



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 - 16

01/10/2019

Ref: VJCET/IQAC - 16

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

Date and Time : 07/10/2019, 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 .3

Date : 07/10/2019

Minutes of the 16th meeting held on 07/10/2019

Reference No : VJCET/IQAC – 16

1. The 16th meeting for Internal Quality Assurance Cell started at 1:00 p.m. on 7/10/2019 in the conference hall. Director of the institute Rev. Dr. George Thanathuparambil presided the meeting. It was mentioned there were many holidays declared by state government during monsoons in year 2019, due to heavy rains and flood alerts in the state. A brief description on monsoon, changing climate and its impact on monsoon was put for discussion in the meeting.
2. Director congratulated the Principal and Head of departments for organizing the festival of Onam in the institution. The extended building for the men's hostel started functioning, looking into the demand for boys students to join the hostel. A candidate with disability was identified for performing the CYBATHLON competition and given training. The fabrication lab in the institution was put responsible for the further progress works
3. Principal Dr. Josephkunju Paul supported the words put forward from Director. Principal informed regarding the actions to be taken against students for indulging and abetting, ragging in institutions. The students should not later inside the campus after the commencement of class. All the students should wear uniform on all regular working days classes except Wednesdays and Saturdays. Separate uniforms are prescribed for lab classes and workshop classes.
4. The duties and responsibilities of faculty advisor's (Class tutor, Group tutor) were entrusted. The eligibility for the award of honors degree of the University was discussed by the Principle. Regarding course registration and enrollment, it is mandatory for students to register for the courses they want to attend in a semester. Students admitted freshly to the first semester are advised to register for all courses listed for the semester. However they do not have to enroll for the semester. All other students are informed to register and enroll for the courses they desire to take in coming semester.



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5. Principal informed students who could not earn the required minimum credits at the end of second or fourth semester have two options to continue with studies. Summer courses are to be offered only at the end of second and fourth semester for the courses covered till that semester. It was mentioned accredited department in institutions having at least two post graduate programs may offer B. Tech (honours). It should be noted that a student with a CGPA above eight at the end of fourth semester and having no arrears only are eligible for the option. Students have to earn 12 additional credits to get B.Tech (honours).
6. Smt. Shine George informed the laboratory assessment method may be supplemented by introducing a new format for observation record. Based on the series class tests performed in academic year or running semester the slow learner students and above average performers were identified based on which necessary actions be taken to improve the performance.
7. Smt. Ann Neetha informed the test and re test monitoring committee is efficiency working out the internal examinations. Students not appearing for series examination are permitted for retest options if having genuine reasons. Class test and series test is pre planned and included in the academic calendar.
8. Smt. Anju Susan informed regarding the verification of shortage of attendance in the mid semester and informs the same to Head of departments and Principal. Proper care to be taken to make a follow-up, if students are able to follow the classes after break.
9. Sri. Amel Austin informed regarding the verification of course information sheet of newly introduced courses in the first semester. The lab manuals of newly introduced lab courses also needed verification. The course diary for the academic year 2019-2020 is modified and circulated among faculty members. The attainment sheets for the previous year courses were verified and found correct for all the departments.
10. Dr. K K Rajan informed regarding the selection of office bearers for IEDC for the academic year 2019-2020. Following guidelines were set for selection of office bearers.
 - a) Representation shall be given for all departments.
 - b) Adequate representation be given for girls students.
 - c) Students from second year and third year be given more responsibilities.It was informed the nodal officer shall take necessary action to update the IEDC page of institute website. The institute idea fest -2019 shall be conducted in each department



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before 15/10 / 2019. Department IEDC coordinators and HOD's shall take the leading role in and short listing the best ideas from each department. IEDC awareness for 80 students shall be conducted by the nodal officer. It was further informed that KSUM idea fest 2019 results are declared. A team from the institute is selected for funding support. The project is on agro farming machine. 7 students from the institution are nominated for the mobile application workshop conducted by ICT academy on behalf of KSUM. A team of 10 students, one faculty member and nodal officer is deputed to participate the IEDC summit 2019, held at Sahardaya Engineering College, Trichur. The need for initiating programs in technical sections with the industries involved in MOU with the institution was stressed by Dr K K Rajan. Faculty development programs and technical lectures were being arranged in the college with experts in various field from Senior experten Service, Germany. Arrangements for interaction programs with experts and students are made possible.

