



Reg No.30

Date: 09/12/2022

NOTICE -30

Reference: VJCET/IQAC-30

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

Date and Time: 15/12/2022 , 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. 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 Ethics Monitoring
14. Project Monitoring
15. Library Committee.

All Head of Departments , Stream heads are requested to join 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



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Minutes of the Thirtieth Meeting held on 15/12/2022

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1. The Thirtieth meeting of the Internal Quality Assurance Cell started at 01:00 PM on 15/12/2022 in the institute conference hall. Director of the institution Fr. Paul Nedumpurath presided the meeting. Rev Fr. Paul congratulated the Principal Dr K K Rajan and team members for getting the programs of Civil Engineering, Computer Science & Engineering , Electronics and Communication Engineering, Information Technology and Mechanical Engineering accredited by NBA for the three years till 2025. The efforts put by all the staff members Rev Fr. Paul also mentioned , all the queries were answered for the NAAC appeal and submitted to the NAAC portal. Now the institution is waiting for the results from NAAC and expecting a Grade change.
2. Principal Dr. KK Rajan supported the words of director and informed all the staff members have given their efforts for the accomplishment of this achievement
3. The Director and Principal appreciated all for organising the Technical Event for the Higher Secondary school students in an arranged manner. It was told that the same should be conducted for the coming years so that more and more students should be benefitted with the program.
4. Dr. K K Rajan informed that the KTU external audit was conducted on Nov 24,2022. IT was informed that the Auditors had mentioned during the exit meeting tat all other files and other related works are proper.
5. Dr. K K Rajan mentioned all the measured should be taken to complete the portions in stipulated time mentioned by the university. Online special classes also to be in progress.



6. Dr. K K Rajan informed to conduct some program as a part of second phase of “No To Drugs” campaign which is an initiative by Kerala Government.
7. The meeting discussed the request put forwarded by staff members to convert 50% of the remaining vacation days to leave to address the peculiar situation due to covid post ailments. IT was further decided to permit the staff members to avail vacation (minimum number of block leaves in the credit) during te month of December.
8. Sri. Mavin informed students were not permitted to attend the placement drive by M/s Armila Systems at Munnar Engineering college due to very few vacancies.
9. Administrative officer Sri. Sunny briefed the status of the fee collection. The director and the principal asked the HoD’s to communicate with the students whio had not paid the semester tuition fee and should ask them to pay the fees at the earliest.
10. Dr. Anoop CK informed there were 16 questions for which NAAC asked for clarifications. All the suggestions taken from Criterion Heads , Principal and Management authorities.
11. Dr. Cyriac Joseph mentioned both S1 and S3 MBA classes are in progress. During the month of February , the MBA department is planning to conduct an International Conference. In the month of March a job fair for the degree graduated would be organised.
12. Mr. Sujith KS informed the classes for HMCT are in progress and the department is planning to organise a two day workshop.
13. Dr. K K Rajan made a brief description based on the first internal examination of S3, S5 and S7 classes. It was mentioned there is a good improvement in academic performance and that is reflected in the internal examination marks.
14. Sri. Amel Austine informed M/s Meshilogic i not giving support for the automation and therefore faculty are fiding it difficult to generated internal marks and other academic



related application. IT was further mentioned to visit and communicate with the corresponding first year class students.

15. Dr. K K Rajan informed that all departments should be complete the process of taking feedback of faculty from the students during the period proposed by feedback committee. The feedback of technical staff also should be taken.
16. Dr. K K Rajan informed that the Manorama online is organising a digital contest Digital money maker which is hosted in connection with the 5th edition of Kerala's premiere digital summit. Student can submit their digital ideas that improve , invent or innovate utility services.
17. Sri. Mavin informed M/s Vertical eye has agreed to train the first year students from Jan 16th onwards.
18. Dr K K Rajan informed Association inauguration to be started from Jan 2023 It was also suggested that meritorious award to be given to students during the event.
19. Dr. K K Rajan mentioned to prepare the answers for the University question paper of each subject and circulate among students.
20. Dr. Sony Kurian informed the department would be providing add on course "An Introduction to Electrical Engineering practices in industry" for final year EEE students.
21. Dr. Shine George informed all the syllabus for subjects are being convened on time. Every module includes a tutorial that will assist students in undertaking topics and completing tutorials. Students are tracked in the Learning Management platform which will enhance monitoring mechanisms.
22. Smt. Anju Susan informed the Attendance monitoring for students being carried in a fair manner in every class.



23. Sri. Vinoj informed and insisted to record the IIC and IEDC programs and to submit a small video according to the instructions in NISP portal. The future plans and activities for semester was put for discussions.
24. Dr. Anitta Brigit insisted the faculty who are pursuing PhD must publish papers in Good Input Factor SCI/SCIE journals for the purpose of NAAC and NBA. It was advised the faculty members to have an ORCHID ID and map their journals.
25. Smt. Smitha Jacob proposed to include and share NPTEL resources for course delivery since it will be very useful for students.
26. Dr. Jose Mammen informed students of final semester be encouraged to convert their project work into quality technical articles. It was insisted the best and average project should be identified by the project coordinators based on the quality and guidelines of Project work. The project reports need to be audited.
27. Adv. Francis George insisted all the faculty members need to be updated with the National Evaluation Policy. The technical demand put forward by the students to be given priority. The meeting came to an end with the concluding remarks by IQAC coordinator D. 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/-
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 15/12/2022 is prepared by




Dr. Anoop CK

IQAC coordinator