



1.3 Curriculum Enrichment

1.3.2. Average percentage of courses that include experiential learning through project work/field work/internship during last five years -Minutes of Meeting

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विश्वविद्यालय अनुदान आयोग
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संयुक्ता सचिव

Dr. K. Samrajyalakshmi
Joint Secretary

No.F.Swachhta/UGC-SWRD/1-139/2019

29th August, 2019

Sub: Assessment of Swachhta Campus Programme of HEI's-reg

Sir,

The UGC has taken the initiative of assessing the Universities/Colleges and Rank them accordingly under **Swachhta Campus Programme** for the year 2019. We are glad to intimate that you are nominated as a chairperson/expert member of committee to visit the following institutions for Assessment.

1. Amrutha Viswavidayapeetam, Coimbatore
2. Dr. N G P Arts and Science College, Kalappatti, Coimbatore

SNo.	Name & Address	Position	Contact Details
1.	DR. Zakkariya K.A. Professor, School of Management Studies Cochin University of Science and Technology Cochin University PO Kerala-682022	Chairperson/Co ordinator	8547017826 zakkariya@gmail.com
2.	DR. Geo Baby Associate Professor Viswajyothi School of Managem ent Studies Vazhakulam PO, Muvattupuzha Ernakulam, Kerala-686670	Member	9847922281
3.	Dr. Shilpa Tejavath MD Asst. Professor Dept. of Pharmacology NRI Institute of Medical Sciences Sangivalasa, Viskhapatnam	Member	Email: drshilpathejavath@gmail.com Ph: 7702550715

The visit is scheduled for 03.09.2019 (Tuesday). The committee members are requested to intimate your itinerary to the Nodal Officer of Swachhata Initiative of the institution / representative of the institution to make necessary travel arrangements. The contact details of the institution is given below.

Name of the Nodal Officer/Head of the Institute (Amrita Viswavidyapeetam)	Contact details
S Sivesh Kumar	Ph: 9443384485 Email: s_sivesh@cb.amrita.edu
Dr. P Venkat Rangan	Ph: 4222685000 Email: vcoffice@amrita.edu

Name of the Nodal Officer/Head of the Institute (Dr. N.G.P Arts and Science)	Contact details
Dr.O.T.BUVANESWARAN	Ph: 9894021564 Email: drotbkmch@gmail.com
Dr.V.RAJENDRAN	Ph: 9626312233 Email: drveerajendran@gmail.com

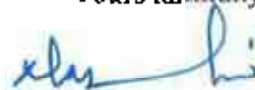
The Committee will carry out the inspection through the administrative officials of the institution available and will not insist to meet the head of institutions. Compliments /gifts will not be accepted from the institution being inspected. A copy of proforma for Assessment, TA/DA form and indicative schedule are enclosed for your kind reference.

The Chairperson/Coordinator of the visiting committee is requested to submit the duly filled in assessment form to the UGC-SWRO, Bengaluru confidentially before 4.9.19 evening.

You may contact the undersigned for any clarifications.

Thanking you once again

Yours faithfully



(Dr.K.Samrajyalakshmi)

Joint Secretary & Region Head

Encl:

1. An indicative draft schedule of the visit
2. General Instructions and Code of Conduct
3. OM on TA/DA, honorarium Rules
4. Proforma of Assessment (2 pages) *
5. Undertaking by the institution*
6. Undertaking by the Committee*
7. TA/DA form #

* Items 4, 5 and 6 to be submitted by the Committee to UGC Bangalore before 4.09.2019 evening via ugc.swro.bangalore@gmail.com and later via post.

Item 7 to be submitted by the institution to UGC, SWRO, Bengaluru for reimbursement of admissible expenditure.

Copy to:

DR. Zakkariya K.A.

Professor, School of Management Studies
Cochin University of Science and Technology
Cochin University PO
Kerala-682 022

DR. Geo Baby

Associate Professor
Viswajyothi School of Management Studies
Vazhakulam PO, Muvattupuzha
Ernakulam, Kerala-686670

Dr. Shilpa Tejavath MD

Asst. Professor
Dept. of Pharmacology
NRI Institute of Medical Sciences
Sangliwasa, Viskhrapatnam

**APJ Abdul Kalam Technological University
Thiruvananthapuram**

Abstract

APJAKTU - Admn - Various Boards of Studies of the University - Constituted - Orders issued.

ADMINISTRATION

U.O.No. 71/2021/KTU

Thiruvananthapuram, Dated: 16.01.2021

*Read:-*1. Agenda item No. S-017-021 of the 17th Syndicate meeting held on 31.12.2020.

ORDER

The first statutes of the University mandate that the University should constitute the Board of Studies for each program/combination of different programs at the graduate level, post-graduate level, and research level independently or in groups. The maximum number in any board should not exceed 18 and should comprise members having more than 10 years of experience in teaching/ research/industry or combined. The University proposes 9 Boards for the UG programs, eight for the PG programs and one for the research program.