The main beneficiaries of SES networks expertise are small and medium sized businesses, public authorities, professional business association, social and medical facilities and institutes which provide basic education and vocational training. The aim of the program is to share knowledge and experience in order to improve other people's future prospects.

11. Sri. Vinoj informed any act of violation of University directions for unfair practices in the examination from the students will be viewed very seriously. Malpractices in examination observed or reported by an official employed by the University, faculty member or invigilator shall be immediately reported to Principal. The principal shall then forward the case with the preliminary enquiry report and remarks to the controller of examinations along with related documents and evidence within 2 working days. The controller decides the course of action on the issue as per prescribed norms in University exam manual.
12. Dr. Anoop CK Informed regarding the conduct of first Department Advisory Committee and program assessment committee meeting in the institute. It was informed the university shall have a detailed academic auditing procedure comprising of internal academic auditing and an external academic auditing. The Internal auditing Shall oversee and monitor all academic activities including internal evaluations and examination. An academic audit statement be prepared for each semester at regular intervals. These reports will be



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- presented to external academic auditor for his/her independent auditing and submit final report to University. The academic audit shall cover
- Course delivery covering syllabus, quality of question papers for internal examinations laboratory experiments, practical assignments, mini projects, conduct of practical classes.
 - Co-curricular and extra-curricular activities mechanism of monitoring activity points.
 - Academic functioning of college, faculty and college administration covering punctuality, attendance, discipline, academic environment, achievements and benchmarking. It was informed there is a no provision for improving of grade. The students can apply for reevaluation of answer books of end semester examination after results are declared.
- Dr. Anishin Raj informed a Institute seal is created for bank account purpose as per the instruction by FO. It was insisted to safe keep the R&D files in department for NBA auditing purpose. Civil Engineering Department was given the responsibility for the release of Technology and future January to July issue.
 - Sri. Mavin informed regarding the forthcoming TCS and Infosys drives. With the concerted effort from students and faculty members, we can repeat the feat of achieving the record placement of academic year 2018 – 2019. The placement assistance to all students for a period of one year after the completion of study tenure at the college is continued.
 - Dr. Shanmugesh informed students who commit act of indiscipline and obtained punishment will not be considered for the placement. They are also not eligible for good conduct certificate. Students are not allowed to bring mobile phone to the college.
 - Smt. Smitha proposed to motivate students through the department coordinators to take NPTEL courses related to their subjects. It was further proposed that the awareness of SWAYAM course is to be circulated at a large scale in the institution
 - Dr Geo baby informed the students in the hostel have requested for changing evening hostel entry time from 6:30 p.m. to 7:30 p.m. At a time the library timings where modified with respect to students request.
 - Dr. Anishin Raj informed as students appear for placement from 7th semester onwards comprehensive examination is to be completed in the 6th semester. The examination will be a written cum oral examination covering broadly all courses so far completed. It was



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further informed each student or a group of students have to take up a design project. The evaluation of the project is to be done in two stages. The project supervisor and two other faculty members from the same or any other department nominated by the Head of the department form the evaluation board.

19. Smt. Brighty informed the new membership be issued to first year students only after the completion of admission. The new membership was issued to MBA students and restricted the loan number to two. It was further mentioned to increase the book loan number to S3 B.Tech students from 2 to 4 numbers. Now the students can borrow four books instead of two books. The renewal process for printed and E-journals for the year 2020 was mentioned

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/-
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	Mr. Baby George	Sd/-



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Dr. Anoop C K

IQAC Coordinator



NB: Original is kept at Reg No 3/Page No 49