



# 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

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## NOTICE - 20

06/10/2020

Ref: VJCET/IQAC - 20

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

Date and Time :12/10/2020, 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 :12/10/2020

### Minutes of the 20<sup>th</sup> meeting held on 12/10/2020

Reference No : VJCET/IQAC-20

Minutes of the Twentieth meeting

1. The 20th meeting of the Internal Quality Assurance cell started at 10:00 a.m. on 12/10/2020 in the conference hall. Director of the institute Rev. Fr. Paul Nedumpurath presided the meeting. Rev.Fr. Paul informed that the institution stands 12th among 138 engineering colleges in KTU based on overall pass percentage of 2016-2020 batchBTech. The Director congratulated Principal, Head of departments, and Faculty members for their contribution to this great success. Rev. Fr. Paul further congratulated the admission team faculty members for the year 2020 admission.
2. Principal Dr. KK Rajan nominated Sri. Naveen Jacob, Assistant professor ECE department as coordinator of Virtual lab program. The KTU would give training to the faculty on Virtual lab. Dr.Anishin Raj was nominated to study the grants offered by AICTE on ATAL. It was informed a survey report for the status of online classes and its evaluation need to be submitted to the KTU before October 29. It was informed only one audit is necessary and that should be conducted internally by the middle of November 2020.
3. Dr.Rajan K K informed a Wellness survey be functioned in the college website till October end week. This will help check the satisfaction level in students regarding the academic activities, their Wellness and ensure to maintain the standards.
4. Dr. KK Rajan informed as per the suggestions from the head of departments, service and maintenance of the projectors in classrooms be done on a monthly basis and a register be maintained.
5. Dr. KK Rajan informed the institution team will participate in the CYBATHLON international events on 12/ 11 /2020 in online platform. All the arrangements were made for broadcasting the event with Sri. Alan Mathew as pilot.



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6. Vice Principal Sri. Somy P Mathew informed a group Health Insurance policy (Star Health Insurance) has been availed by staff members which included the family members of staff members. A follow-up was put into discussion for collection of fees by the defaulter BTech and MBA students and tutors were handed over this responsibility.
7. Dr. KK Rajan informed base on the request received from students and parents during PTA meeting, the following arrangements were made.
  - a) Library would be open till 5 ppm every Tuesday for issue of textbooks.
  - b) Students will be permitted to retain the text books issued from the library for 30 days from date of issue instead of 15 days without paying any fine. The MBA department library could function as deemed necessary by the Dean and head of department.
  - c) Students will be permitted to be in college for attending online classes, with the consent of parents. The institution will ensure that all covid-19 protocols are followed.
8. Dr. KK Rajan informed an Action plan to improve the results of the 2017 - 2021 batch and to start the remedial classes. It was informed the first year classes will schedule on 5/11/2020 followed by online classes. The induction program be arranged as per inspection from AICTE.
9. Dr. KK Rajan suggested since one batch each of civil engineering, electronics and communication, mechanical engineering has been reduced, there will be excess classrooms. This should be taken over by public relation officer so that this be utilised for other designated activities.
10. Dr. KK Rajan informed the Teachers should insist on students having their cameras turned on during the class time. It was further inspected that the corresponding faculty member who handles the subject should ensure the students prepare well before attending supplementary examinations.
11. Dr. KK Rajan informed that the institution should immediately start the lab session for running semester students. The department could plan regarding conducting lab session in an effective way. Few experiments could be demonstrated or be recorded and shown to the students.



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12. Sri. Somy P Mathew suggested that the tutors should take the list of students having backlog papers and corresponding teachers should take classes for them.
13. A discussion is made to look for new courses which are in good demands in the industry. Each department is asked to prepare a list of new courses which are in good demands, approved by AICTE and submit to Principal for further verification. All the faculty members were requested to update the faculty information in the AICTE portal.
14. Director Rev. Fr. Paul informed a few seats are available in the management quota for the civil engineering, electronics communication engineering and electrical engineering branches. Scholarships will be given to the candidates opting for these branches.
15. Dr. KK Rajan instructed all the staff members to do all the official communications through the "[@vjcet.org](mailto:@vjcet.org)" mail ID. It is instructed all the faculty members be aware of National Educational policy.
16. A discussion was made further to plan for the funding from AICTE for MODROBS and conduct of STTP at Institute.
17. Student representative Sean Santhosh suggested that provision should be made for the students to pay the exam registration fee in the college account itself.
18. Smt. Shine George informed following the series examination, a category by category listing of students examination result would be introduced. Based on the marks scored for series/class test, slow learners and above average performance be identified and necessary efforts to improve their performance may be taken. Their level of achievement is also recommended.
19. Smt. Ann NeethaSabu informed the first series examination for semester 3, 5 and 7 was conducted in October on online mode. A group of not more than 20 students is made for invigilation to a faculty in the online platform.
20. Smt. Anju Susan informed regarding the verification of attendance. Students should give prior message to Group tutors regarding the absence. Students should avoid taking leave unnecessarily.
21. Sri Amel Austin informed to take print out of sample assignments and answer scripts from Microsoft teams and attach in the course file. Marks of each answer and total