The tenth Academic Council recommended the structure of the various Boards of Studies to be constituted as per First Statutes. Hon'ble Vice Chancellor has recommended the list of members to be included in various boards as suggested by the Academic Council and the matter was placed before the Syndicate for approval.

The seventeenth meeting of the Syndicate which held its meeting on 31.12.2020 vide agenda item No. S-017-021 resolved to approve the constitution of various Boards of Studies of the University with members as listed in the **Annexure**.

Sanction has, therefore been accorded by the Vice Chancellor for the constitution of various Boards of Studies of the University with members as listed in the **Annexure**.

Orders are issued accordingly

Sd/-

Dr. Baiju B *
REGISTRAR (IN CHARGE)

Copy to:-

1. The persons concerned.
2. PS to VC/Regr/Dean(Acd)/Dean(Research)/CoE/FO.
3. The Academic Section.

Forwarded / By Order



Section Officer

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



11) Management

Government Engineering Colleges	Government Aided Engineering Colleges	Government Controlled Self-financing Engg. Colleges	Industry, Reputed Institute, Basic Science (Govt./aided)	Private Self-financing Engineering Colleges
<p>Dr. Binoosh S. A. (Convenor) Associate Professor in Mechanical College of Engineering Thiruvananthapuram - 695 016 binoosh@cet.ac.in, sabinoosh@yahoo.co.in 8547090801</p> <p>Prof. Jibi K. K. Assistant Professor in Mechanical Government Engineering College Ramavarmapuram Thrissur-680 009 jibikrishnan@gmail.com 9447734381</p> <p>Dr. Sreejith B. Associate Professor in Mechanical Government Engineering College West Hill P. O. Kozhikode - 673005 ssmaniyur@gmail.com 9447542975</p> <p>Dr Regikumar V. Professor in Mechanical College of Engineering Thiruvananthapuram - 695 016 regikumar@cet.ac.in 9446403492</p> <p>Dr. Sajan M. P. Associate Professor in Mech Government Engineering College Ramavarmapuram Thrissur-680 009 sajanmp@gectcr.ac.in 1530</p>	<p>Dr. Brijesh Paul (Chairman) Professor Mechanical Engineering M. A. College of Engineering Kothamangalam brijesh@mace.ac.in 9495792515</p> <p>Dr. Muhammed Zakeer Associate Professor Mechanical Engineering TKM College of Engineering, Kollam mzakkeer@yahoo.com 9446952662</p> <p>Prof. Soni Kuriakose Associate Professor Mechanical Engineering M. A. College of Engineering Kothamangalam sonikuriakose@gmail.com 9447232399</p>	<p>Dr. Shouri P. V. Associate Professor in Mechanical Engineering, Model Engineering College, Thrikkakara. pvshouri@mec.ac.in 9446290293</p> <p>Dr. S. Anoop Kumar Associate Professor Sree Chitra Thirunal College of Engineering, Thiruvananthapuram anoopks@sctce.ac.in 9447553730</p>	<p>Reputed Institute Dr. Santhosh P. Thampi Reader, School of Management and Business Studies Mahatma Gandhi University Priyadarshini Hills, Kottayam 94471 01530 drspthampi@rediffmail.com drspthampi@gmail.com</p> <p>Industry Dr. K. A. Retheesh Managing Director, INKEL Limited Ajiyal Complex, Kakkanad Kochi - 682030 ratish.ka@gmail.com inkelmd@inkel.in 09447020030</p> <p>Basic Science Dr. Sheeba M. B. Associate Professor Government Engineering College Ramavarmapuram Thrissur-680 009 sheebaferoze@gmail.com 9497773450</p>	<p>Dr. V. A. Sonny Professor and Head (MBA) MES College of Engineering Kuttippuram, Malappuram. 9895663294. vasonny@yahoo.co.in</p> <p>Dr. Geo Baby Professor and Head (MBA) Viswajyothi College of Engineering and Technology, Muvattupuzha, Ernakulam. 9847922281 geo@vjcet.org</p> <p>Dr. Rajesh S. Pyngavil Professor and Head (MBA) Rajadhani Institute of Engineering and Technology, Attingal, Trivandrum. 9891739426,7510977773. rajeshspyngavil@gmail.com</p>



Viswalyothi College of Engineering & Technology, Vazhakulam

Minutes of the HOD Meeting held on Tuesday, July 19th 2017

Item No. 1 Tech Fest & Onam Celebration

It was unanimously decided in the meeting to conduct Technical festival BODHI'17 on August 25th & 26th 2017. All events of last year except auto show are permitted. Events using dark room are not permitted. Fun programs can be included as gap fillers. A school level Project exhibition and quiz competition should be conducted. Sponsorship can be allowed for these events. Onam celebration is planned to be conducted on 31st Aug 2017.

Item No. 2 – Retreat for 1st year students

The Principal informed that a two day retreat will be conducted on 21st & 22nd August 2017 for the first year students.

