



**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



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Date: 11/10/2021

## NOTICE-24

Reference: VJcet/IQAC - 24

The twentyfourth meeting of the Internal Quality Assurance Cell is scheduled on

Date and Time : 18/10/2021 , 10 AM


Venue: Conference Hall

### Agenda for the Meeting

1. Student Assessment Record monitoring
2. Test and Retest monitoring
3. Attendance monitoring
4. Course file and Lab manual monitoring
5. IIIC and IEDC
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 Grievance and Ethics Monitoring
14. Project Monitoring Library Committee
15. Library Committee

All Head of Departments, 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



Reg No .24

Date: 16/08/2021

## Minutes of the Twenty fourth meeting held on 16/08/2021

Reference No: VJCET/IQAC – 24

1. The twenty fourth meeting of the Internal Quality Assurance Cell started at 10.00 AM on 18/10/21 in the Conference hall. Director of the institution Rev.Fr. Paul Nedumpurath presided the meeting, Rev. Fr. Paul congratulated the admission team faculty members for the year 2021 admission. This year the admission as crossed 420 students.
2. Rev. Fr. Paul informed the institution has cleared the student satisfaction survey for NAAC process for Data validation and verification queries. It is further mentioned. On receipt of DVV queries, the clarifications for the same be sent on priority basis.
3. Principal Dr. K.K Rajan informed all the arrangements be made to conduct s6 laboratory classes online as per KTU schedule. It was also informed to look into the possibility of conducting few contact lab classes for essential cases by strictly following Covid-19 protocols.
4. Dr. K.K Rajan suggested Head of Departments to plan for special classes to complete the syllabus and in an effective manner.
5. Dr. K .K Rajan suggested the core engineering departments to organise student centric programmes and take measures to improve admission in the respective branches. Uniqueness and speciality of each branch and the opportunities available for the graduates in the branch has to be effectively highlighted. Social media platforms to be used for the maximum extent. Possible to influence the decision making of aspirants for admission.
6. Vice principal Mr. Somy P Mathew mentioned the need for allowing staff members to take vacation during this calendar year.



7. Discussion was put on action taken by department level CGPU with respect to placement plan.
8. Sri. Somy P Mathew informed the academic schema, Faculty Diary and Technical Staff Diary be made ready. The Diary be covering the period from September 01<sup>st</sup> 2021 to August 31<sup>st</sup> 2022.
9. Dr. K.K Rajan informed visits will be made by Principal to all the Departments for direct interaction with faculty members to improve the academic performance. It was informed academic performance be collected and maintained for S2 and S4 students as and when available.
10. Dr. K.K Rajan informed a 10- day vacations allowed for staff members and it should be availed before 31<sup>st</sup> October 2021. Staff members has to attend college on every alternatives working days as scheduled by their Head of Department.
11. Rev. Fr. Paul suggested there should be an action plan to register at least two start-ups from each department. Dr. Sony Kurian is made Coordinator for this with Nodal officer IEDC and other HoD's
12. Dr. K.K Rajan suggested conveners of Media Content Creation Committee (MCC) and publicity and Media Monitoring Committee (PMC) to intensify their efforts to prepare and release quality content in time and to positively reach the target audience.
13. Sri. Amel Austin informed ad add on course on IT related topic for non IT branches is commencing. There is a good response for the course from the students. It is further informed a good documentation on the add on courses be released for information of all concerned.
14. Smt. Brighty Jose informed that the institution is a member of National Digital library of India. The Head of Departments may take initiative to increase the faculty to join the club. A training has to be organised to all NDLI club members.
15. Sri. Mavin informed the training for s6 students are nearly completion. Mock interviews need to be planned for them with involvement of faculty members of concerned department and by



- Alumni. Dr. Rajan further informed that M/s Cognizant Technology Solution (CTS) has agreed to conduct campus recruitment from the campus this year onwards.
16. Dr. Anoop C K explained the student council election. Class representatives were elected on 27/09/2021. Office bearers were elected in a physical meeting of elected class representatives. It was suggested to persuade final year students to abstain from taking over office bearer posts in the student's council.
17. Dr. K. K Rajan informed the Series Test 2 for S4 classes will be conducted in online and offline mode. Four subjects on offline mode and three subjects in online mode.
18. Smt. Smitha Cyriac presented the vaccination status of students and staff members of institute. More than 91% of VJCET students have taken at least one dose of vaccine. The meeting suggested to make the remaining students to take vaccination at the earliest.
19. Dr. Joseph informed the mode of Physical MBA examination are scheduled from 11<sup>th</sup> October, the admission status is 34 numbers.
20. Dr. Shunmugesh informed initiative to establish collaboration with foreign universities be encouraged. The contacts of Alumni will be effectively used for establishing collaboration and for signing MoU. It was suggested to prepare a database of students pursuing post-graduation in foreign universities.
21. Dr. K. K Rajan informed the pass percentage of 2018-2022 batch has increased from 58.27 to 61.65%. On publishing the results of S5 revaluation. The principal explained about the areas to be focussed to improve the pass percentage.
22. Dr. K. K Rajan informed the Memorandum of Understanding, institution is planning to sign with M/s DCEL exams India Pvt Ltd for conducting OET exams. Some of the class room are identified for conduct of test. The test will be held on second Saturdays and fourth Saturdays. Air



conditioners required for these rooms will be taken from PTC seminar hall, language lab and ECE communication lab.

