and also to enable export to different countries will be discussed. Prof. Rajan briefed the success story of application of nuclear radiation for agricultural purpose in state of Maharashtra and the benefit received by the farmers in that state .

11. Sri Vinoj informed regarding the process of KTU and Mahatma Gandhi University for December 2017. It was informed disciplinary action shall be taken against students caught copying for examination .Bus service shall be made available for MG university invigilation duty at Ilahia College of Engineering and Technology.

12. Dr. Edgar Ruskin informed the department advisory committee for the academic year 2017-2018 was conducted with representatives from all departments .The program assessment committee was held on schedule time as framed by the academic advisory committee.

13. Dr. Pramod informed senior committee members and dean (R and D) have unanimously encouraged the need to curb plagiarism policy (plagiarism percentage of less than 10 percentages). Dr. Pramod further advised to conduct blind review and to



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check plagiarism of papers before including the paper in the conference proceedings of conferences conducted at VJCET.

14. Sri. Mavin informed that around 200 plus offers have been already received from different companies and a few more companies - Athinad software, Kumar and Kumar and Shilpi Architects have agreed to conduct campus recruitment. It was further suggested, the placement cell shall extend the services and placements assistance to all students for a period of one year after the completion of their study at the college. It was further suggested to encourage the students to continue practicing the aptitude so as to crack the recruitment tests.

15. Sri. Shumigesh informed the discipline committee of the institute in accordance with group tutors should make a proper follow up or maintaining discipline among students of all academic years.

16. Dr. Rajesh Cherian Roy proposed to record and document all the guest / visiting / expert lectures in concerned departments and arrange required lectures to students as per the gaps identified.

17. Sri. Somy P Mathew informed the feedback taken from the students for the faculty members is in pipeline. It was further informed the faculty members should go through the given feedback and make changes wherever necessary.

18. Dr. Geo Baby informed the students requested the reconsideration of the bus fee policy during the period "Bus not used".

19. Dr. Promod Kumar suggested having the formal release of technology. It was for the motivated insisted to motivate exercises related to building

20. Smt. Brighty Jose suggested a change in current library management software to KOHA- open source software.



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

Minutes of the meeting held on 13/11/2017 is prepared by

Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg No 2/Page No 19

