



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

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NOTICE - 21

04/01/2021

Ref: VJCET/IQAC - 21

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

Date and Time :11/01/2021, 10:30 AM

Venue : IQAC Room

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 :11/01/2021

Minutes of the 21st meeting held on 11/01/2021

Reference No : VJCET/IQAC-21

Minutes of the Twenty first Meeting

1. The Twenty first meeting of the Internal Quality Assurance cell started at 10:30 a.m. on 11-01-2021 in the IQAC room. Director of the institute Rev. Fr Paul Nedumpurath presided the meeting. Rev. Fr. Paul informed there will be adoration in the Chapel during noon interval (12:30 p.m. to 1:00 p.m) on all Fridays and Holy mass be celebrated on all first Fridays at 12:30 p.m. The Director congratulated Sri Somy P Mathew and team members for the efforts taken Cybathlon competition and securing 9th rank.
2. The contact classes for S7 students is started. Arrangements are initiated to collect the detail of students who need hostel and bus facilities. The protocols concerning the pandemic should be disseminated in all places wherever required.
3. Principal Dr. K.K Rajan informed adequate arrangements for thermal scanning, masks, face sheets, sanitisers, dispensers, liquids soaps be made available at entry, Exit points and required locations. Covid Cell Standard operating procedure (SOP) and institution plan based on instructions from Government and KTU is prepared and circulated among students, staff and parents and displayed in website.
4. Dr K.K Rajan instructed that the Coordinators of each program (STTP, FDP, Webinars, Workshops, Conference conducted by departments) should submit a report along with brochure. It was further suggested that all institution files be updated.
5. Dr. K. K Rajan informed the department wise time table and academic plan is prepared. All the students and staff members are advised to download "ArogyaSetu Application". It is informed the Help groups be formed department wise and covid-19 cell formed in June 2020 be made active. The students are permitted to stay in hostel only if they produce the covid-19 test certificate.
6. Rev. Fr. Paul informed for attending or presenting paper in national/ international conference, the management would provide 50 % of registration fees subject to conditions apply.



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7. Dr. K. K. Rajan instructed that faculty members on leave should be updated in the automation. The profile picture of staff members in both website and automation be updated with recent photograph.
8. Dr. K. K Rajan informed for attaining BTechhonors additional 12 credits have to be earned. The registration could be done in semester 6. The additional credits could be earned by clearing NPTEL, MOOC courses or BTech electives.
9. Dr. K. K Rajan briefed the proposal to start a new Course in Computer Science (Computer Design). It is suggested a feasibility study would be performed by constituting a committee. Dr. Sony Kurian, Associate Professor EEE department is nominated as AICTE approved mentor from institution.
10. Dr. B. Aruna, Head of Department EEE, informed Rev. Fr Thomas Malekudy endowment lecture for this year would be organised by Electrical Engineering department. The topic for lecture is "Ethics in Engineering and Technology" scheduled for 22-01-2021, Friday.
11. Dr. K. K. Rajan informed the Head of Department, Tutors have made efforts to increase the contact class attendance percentage, but the parents were not willing to send students to the college. The series exam in online platform for first year students would start on 27th Jan 2021 - 30th January 2021. It was made sure that study material and question banks are made available to students by concerned faculty. Question paper pattern and process of conduct is informed to students.
12. Dr. K. K. Rajan informed the Compliance report for 5 programs (Civil Engineering, Computer Science Engineering, Electronics and Communication Engineering, Information technology, Mechanical engineering) would be updated over the portal is open. The institution has requested NBA office to take necessary steps so that college could upload compliance report.
13. Dr. K. K Rajan informed if any staff member is reported covid positive then he/ she could apply for duty leave till reported negative. And after reporting negative, he/she could apply for 7 more days. If a staff member is reported as primary contact, then duty leave could be permitted for 7 days from the last day of contact with covid patient. These 7 days should be strict quarantine days. On the 7 th day if the staff member is tested negative then he/ she should report to the college with test results.
14. Dr. K. K Rajan informed a PTA meeting be arranged for S1 students and parents. The slots be made available in the evening slots for convenience of parents. It was informed



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that even semester workload and subject allocation be completed in consultation with time table committee.