Item No. 3 – MG University 3rd Sem MBA result

Principal informed all members about the MG University 3rd semester MBA result. 43 students passed out of 57, with a pass percentage of 74.14%. The college secured 12th rank.

Item No. 4 – 1st year Teacher's meeting

Principal informed members about the 1st year teacher's meeting which is scheduled on 20th July 2017 at 12.50 pm. Venue of the meeting CAD lab. Due to the non availability of information about AICTE orientation program, it is decided to start regular classes from 24th July 2017.

Item No. 5 – Sankethikotsav

Prof. George Kuriakose was asked to make necessary arrangements and to accompany students for the event.

Item No. 6 – Observation book for KTU students

It was unanimously decided in the meeting that observation book for KTU students must contain college vision & mission. Adequate spaces should be provided to affix vision & mission of each department. The meeting decided to appoint Mrs. Shine George (HOD CE) to monitor this.

Item No. 7 – Design Project workshop

The Principal informed that the names of faculty members attending Design Project workshop should be given in writing by Head of departments.

Item No. 8 – KTU password resetting

The Principal informed that in future for resetting password of the KTU web portal for students, the students must make the request through tutor, HOD, Vice-Principal & Principal.

Item No. 9 – KTU Audit

The Principal informed that in order to prepare for KTU external audit, HOD's must randomly check course files.

Item No. 10 – KTU supplementary examination valuation camp

The Principal informed that the KTU valuation camp of supplementary exam will commence on 24th August 2017. Faculty members are advised to complete the valuation within one day after receiving the paper bundle.

Item No. 11 – First year student's data

It was unanimously decided in the meeting to give charge to Mr. Anilkumar R (KTU in charge) to prepare a format containing all data required for KTU registration which should be handed over to all KTU tutors.

Item No. 12 – Condolences on the sad demise of Fr. Joseph Kannathukuzhy

The meeting expressed its sincere condolences on the sad demise of Fr. Joseph Kannathukuzhy who served this institution as men's hostel warden.

Approved by:

VICE PRINCIPAL


PRINCIPAL

Viswajyothi College of Engineering and Technology, Vazhakulam

Minutes of the HOD Meeting held on Friday, August 4th 2017

Item 1 - Discussion on BODHI'17

The meeting was called mainly to discuss and finalize the events of BODHI'17. All events were explained in detail by the student council advisor Dr. Sony Kurian. After discussion it was decided that college radio, fours football, fun box and robotics expo will be conducted by the student council as general events. Technical quiz will be conducted by the Department of ECE. The Department of ECE will also conduct mini project exhibition and hobby circuit exhibition. Department of Mechanical Engineering agreed to conduct spot photography, photography exhibition and minute to win it. Computer gaming will be conducted by Computer Science Engineering Department and Treasure Hunt will be conducted by Department of Information Technology. Airborne will be conducted by EEE Department and Constructo will be conducted by the Department of Civil Engineering.

It was also decided that all departments should conduct technical talk by an expert and a paper presentation session should also be included.

Item 2 - MBA participation in BODHI'17

The MBA HOD Mr. Geo Baby said that the MBA students will be having internal tests on 25th and 26th of August 17. He said that he will discuss about alternate internal exam dates with the MBA faculty and inform the Principal.

Item 3 - Registration fees

The meeting unanimously decided that all departments should collect registration fees in a uniform manner and after discussion it was decided to collect registration fees ranging from Rs.100/- to a maximum of Rs.500/-

Item 4 - Involving school students

The admission committee members were called to the meeting to discuss whether to conduct technical quiz and technical exhibition for school students, so that the +2 students will get an exposure to engineering stream. After discussion, Mr. Aneesh Kurian (Admission committee coordinator) announced that the members of admission committee will discuss the matter and will report their decision to the Principal by today evening (4-8-17) evening.

Item 5 - Food Fest

The meeting unanimously decided not to provide any other food counter other than College canteen. It was also decided to allow the canteen contractor to have another counter in the campus on 25th and 26th of August 2017, if interested.

Item 6 - Yuva Master Mind

The Principal informed all the HODs that he had sent a mail regarding Yuva Master Mind to all HODs. He asked the HODs to go through it and inform the students about the event.

Item 7 - Regarding attendance entry in automation

The Principal asked the HODs to inform the faculty members to enter the attendance of students daily after their allotted hour. Mr. Babu T Chacko Asst. Prof. of EEE Dept informed the Principal that sometimes even if the attendance was entered in the automation it is shown as unmarked. The Principal said that the matter will be looked into.

Item 8 - S7 class test marks consolidation

The Principal asked all the HODs to give the consolidated class test mark list of S7 students on or before August 16th 2017.

Item 9 - Supporting staff for monitoring the first hour attendance entry

The Vice principal informed that there is a request from Mr. Basil Baby (Automation in charge) to monitor the first hour attendance entry of students by the faculty members. After discussion it was decided to provide a lab staff from each department and the Principal asked HODs to give the names of lab staff in the next meeting.

