



**VISWAJYOTHI**  
COLLEGE OF ENGINEERING & TECHNOLOGY  
Approved by AICTE New Delhi & Affiliated to API 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 - 18**

11/02/2020

Ref: VJCET/IQAC - 18

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

Date and Time : 17/02/2020, 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 .4

Date : 17/02/2020

### Minutes of the 18<sup>th</sup> meeting held on 17/02/2020

Reference No : VJCET/IQAC – 18

1. The eighteenth meeting for Internal Quality Assurance Cell started at 10:00 AM on 17/02/2020 in the Conference Hall. Director of the institute Rev.Fr.Dr. George Thanathuparambil presided the meeting. Director congratulated Dr. K K Rajan for taking the additional responsibility as External Director for Nuclear Power Corporation India Limited(NPCIL) for his contribution to commissioning and successful operation of Fast Breeder Test Reactor at Kalpak am. This was conferred to Dr. Rajan considering his knowledge experience and excellent coordination ability in service.
2. The Director briefed the process of mentoring plan introduced. This is a unique service provided in the institution where every faculty is mentoring 15-20 students. Every semester 20 hours is allotted for performing mentoring activities, where student are motivated and given time for discussion with mentor. A counselling service is provided to students where selected students are identified are free to consult the counsellors during free time.
3. Director informed the college ensures a healthy and holistic lifestyle within the campus for encouraging students to participate in sports and games. The Department of Physical Education organises sports and games events during academic year. The College has a well trained professional Basket Ball team. The college conducts the All Kerala Basket Ball Tournament “ MAGNUM” by mid February. The facilities for outdoor games like football, basket ball, Cricket, Badminton, Track and Field events indoor games like shuttle, Table Tennis and Chess are provided in the campus. A multi purpose synthetic court is an additional facility. The institute has a Multi Gym with wide range of Gym equipments Students and faculty members use this facility.
4. Director informed the Cafeteria in the institution is functioning efficiently. Separate seating arrangements is made available for staff members in the Cafeteria. The timings



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are from 7:00 AM to 7:00 PM. In addition to Cafeteria tea and snacks are served through KIOSKS functioning in the academic block. Students are served only during interval times. The facility for XEROX copy is available in C Block (Room C128). Stationeries, book binding facilities two computers for formatting and printer works are made available in the centre.

5. Director informed regarding the practise of providing remedial coaching/ Bridge course to bring up students to a benchmark. Remedial coaching is given to newly students to make up for their low performance. It was informed the students should utilise the facility of Central Library in an effective way. There is a library in the MBA department. The Digital Library provides online browsing of E-Journals.
6. Director informed regarding the teaching learning process be carried with utmost care. The vision of the college was amended based on several meetings conducted among management representatives, Principal and Head of Department meetings. This was displayed in the display board.
7. Director informed every year the alumni meet is held in the institution. Several alumni chapters were inaugurated in Middle East in Asia. More and more students are encouraged to apply and study for Masters Degree abroad. The alumni fund was utilised efficiently for the welfare of currently studying students based on alumni suggestions and feedback.
8. Principal Dr. Kunjupaul supported the message from Director. Principal informed University has started the semester classes for the undergraduate students. Proper care be taken for bringing good results to the students.
9. Principal Dr. Kunjupaul informed the schedule of PTA meetings be prepared and start interaction. It was proposed all the faculty members should adhere to the academic course plan released by the University. The Head of Departments were instructed to held the invited/expert lectures as mentioned i the Academic department budget.
10. Principal appreciated the Head of Departments for achieving good results in the University examination. The rank of various departments has come to top position in institution rank list released by Kerala Technological University.



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11. Principal informed that AICTE data is updated. It was informed that Mechanical Engineering Department should apply for modernisation and removal of Obsolescence's (MODROBS) funding from AICTE. All the departments are suggested to apply KTU funding for conduct of FDP.
12. Principal informed the NBA awarded to the six departments will get expiry by June 2021. It was further instructed to Dr. Anoop CK for making necessary arrangements for renewal and submission process.
13. Principal informed the cultural activities , Annual day celebration be planned accordingly in consultation with student council.
14. Smt. Shine George informed to ensure that assignments are given and tutorials are conducted. The tutorial need to be given in every module. After series examination, listing of students category wise in terms of their performance in examinations is to be introduced. This will improve the follow up scheme to check the students performance.
15. Smt. Ann Neetha Sabu informed all the tests and retest dates for the running semester is planned. It was further suggested in addition to the series/class test conducted should be made available with University previous year Question paper and solutions for the questions as put on demand by the students. This could be kept as a Question bank for reference in preceding years.
16. Smt. Anju Susan informed the students having shortage in attendance to report in person to the Group tutor, Head of Department, Principal and make the necessary submission to the University for getting eligibility to write the examination. Duty leave is given for recommendation letter issued from authorities and Medical Certificate issued from Medical Practitioners in Health Services.
17. Sri. Amel Austine informed that the duplication in Course Information Sheet can be avoided by replacing with the syllabus provided by University. It is advised to add additional information which is missing in the given syllabus. The course file and lab file to be made with the same format as followed in the academic year 2018-2019. It was informed separate files (Faculty Advisor/Group Tutor files, remedial class file, Personal file, Placement file) be maintained in the department.



