



# 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 - 14

24/04/2019

Ref: VJCET/IQAC - 14

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

Date and Time : 29/04/2019, 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 : 29/04/2019

### Minutes of the 14<sup>th</sup> meeting held on 29/04/2019

Reference No : VJCET/IQAC – 14

1. The 14th meeting for the internal quality assurance Cells started at 10:00 a.m. on 29/4/2019 in the conference hall. Director of the institute Rev. Fr George Thanathuparambil presided the meeting. The Director congratulated the MBA department for organizing an international industrial visit for the final year NBA students. Every year it was planned for states in North India. A culture of this kind be initiated to make students explore new things. The faculty members along with the students visited industry and delivered decisions.
2. Director informed the system of mentoring adopted in the institution is one of its unique kinds process. A group of mentor and mentees is assigned and the regular follow up with mentees is continued. The effort taken by all mentor faculty members is appreciated.
3. Director congratulated the departments (Mechanical engineering & Civil engineering) for getting the funding from Kerala technological University for conducting faculty development programs. Director informed the admission committee should start with measures to begin admission procedures and try to increase the intake. The fee details for the students were discussed in the meeting.
4. Director informed a research culture be developed in the campus. In respect to this the entire department should engage providing consultancy service. Appreciation was given to civil engineering department for providing good consultancy. Director informed faculty members should register for PhD and start with research activities. Leave and a consolidated payment being granted to faculty members for pursuing PhD.
5. Director informed our faculty members should start applying for conferences, workshops at institutes of national importance. Registration fees for the same shall be borne by the institution.



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6. Principal Dr. Josephkunju Paul supported the message from Director. Principal informed the undergraduate students industrial visit traveling program may be made through Indian railways. The concession can be availed for students in this respect.
7. Principal informed the meetings were conducted in a well cordial manner. The various programs conducted in the institute for arts festivals, technical festivals. The combined effort of all the faculty members and students coordinators was shown. The program was conducted with full discipline.
8. Principal congratulated the faculty members especially Mechanical engineering department for receiving a fund from KTU for final year project of students.
9. Principal highlighted the social service done by NSS activities, service provided by IEEE students team, building a house and donating electrical accessories for construction purpose. Principal informed a half day section be allotted to finally students for conducting farewell program. It was further suggested students may use the campus facility for conducting farewell.
10. Smt. Shine George informed, based on the marks entered for series / class test slow learners and above average performers were identified and necessary actions may be taken to improve their performance. It was further informed their attainment level of the course outcomes may be accessed by using a report and record of ARMOC as inputs.
11. Smt. Ann Neetha Sabu informed the retests have been conducted for eligible students. The remedial classes conducted and the remedial tests be documented in a proper file. University question papers to be circulated among students for well scoring. The tutorial hours were engaged by giving questions. It was further told are the questions given during the tutorial be given importance.
12. Smt. Anju Susan George informed regarding the verification for shortage of attendance need to be done in mid of semester. The students need to be intimated heir attendance in the mid semester. This will help students to work out the shortage in remaining days.
13. Sri. Amel Austin informed there is an amendment in curriculum and syllabus of B. Tech Admission 2019. Since the course details with mapping are available in the new syllabus, it is proposed to avoid the course information sheet from the course file. It is advised to



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append to the missing contents like PSO mapping, gap in syllabus. The final date to submit the correct file is given as 20 July 2019.

14. Prof. Rajan informed regarding a workshop which will be conducted in association with robotics club. It is a proposed to set a lab for IEDC activities in space available in Viswajyothi business Incubation center. Orientation program for IEDC is planned to be conducted. An update on the setup of business incubation centre was explained. At present four companies are working out of which one is formed an alumni student.
15. Sri. Vinoj informed the semester exams of the even semester shall start soon in the month of May. It was informed strict action shall be taken against Students caught copying for examination. A proposal of serving tea and snacks for invigilator/ faculty and a bottle of drinking water for students was too suggested. All the FN sessions exams are 9:30 a.m. to 12:30 p.m. and the AN session exams as 1:30 to 4:30 p.m.
16. Dr. Pramod Kumar informed the feedback forms for faculty, students, alumni and employers are finalized. All the faculty members eligible for promotion, yearly increment and grade change are requested to submit their proposal. It is informed the department advisory committee and program assessment committee meetings were held with the suggestions incorporated from stake holders. The concept of stream committee and class committee was also conducted and found to be very fruitful.
17. Dr. Anishin Raj informed computer science engineering department is given responsibility for publishing R & D newsletter. Project guides for final year students are informed to take immediate steps for publication of a journal work with students.
18. Sri. Mavin informed that so far 27 companies have visited our campus and 343 students were recruited and the placement process is still in progress. All the campus selection placed students were congratulated by members and the efforts taken is appreciated.
19. Dr. Shanmugesh informed a proper discipline was maintained inside the campus and no ragging was reported in the year 2018 - 2019. All the events in the college were held utmost discipline.
20. Smt. Smitha informed a survey need to be conducted among students and faculty members to verify the reachability of NPTEL classes and its frequency of use among them.



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It was taken care that students were motivated from first year for programs of spoken tutorials, attending guest lectures and NPTEL

21. Smt. Smitha informed the feedbacks of students were taken in the time frame indicated. It was further analyzed and found all the faculty members having good scores. It was further informed to Head of Departments to take care of faculty members having lesser score and give explanation for the above.
22. Dr. Geo Baby informed a concern from students put forward for more parking spaces for their four wheelers and two wheelers. Dr. Geo baby further informed all the grievances shared by the students during the academic year 2018- 2019 were put to the notice of management authorities and suitable decisions were put into action.
23. Dr Anishin Raj informed a project competition be held in every department. External valuation being done with the help of committee members from project review. Prizes are sponsored from alumni fund. The effort of alumni for the contribution was appreciated.
24. Smt. Brighty Jose proposed to start the functioning of new KOHA software for library management. It was informed faculty members having textbooks with them for contributing to the library is initiated. A good number of students and faculty members used the central library for the year 2018-2019.

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	Dr. K K Rajan	Sd/-
6	Mrs. Anju Susan George	Sd/-
7	Dr. K Shunmugesh	Sd/-
8	Mr. Sunny Jacob	Sd/-
9	Dr. Anishin Raj M M	Sd/-



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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/-

Minutes of the meeting held on 29/04/2019 is prepared by

**Dr. Anoop C K**  
IQAC Coordinator



NB: Original is kept at Reg No 3/Page No 23