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

NBA NATIONAL BOARD OF ACCREDITATION · ALL B.TECH PROGRAMMES ACCREDITED BY

NOTICE - 22   12/04/2021

Ref: VJCET/IQAC – 22

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

Date and Time :19/04/2021, 10:00 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) Adminsitrative Officer, Viswajyothi College of Engineering and Technology
6) All Stream Heads
7) File

Minutes of the 22ⁿᵈ meeting held on 19/04/2021

Reference No : VJCET/IQAC–22

Minutes of the Twenty Second Meeting.

1. The Twenty Second meeting of the Internal Quality Assurance cell started at 10:00 am on 19/04/2021 in the IQAC room. Direction of the institute Rev. Fr. Paul Nedumpurath presided the meeting. Rev. Fr. Paul congradulated the efforts made by NBA team in submitting the NBA complaiance report of five programs to NBA portal on 22ⁿᵈ February 2021. Rev. Fr. Paul highlighted the positive sides of institute accreditation.

2. Dr. K.K. Rajan instructed to condunt the internal auditing of course files of odd semester at the earliest. It was informed the submission procedures/ application for the new program. "Computer Science and Design" to AICTE is complete.

3. Regarding Valuation Camp, Dr, K.K. Rajan instructed the Head of Departments to make sure the examiners from our college are reporting for the valuation and completing valuation on time. It was informed that institution should open an account with NDML Academy depositing services. Where certificates of students who have passed from the college be stored for future retrieval.

4. Dr. K.K. Rajan informed the subject allocation for semester 2 and 4 be completed and handed over to the time table committee so as to complete the time table for semester 2 and 4 classes. The first series examination for semester 8 classes be started from 26.04.2021 and semester 6 series examination in the second week of May 2021.

5. Dr. K.K. Rajan suggested the Head of Departments to ensure functioning of CGPU to improve the placement activities. It was informed the college is planning to start a new wing to support the students who would like to undergo higher studies abroad especially in German speaking counties. It was informed a new project lab would be setup with the latest Personal Computers which students of Artifical Intelligence, Computer Science Engineering and Information Technology department could utilize.

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6. Rev. Fr. Paul suggested the Head of Department to do the favourable for collection of tuition fee from Semester 8 and 6 students at the earliest. It was further informed to prepare the list of students from 2019 and 2020 passout B. tech batch who have gone for higher studies. This could be used to get information about foreign Universities and institutions.

7. Dr.shaunmugesh informed the department has submitted a proposal for hosting an International conference in April 2022 in association with National Institute Technology Warrangal.

8. Dr. K.K. Rajan informed Smt. SmithaCyriac is nominated as the nodal officer for the 360" faculty evaluator stipulated by AICTE. It is further planned to celebrate World Earth Day on 22-04-2021 and the resource person is Principal K.K. Rajan.

9. In view of importance of days of international importance , Principal Dr. K.K. Rajan asked the Head of Department to suggest the days which each department would want to celebrate and then a schedule could be prepared.

10. Dr. K.K. Rajan instructed that the course Diary be complete in all respect.

11. Sri. Somy P. Mathew informed the semester 6 series exam would commense from 10-05-2021

12. The help of Alumni could be utilized for arranging Mock interview for final semester students. Company specific training be well prepared before test and interview.

13. Rev. Fr. Paul mentioned, the participation of students also could be utilized for social media plan coverage.

14. Dr. K.K. Rajan informed the work from Home pattern will be followed as and when required based on Government orders. It was informed all the staff members are actively partjcjpating in parting the contents and increase the publicity and visibility of VJCET.

15. The scope of conducting the Value Added programs in the departnebt was put for discussion. A committee was nominated to look into the feasibility of the proposal. It was informed that our Institution is tested to be a part of AICTE Distinguished Chair Professor Scheme (DCPS) for the purpose of providing talk/visit. It is instructed that Dr. R. Chidambaram Former SA to the

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Government of India and Former Chaiman, AEC Atomic Research Centre be contacted for delivering the talk.

16. It was informed Head of Departments should make sure that proper maintenance be done in laboratories and workshops to keep all the equipments in working condition.

17. Dr. K.K. Rajan informed the semester 8 examinations fees students will be conducted as Online examination between June 28th and July 12th 2021.

18. Rev. Fr. Paul informed the management has decided to postpone the last date to remit the fees for semester 4 students without fine to June 30th .The last date to remit fees is as July 12th. From July 1st to July 12th Rs. 500/- would be charged as fine. The arrangement is made considering the pandemic situation.

