



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: 11/01/2022

NOTICE -25

Reference: VJCET/IQAC-25

The Twenty fifth meeting of the Internal Quality Assurance Cell is scheduled as

Date and Time: 19/01/2022 , 01:00 PM


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. Library Committee
15. Project Monitoring

All Heads 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 . 25

Date: 19/01/2022

Minutes of the Twenty Fifth Meeting held on 19/01/2022

1. The twenty fifth meeting of the Internal Quality Assurance Cell started at 01:00 PM on 19/01/2022 in the conference hall. Director of the institute Rev.Fr. Paul Nedumpurath presided the meeting. Rev.Fr. Paul informed the institution has successfully submitted the Data Validation and Verification clarification in the NAAC portal on 30/11/2021.
2. Principal Dr. K.K Rajan informed the NAAC Authority has accepted the DVV clarification provided in the portal. The institution has cleared to make the second phase of payment and logistics fees for the visit.
3. NAAC peer team visit schedule was put for discussion and it is decided to provide the dates – May second week Friday, Saturday, May first week Friday, Saturday and April last week Friday, Saturday as dates of preference for institution visit. The stay for the peer team members was too discussed and the names suggested are – Hotel Courtyard, by Marriot Hotel, Saj Nedumbassery and Hotel Taj, Willington Island
4. Dr. K.K Rajan informed the NAAC activities and back up file preparation for the peer team visit to be made in progress.
5. Sri. Somy P Mathew informed that the minor basket list for students was circulated and based on the list of students opting for the minor courses are made available.
6. Dr. K .K Rajan informed that the special days be celebrated in an effective manner ensuring the participation of students and staff members.
7. Dr. K. K Rajan discussed the possibility of having an email directory of students, so that mails from different agencies could be circulated to the target group of students. It was



further suggested to monitor that the students and faculty join the LinkedIn and follow the VJCET page.

8. The status of add on courses offered by each department was put for discussion.
9. Sri. Somy P Mathew informed the result analysis of University examination be submitted to all departments in the same format with one copy to Director, Principal, Vice principal and Academic Performance and monitoring committee coordinator.
10. Dr. Rajan informed the semester third classes and fifth semester classes have commenced from November 15th and 18th respectively. It was mentioned the projector and computer in the respective classrooms are functioning properly.
11. Dr. Rajan informed the first semester classes have commenced from Nov 22nd 2021. The first week for the classes being organised for orientation classes.
12. Dr. K. K Rajan informed all the staff members and students should utilise the facilities available in the library.
13. Dr. Cyriac Joseph informed the first semester classes for MBA has commenced and is progressing well. Methods for improving placement to MBA students was put for discussion.
14. Sri. Mavin informed more than 10 companies have conducted first round test. Almost 300 students have attempted the test. The next round process is awaited.
15. Dr. Cyriac Joseph informed that on 25th November 2021 an International webinar on globalisation and innovation during pandemic had been organised by the Department. The Resource person Dr. Jerry Couirvisanos, Associate Professor, Innovation and Entrepreneurship Federation University, Australia.



16. Smt. Lakshmi M S Institute Innovation council coordinator informed the institute has conducted webinars in the November month 25th, 26th and 27th. Sri. A Nandakumar Former Outstanding Scientist BARC, Sri. Gautham CBC expert Edtech entrepreneurship and Thomas CEO Vatsaa Energy Pvt Ltd were the invited guests. The program was run successfully with a good participation.
17. Rev. Fr. Paul informed a meeting of admission committee be organised soon. It was opined core engineering branches should be highlighted move and for that move skill development activities be introduced in those branches.
18. Dr. Rajan informed the performance evaluation of the students who appeared for first series test be conducted and the progress to be communicated to parents through PTA meeting.
19. Sri Somy P Mathew informed the semester plan for all the semester being ready based on the University academic calendar. Head of Departments should follow it up accordingly.
20. Sri Sunny Jacob requested the Head of Departments to inform the tutors to collect the fee defaulters list from the office and do the necessary to complete the fee collection at the earliest.
21. Dr. Shunmugesh informed that arrangements have been made to ensure discipline in the campus driving working days.
22. Dr. Rajan suggested the newsletter release by every department should be made on time – bond basis.



23. Sri. Mavin informed about the criteria of the first year students for applying to the CSR scholarship. This was put for discussion to study the guidelines and implementation.
24. Dr. K. K Rajan informed the Department budget for the branches be made for decision making. It was also mentioned a meeting will be organised where Manager Msgr. Dr. Pius Malekandathil will address the faculty members department wise.
25. Smt. Brightly Jose informed a webinar is held on How to Utilise the IEEE Journals. Arrangements being made so that 3 students from each class attend the webinar.
26. Dr. Rajan informed necessary arrangements to be made to conduct mentoring for students every week.
27. Dr. Cyriac Joseph informed the PTA meeting for MBA first years be conducted in the month.
28. Sri. Amel Austin informed all the semester time table has been entered in the Automation and the attendance entry is made possible.
29. Dr. Rajan informed based on the result analysis, the Academic Performance and Monitoring Committee would suggest an action plan which would have to be followed. The principal during discussion asked the Head of Departments to inspire the students to attend the qualifying exams like GATE, CAT, MAT etc
30. Dr. Rajan informed the format for self-appraisal for the technical staff would be finalised after the Staff –Diary would be given.
31. Dr. Rajan informed the NSS cell has conducted activities during the Christmas vacation.
32. Dr. Rajan briefed the meeting about the agenda discussed during the KTU organised Principals meet.