Vice-Principal

Approved by:


Principal

Viswajyothi College of Engineering and Technology, Vazhakulam

Minutes of the HOD Meeting held on Thursday, August 10th 2017

Item No.1 - Discussion on KTU Course diary

The KTU coordinator R. Anilkumar informed the meeting that in the KTU course diary, all the staff members have to enter the commencement of S1, S3 and S5 classes as 1st August 2017. The attendance that was taken for the month of July has to be kept separately and it can be shown as the proof for bridge course.

Item No.2 - Discussion on KTU pass mark scheme

The EEE Dept. HOD Prof. Paul Antony came up with a proposal on the KTU exam pass mark. He proposed that the criteria for pass mark should be as in MG University, Kerala University or Calicut University. That would mean, a minimum of 40 marks for the external exam (compulsory) and a total of minimum 75 marks (external + internal) out of 150 marks (50 marks internal + 100 marks external). Out of the 50 marks internal, 10 marks should be for attendance and 10 marks for assignment. The meeting unanimously agreed to discuss the matter with the management.

Item No.3 - Discussion on KTU valuation camp

Mr. R. Anilkumar informed the meeting that the answer scripts for revaluation have already reached the camp. More than 1000 answer scripts are to be valued and the camp schedule will be displayed in the KTU website. He also informed that the University is planning to publish the result of S1 supplementary examination on August 18th 2017 and that of S3 on August 21st 2017. The KTU coordinator also requested the cooperation of all tutors for the KTU registration of students.

Item No.4 - Discussion on Aptitude training for S7 students

After discussion with the placement officer Mr. Maxin C, it was unanimously decided to conduct an Aptitude training program on 7th, 8th and 9th of September 2017 for the S7 students. The Principal asked all the HODs and tutors to make sure that all the students who had registered for the program, attend the aptitude training classes on the above mentioned days. The meeting also decided to conduct a PTA meeting immediately after August 16th 2017. The placement officer asked all the HODs to inform the parents about the training program that is to be conducted on 7th, 8th and 9th of September 2017.

Item No.5 - Regarding Tech Fest BODH'17

The Principal announced that the admission committee is not conducting any programs for the +2 students because higher secondary term examination is scheduled during last week of August 2017. The Principal asked student council advisor to check whether it is possible to bring CBSE higher secondary

students for BODHI'17. The Principal also asked the student council advisor to see whether it is possible to arrange project exhibition of all departments in the same venue, so that it will be easier for the viewers to see the exhibition.

The meeting unanimously decided to give 2 day duty leave for both department wise student coordinator and event coordinator and 1.5 day duty leave for the students in the organizing committee. It was also decided to allow only 10% (of total strength of a class) students from a class per day for organizing BODHI'17.

The student council advisor Mr. Sony Kurian informed that sponsorship is allowed only for fun box. He also stated that the invitation committee will be formed by the student council and requested that no department wise student committee should be formed.

The student council advisor Mr. Sony Kurian asked the MBA department Asst. HOD Dr. Anu George to submit the MBA Dept. events list by tomorrow (11-8-2017).

Item No.6 - Regarding 2017 pass out students' S8 result

The Principal congratulated all the HODs and staff members for the outstanding results secured for 2017 pass out students' S8 result.

The Principal asked all the HODs to check the mail regarding start up proposals and to inform him about good proposals.



Item No.7 - Orientation class for Design Project

The Principal informed the meeting that an orientation program for the subject Design Project (S5 KTU) will be conducted in SCMS Campus, Prathap Nagar, Kalamassery on August 21st 2017.

Item No.8 - Hackon winners

The Principal announced that the 2nd and 3rd position winners for Hackon (program conducted by CSE Dept. and CSI chapter on 4th and 5th of August 2017) are EEE department S1 students and S7 students respectively. The meeting congratulated both the HOD of EEE department and also the students who secured the prizes.

Approved by:


Vice-Principal

Principal

Viswajyothi College of Engineering and Technology, Vazhakulam

Minutes of the HOD Meeting held on Wednesday, August 16th 2017

Item No.1 – Library Advisory committee meeting

The Principal informed that there will be a meeting of the library advisory committee on 17-08-2017 at 2 pm in the conference hall.

Item No.2 – NBA accreditation process related

The NBA Committee Chairman Dr. Pramod Kumar M informed the meeting that the SAR of the academic year 2016-17 should be prepared by 23-08-2017. He also informed that the proposal that was put up by the NBA committee last week will not work out, as it will affect academics and certain other matters. He said that work in connection with NBA accreditation will have to go on. He informed that the office administration work has to be started and he will get a report from the office administrator on 18-08-2017 about the present situation of the office work.

In reply to the NBA Committee Chairman Dr. Pramod Kumar M, the HOD of Electronics and Communication Engineering Prof. Jose P. Varghese said that the department will analyze the situation within 2 days. He said that the files can only be prepared by the Criteria people themselves and anybody else will not be suitable for that. He said that the department will try to complete the work within 20 days by taking the help of the laboratory staff also.

