



NOTICE- 29

Reference: VJcet/IQAC -29

The 29th meeting of the Internal Quality Assurance Cell is scheduled on

Date and time: 14/10/2022,10:00am

Venue: Institution 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. IIC and IEDC.
6. Examination 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 Ethic monitoring.
14. Library Committee.
15. Project monitoring.

All Head of Departments , Stream Heads, IQAC members are requested to attend the meeting .

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




IQAC Coordinator
Dr. Anoop.C.K



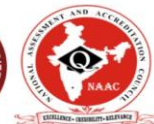
Reg No.29

Date: 14/10/2022

Minutes of 29th meeting held on 14/10/2022

RefNo: VJCET/IQAC-29

1. The 29th meeting of the internal Quality Assurance cell started at 10:00 a.m. 14/10/2022 in the institute conference hall. Director of the institute Rev.Fr.Paul Nedumpurathu presided the meeting. Rev.Fr.Paul congratulated the principle Dr. KK Rajan and team members for initiating the works related to NBA and making the institution ready for visit by NBA on August 26 2022. A group of three members visited the campus for file compliance report submitted by the departments. Rev.Fr.Paul also mentioned the presentation made by the principal Dr. KK Rajan and IQAC coordinator Dr. Anoop C K and Sri Andrews Jose was much effective which they did before NAAC appeal committee on September 1,2022. The institution is waiting for the desired results from NBA and NAAC Authority.
2. Principal Dr.K.K.Rajan supported the words of director and informed the institution is looking forward for the announcement of results from NBA and NAAC Authority.
3. Dr.KK Rajan informed a technical exhibition for higher secondary school students on November 25th and 26th. Sri. Sony P. Mathew assigned to constitute committees for the smooth running of the technical exhibition planned.
4. Dr.K.K.Rajan informed the valuation camp will start functioning soon and cooperation of all faculty members is adjourned for smooth valuation of the papers.
5. Dr.K.K.Rajan informed the consolidated mark list of the first series examination of S3, S5 and S7 should be submitted on time.
6. Dr.K.K.Rajan suggested PTA meetings be organised. Arrangements should be done so that students also attend the PTA meeting. Principal informed the meeting that he will attend the PTA meetings.



7. Vice Principal Sri. Sony P. Mathew informed that the academic schema would be released by November mid-week.
8. Dr. Anoop C.K informed that as per the communication with NAAC office the institution is expecting the appeal queries by November.
9. Dr. Anoop C K informed the student Council election for electing student representatives for office bearing post will be held on November 18th 2022.
10. Administrative officer Sri Sunny made a brief remark on the status of fee collection by the students. The fee collection is made by students as per the dates specified by institution.
11. Dr. K.K. Rajan informed on Anti narcotic program is to be held at the institution as per the guidelines specified by University.
12. Dr. Cyriac Joseph informed an initiative is put to held Cyclathon in the institution as a part of Anti Narcotic program. This will create an awareness to the students and society on the ill effects of narcotics and why people should not get used to drugs and narcotics.
13. Mr. Sujith K.S informed the Hotel management and Catering Technology, the Bachelor's Degree Course has started functioning in the institution.
14. Mr Sujit KS informed the department is conducting Football World Cup prediction contest. An international Webinar would be conducted on November 28 th for the topic latest trends and opportunities in hotel industry. The resource person would be Chef Harold from hotel Hilton, Scotland.
15. Dr. K.K. Rajan informed that reprographic facility of VJCET has started functioning.
16. Sri. Somy P. Mathew Informed every department has taken charge of conducting two commemorative days of national importance. Every month one or two program need to be held in the Institution.
17. Dr. Shine George informed the assignments and tutorials for theory classes to the final



semester students be given early. This will help them to concentrate on project submission in the final stages of classes. The process of conducting series and class test is continued as followed in previous semester.

18. Smt. Ann Neetha Sabu proposed the question paper set for the series test be given blooms taxonomy weightage. This could help the students familiarise various category of questions and enhance the student learning process.

19. Smt. Anju Susan informed regarding the notification of attendance students should give prior message to group tutors regarding the absence. Students should avoid taking leave unnecessarily.

20. Sri. Amel Austin informed an audit will be held to verify the course diary for subjects in the running 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 concerned course coordinator and stream coordinator. It was further suggested to submit attainments for subjects in the previous semester.

21. Sri. Vinoj K informed every department should arrange two programs for IIIC in the current running semester. The programs can be conducted as industrial visit, technical talks and interaction with the industry experts. Each department is asked to review the status of interaction with Industries whom they have signed MoU. It was suggested to maintain regular interaction with industries having MoU.

22. Dr. Shine George briefed the functioning of UNAI Aspire chapter under the umbrella of IIIC.

23. Sri. Vinoj K informed the monitoring of pool of IEDC is functioning smoothly.

24. Dr. Anitta Brigit informed regarding the publishing of papers in R&D new letter. The faculty members having doctoral degree are requested to apply for MODROBS and project



funding from AICTE and R&D organisations.

25. Sri. Mavin informed an improved response for aptitude training is expected from the students. It was informed more companies are planning to recruit more students in even semester. The aptitude training should be made compulsory to all the students.

26. Dr. Shanmugesh a proper discipline is maintained inside the campus. All the events held in the college were conducted/ organised with utmost discipline.

27. Smt. Smitha Jacob made a proposal to identify the area of interest in the students community and arrange guest lecturers for the same.

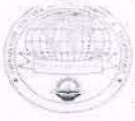
28. Dr. Naveen informed the student feedback is conducted. The reviews put forward from students is put for study.

29. Smt. Brighty Jose informed the functioning of central library.

The meeting finished with the concluding remarks of IQAC coordinator Dr. Anoop C.K.

List of Members were present

Sl No	Name	Signature
1	Rev. Fr. Paul Nedumpurath	Sd/-
2	Dr. KK Rajan	Sd/-
3	Sri Somy P Mathew	Sd/-
4	Dr. Cyriac Joseph Vempala	Sd/-
5	Dr. Sony Kurian	Sd/-
6	Dr. Shine George	Sd/-
7	Sri Amel Austine	Sd/-
8	Dr. Naveen Jacob	Sd/-
9	Smt Smitha Cyriac	Sd/-
10	Smt Anju Susan George	Sd/-



B.Tech Programmes (CE, CSE, ECE, IT & ME) Accredited by NBA

11	Dr. Shunmugesh	Sd/-
12	Sri Biju George	Sd/-
13	Sri Andrews Jose	Sd/-
14	Adv K Francis George	Sd/-
15	Sri Sunny Jacob	Sd/-
16	Sri Baby George	Sd/-
17	Sri Felix Varkey Kunju	Sd/-
18	Dr. Anitta Brigit Mathew	Sd/-
19	Smt. Brighty Jose	Sd/-
20	Sri. Vinoj K	Sd/-
21	Dr. Jose Mamman	Sd/-
22	Smt. Smitha Jacob	Sd/-
23	Dr. Anoop C K	Sd/-
24	Sri.Mavin C	Sd/-

Minutes of meeting held on 14/10/2022 is prepared by



Dr. Anoop CK

IQAC coordinator