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18. Dr. K K Rajan Informed a project “Development of level sensor for Lead-Lithium loop system” awarded by Board of Research in Nuclear Science, Department of Atomic Energy in collaboration with Institute of Plasma Research Ahmadabad was sanctioned in the year 2017. This project had a duration of 2 years for which a project associate was selected. The project cost was 34 Lakh. This was submitted successfully in the year 2019. Finding of the project and problems identified was shared in the discussion. It was further informed a research project titled “Development of Lead-Lithium to Helium heat exchanger test facility(Phase -I)” was formulated. This project got cleared from institute for plasma research, Ahmadabad and submitted to BRNS for final review. The details of the project and the scope of research was explained.
19. Dr. K K Rajan informed students should be encouraged to participate competitions events and conferences organised in institute of national importance within the state and other states. Students should get involved in activities related to IIIC, IEDC and UNAI aspire chapter for their professional growth and development of institution profile.
20. Sri Vinoj informed faculty members should mark their slot for vacation. This could help the Examination cell to assign invigilators duly to faculty members based on the vacations marked. It was informed Mahatma Gandhi University exams for supplementary paper were being conducted. The centre for invigilation duty assigned was Ilahia College of Engineering and Technology.
21. Dr Anoop CK informed for students admitted under lateral entry scheme, credits for the first and second semester courses are deemed to have been earned from the Diploma programme. Their eligibility criteria for registered for higher semester courses will be same as that of BTech programme.
22. Dr. Anoop CK informed a student has to earn a minimum number of credits in a semester to be eligible to register for the new courses offered in the next semester. In 1,2 and 3 semester if their requirement is not met, the student is to be forwarded and allowed to continue to the next semester. How ever to register in 4<sup>th</sup>,6<sup>th</sup>,8<sup>th</sup> semester their requirement will be strictly implemented. Summer courses are offered to those who do not satisfy this norm after 2<sup>nd</sup> and 4<sup>th</sup> semester. Students who do not meet the



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requirement are not permitted to register for new course in higher semester. The meeting dates for stream committee and class committee was informed.

23. Dr. Anishin Raj informed the Technology and the future journal for July- December 2019 issue assigned to Electronics and Communication Department was released. It was insisted the necessity of having publications in UGC-CARE journals for NBA and NAAC accreditation. Several students of final students obtained scholarship from Kerala Technological University for performing the final year project. The initiative was appreciated. `
24. Sri. Mavin C informed the placement statistics and stated that 232 students were placed in 16 companies that conducted campus drives and added further more companies would be coming. It was informed students should concentrate more on Aptitude training sessions offered. The BELL TECHNOLABS is visiting the campus for recruitment on 26<sup>th</sup> February 2020. It was informed it is the responsibility of students to update the database at the training and placement cell office about their academic credentials on a continuous basis.
25. Dr. Shunmugesh informed a proper discipline was maintained inside the campus.
26. Smt. Smitha Jacob informed that every department should identify NPTEL courses which can be offered to students as a part of their BTech Donors program. It was informed many faculty members have registered for NPTEL advanced courses for continuous improvement.
27. Smt. Smitha Cyriac informed the student feedback at the beginning of semester was conducted. The review comments were forwarded to the Head of Department for consideration.
28. Dr. Geo Baby informed the student representatives have requested make campus events more richer in festival celebrations and cultural events so that campus life become more active. This was put for discussion.
29. Dr. Anishin Raj informed a project competition will be held in every department. External valuation for the competition was suggested. The prize money was funded by Alumni contribution.



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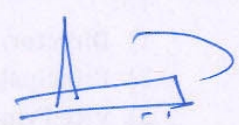


30. Smt. Brighty Jose informed the permission has been made to management/Principal to subscribe the books for the year 2020-2021

### List of members present

| SI 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    | Mr. Boby George             | Sd/-      |
| 16    | Dr. Geo Baby                | Sd/-      |

Minutes of the meeting held on 17/02/2020 is prepared by

  
Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg No 4/Page No 22





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