19. It is informed that Yoga day will be celebrated on 21st June 2021 by Mechanical Engineering Department.

20. Dr. K.K. Rajan informed this year the college would invite application fees M.Tech program. 18 seats for CS, VLSI program and 9 seats for IEM program. The semester fee would be Rs. 25,000/-

21. Dr. K.K. Rajan informed the University would like to train a set of mentors to support the students and hear their concerns due to prevailing pandemic. It is suggested to nominate two aculty members from institute for the same.

22. Dr.Cyriac Joseph opined that during PTA meeting the previous semester University exam results should be informed to the parents. It was suggested remedial classes should be given to students for the supplementary subjects of previous semester.

23. Smt. Shine George intimated that the course incharges must check the couse plan, delivery plan and submit a report to the assessment committee in the required format. In the case of final year students, it is insisted to concentrate on their project and be ready firibkube verification of projects.

24. Smt. Ann Neetha informed second series for semester 1 students was conducted in March. The first series exam fees semester 8 was conducted in April. All the series examinations were held in online platform.

25. Smt. Anju Susan informed students should give prior message to group tutors regarding the absence. Students should avoid taking leave unnecessarily and attend regular classes on time.

26. Sri. Amel Austin informed contents of the lab files in each program need to be updated based on the mode of conduct of corresponding lab. It is informed there will be a audit at instsitute level to verify the course semester. All faculty members are requested to submit the course diary in this regard to Head of Department. The deficiencies in each file will be rectified by course coordinator and stream coordinator.

27. Sri. Vinoj K. informed regarding the New Year Grant from the Kerala Startup Mission. The boot camp details in Kerala Stat up mission in discussed. The list of innovations applied foe Idea Test is listed. The concern about student availability and the limitations of the online approach is put for discussion.

28. Smt. Vigi George informed examinations for semester 1 and 3 are postponed due to State Assembly Election.

29. Dr.Anoop C.K. informed the academic audit shall cover the quality aspect prescribed by NBA/NAAC. All the files for 15 streams is put for verification. It was informed , students who do not get minimum number if ayduts, are not permitted to register for new course as higher studies semester. The meeting dates for exam committee and Class committee was informed.

30. Dr.Anishin Raj informed the tilely release of Technology of Future journal without delay. It was further suggested to encourage faculty members to pursue part time of Full time PhD.

31. Sri MavinC informed regarding the activities of "Konfidence Group Trainer. The training program for 33 hrs was mentioned. Suggestions were put inward to compress the training hours to 20 hrs. faculty members getting involved in training activities, review of students after completing 10 hrs. of aptitude training, adopt methodologies to increase the interest of students in placement training activities, adopt online Aptitude tests Practice softwares and facilities and also to initiate parents interaction with trainers if required.

32. Dr.Shunmugesh informed Covid Protocols were observed for conduct of all activities in institution campus and hostel.

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33. Smt. Smitha Jacob informed every department should identify NPTEL and other online MOOC courses which can be offered to students as a part of their B Tech Honors Program. There are NPTEL Advanced courses for continuous improvement.

34. Smt. SmithaCyriac suggested a update id required for the questionnaire provided to students. This could help in improving standards.

35. Dr. Geo Baby informed the student representatives have requested to make campus event more richer in festival celebrations and cultural events once after college reopens after Covid 19 pandemic.

36. Dr.SreenishRamaswamy informed a Project competition be held this year based on Online Project review presentation. Based on the review Online presentation and publishing of journal the winner and runner up for the project competition be awarded.

37. Smt. Brighty Jose informed regarding the purchase of books during the academic year 2021-20222. It was further demanded the details of students and staff members be registered with NDL. The library usage plan was put for discussion.

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

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List of members present

Sl No	Name	Signature
1	Dr. K Shunmugesh	Sd/-
2	Mr. Sunny Jacob	Sd/-
3	Dr. Anishin Raj M M	Sd/-
4	Mr. Somy P. Mathew	Sd/-
5	Mrs. Ann Neetha Sabu	Sd/-
6	Mr. Mavin C	Sd/-
7	Mrs. Smitha Jacob	Sd/-
8	Mr. Sean Santhosh	Sd/-
9	Mrs.Viji George	Sd/-
10	Mrs. Smitha Cyriac	Sd/-
11	Mr. Amel Austine	Sd/-
12	Mr. Baby George	Sd/-
13	Dr. Geo Baby	Sd/-
14	Mrs. Shine George	Sd/-
15	Dr. Sreenish Ramaswamy	Sd/-
16	Mrs. Brighty Jose	Sd/-
17	Fr. Paul Nedumpurath	Sd/
18	Dr. K K Rajan	Sd/
19	Mr. Vinoj K	Sd/
20	Mrs. Anju Susan George	Sd/

Minutes of the meeting held on 19/04/2021is prepared by

Dr. Anoop C K
QAC Coordinator

NB: Original is kept at Reg No 5/Page No 08