15. Sri Somy P Mathew suggested an action plan be implemented based on the Wellness Survey. It was further informed all the Head of Departments should go through the college website and point out the areas where improvement or update is necessary.
16. Dr. K. K Rajan informed that during the calendar year, 30 vacation could be availed as and when the University announces the vacation period. In special cases 10 day vacation could be availed in between the semesters, however this would be allowed only once in a year with the proper justification.
17. The Aluminium Batch wise WhatsApp groups are formed and more than 1600 members been added to the groups. Communication with Alumni has become easier and more effective.
18. The online regular class for the even semester would start by March end. Dr Rajan asked to make sure that teachers have given question banks to the students. Extra care and practice need to be given to first year students as they are appearing for first time to University examination.
19. Dr. K. K. Rajan instructed all the departments should complete the department association inaugural function. It was further put into discussion to ensure the participation of all staff members and students in Pre Survey interaction session and formulate and launch a Way Forward Plan. It is suggested all the committees mentioned in the Academic schema be made functional and for that separate meetings be arranged.
20. Following the resignation of Mr. James R Alex, System Engineer, Mr Lijo Mathew, Computer Programmer would be designated as System Engineer.
21. A draft Placement plan 2021 is prepared and circulated to Head of Department and Deans. Smt. Shine George is instructed to revise the plans based on comments received.
21. Smt. Shine George informed the concerned committee members are assigned to regularly verify the students assessment attendance records. It was informed the work to be assigned and tutorials be held. Students are encouraged to attend online and remedial classes.
22. Smt. Ann NeethaSabu informed the Second series for semester 3,5 and 7 was conducted in November 2020. The first series for semester 1 is held in January.
23. Smt. Anju Susan informed students suffering from covid were granted leave on medical background on recommendation from concerned group tutor.



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24. Sri. Amelaustine informed there are many advanced provision available in Microsoft team and it should be updated In unavoidable situation faculty is asked to take class in other platforms. The course file and lab manual monitoring and updation was done on a regular basis.
25. Sri. Vinoj. K informed IEDC events for the coming months are being planned as well as IEDC activities need to be updated in the college website and Kerala Start-Up mission website. The online proposals for the AICTE-IDEA lab is prepared. The list of Innovators applied for Idea Fest is analysed.
26. Smt. Viji informed September 2020 examinations and MBA November 2020 exams were conducted smoothly and facilities were provided for few covid positive students to appear for exams. The odd semester examination is expected to begin in February 2021.
27. Dr Anoop C. K informed Program Assessment Committee meetings and Department Advisory Committee meeting for all departments and MBA programs were held on time and suggestions put forward for the progress of students in all ways is put for consideration. The NBA Compliance report for 5 programs was made ready for upload to NBA portal. The activities for NAAC process and documentation works is continuing as planned.
28. Dr. Anishin Raj advised to follow the rules(Pliagiarism Report, Copy right form, review journal) while conducting National Conference. Faculty and students were encouraged to attend and present in the conferences/ workshops for professional growth.
29. Sri. Marvin C informed that companies of Accenture, Capqemini, UST, Rapid value are planning to conduct Campus Placement in the institution. The arrangement of add on skill programs for semester 6 students was put into discussion. It was informed the IT students expressed a willingness for courses JavaScript and Python.



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30. Dr. Shunmuqesh informed all meeting in the institute, contact classes for final semester students were held with proper covid-19 protocols and regulations.
31. Smt. Smitha Jacob informed all the departments need to document the guest lecturers in video and circulate feedback for continuous improvement.
32. Smt. SmithaCyriac insisted on getting the feedback from parents regarding academics of students. It was also suggested to update the questionnaire and commence the feedback of S1 students based on contact classes in March 2021.
33. Dr Geo Baby informed concern of the students regarding availability of transportation to all routes. The students were finding difficulty in using public transportation.
34. Smt. Brighty Jose informed regarding giving new membership of Central library to S1 B tech and T1 MBA students. The registration towards National Digital Library was also put into discussion.
35. Dr. SreenishRamaswamy insisted projects of social importance be selected by the students. The monitoring for the project progress be done on regular slots of time.

The meeting came to an end with the concluding remarks by IQAC coordinator Dr. Anoop.



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List of Members present

Sl No	Name	Signature
1	Dr. SreenishRamaswamy	Sd/-
2	Mrs. Brighty Jose	Sd/-
3	Fr. Paul Nedumpurath	Sd/-
4	Dr. K KRajan	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 NeethaSabu	Sd/-
12	Mr. Mavin C	Sd/-
13	Mrs. Smitha Jacob	Sd/-
14	Mr. Sean Santhosh	Sd/-
15	Mrs.Viji George	Sd/-
16	Mrs. SmithaCyriac	Sd/-
17	Mr. AmelAustine	Sd/-
18	Mr. Baby George	Sd/-
19	Dr. Geo Baby	Sd/-
20	Mrs. Shine George	Sd/-

Minutes of the meeting held on 11/01/2021 is prepared by



Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg No 4/Page No 71