



# 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: 0435 2262211, 2262255, 9496335522

Email: vjcet@vjcet.org, www.vjcet.ac.in

Established in 2001

Managed by Catholic Diocese Kothamangalam



### NOTICE - 10

28/06/2018

Ref: VJCET/IQAC - 10

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

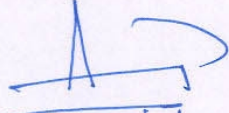
Date and Time : 06/07/2018, 10:00 AM

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 : 06/07/2018

### Minutes of the 10<sup>th</sup> meeting held on 06/07/2018

Reference No : VJCET/IQAC – 10

1. The Tenth meeting for Internal Quality Assurance Cell started at 10:00 a.m. on 6/7/2018 in the conference hall. Rev. Dr. George Thanathuparambil presided the meeting. The Director congratulated the Principal , Vice Principal, Head of Departments and stream heads for the accreditation awarded to the departments of Civil engineering, Mechanical engineering , Electronics and communication engineering, Computer science engineering. The role played by every faculty member was appreciated. The work plan adopted by the NBA coordinator Dr. Pramod and Sri Andrews Jose was appreciated. Further Director informed the importance of NBA accreditation to department. The relevance lies in the award of projects/ introduction of new courses/ funds approved from bodies like department of science technology and AICTE. Director informed Dr. Joseph cyriac Vembala, Professor has joined the MBA department and taken charge as Dean.
2. Director Rev. Fr. George briefed the admission status for the year 2018-2019. The efforts put together by admission committee are highlighted. An introductory session for students at higher secondary school level was planned and conducted. The higher Secondary school students were given the opportunity to visit engineering laboratories/ workshops in the institute. Director further appreciated the Principal Head of the departments for conducting the farewell / graduation ceremony in the campus.
3. Principal Dr. JosephKunju Paul supported the message from the Director. The accredited departments where congratulated by the Principal. The functional setup for the accreditation process was further told to be carried on.
4. Principal further added the departments Electrical engineering and Information technology and MBA program be prepared Principal further added the departments Electrical engineering and Information technology and MBA program be prepared for the next visit by NBA team.



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Special mention was given to the meetings, follow ups and audits conducted under the leadership of Dr. Pramod Kumar and Mr. Andrews Jose.

5. Principal informed all the head of departments to prepare and submit the department budget of 2018-2019 Academic year for management approval. Principal Dr Josephkunju Paul informed the working of KTU valuation camp. The paper valuation of the camp was being carried out in a proper manner under the leadership of Camp officer, Chairman and valuation team.
6. Smt. Shine George informed regarding the verification of Faculty Diary /Course Diary for Attendance entry, class and series test marks, syllabus coverage, and identification of slow learners and above average performers. It was further informed the laboratory assessment method may be supplemented by introducing a new format for the Observation record with more number of pages.
7. Smt. Shine informed printed course diaries which serve as records for verification of student assessments were made available for every course. All the activities were scheduled ahead and the tentative dates were included in the academic Calendar.
8. Smt. Ann Neetha Sabu informed the question paper set for the series test be duly signed by Course Co-coordinator, Stream coordinator and Program coordinator. The blooms taxonomy to be followed as previously followed for the setting of question paper.
9. Smt. Anju Susan George informed regarding the verification of master attendance. Each department faculty representatives should collect attendance report weekly. After verifying the report is submitted to respective Head of department. Proper care needs to be given to check all students are joining without fail. If joined with unnecessary absentees in the class, it should be brought to the light of group tutor.
10. Dr K N Ramachandran Nair suggested Internal Quality Assessment Cell department coordinators to check whether the stream coordinators are verified the course information sheet of newly introduced courses in 6th semester. It was suggested separate file for lecture notes be maintained for each course file by giving a reference in main course file.





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11. Prof. Rajan informed it is decided to conduct a program DISHA-2018, an awareness program on women entrepreneurship in association with women cell of Institute. Prof. Rajan further informed it is decided to conduct a technical talk on topic "Solar PV Sunrise opportunity for engineers" by G Krishna Kumar, Evergreen Technology Pvt. Ltd. A program on KSOM idea fest was introduced and maximum participation for it was requested.
12. Sri. Vinoj informed regarding the conduct of Kerala Technological University and MG University exam. Both the examinations were held in the Institute. KTU exams were held in the institute with invigilators from the campus. The observer for the exam was from other institution. For MG University exam the invigilation was done by faculty from other Institute. All the University examinations were held from 9:30 to 12:30 p.m. in FN session and 1:30 to 4:30 p.m. in the AN session.
13. Dr. Edgar Ruskin informed regarding the conduct of Department Advisory Committee and Program Assessment Committee meetings for the academic year 2018-2019. All the activities of the institution be adhered with the academic plan of University and Institution. It was further insisted to hold the course committee meeting for first year students by a Chairman assigned for each course. For all batches of Second, Third and Final year students, Stream Committee meetings be held. A Chairman is to be assigned for each stream. The comments put forward by the selected students for the committee be given more weightage. This will give chance for improvements to every faculty members based on the inputs.
14. Dr. Anishin Raj informed the faculty members should show Interest in publishing Journals with Scopus peer reviewed journals. It was further suggested that faculty members should start applying for funding from Department of Science and Technology and AICTE, KSCSTE and organize workshops, faculty development programs for professional growth.
15. Sri. Mavin C informed that during vacation training on soft skills for S7 students, life skill for S1 students and awareness on IELTS was conducted. The Placement Officer informed a fully fledged IELTS course was initiated for the benefit of students. This is to enhance communication skills as well as to enable aspiring students for IELTS at the end of course in



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College. It was further informed to take initiatives for finding out possibilities for placement in core companies. A suggestion was put forward engage mentoring hour effectively to improve employable skills of students.

16. Dr. Shanmugesh informed the faculty responsible for maintaining discipline selected (selected members) should be vigilant in their respective blocks during the starting of the class, interval time, lunch time and at the end of the class. It was mentioned discipline among students be given more weightage.
17. Dr. Anoop C.K informed regarding the held of student Council election in the institution for the month of August 2018. The student Council election shall be held as per University regulations of KTU. It was further informed any kind of misbehavior among the students will lead to disciplinary action against the student/ candidate. No Campaigning in the form of processions or posters is allowed in the campus.
18. Dr. Rajesh Cherian Roy proposed that maximum number of NPTEL or Spoken Tutorial resources be included in the program curriculum.
19. Sri. Somy P Mathew proposed the dates for feedback system. A time frame was given to each department. The venue to take feedback was given flexibility for Central Computing Centre or any convenient lab from the department.
20. Dr. Geo baby informed students have requested for a Tea and Snacks Kiosk in the D block because the Kiosk in present use is crowded at the time of short interval and lunch break.
21. Dr. Pramod Kumar informed the project reports for the final year students will be audited in the end of the semester in the department library.
22. Smt. Brighty Jose proposed the subscription and renewal of printed and E-journals. The new membership of 1st year B Tech students was taken into consideration. It is further suggested to issue new membership of 1st year students only after the completion of admission.
23. Head of departments of all accredited programs expressed the gratitude to Principal and Management authorities for the cordial support extended during the NBA accreditation process.



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24. Dr. Anoop CK proposed the rescheduled dates for IQAC meetings.

- First meeting-July first week
- Second meeting- October first week
- Third meeting- December mid week
- Fourth meeting-February last week
- Fifth meeting-April last week.

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/-



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Minutes of the meeting held on 06/07/2018 is prepared by

**Dr. Anoop C K**

**IQAC Coordinator**



NB: Original is kept at Reg No 2/Page No 43