The HOD of Mechanical Engineering, Mr. Vinoj K also supported Prof. Jose P. Varghese and informed that they will work during vacation time to complete the accreditation related work.

The HOD of Civil Engineering department, Mrs. Shine George said that they will be completing their work as per the discussion in the last HOD meeting.

The Computer Science and Engineering department head Dr. K N Ramachandran said that they have **backup data and therefore there will not be much problem for the department.**

Item No.3 – Related to KTU data entry

The KTU Coordinator Mr. R Anilkumar informed the meeting that by 11.00am on 15-08-2017, the KTU had changed the registration format for first year students. Now for registering a student, the scanned copy of +2 and +1 marks card as well as the entrance score card would have to be attached. And the college would have to complete the work on 18-08-2017 itself.

Item No.4 – Value added program for S1 and S3 Students

The Principal informed that there will a value development program most probably on 21st and 22nd August 2017 for the S1 and S3 students.

Item No.5 – Onam Celebration dress code

There was a discussion on the dress code for Onam celebration and the meeting unanimously decided not to permit any kind of printed dress (letters or words) and also colored dhotis. The meeting asked Mrs. Shine George HOD CE Department, Mrs. Anju Susan George HOD IT Department and Mrs. Ann Neetha Sabu HOD S & H Department to decide whether to give permission to girl students to wear dhavani. It was agreed that they would inform the Principal about their decision after discussion.

Item No.6 – Regarding Student council election

After discussion the Principal announced that the college will give the notification for election on 14th September 2017 and will conduct election on 28th September 2017.

Item No.7 – VOICE 2017

The CSE HOD Dr. K N Ramachandran informed that the inauguration of the CSE association VOICE will be held on 16/8/2017 (today) afternoon and he once again invited all the members for the function.

Item No.8 – KARSHAKADINAM by Avoly Panchayath

The Principal informed that Karshakadinam conducted by Avoly Panchayath will be on 17th August 2017 and the college will be participating in it by conducting project exhibition and cultural programs of our students.

Item No.9 – Technical support for Avoly Panchayath

The Civil engineering Department HOD Mrs. Shine George informed that the Panchayath secretary of Avoly Panchayath had asked for some technical support for finding out homes which are not suitable for living. As per the Secretary the team will have to do a survey in 3 wards of the Panchayath. The HOD Mrs. Shine George said that she had asked the Secretary to come to the college to give a briefing about the matter.

Approved by:


Vice-Principal


Principal

Viswajyothi College of Engineering and Technology, Vazhakulam

Minutes of the HOD Meeting held on Wednesday, September 13th 2017

Item No.1 -MG University S6 Results

The Principal announced the results of the sixth semester MG University Examination. The college attained a pass percentage of 79.17 and has secured 6th position in the University. The Principal congratulated all the HODs and staff members for this good result.

Item No.2 -M.Tech project hour related

The Principal asked the HODs to make sure that during the Project hour for M.Tech, the students are engaged by the respective guides, or if the guide is not free then students should utilize the Library facilities.

Item No.3-Series exam for S7 students and class test for S1, S3 and S5 students.

The Principal reminded all the members that the series exam for S7 students will start on 16th September and the class test for the lower semesters will start on 15th September onwards. He asked all the HODs to visit the examination halls of the respective departments during the exam hours.

Item No.4- Infosys campus recruitment

The Principal informed that the campus recruitment for final year students by Infosys will be on 9th and 10th of October 2017. To groom the students for appearing for the recruitment drive, there will be an Aptitude Training class for the students of final years on 27th and 28th September 2017. The meeting unanimously decided to allow only students with no outstanding backlog papers to attend the placement drive by Infosys.

Item No.5 - Goal setting Class by Mr. Geo Baby, MBA HOD

The Principal asked the MBA HOD Mr. Geo Baby whether he could handle a class on Goal Setting for S3 students of ME, ECE and IT Department on 22nd September 2017. In reply Mr. Geo Baby agreed to handle the class, and the venue was fixed as the Main Auditorium.

Item No.6 - NBA related

The Principal asked all the HODs to make sure that the work related to NBA would be completed before 15th November 2017. He asked the HODs to request the staff to work extra hours, rather than utilize normal working hours, to finish the NBA work, and also informed that the staff should have worked for a minimum of 2 extra hours to claim conveyance allowance.

Vice-Principal

Approved by:


Principal

Viswalyoith College of Engineering and Technology, Vazhakulam

Minutes of the HOD Meeting held on Wednesday, October 4th 2017

Item No.1 – Library Budget Proposal for 2017-18

The librarian, Ms. Brighty Jose, requested the HODs to submit the budget proposal for the academic year 16-17. In reply the HODs asked the librarian to circulate a common format so that all departments can make the submission in a uniform manner. Regarding the extended library hour the Principal said that, an arrangement will be made so that the students residing in the hostel can utilize library facilities during the extended library hour.

