



# 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 - 12

12/12/2018

Ref: VJCET/IQAC - 12

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

Date and Time : 20/12/2018, 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 : 20/12/2018

## Minutes of the 12<sup>th</sup> meeting held on 20/12/2018

Reference No : VJCET/IQAC – 12

1. The Twelfth meeting for Internal Quality Assurance Cell started at 10:00 am on 20/12/2018 in the conference hall. Director of the institute Rev. Fr. Dr. George Thanathuparambil presided the meeting. The Director announced the results communicated from NBA office and congratulated the departments for successful accreditation. Director added the words, Viswajyothi College is one among the few colleges in Kerala accredited withj NBA for all branches of engineering. The efforts put forward for NBA Accreditation by MBA program was mentioned. The work plan adopted by Dr. Pramod Kumar and Sri. Andrews Jose was appreciated for successful Accreditation. Director further mentioned the file keeping system, paper work be maintained further. The accreditation awarded is for 3 years till 2021 June. In year 2020 December compliance report be submitted for Reaccreditation process.
2. Director Rev. Fr. Dr. George informed this year retirement be declared for senior most professors. Dr. Lovely Mathew, Sri. George Kuriakose, Dr. K N Ramachandran, Sri. Avirachan and Sri. John Odakal. The retirement ceremony was held in the auditorium giving special mention to Sri. Jose P Varghese retired from the post of Head of Department, Electronics and communication. The Computer Science Engineering Department Headship post was handed over to Sri. Amel Austin and Electronics and communication Department Headship post to Smt. Smitha Cyriac. Director congratulated Sri. Amel Austin and Smt. Smitha Cyriac for leading the department. Director informed Dr. Anishin Raj will handle Dean Research and Development position.
3. Director informed in respect to the financial crisis due to the shortage of admission in the year 2018-2019, a cut in the Dearness Allowance of all employees was declared in the institution. Director further informed the Christmas celebration be held in the institution before the college closes for the Christmas vacation.
4. Principal Dr JosephKunju Paul supported the message from the director. The principal congratulated head of departments and their concerned faculty members for the accreditation



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- awarded for the next three years .Principal informed the demand of students for studying M.Tech course in going down is going down. It was evident from less number of students opting for the course M.Tech in mechanical engineering. This was further put for discussion to continue the course, discontinue or reduce the intake.
- Principal informed the internals for the students is published and the University exam will begin in the last week December 2018. All the students were informed to study well, the message put forward from group tutor.
  - Smt. Shine George informed committee members from various departments be entrusted with duties to verify the adherence of course deliver with teaching plan. Listing of students category wise in terms of this performance in examination was to be introduced. This will improve the follow up scheme to check the students performance.
  - Smt. Ann Neetha Sabu informed all the test and retest were conducted for the odd semester students. It was further suggested in addition to the series / class test conducted students should be made available with University previous year question paper and solutions for the questions as put on demand by the students.
  - Smt. Anju Susan informed all the students having shortage in attendance to report in person to the group tutor, concerned head of department and makes the necessary submission to university for making eligibility for writing the exam. Recommendation letters issued from principal with valid reason of leave and medical certificate attached for reference.
  - Sri. Amel Austin informed that remedial class details were not updated properly in the course file. It was further added that some items in the course diary (mark distribution, mini project details) cannot be applied in a uniform manner. The date for submission of the corrected file was 10/12/ 2018. Verification of the course file was in progress.
  - Dr. Rajan informed the activity of IIC cell in various departments to be discussed and put forward for improving the beneficial factor for the students and institution. The need for initiating programs and Technical sessions with the industries involved in Memorandum of understanding MoU with the institution was put to stress. It was further suggested that fund / prize money for institution Idea fest winners be distributed to students against the proof of utilization issued and submitted.



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11. Sri. Vinoj informed the exam cell of the institution was ready to conduct the Kerala Technological University and mahatma Gandhi University exams. The system of providing transportation facility to faculty members for invigilation at Ilahia College is continued. The system of Observer duty for KTU exams is continued and faculty members of other institute are coming as Observer for the KTU exams.
12. Dr. Edgar Ruskin suggested the academic activities of the students be given more stress. The suggestion put forward by members during DAC and PAC meeting need be implemented. Hands on experiments are given more to students entering final year to increase employability skills.
13. Dr. Anishin Raj proposed all the PhD holders in the institution should apply for KTU guide ship. Suggestion was also made to release the Department Newsletter and R & D Newsletter within time frame. The institution journal Technology and Future be given more priority.
14. Sri. Mavin informed the placement statistics. Infosys selected 108 students. IBS selected 5 students, Experion Technologies -9 students, Bell Techno lab -9 students. In addition to the above companies tentative dates were given by other companies regarding campus visit and tests.
15. Dr. Shanmugesh informed the discipline committee faculty members should get more involved in the college counsel activities of the students. Proper discipline be maintained inside the campus.
16. Smt. Smitha Jacob proposed the awareness of SYAYAM courses be circulated at a large scale in the institution. So that faculty members and students can take full advantage. SWAYAM is an initiative for high level value education.
17. Smt. Smitha Cyriac informed the feedback of students was taken on time for odd semester. The results of the feedback are circulated to faculty members through head of departments. Short comes noticed is brought to the notice of faculty members and asked for explanation if necessary
18. Dr. Geo Baby pointed out students request to make campus events of VJCET richer in festivity and cultural events so that campus life becomes more colorful.



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19. Dr. Pramod Kumar proposed to encourage and help students to convert their final year project into quality technical articles. This will help students to review the work and put for publication in journals.
20. Smt. Brighty Jose informed the students are taking interest to utilize the library once the classes end. The University question papers available in the library and thesis for final year projects are the one for more reference among students. Library usage by the students is increasing.
21. Head of departments of all branches of Engineering appreciated the guidelines given by the Principal for a successful accreditation status of all six departments in the institution

#### 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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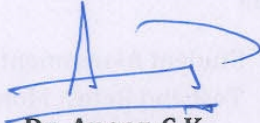
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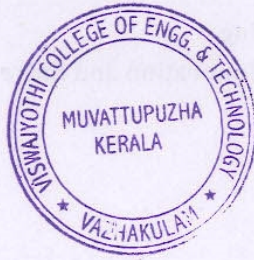
17	Dr. K N Ramachandran Nair	Sd/-
18	Mr. Somy P Mathew	Sd/-
19	Dr. K K Rajan	Sd/-

Minutes of the meeting held on 20/12/2018 is prepared by



**Dr. Anoop C K**

**IQAC Coordinator**



NB: Original is kept at Reg No 2/Page No 71