



NOTICE-31

Reference: VJCET/IQAC -31

The 31st meeting of the Internal Quality Assurance Cell is scheduled on

Date and time: 10/03/2023,10:00am

Venue: Institute 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. 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




Dr. Anoop CK
IQAC Coordinator



Reg No.31

Date: 10/03/2023

Minutes of the Thirty First Meeting

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1. The thirty first meeting of the internal Quality Assurance started at 10:00 a.m. 10/03/2023 in the institute Conference Hall. Director of the institute Rev Fr Paul Nedumpurath presided the meeting. The meeting started with a silent prayer for Smt. Ann Neetha Sabu.
2. Director Rev. Fr. Congratulated Dr. K. K Rajan and the team members for the award of A grade from NACC for the appeal submitted. The result was announced on January 10,2023. The institution is awarded A-grade from January 10, 2023 for a period of 5 years with 3.11 on scale. It was mentioned, the Institutions should move forward with the strategy of hard work and proper file management.
3. Principal Dr. K. K. Rajan supported the words of Director and informed all the staff numbers how given that complete efforts for the accomplishment of the achievement for award of A grade.
4. Dr. K. K. Rajan informed the advertisement to be released for faculty requirement in AD, EEE, ME, and S&H.
5. Rev. Fr. Paul mentioned the importance of NACC and NBA accreditation to the institution. It was further informed, the institution should plan for autonomy to upgrade its academic skills and service to the society.
6. Dr. K. K. Rajan informed that the time table for the even semester would be issued before the commencement of every semester classes.
7. Dr. K. K Rajan mentioned students should be nominated from every department for the professional student submit being held by the Kerala state government.



8. Rev. Fr Paul informed procedures needed to be started for secondary school visit as a part of 2023 admission campaign.
9. Dr. K. K. Rajan briefed on the activities of academic performance monitoring committee. Dr Pradeep is made the in charge of APMC committee.
10. Dr. K. K. Rajan informed meetings need to be conducted with low performance of each class. Students need to be categorised to various zone for a proper follow up and making them pass in the university examinations by giving extra care.
11. Sri. Somy P Mathew informed the NSS unit of Institution coordinated the Republic Day celebrations.
12. Dr. Cyriac Joseph informed 3-day soft skill training is being held in the MBA department. An initiative is also made for conduct of a two-day leadership boot camp for the final year degree students of various colleges in the campus.
13. Dr. K. K. Rajan informed Add-on courses may be started in computer science engineering department where basics of software engineering can be imparted.
14. Dr. Anitta Brigit informed the technology and future journal may be released soon for January to June edition. This time the editonal support was provided by Smt. Neena M Joseph, civil engineering department.
15. Dr. K. K. Rajan informed the permission to semester 8 students for internship may be given strictly based on regulations specified by University.
16. Dr. K. K. Rajan formed to intimate the PhD Scholars to submit the progress report of their work completed at the earliest.
17. Administrative officer Sri. Sunny briefed the status of fee collection from the students.



18. Sri. Somy P Mathew informed as a part of admission campaign every staff member will be allotted a Higher Secondary School in His or her vicinity where they have to go and made the principle and make decisions with students there.
19. Dr. K. K. Rajan informed remedial measures to improve the academic performance of students especially for comprehensive examinations.
20. Dr. K. K. Rajan informed that Dr. B. Babu Head of Device department and Rig Services Division, Indira Gandhi Centre for Atomic Research Development Kalpakkam agreed to deliver a talk on career opportunities in the Department of Atomic Energy.
21. Smt. Smita Jacob circulated the list of students who had done NPTEL courses. It was further suggested to nominate 10% of students for NPTEL scholarship.
22. Sri. Somy P Mathew informed that the semester for students have requested for the extension of date for PTC fee payment. The meeting decided to extend the dates.
23. Dr. K. K. Rajan informed the late coming habit of students to the classes. The meeting decided to impose fine for all the latecomers. Fine amount collected would be transferred to the charity fund.
24. Dr. K. K. Rajan informed the university looking forward to propose KTU regulations. This need to be circulated to the students and faculty for their feedback.
25. Dr. K. K. Rajan informed that all the leave request of staff members should be signed by the HOD and that should be verified by administrative officer before submitting to principal for approval.
26. Sri. Somy P Mathew informed that many students are not showing seriousness for keeping the hall ticket till the end of semester examination. To avoid this situation a fine would be imposed on each application for issuing duplicate hall ticket.



27. Dr. Shine George informed innovative cause delivery methods to be devised act implemented to improve student learning process. Printed course Diaries were made available for every course. All the activities are scheduled ahead and the tentative dates are included in the academic calendar.
28. Smt Anju Susan informed regarding the verification of attendance report on weekly basis. The details regarding long absenteeism in a month need to be studied and kept for notice to the parents and head of the department.
29. Sri Amel Austin informed regarding the preparation of course information sheet of newly introduced courses. It was suggested a separate file for lecture notes be maintained for each course.
30. Sri. Vinoj K informed regarding IIC and IED orientation programs for final year B.Tech students to be organised department wise.
31. Dr. Anitta Brigit insisted the necessity of organising fund FTP`s of KTU and AICTE.
32. Sri. Mavin proposed to innovate all students to attend training programs conducted by the institution as a part of training and placement.
33. Dr. Shanmugesh informed students who commit act of indiscipline and obtained punishment should not be eligible for good conduct certificate.
34. Smt. Brighty informed the new membership cards are issued to 1st year students. Renewal process for printed and e journals for the year was mentioned.
35. Dr. Naveen 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 generosity.
36. Sri. Baby George insisted students should be given hands on training for updated skills and programs. Students need to undertake industry oriented internship.



37. Adv. Francis George mentioned students be motivated to attend and present purpose in the conference at national and international level.

38. Dr. Jose Mamman insisted the students in the final year should take live running projects. This will help students to contribute ideas to society and enhance their skills.

The meeting come to an end with the concluding remarks by IQAC coordinator Dr. Anoop

C. K.

List of Members were present


SI 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/-



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

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 Date: 10/03/2023 is prepared by


Dr. Anoop CK

IQAC coordinator



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