Item No.2 – Regarding server

It was informed by CSE HOD Dr.K N Ramachandran Nair that our server is upgraded from RAID 5 to RAID 6 for ensuring safety for our data. He also informed that extra backup facility is also added to the server. He also requested other HODs to inform the staff to utilize the Google drive for saving their personal data.

Item No.3– 7-10-2017 Saturday working day

The Principal informed that 7-10-2017 Saturday will be a working day with Thursday's order.

Item No.4– Regarding MG University exams

The Principal informed the meeting, that as per the notification from the M.G University the 7th semester exams will begin from 3rd November 2017 onwards. It was decided in the meeting that the last working day for 7th semester students will be 24th October 2017. The department will have to arrange special time table for 23rd and 24th October 2017 and attendance till 24th will be considered. The internal marks for the 7th semester students should be published in the notice board on 30th October 2017 and it should be submitted to the Principal on 2nd November 2017.

Item No.5 – KTU second internal test

After discussion the meeting decided to conduct the KTU second internal test as a 1 hour test and to start the same from 16th October 2017 onwards during the first hour.

Item No.6 – KTU Auditing

The Principal informed that KTU external auditing is scheduled to be held on 7th October 2017.

Item No.7 –Regarding Special classes on Sunday

The ECE HOD Prof. Jose P Varghese informed the Principal that there is a request from the staff, whether they can take special class on Sundays. The Principal replied that he will discuss the matter with the management and will inform the HODs.

Item No.8 –ECE Project lab and Association Inauguration

The ECE HOD Prof. Jose P Varghese invited all the HODs to the blessing ceremony of the department's Project lab (5-10-2017 at 10 am, D block) and to the association inauguration (5-10-2017 at 1.30 pm, Main auditorium).

Approved by:


Vice-Principal


Principal

Viswajyothi College of Engineering and Technology, Vazhakulam

Minutes of the HOD Meeting held on Wednesday, October 25th 2017

Item No.1 –Placement Training cell

The Placement officer Mr. Mavin C welcomed the delegates of LIVEWIRE to the meeting. The officials of LIVEWIRE explained about their various systematic skill development programs. They circulated a proposal of their programs and about the fee structure. After discussion the meeting decided that each Head of the Department should have a separate meeting with the officials of LIVEWIRE and finalize the program. LIVEWIRE also said that they would like to select one student from each class as ambassadors of LIVEWIRE after a selection procedure. During the discussion LIVEWIRE informed that they will provide internship for the students. In reply the HODs asked the officials of LIVEWIRE to provide internship in industries where they are having tie up and to provide the certificate for internship from that industry. LIVEWIRE replied that they will inquire about the matter with their higher ups and inform the HODs. The Principal asked LIVEWIRE for the list of students who got placement after finishing their courses.

The Placement officer Mr. Mavin C also informed the meeting that, during the first week of November 2017, "Sutherland" will be coming for recruitment drive.

Item No.2 –MG University examination

The Principal informed the meeting that the MG university exams are expected to be postponed. The Principal also informed that the news is not yet official. Since the exams are most likely going to be postponed, the meeting unanimously decided to extend the regular class for S7 till 3rd November 2017. The meeting also decided to consider the attendance till 3rd November 2017 for internal mark generation as well as to publish the internal mark for S7 on or before November 3rd. The final internal report is to be submitted to the office on 9/11/2017.

Item No.3–KTU lab internal exam

The Principal informed the meeting that there should be two examiners while conducting the internal lab exams for KTU. One of them should be the faculty who had conducted the lab and another one should be a faculty member who had not conducted the lab.

Item No.4–Faculty meeting on 27-10-2017

The Principal informed that there will be a meeting for the teaching staff on 27/10/2017 during the mentoring hour in the mini auditorium.

Item No.5-PTA meeting for students with Insufficient credits

After discussion, the meeting decided to conduct a PTA meeting of those whose wards had insufficient credits for promotion to S4 and S6. It was decided to conduct the meeting on 31-10-2017 at 1.30 pm in the PTC seminar hall.

Item No.6-Helping fund to Mrs. Valsa Mathew

It was informed by the Vice Principal Mr.Somy P Mathew about the accident that happened to the husband of Mrs. Valsa Mathew (Class IV). After discussion the meeting decided to collect a fund from the staff such that the amount could be handed over in November.

Approved by:

Vice-Principal

Principal

Viswajyothi College of Engineering and Technology, Vazhakulam

Minutes of the HOD Meeting held on Wednesday, March 21st 2018

Item No.1 –NBA related

The Principal congratulated and appreciated the efforts of all the members for the cooperation and team spirit shown during the NBA inspection on 16th, 17th, and 18th of March 2018.

Item No.2 –IEDC

The IEDC in charge Dr. K. K. Rajan informed the meeting that 112 students from VICET had applied for Idea Day presentation of Kerala start up mission and the program is hosted by Rajagiri School of Engineering and Technology on 24-3-2018.

