



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 - 15

02/07/2019

Ref: VJCET/IQAC - 15

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

Date and Time : 08/07/2019, 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 : 08/07/2019

Minutes of the 15th meeting held on 08/07/2019

Reference No : VJCET/IQAC – 15

1. The 15th meeting for Internal Quality assurance cell started at 10:00 a.m. on 8/7/2019 in the conference hall. Rev. Fr. Dr. George Thanathuparambil presided the meeting. The Director congratulated the admission committee members for the admission process held for the academic year 2019 2020. Director pointed out the decreasing trend among students to opt for engineering course. It was further informed that institute should put forward new engineering streams in accordance with the future demand. Director informed the orientation program for the first year shall be continued as before / previous years. Appreciation was given to all the head of departments for conducting the farewell and merit farewell programs. All the meritorious students from every department were given a token of appreciation.
2. Director Rev. Fr. Dr George informed the institute has registered for international competition "CYBATHLON" hosted by ETH Zurich Swiss federal institute of technology. The CYBATHLON of ETH Zurich is a unique championship in which people with physical disabilities complete against each other to complete everyday tasks using state of art technical assistance systems. This offers a platform to advance research in the field of assistive technology. Director further congratulated all the flood relief activities proposed and coordinated by faculty members and their students team for the floods held in the year 2018.
3. The Director informed regarding the scholarships offered by the management for the student intake of year 2019. Director appreciated the effort put forward by every department for publishing the 2018- 2019 Annual newsletter and congratulated the individual topper students off all departments.
4. Principal Dr. Josephkunju Paul supported the message from the director. Principal informed all the faculty members should submit the faculty appraisal for annual



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performance valuation system. The dates for the annual budget proposal by all departments were finalized. Head of department were instructed to present the budget proposal and list of activities planned for the year 2019- 2020.

5. Principal Dr. JosephKunju Paul informed the Head of departments to allocate the coursework subject to faculty members based on their specialization. The time table committee was further informed to finalize the timetable.
6. Principal informed the head of departments to update their status of Internship proposed / carried out by the students in their department. It was further communicated to propose industrial visit planned by the students.
7. Principle Dr. Josephkunju Paul informed the present status of KTU valuation camp. The proper valuation at the camp was carried out in a proper manner under the leadership of camp officer, chairman and valuation team.
8. Administrative officer Sunny Jacob informed the fee collection status from students.
9. Smt. Shine George informed innovative course delivery methods to be devised and implemented to improve student learning process. Printed course diaries were made available for every course. All the activities are scheduled ahead and the tentative dates are included in the academic calendar.
10. Smt. Ann Neetha informed the class test and series test are pre planned and included in academic calendar. It was further informed question paper set for the series examination be duly signed and verified by course coordinator, stream coordinator and program coordinator. The Blooms taxonomy to be followed for setting question paper.
11. Smt. Anju Susan informed regarding the verification of I attendance report on weekly basis once the classes start. The details regarding long absenteeism in a month need to be studied and kept for notice to the parents and Head of department.
12. Sri. Amel Austin informed regarding the preparation of course information sheet of newly introduced courses in 7th semester. It was suggested a separate file for future notes be maintained for each course file by giving a reference in main course file.
13. Dr K. K Rajan informed IEDC orientation programs for final year B. Tech students will be organized department wise. A VJCET idea fest was decided to be hosted in the institution. Here the shortlisted participants will get the opportunity to meet the consultant to refine



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their ideas. It was told, ITC academy has inquired about feasibility of arranging a workshop on Software engineering with agile methodology in the month of August. The functioning of United Nations Academic Impact UNAI Aspire chapter was briefed. A student from institution getting selected as public relation officer of ASPIRE Kerala forum for UNAI was announced. The plan for conducting medical diagnostic camp for villages was suggested. Possibility of making use of radiations in increasing the shelf life of pineapple and other various products were discussed. Professor K K Rajan informed about the 200kWp solar plant commissioned and operated successfully at campus. It was also informed to arrange a visit to the plant for students in Circuit branches.

14. Sri Vinoj informed regarding the conduct of Kerala technological University and mahatma Gandhi University exam. The system of conduct of examination for KTU is same as previous year. The question paper set up for the examination is available an hour back only through confidential massaging system. All the university examinations where held from 9:30 to 12:30 pm in FN session and 1:30 to 4:30 pm in the AN session.
15. Dr. Anoop C K informed regarding the conduct of department advisory committee and program assessment committee meetings for the academic year 2019 - 2020. The scheme of evaluation was mentioned as follows
16. a) Two internal test each of 20 marks and of 1 hour duration (internally by college)
b) Tutorial / Assignment / Mini project carrying 10 marks (internally by college)
c) End semester examination carrying hundred marks (conducted by University) for

Laboratory practical workshop.

- a. Practical records/output - 60 Mark's
- b. Regular class viva - 10 marks
- c. Final written test - 30 marks

All the activities this of the institution be adhered with academic plan of University and institution. The course committee and class committee shall meet at least thrice in a semester the first at the beginning of semester, the second and third after the first and second internal tests respectively. Both committees should monitor the conduct of



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courses, adherence to course plan and time schedule. There shall be academic auditing in each semester. This academic auditing shall be conducted by an external academic auditor appointed by the University.

17. Dr. Anishin Raj informed all the faculty members should be encouraged to publish papers in SCI/SCIE indexed journals. The necessity of organizing funded FDPs of KTU and AICTE was insisted. The updation of R & D details in the website was mentioned.
18. Sri. Mavin proposed to motivate all students to attend training programs and practice often as to be ever ready to attend recruitment drives. It was suggested all the faculty members should inform and assist the placement officer with their personal contact and influence to find more openings for placement.
19. Dr. Shunmugesh informed the selected faculty members from every department for maintaining discipline should be vigilant in the respective blocks during morning hour-starting of the class, interval time, lunch time and at the end of class. The discipline among the students be given more weightage.
20. Dr. Anoop C K informed regarding the conduct of student council election in the institution for the academic year 2019- 2020. The student council election shall be held as per University regulations of KTU. It was informed no campaigning in the form of processions or pasting posters be allowed in the campus.
21. Smt. Smitha Jacob informed the relevance of NPTEL programs and spoken tutorials to be circulated among first year students. It was suggested the updates from NPTEL website for courses held and schedule of examinations be frequently updated to students group and faculty members for maximum participation.
22. Dr. Geo baby informed a concern from students regarding proper maintenance and utilization of gym and other sports amenities in the campus.
23. Dr. Anishin Raj informed the best project of students in each department were identified for academic 2018-2019. The same procedure shall be put for continuation in the current academic year. It is also decided to instruct the students to use grammarly software for checking grammar. The students either individually or in a batch not exceeding four members, have to do the final year project approved by the faculty supervisor. Each



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student in the 7th semester has to give a seminar presentation on a professional topic of current interest in consultation with the faculty member in charge.

24. Smt. Brighty informed requirement of new books maybe in intimated by the librarian through the concerned Head of department. It was also mentioned not to move than two books may be borrowed at a time. The reference books, newspaper, magazine and journals in the central library shall not be taken out. The members will be responsible for any damage and disfigurations caused to to the books borrowed by them.

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	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/-



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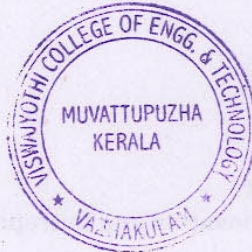
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Minutes of the meeting held on 08/07/2019 is prepared by

Dr. Anoop C K

IQAC Coordinator



NB: Original is kept at Reg No 3/Page No 38