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- marks should be written in the sample. It was informed that CSE department in association with Kerala block chain Academy (KBA) is organising on AICTE Training and Learning ATAL sponsored one week online faculty development programme on blockchain techniques from October 23rd.
22. Dr. Shanmughesh informed Mechanical engineering department has obtained a grant of Rs 2,23,000 from ATAL to organise 2 programs. One program would be organised last week of November and other is month of December, both held online. It was informed a proper monitoring is done to check if covid protocols are practiced widely in the institution campus and hostels.
  23. Sri. Vinoj K insisted the preparation of reports of the webinar conducted and video proof program too for the program. It was insisted to every department that at least three industry interaction activities be held in a semester. The updating of activities of IEDC in college website as well as in Kerala state startup mission website was mentioned. The last date for submission of online proposal for AICTE-IDEA LAB is February 2021 and the ICDC Summit 2021 was put for discussion.
  24. Smt. Viji informed supplementary examination for all semesters were being conducted by KTU from September following STRICT covid protocols. It was informed University examination May 2020 for S2, S4 and S6 were cancelled and grades shall be given based on previous semester grades and concerned semester internals.
  25. Dr. Anoop C K informed a semester plan would be prepared in concurrence with the academic plan of the KTU. As per the academic plan of KTU, Viva voce or quiz can be done module wise for better evaluation. It was informed all the activities regarding NAAC are functioning in parallel with NBA activities. It was further informed the course attainment sheet for 2016 - 2020 batch be completed by December month 2020. The updating of lab demo video in the institute YouTube Channel was suggested.
  26. Dr. Anishin Raj suggested faculty members with PhD are advised to publish SCI indexed journals and are also requested to apply for KTU guideship. It was informed the faculty members should present papers in IET, Springer or IEEE sponsored International conferences.



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27. Sri. Mavin informed that 49 students out of 292 cleared the Aptitude test of Infosys. The Tata Consultancy Service has scheduled a campus drive in the institution by third week of October. The technical mock interview is in progress for all departments.
28. Dr. Joseph suggested a request be sent to the university for extending the last working day of the odd semester as faculty are finding it difficult to complete the portions through online classes within stipulated time.
29. Smt. Smitha Jacob prepared that the awareness of SWAYAM courses to be circulated in a landscale in the institute. It was proposed to document all details regarding the guest lectures conducted by the departments.
30. Smt. Smitha Cyriac informed the feedback process for this semester has been completed and it would take about one week to consolidate the feedback and put for verification to Head of departments. One more feedback would have to be taken by end of this semester.
31. Dr. Geo Baby addressed a student concern regarding the extension of noon interval to 2 hours on Friday for offering prayer at Mosque. This was put for discussion and permission was granted.
32. Dr. Sreenish Ramaswamy suggested to monitor the students guide contact hours. It was informed the best and average projects be identified by project coordinators based on quality and guidelines.
33. Smt. Brighty Jose suggested to renew the printed journals in every department for the year 2020-2021. It was informed due to covid-19 pandemic the library wage has come to minimal.

The meeting finished with the concluding remarks by IQAC coordinator Dr. Anoop CK



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## List of Members present

Sl No	Name	Signature
1	Dr. Sreenish Ramaswamy	Sd/-
2	Mrs. Brighty Jose	Sd/-
3	Fr. Paul Nedumpurath	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. Somy P. Mathew	Sd/-
11	Mrs. Ann Neetha Sabu	Sd/-
12	Mr. Mavin C	Sd/-
13	Mrs. Smitha Jacob	Sd/-
14	Mr. Sean Santhosh	Sd/-
15	Mrs. Viji George	Sd/-
16	Mrs. Smitha Cyriac	Sd/-
17	Mr. Amel Austine	Sd/-
18	Mr. Baby George	Sd/-
19	Dr. Geo Baby	Sd/-
20	Mrs. Shine George	Sd/-

Minutes of the meeting held on 12/10/2020 is prepared by



Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg No 4/Page No 55