Item No.3–Drishya & Drona 18

After discussion the meeting decided to conduct the arts festival “Drishya” and sports festival “Drona” of the college on 5th, 6th and 7th of April 2018. The student council advisor Dr. Sony Kurian informed the meeting that the game events will start on 21-3-2018 and the off stage events will start on 22-3-2018. Dr. Sony also informed that Mr. Shabarish (violinist) will be the Chief Guest for the arts festival inauguration. The Principal announced that the college day will be celebrated on 12th April 2018.

Item No.4–Saturday 24-03-2018

The Principal announced the meeting that 24-3-2018 Saturday will be a working day with Monday’s time table.

Item No.5–Class test

After discussion the meeting decided to conduct the third class test for KTU students as make up test. The Principal asked all HODs to make sure that all the tests to be completed before 9th April 2018. The Principal informed that the consolidated mark list of class test II should be submitted on or before 26-3-2018.

Item No.6–idea to Project I2P

The NSS Program Officer Mr. Sharone Varghese informed the meeting that on 28th April 2018 the college NSS unit along with Avoly Grama Panchayath is organizing a program Idea to Project I2P where the higher secondary school students as well as the college students can present papers related to Agriculture & Food processing, Water Management, Waste Management and also on Renewable Energy. The best presentation will be encouraged with cash award. Mr. Sharone Varghese also informed that the NSS unit along with IMA Thodupuzha is organizing a blood donation camp on 22-3-2018.

Approved by:

Vice-Principal
Principal

Viswajyothi College of Engineering and Technology, Vazhakulam

Minutes of the HOD Meeting held on Thursday, February 28th 2019

Item No.1 –TECH & ARTS Fest

The students' council advisor Mr. Tijo Jose Asst. Prof. ME Dept. briefed the meeting about the programs of TECH and ARTS fest which are planned to be conducted from March 20th to March 23rd. After his presentation, the meeting discussed the proposed budget and finalized the events along with the approximate budget.

Item No.2 – Comprehensive Viva

The KTU in charge Mr. Anilkumar R. Asst. Prof., intimated the meeting that a circular regarding the conduct of Comprehensive viva had been received from KTU. He also mentioned that no separate minimum for internal is required for comprehensive viva.

Item No.3 –Project marks split up

The Principal announced at the meeting that there would be a meeting tomorrow (1-3-2019) at 11.45 am to discuss about the marks split up for the final semester project. All the HODs, KTU coordinators and final year tutors would have to attend the meeting.

Item No.4–Last hour suspended

The Principal informed that today (28-2-2019) AN session would have only 2 periods, each of 45 minutes duration.

Item No.5 –Kaliyar School

The Principal informed the meeting that on 5th March, students from Kaliyar School will be coming to our college for visiting our labs. The Principal also mentioned that all HODs should make sure that the corresponding lab staffs are ready to explain the lab facilities to the students. Mr. Shajan P J Technical officer of ME Dept. will be the in-charge to oversee the arrangements.

Item No.6 –CCC

The Principal announced that during next week some online examinations are scheduled in CCC and so the CCC would not be available for academic activities.

Item No.7 –6-3-19

The Principal informed the meeting that special classes could be arranged on 6-3-19 AN session as there will be no regular class during AN session on 6-3-2019.

Item No.8 – Dress code and celebrations

The Principal reminded that all staff members should follow proper dress code on all working days as instructed in the college rules. The Principal also reminded that celebrations (birthday or any other of both staff and students) are not permitted inside the class room and campus.

Item No.9 –Attendance in automation

The Principal intimated the meeting that all the attendance entry of students should be completed in automation on or before March 6th.

Item No.10 – PTC


The PTC Director Mr. Joseph T. Cyriac informed the meeting about the training programs that are to be conducted in the month of March. The programs are-

1. March 9th & 10th for S4 IT students on effective public speaking
2. March 11th for S4 CE, EEE, ECE students on aptitude training
3. March 16th & 17th for S4 CSE B on effective public speaking

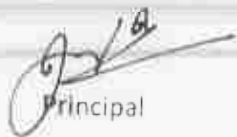
The Placement Director also informed that a Placement registration form will be given to S6 students and they have to return it on or before March 8th to the PTC.

During the discussion the HODs suggested that it would be ideal that the classes are monitored by the faculty who is handling the training classes. After discussion the PTC Director agreed that he would ask the faculty from outside to handle the training classes themselves.

Mr. Joseph T. Cyriac intimated the meeting that applications are now open to apply for doing project in ISRO. The team should contain 4 members from ME Dept. If any project proposal is with the students then they can contact Mr. Joseph.


Vice-Principal

Approved by:


Principal

Viswajyothi College of Engineering and Technology, Vazhakulam

Minutes of the HOD Meeting held on Wednesday, March 6th 2019

Item No.1 – Website

The website committee member Mr. Sanoj gave a presentation regarding the work of website development. He also mentioned that the Department wise contents should be given from respective departments to set the web page of each department. After discussion the meeting decided that the contents should be forwarded to website committee on or before 13/3/19.