23. Dr. Anishin Raj informed Research Innovation Network Kerala (RINK) is an initiative of KSUM to connect research institutions, colleges, start-ups, investors, industry and government agencies into a common digital platform and thereby provide opportunity to take cutting edge research products into commercial space. The institution has registered as a member and Dr. Anishin Raj is nominated as the research coordinator.
24. Dr. Shunmugesh briefed about the MoU planned with M/s Huawei
25. Rev. Fr. Paul briefed the meeting about the recently held meetings of College Advisory committees and Governing Body. The Advisory Committee has suggested a detailed study by an expert committee to address the issues faced by the college. The committee also suggested to encourage faculty member to take up funded research projects and register start-ups.
26. Dr. Rajan informed the staff members have started signing the attendance register from 1/10/2021. The online S7 classes commenced on 27/09/2021 and physical contact classes commenced on 11/10/2021.
27. Dr. K. K Rajan informed the Artificial Intelligence and Data Science branch will be functioning as a separate department at VJCET with immediate effect. The Vice Principal Shri. Somy P Mathew is nominated as Head of Department.
28. Dr. Rajan brought into discussion that data on supplementary papers of students for 2018-2022 batch and 2019-2023 batch. The principal asked HoD's to plan for meetings with parents, students and the teachers who have sought the subject.
29. Dr. Sony Kurian informed the meeting that the NDLI membership has increased to around 1160.





30. Dr. K.K Rajan emphasised the need of students, Faculty and Staff members to start technology based business enterprises and to register start-ups.
31. Sri. Somy P Mathew informed the college canteen has started functioning from 4/10/2021. A new contractor is assigned to operate the canteen.
32. Sri. Sunny Jacob informed the fee collection status from students.
33. Smt. Shine George informed innovative course delivery methods implemented to improve student learning process. Printed course diaries were made available for every course.
34. Smt. Ann Neetha informed class test and series test are planned in advance and included in academic calendar. It was further informed the question paper set for the series examination be duly signed and verified by Course Coordinator, Stream Coordinator and Program Coordinator. The Blooms Taxonomy to be followed for setting question paper.
35. Smt. Anju Susan informed the students were attending the classes in online mode. It is also suggested the videos be open while taking the class. In case of contact classes, students are advised not to attend the class in case of fever, cough and weakness.
36. Sri. Amel Austin informed the sample assignments and answer script print out may be taken from Microsoft teams and made available in course file. Marks of each answer and total marks awarded be written in the sample.
37. Sri. Robin insisted every department should conduct three industrial interaction activities in a semester as per the Govt covid regulations. The preparation of reports of the webinar conducted and video proofs for the program is insisted. The updating of activities of IEDC to the Kerala Start-up Mission website was mentioned.
38. Smt. Viji informed the university regular and supplementary examination for all semesters were being conducted by KTU following strict Covid protocols. Students reported with Fever or other symptoms are allotted separate rooms for writing examination.



39. Dr. Anoop C K informed the Class Committee and Stream Committee meetings be held in online platform. The faculty appraisal forms be evaluated by Head of Department and submitted to principal for further. It was mentioned the academic year 2021-2022 is started late in comparison to other academic years. It was suggested to identify the members for Department Advisory Committee and Program Assessment Committee and conduct meeting as per given schedule.
40. Dr. Anishin Raj insisted the faculty possessing and pursuing PhD must publish papers in good impact factor SCI/SCIE indexed journals for the purpose of NAAC and NBA Accreditation.
41. Sri. Mavin C informed about the MoU which institution has signed with M/s Aspire Systems (India) Pvt Ltd. As per the proposal M/s Aspire Systems will recruit students of final year from the college and import on job training with the help of faculty members. Based on the performance they will be absorbed in the company. The placement training programs for S6 and S4 students are progressing as planned.
42. Dr. Shunmugesh informed thermal scanning of students and faculty members is made by lab staff at the entry point of college. It was also informed to monitor Social distancing and warning of face mask for protection.
43. Dr. Anoop C.K proposed the dates for IQAC meetings in the year 2021-2022.
1. October 2021, Third week
  2. January 2022, Second week
  3. March 2022, Last week
  4. June 2022, First week
  5. August 2022, Second week
44. Smt. Smitha proposed the awareness of SWAYAM course to be circulated in the institution. It is also instructed to motivate students to take NPTEL course related to their subjects.



45. Sri. Baby George insisted students should be given hands on training for updated skills and programs. Students need to undertake industry oriented internships,

46. Adv. Francis George insisted all the faculty members need to be updated with the National Educational Policy. The technical demand and suggestions put forward by students be also given priority for improvement of academics.

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

#### List of members present

SI No	Name	Signature
1	Rev. Fr. Paul Nedumpurath	Sd/-
2	Mrs. Shine George	Sd/-
3	Mrs. Brighty Jose	Sd/-
4	Dr. K K Rajan	Sd/-
5	Mr. Robin K Augustine	Sd/-
6	Mrs. Anju Susan George	Sd/-
7	Dr. K Shunmugesh	Sd/-





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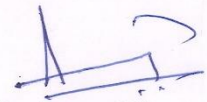
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8	Mr. Sunny Jacob	Sd/-
9	Dr. Anishin Raj M M	Sd/-
10	Mrs. Ann Neetha Sabu	Sd/-
11	Mr. Mavin C	Sd/-
12	Mr. Baby George	Sd/-
13	Adv. Francis George	Sd/-
14	Dr. Joseph Cyriac	Sd/-
15	Mr. Amel Austin	Sd/-
16	Smt. Smitha Cyriac	Sd/-
17	Mr .Biju George	Sd/-
18.	Dr. JoseMammen	Sd/-
19	Dr. Anoop C K	Sd/-
20	Smt. Viji George	Sd/-
21	Smt. Smitha Jacob	Sd/-

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



  
Dr. Anoop C K  
IQAC Coordinator

NB: Original is kept at Reg No 6 /Page No 41