33. Sri. Somy P Mathew informed the Alumni chapter is planning to organise meetings. 4 chapter meetings have already been conducted and the office bearers have been selected. Sri. Somy also elaborated the suggestions put forward by each chapter to make the institution a centre of excellence.
34. Sri. Mavin informed the placement statistics. Total offers 240. TCS-80, IBS -30, IBM- 6, Quest – 20, UST – 28, Experion -10, Infosys – 39, Techmahindra – 2, Wipro – 23, Envestnet and Malab- 1. The technical training awareness classes for pre final year students is continuing.
35. Sri. Somy informed that with the cooperation of all the Head of Departments and staff members the Christmas celebration was conducted in a fabulous manner addressing the spirit and enthusiasm of students. The Director and the Principal congratulated the stake holders for the earliest effort they had shown to organise the celebration in an attractive way.
36. Adv. Francis George informed that the pre admission process for the 2022 admission be started this month itself. School visits should be organised. Faculty list for the school visit and the matter for the presentation should be prepared.
37. Dr. Rajan informed that the institution offers German language training up to 132 (A to B2) level for engineers, nurses and students at all categories. The class wise list of students who are interested may be handed over.
38. Smt. Shine George informed all the online classes are held on time. It is informed to ensure that assignments and tutorials are given on time. The tutorial need to be given



in every module. After series examination, listing of student's category wise in terms of their performance in examinations is to be introduced.

39. Smt. Ann Neetha informed all the tests and retests dates for the running semester is planned. It was also suggested to include previous year questions in the series test.
40. Smt. Anju Susan informed in vases where students fail to attend the online or offline classes. They should report to the concerned subject teacher and Tutor. Duty leave is given for recommendation letters issued from authorities and Medical Certificate issued from Medical Practitioners in Health services.
41. Sri. Amel Austin informed the course file and lab files to be made with same format as followed in the previous academic years. It was informed separate files (Faculty Advisor, Group Tutor files, Remedial Class file, Personal File, Placement File) be maintained in the department.
42. Sri. Vinoj informed the necessity of conducting activities in collaboration with MoU signed companies. It was insisted to record the program and submit a small video according to instructions of NISP portal. The future plans and activities for the semester was put into discussion.
43. Smt. Viji informed the duration of 2 hour 15 minute for the university examination during the covid pandemic period are regularised to 3 hours duration. All the covid protocols were followed for the conduct of examination. Separate classrooms are identified for students suffering from fever.
44. Dr. Anoop CK informed regarding the conduct of first Department Advisor Committee and Program Assessment Committee meeting in the institute. It is informed the



update of files at Department level and institution level are in progress. The institution is getting prepared for the NAAC peer team visit. The academic audit shall be conducted by an external academic auditor appointed by the university.

45. Dr. Anoop CK informed the status of NBA accreditation program in valid till June 2022.

It is further informed the accredited programs should keep themselves ready for the next level of accreditation. The compliance report preparation shall be made in progress.

46. Dr. Anishin Raj mentioned the necessity of organising funded Faculty Development programs of KTU and AICTE. The updating of R & D details in the website is mentioned. It was informed the next issue R & D newsletter will be published soon. Faculty members having PhD were informed to apply for guideship by Kerala Technological university.

47. Sri. Baby George informed technical workshops be conducted in the institute for engineering students. It is also mentioned students be motivated to attend and present papers in the conference at national and international level.

48. Dr. Shunmugesh informed selected faculty members be deployed at all entry points in the morning hours and lunch break to monitor the late entry of students.

49. Smt. Smitha Jacob informed the relevance of NPTEL programs and spoken tutorials to be circulated among first year students. The process of updating the course held in NPTEL website and the examination schedule to students and faculty members is in progress for maximum participation.

50. Dr. Cyriac informed the students in the final year should take live projects. It is insisted students should collaborate with industries for internship and project. The findings of




the project may be published in research journals. This will help students to contribute their ideas to society and enhance their skills.



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/-
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. Jose Mammen	Sd/-
19	Dr. Anoop C K	Sd/-
20	Smt. Viji George	Sd/-
21	Smt. Smitha Jacob	Sd/-
22	Smt. Lakshmi M S	Sd/-

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




Dr. Anoop C K

IQAC Coordinator