



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 - 23

09/08/2021

Ref: VJCET/IQAC - 23

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

Date and Time :16/08/2021, 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 .5

Date :16/08/2021

Minutes of the 23rd meeting held on 16/08/2021

Reference No : VJCET/IQAC-23

Minutes of the Twenty third Meeting.

1. The twenty third meeting the Internal Quality Assurance Cell started at 10.00 am on 16/08/2021 in the Institute Conference Hall. Director of the institute Rev. Fr. Paul Nedumpurath presided the meeting. Rev. Fr. Paul appreciated the Principal and faculty members for submitting "Institutional information for Quality Assessment-IIQA" report with reference to NAAC on 26th April 2021. The approval for IIQA by NAAC authority was given on May 3, 2021. The self study report SSR for NAAC process was submitted on July 5, 2021 Forenoon Session.
2. Rev. Fr. Paul congratulated Principal Dr. K.K. Rajan and respective Head of Departments for getting reaccredited with NBA for a period of one year from 30-06-2021 to 30-06-2022. The accredited programs by NBA are Civil Engineering, Computer Science Engineering, Electronics and Communication Engineering, Information Technology, Mechanical Engineering.
3. Director Rev. Fr. Paul Nedumpurath informed Our Manager Msgr. Dr. Cherian Kanjirakombil has retired from his office on Aug. 3, 2021 and new Manager Msgr. Dr. Pius Malekandathil taken charge office from August 4, 2021.
4. Principal Dr. K.K. Rajan informed the pass percentage of 2017-2021 batch students is 56.46%. On the basis of pass percentage the college is ranked 29th and on academic performance 27th as per Kerala Technological University. 23 students out of 52 bagged Honours degree. All the Head of Departments are asked to study the performance evaluation and take steps to make the pass percentage more.
5. Dr. K.K. Rajan informed the University examination for semester 8 students is conducted between 28-06-2021 and 12-07-2021. It was informed the PTA meetings for all the classes of semester 6 and 4 have been conducted effectively. It was further informed to make sure that suggestions put forward by the parents regarding the remaining online classes be



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addressed. The tutors should contact the parents and update the examination time table and information regarding academics.

6. Dr. K.K. Rajan suggested the Honours subject classes should be taken after regular working hours. It was insisted to Head of Departments to study the academic status of semester 6 students and do the necessary.
7. Rev. Fr. Paul informed if any students requested for fee concession, the Head of Department should make sure that the request is genuine and if so, it would be recommended to the Director. The students could pay the fees as installments, but will have to pay the fine.
8. Dr. K.K. Rajan informed the University examination for the first year (S1) commenced on 09-07-2021.
9. Dr. K.K. Rajan informed the College had got approval from AICTE for starting the new program B.Tech in Computer Science and Design. The new program would be under the Computer Science Engineering department with Sri. Amel Austin as Head of Department. A committee was formulated for syllabus preparation, lab facility, class room facility etc.
10. Dr. K.K. Rajan informed the institution hosted the Merit and Farewell day Ceremony on 28-07-2021 at 10 am in the main Auditorium. Dr. R. Chidambaram former Scientific Advisor to Govt. of India was the Chief Guest. The function was held on both online and offline mode.
11. Dr. K.K. Rajan informed the online Semester 8 project valuation as well as semester 6 comprehensive examination were finished as scheduled. It is insisted to submit the workload for next odd semester.
12. Dr.K.K.Rajan informed the 25% work pattern for the staff member is continued till further notice. A physical verification from the University regarding the affiliation for new program Computer Science and Design is expected on 10/08/2021.
13. To make promotion through social media, all the departments are advised to prepare a 1 minute duration department specific video (at least 3 videos). It was further suggested to renew the LinkedIn account of the college



