



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 - 09

02/04/2018

Ref: VJCET/IQAC - 09

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

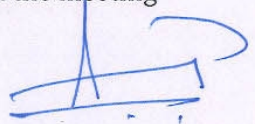
Date and Time : 09/04/2018, 10:00 AM

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 .2

Date : 09/04/2018

Minutes of the 09th meeting held on 09/04/2018

Reference No : VJCET/IQAC – 09

1. The ninth meeting for Internal Quality Assurance Cell started at 10:00AM on 09/04/2018 in the conference hall. Director of the institute Rev Fr. Dr. George Thanathuparambil convened the meeting. The Director conveyed well wishes to everyone for being very cordial during the NBA team visit to the campus during March 16 to March 18, 2018. All the committees were doing their level best for the process. The accreditation team inspected the departments of Civil engineering, Computer science engineering, Mechanical engineering and Electronics and communication engineering. A team of members made the visit. From the first day, all the documents at institute level, management level, department level, infrastructure facilities and personal files were checked by the NBA team. Director informed overall the inspection program was an eye opener for all your programs. It was further mentioned with the short comes highlighted all the departments should try to fit the identified issues. Further the Director congratulated the work plan put forward by Dr. Pramod Kumar And Sri. Andrews Jose for a successful NBA team visit.

2. Director Rev.Fr. Dr. George informed the institute is starting its admission process shortly. It was further stated once the accreditation is awarded there could be a booster for the admission process. It was informed good publicity shall be made once the accreditation is awarded. The custodians of all the files (institute level, department level, and personal) were asked to keep their files and update as per the time frame.

3. Principal Dr. Josephkunju Paul supported the message from Director. The principal congratulated the NBA coordinator, Head of departments for organizing the program in a very pleasant Manner. Principal informed need for steps to be taken for the weakness identified.



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4. Principal Dr JosephKunju Paul informed the University semester exams for the students will be commencing as per the dates notified. All the faculty members were asked to finish the syllabus and do the necessary for getting good results and maintain college rank.

5. Principal Dr. Josephkunju Paul appreciated the students for maintaining a proper discipline inside the campus and responding in a cordial Manner to NBA visiting team members. Principal informed the progress of farewell to final years, graduation ceremony day, and merit farewell programs to be conducted in every disciplined manner.

6. Smt. Shine George informed slow learners and above average performers were identified such that necessary actions to improve their performance would be formulated and implemented. Printed course diaries which serve as records for verification of student assessment were made available for every course. All the activities were scheduled ahead and the tentative dates were included in the academic calendar.

7. Smt. Ann Neetha informed the test and retest monitoring committee is efficiently carrying out duties required for smooth functioning of Internal examination. Class test and series test are pre-planned and included in the academic calendar.

8. Smt. Anju Susan informed quality improvements strategies formulated and amended time to time in attendance monitoring committee. Proper care to be taken to make a follow up whether students are able to follow the classes after break.

9. Dr. K N Ramachandran informed the NBA a team spends a good time to verify the Course File and Lab files of every department. The format adopted by our institution was appreciated. Even though various comments were puts forward by the team in your departments.

10. Prof. Rajan KK informed the comments put forward by the NBA team. It was suggested more number of students should get involved in activities related to Industry Institute Interaction cell and Industry Entrepreneurship Development cell. Students should get to know the practical problems through industrial experts.



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11. Sri. Vinoj informed regarding the semester exams to be conducted by Kerala technological University and MG University. It was informed every invigilator should read out the instruction at the beginning of exam. Care should be taken no students copying in the examination.

12. Dr. Edgar Ruskin informed the news expressed by the NBA team. The NBA team put the comments there was less evidence of participation from the stakeholders. It was further informed the participation of stakeholders was confirmed by including their views and plan of actions being taken. Alumni survey forms and feedback making a major role of stakeholder participation. It was further suggested the need of IQAC meetings to be held for times in a academic year instead of three held presently. Most of the members of IQAC supported the suggestion put forward.

13. Dr. Pramod Kumar informed senior R& D committee members of Mechanical engineering department have suggested various types of applying for Indian IPR along with students for improving the culture of innovation.

14. Sri. Mavin C informed the strategies for bringing more companies to the institution. The placed students where congruated by the IQAC team members.

15. Sri. Shanmugesh informed excellent discipline was held in the college during NBA visit. Proper discipline was maintained in the campus.

16. Dr. Rajesh Cherian informed the topics beyond syllabus to be given to students through NPTEL and spoken tutorial resources. It was further studied more and more number of faculty members has started taking the NPTEL courses and their online examinations.

17. Sri. Sony P Mathew inform the feedback for faculty members was taken on 25/1/18. A random allocation was made such that feedback of one department is coordinated by other department faculty members. This was done randomly and changed for every feedback.

18. Dr. Geo Baby informed a concern from students that classrooms of upper floor required heat reducing system for the classroom. The fans are functioning properly but this was not enough. Dr. Geo informed the issue pointed out by students be given priority.

19. Dr. Pramod Kumar informed the best projects be identified and filed. It was further suggested to check the reports by the guides meticulously to avoid grammatical and spelling



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mistakes. It is also suggested to instruct the students to use grammarly software for checking the grammar.

20. Smt. Brighty Jose inform to follow a common format to the purchase requisition form for book purchase and suggested to prepare list of books for purchase. It was further suggested to give Rs 1000/- cash prize and certificates first second and third position.

21. Head of department from the four departments express their views on NBA visits made by the team members in concerned departments. Everyone were expecting positive outcome.

22. Director Rev. Fr. Dr. George Thanathuparambil added the frequency of IQAC meetings to be held 5 times in a academic year after the NBA team visit.

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/-



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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 09/04/2018 is prepared by



Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg No 2/Page No 29