



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 - 11

26/09/2018

Ref: VJCET/IQAC - 11

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

Date and Time : 04/10/2018, 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





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Reg No .2

Date : 04/10/2018

Minutes of the 11th meeting held on 04/10/2018

Reference No : VJCET/IQAC – 11

1. The 11th meeting for Internal Quality Assurance cell started at 1:00 p.m. on 4/10 /2018 in the conference hall. Director of the institute Rev. Fr. George Thanathuparambil presided the meeting. The Director highlighted in the Academy year 2018-2019, there were many holidays declared by the state government due to heavy rains and devastating flood in the state. Director further informed the area where college is located was very less affected due to its terrain. A brief description on the monsoon and its impact was put for discussion in the meeting.
2. Director further added the academic part of the students should not get affected in spite of more number of holidays declared. Regarding the admission, it was evident the demand for various courses has come down. It was further suggested that new courses should be introduced in the college based on the demand by students. The first year classes for the students were started on time as specified by the University.
3. Director further mentioned a visit made by a group of senior faculty members accompanied by Director and Treasurer of the institute to various universities in Europe. Thoughts were shared on the exhibitions visited, new technology and the discussions made within the family members in the University around Europe. Director congratulated the efforts put together by Electrical engineering, Information technology and MBA program for the NBA team visit made for September 14th, 15 and 16 in the year 2018.
4. Principal Dr. JosephKunju Paul supported the words put forward from Director. Principal updated the NBA process and appreciated the Electrical engineering, Information technology, MBA program for the work highlighted to the NBA team visit made on September 14, 15, and 16, 2018.
5. Principal suggested the Head of Departments should schedule the PTA meetings and convey the student progress for the series test.



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6. Principal Dr. Josephkunju Paul informed regarding the KTU valuation camp and its progress. Principal mentioned the implementation of fine by the University for Careless Valuation of University paper in other camps.
7. Principal proposed to the activities for students including Arts festival, Sports, Technical festival to be planned strictly as per the Academy course plan issued by the University. A delay in the activities planned for academy course plan has come into existence due to large number of holidays declared.
8. Smt. Shine George informed committee members from all departments are entrusted with duties to verify the students assessment attendance records periodically. It was further suggested to ensure that assignments are given and tutorials are conducted. Students could be motivated to register for online courses such as put forth by NPTEL.
9. Smt. Ann Neetha Sabu informed regarding the preparation of timetable for remedial class and remedial test. Proper follow up was made to check if weaker students are attending the remedial classes and test thereafter.
10. Smt. Anju Susan George proposed to the collection of long absenteeism list. Each department faculty representative should collect the absenteeism list every month. After verification it needs be submitted to Head of Department. Proper communication need to be made to parents for the reasoning behind.
11. Dr. K N .Ramachadran Nair suggested IQAC department coordinators to check whether stream coordinators are verified the lab manuals of newly introduced lab courses. Course mapping and Attainment sheets calculations for every subject be taken care.
12. Prof. Rajan informed all the department coordinators shall prepare an action plan for the current academic year activities of IIC and start functioning. It is further suggested to select new student representatives and members in IEDC. A Google form be prepared and circulated so that interested students can apply. It is suggested to sponsor 9 students and three faculty members to attend IEDC summit 2018 at Amaljyothi Engineering College .It is also decided to conduct institutional level review of shortlisted ideas. This need to be completed by November month. Prof. Rajan further informed the introduction of startups in the institution and their relevance.



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13. Sri. Vinoj informed invigilation duty of MG University and KTU shall be equally divided to the faculty members. Further faculty members above 60 years are exempted from invigilation duty. Further faculty names to be given to university for Observer posting. Observer should reach the assigned colleges an hour earlier for downloading the question paper and do verifications
14. Dr. Edgar Ruskin informs the department advisory committee was performed in all departments with representation from industrial and subject experts. Computer skills to enhance employability in student need to be given through separate courses. Industrial visits be given more weightage by including more industries. Stream committees to be held in all departments by making participate faculty members from other departments. First program assessment committee meeting performed in all departments. Short comes identified be given more priority to rectify.
15. Dr. Anishin Raj suggested too strictly follow to take report of plagiarism software 'Turnitin' for all papers before publishing in THF journal. It is also suggested to get a copyright form from the authors/ corresponding authors or before publishing article in THF journal. It was further advised to follow up the updation of R&D details in the website.
16. Sri. Mavin C suggested that correction of resume and Mock interviews be conducted for all eligible students before commencement of first phase of campus recruitment. It is suggested if more individual attention given the students could benefit better. The participation of students eligible with no backlogs should take more interest in activities related to placement.
17. Dr. Shanmugesh informed the committee members be more vigilant to check the identity card and dress code of the students.
18. Smt. Smitha proposed to record and document all the guest /visiting /expert lectures in concerned department and arrange required lecture to students as per the gaps identified. The gaps identified in the course work be enriched with NPTEL lectures and specific periodic courses.



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19. Sri. Sony P Mathew suggested dates for the feedback system. A time frame to be adopted for the feedback. It was also suggested to commence the feedback from 5/11/2018 and complete it before 10/11/2018.
20. Dr. Geo Baby informed the library timing is not sufficient enough for the students, after the class hours it's available only for 2 hours.
21. Dr. Pramod Kumar informed best and average project be identified by the project coordinators based on the quality and guidelines. Remuneration is also given to best project and runner up from the Alumni fund. It was also suggested to involve alumni Interested as mentors for certain project groups.
22. Smt. Brighty Jose put a proposal to get the permission of the management authority to subscribe books for the year 2018 to 2019.
23. Head of department for Electrical engineering, Information technology and MBA program express the gratitude to all Department Heads for their cordial cooperation for the inspection held on September 14, 15, 16 2018.

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/- |



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| 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 04/10/2018 is prepared by



Dr. Anoop C K
IQAC Coordinator

NB: Original is kept at Reg No 2/Page No 58