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14. Dr. B. Aruna informed, Department of Electrical Engineering celebrated the World Nature Conservation Day by organizing a invited talk on “Something has gone wrong somewhere. Amidst line of floods and water crisis ahead of us”.
15. Dr. K.K. Rajan informed PTA meetings of almost all semester 6 classes had been conducted. It was further instructed to handover the work load calculation of technical staff members. All the possible steps are taken to improve the admission status.
16. Dr. K.K. Rajan insisted, in order to improve the academic performance of 2018-2022 batch Engineering students, a committee named Academic Performance Improvement Committee is formulated (APIC). The duties include arrangement of remedial classes, more interaction with parents, model examinations be conducted, solved University question paper of previous years be circulated. All the Head of Departments promised all possible methods to improve the academic performance of students will be taken.
17. Smt. Shine George informed the online submission of students assessment records is verified regularly. The assignments are submitted online at regular intervals on demand. Students are encouraged to take online remedial classes.
18. Smt. Ann Neetha informed the series examination marks are consolidated and details study is made to check the progress of students. Students unable to attend series exam are permitted to write the exam based on the explanation provided and genuinely.
19. Smt. Anju Susan informed the students were attending the classes in online platform since the faculty members are taking classes by videos on, it is requested students should follow the system for more clarity.
20. Sri. Amel Austin informed the duplication in course information sheet is avoided. It is decided to file all the KTU audit reports till date. The completeness of the course files, lab manuals, Tutorship files, Remedial class files is verified and found correct.
21. Sri. Vinoj K. informed the proposal of conduct of Idea fest is delayed due to University examination and ongoing series tests. The confidence is expressed to execute the idea fest with sufficient quantity of ideas. It is informed the activities of IIIC, IEDC and NISP are



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continued in online mode and a good participation of students and staff members is ensured.

22. Smt. Vigi George informed the supplementary examination for semester 4 is in progress. As per University regulations students staying near the institution but studying in other colleges are permitted to write the exams or select the exam centre based on their convenience. This provision is made available due to Covid pandemic.
23. Dr.Cyriac Joseph informed the MBA website is getting updated. The admission for the year 2021 is in progress. It was informed 25 students have been placed so far by campus placemnt. The classes for T6 classes started from 29-07-2021. S1 examinations were finished on 23-07-2021 and S2 classes restarted on 02-08-2021. Dr. K.K. RajancongragulatedDr.Cyriac Joseph for taking additional responsibility as Head of Department for MBA program as Dr. Geo Baby, Head of Department MBA is relieved from the institution.
24. Dr.Anoop C.K. informed the Program Assessment Committee meeting and Department Advisory Committee meetings scheduled were held on as planned. Ideas proposed by invited members was considered and put for action. The limitation of online platform was put for discussion. Suggestions put forward from Class Committee meeting and Stream Committee meeting was put for discussion. It was informed all the seven Criterion for NAAC process have highlighted a genuine and professional work. The data verification and Validation work is in progress by NAAC Authorities for the SSR Submitted on July 5, 2021.
25. Dr.Anishin Raj informed the need of publishing their work in reputed Science Cotation India journals. It was further informed Faculty members should screen their applications to conferences/workshops conducted by institutions of national importance. Preference need to be given for presentation in the program other than attending.
26. Sri. Mavin C informed the total count of offers till date is 344. The results from 8 to 10 companies are pending. It was suggested online videos for self training can be provided to students for improving placements. A department level training by faculty members was suggested to be provided before the recruitment drive. A discussion was made on the Add-on courses scheduled for students.



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27. Dr.Shunmugesh informed Covid-19 protocols were continued in institution campus and hostel premises.
28. Smt. Smitha Jacob made a proposal to identify the area of interest in students community from specific departments and arrange guest lectures or propose specific NPTEL courses and other online MOOC courses based on this.
29. Smt. SmithaCyriac informed the student Feedback and Faculty Feedback is taken as scheduled. The review put forward from the students was studied put for discussion and implemented based on genuinity. The Alumni feedback and Employee feedback taken was given utmost importance for continuous improvement.
30. Dr K.K. Rajan welcome Smt. Cini S for taking charge as stream Head for student Grievances and Ethics Monitoring. Smt. Cini S informed the mentoring activities for students be made more effective. It was also informed the online mode of teaching could generate extra stress, health problems and vision effects in children. It was told, this need to be informed to students.
31. Dr.SreenishRamaswamy informed students have made initiatives to publish their project work in indexed journals. Projects benefitting society were taken and highlighted more this year. The winners from every department were selected and Awards were presented.
32. Smt. Brighty Jose recommended instructional hardware and software for library. The assistive devices is proposed to enhance the quality of library. It was informed the books inventory, damaged books inventory and lost books inventory file be updated. The budget proposal for books, journals material and equipment needed was put for discussion.

The meeting came to an end with the concluding remarks by IQAC Coordinator Dr. Anoop C.K.



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List of members present

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

Minutes of the meeting held on 16/08/2021 is prepared by





Dr. Anoop C K

QAC Coordinator

NB: Original is kept at Reg No 5/Page No 24