



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 - 13

19/02/2019

Ref: VJCET/IQAC - 13

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

Date and Time : 26/02/2019, 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 .3

Date : 26/02/2019

Minutes of the 13th meeting held on 26/02/2019

Reference No : VJCET/IQAC - 13

1. The 13th meeting for internal quality Assurance Cell started at 10:00 a.m. on 26/02/2019 in the conference hall. Director of the institute Rev. Fr. Dr George Thanathuparambil presided the meeting. Director enlightened the senior experten service made available in the institution since October 2018. Senior Experten service is the service provided from Senior German experts retired from service in industry and academics. This service is a scheme introduced by government of Germany and is available on no fees concept. Programs were conducted in Mechanical engineering, Computer science, IT department, Eelectrical engineering department and fabrication laboratory. All the referred departments conducted at 20 day program for the faculty members consecutively through SES. All the sections were held in the campus from midweek December till March month. The service provided by the German experts was highly appreciated.
2. Director further suggested the fabrication laboratory in the institution should be highlighted to get good and quality work. Director added German language coaching class is started in the college for better placement of students in European countries. Students from outside the college were also given the opportunity to attend the paid classes.
3. Principle Dr. Josephkunju Paul supported the words put forwarded from director. The senior experten Service scheme which rendered Senior German experts was highly appreciated by Principal
4. Principal informed all the faculty members to participate effectively for the smooth conduct of the valuation camp. Utmost care need to be given for paper valuation. It was further pointed out faculty members should do the valuation in the camp designated classroom.



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5. Principal informed classes for even semester have just started and sincere efforts be given for a hundred percentage pass. It was further proposed all the faculty members should strictly adhere to the Academy course plan released by the University.
6. Principal informed the head of departments should schedule the PTA meeting and Priority be given to final year students. Final year students be given more practical skills and explain the benefits of campus placement. Principal reminded the Head of departments to adhere to the department budget presented and conduct invited / expert lectures wherever possible.
7. Smt. Shine George informed innovative course delivery methods could be devised and implemented by incorporating assessment results to improve student learning process. The process of identification of slow learners led to regular conduct of remedial sections which proved beneficial to the students.
8. Smt. Ann Neetha Sabu proposed the question paper set for the series level and class test be verified by course and stream coordinator. And finally by program coordinator. The blooms taxonomy giving weightage to different category of questions be circulated among students.
9. Smt. Anju Susan informed regarding the verification of attendance. It was informed the students should give prior message to group tutors regarding their absence. Absence due to physical unfitness be verified through medical certificate issued. Students should avoid taking leave unnecessarily.
10. Sri Amel Austin informed there will be an amendment in curriculum and syllabus of B.Tech admission 2019. The possible modification in course diary is put for discussion. Sri Amel Austin informed the role of a member in course file and lab manual monitoring is to verify the contents of files using separate checklist for each type of file, prepared in a common format and submit a report based on verification process. The deficiencies in each file are to be verified by concerned course coordinator and stream coordinator to verify the corrected files.



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11. Prof. Rajan gave firsthand information on the setting up of business incubation centre. This will lead to the formation of startups where space could be provided in college campus. It was further informed coordinator should encourage students to participate in KSOM Idea fest 2019. Prof. Rajan proposed the possibility of making use of radiation in increasing the shelf life of pineapple and other various products.
12. Sri. Vinoj informed the regular examination for KTU and MG University was over. The supplementary examination and lab conduct of both the University KTU and MG got over in the first week of February
13. Dr. Pramod Kumar informed department advisory committee was performed in all departments with representation from experts. Feedback from faculty, alumni be given more weightage for decision making. Since the even semester has just begun it was suggested the stream committees be conducted for all batches of engineering with the deputed Chairman, faculty members and group of selected students. The first year class committee meetings were also suggested to be conducted on time.
14. Dr Anishin Raj informed regarding the issue of Technology and future journal. The release of issue for June- July is given to Civil engineering department. Further with reference to the release of a journal from Computer science and Information Technology department it was advised to check the RNI application status of CS and IT department. Dr. Anishin Raj further informed a research and development culture should develop among the faculty members giving first priority to Journal publication.
15. Sri. Mavin informed that the placement cell would extend its service for a period of one academic year for the immediately pass out students. It was informed that federal bank, Silpi architecture and Attinad software has recruited two, four and three students respectively Mentoring hours for the final semester students was given for aptitude training in reference to campus placement.



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16. Dr.. Shanmugesh inform the discipline committee members to be vigilant throughout the day in view of any misbehavior among the students. It was further informed the students should not use mobile phone in the campus.
17. Smt. Smitha Jacob proposed to identify area of interest in the students community and arrange guest lectures for the same as per the majority interest. Group tutors should give more initiatives to make more and more students join NPTL lectures, spoken English classes. This could make up their communication skills.
18. Smt. Smitha Cyriac informed since the even semester classes have started, the feedback for the students should commence from 07/03 /2019. This system of feedback from students should be completed before 13/03 /2019. Venue for this program can be central computing center or any computer labs.
19. Dr. Geo baby informed the drinking water facility available in corridors should be more hygiene and clean. Proper maintenance at regular intervals of time was a suggested approach.
20. Dr. Pramod Kumar informed the students research articles of engineering section and MBA departments be compiled. It was suggested proof copies of journals published by faculty members and students be collected year wise. All the hardcopies be filed separately batch wise and year wise
21. Smt. Brighty Jose proposed to the book purchase in library for the year 2019- 2020. The suggestions given by all the department heads were consolidated and finally the proposal was made. It was informed the library management software book magic is discontinued.

coverage and verification of assignment marks.

List of members present

SI No	Name	Signature
1	Mrs. Shine George	Sd/-



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2	Mrs. Brighty Jose	Sd/-
3	Dr. Joseph Kunjupaul C	Sd/-
4	Dr. K K Rajan	Sd/-
5	Mr. Vinoj K	Sd/-
6	Mrs. Anju Susan George	Sd/-
7	Dr. K Shunmugesh	Sd/-
8	Mr. Sunny Jacob	Sd/-
9	Dr. Anishin Raj M M	Sd/-
10	Mr. Naveen Jacob	Sd/-
11	Mrs. Ann Neetha Sabu	Sd/-
12	Mr. Mavin C	Sd/-
13	Prof. Jose P Varghese	Sd/-
14	Fr. George Thanathuparambil	Sd/-
15	Dr. Edgar Ruskin	Sd/-
16	Mr. Baby George	Sd/-
17	Dr. PramodKumar	Sd/-



Minutes of the meeting held on 26/02/2019 is prepared by

Dr. Anoop C K

IQAC Coordinator

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