Item No.2 – Dress Code

The Principal reminded the meeting that the HODs and the faculties should ensure that students are following proper dress code on Wednesdays and Saturdays. The Principal also mentioned it has been observed that some boy students are having long hair and it is not permitted by the college except for few students.

Item No.3 – Tech & Arts Fest duty leave

After discussion the meeting unanimously decided that for the student's council members, 28 working hrs could be permitted as duty leave and for the event coordinators 21 working hrs could be permitted.

Item No.4 – PTC

The PTC Director Mr. Joseph T. Cyriac informed the meeting that 12 students got placed in CTS. The Principal informed the meeting that Mrs. Ann Preetha Asst. Prof. IT department had taken the effort to bring CTS to our campus for recruitment drive and the meeting congratulated Mrs. Ann for the same. The Principal reminded the PTC Director that the Placement department's programme calendar should be given so as to avoid the clash with academic calendar. The PTC director convened that the following programmes will be arranged by the PTC Department during the current semester

March 11th aptitude training for S4 ME, IT, CS

March 12th aptitude training for S4 CE, EEE, ECE

March 16th aptitude training program for the S6 students

March 30th & 31st effective public speaking training for S4 ECE A and those who are not attended the programme from S4 CSE B

May 1st to May 11th aptitude training programme for S6 students

Item No.5 – Project mark division

The meeting discussed the assessment method from KTU for evaluating the final project. The split up is as follows- 20 marks by Project Guide, 30 marks by a panel including the guide & 50 marks by the panel with an external examiner.

Item No.6 – Series exam marks consolidation

The Principal informed ~~the meeting that~~ the consolidated mark list of first series exam should be given on 18th March ~~before 4.00 pm.~~

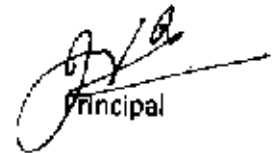
Item No.7 – Debate Club

The Vice-Principal informed the meeting that a debate programme will be conducted in the college campus on March 9th Saturday. The debate is organized by Nirmala College Muvattupuzha and the participants will be our students. The program will be uploaded in the YouTube channel of the Nirmala College. The coordinator for the program will be Mrs. Merlin Thomas Asst. Prof. ECE Dept.



Vice-Principal

Approved by:


Principal

Viswajyothi College of Engineering and Technology, Vazhakulam

Minutes of the HOD Meeting held on Thursday, May 2nd 2019

Item No.1 – S3 & S5 University results

The Principal congratulated the staff and students for the effort they had put in for securing good results in the S3 and S5 KTU examinations.

Item No.2 – Funding from Institution of Engineers

The Dean Research Dr. Anishinraj informed the meeting that the Institution of Engineers has invited applications for **funding of projects both at the B.Tech and M.Tech levels**. Those who are doing full time PhD may also apply. The link for the same is available on the website of Institution of Engineers. Dr. Anishin requested the meeting to inform the students about the scheme.

Item No.3 – College Day Celebration

The Principal announced that the College Day would be celebrated on 7th May. The Students Council advisor Mr. Tijo Jose informed the meeting that the inaugural meeting would start at 1.30 pm. The Chief Guest of the day will be Prof. P.K. Michael Tharakan (former Vice-Chancellor, Kannur University). The inaugural function would be followed by cultural events. The Principal instructed Mr. Tijo that all the performances should be subjected to screening before being performed on stage and a student coordinator should be appointed for each event.

Item No.4 – NSS (Application for student project)

The NSS coordinator Mr. Sharone Varghese informed that **NSS is inviting applications for socially relevant student projects**. The project group can have any number of members. The Principal asked the HoDs to forward at-least one project to Mr. Sharone. The last date for preliminary round registration will be May 7th. A screening will be done and the best project from our college will be sent for the preliminary competition to be conducted at Adi Sankara College, Kalady. Mr. Sharone also informed the meeting that there will be an awareness seminar on "Stem Cell Donation" for the first and second year students on 3rd May during the second hour in the Main Auditorium.

Item No.5 – Comprehensive Viva

The Principal informed the meeting that the entire comprehensive viva should be completed before May 10th. **Every 60 students** should have an examiner. If there are two batches (120 students) there would have to be two examiners. Only 18 students should be scheduled on each day.

Item No.6 – Kerala Higher Education Department Survey

The Principal informed the meeting that the data which was given to the AICTE would have to be given to Kerala Higher Education department for their survey on college facilities.

Item No.7 – Career guidance program

The Principal reminded that the career guidance program for the higher secondary school

students is scheduled on May 4th (Saturday). The program is scheduled to start at 9.30 am. The Principal also informed that arrangements are being made for the school students to utilise our bus facility. After discussion the meeting decided that the punch-in time on May 7th will be set as 9.20am and that the regular classes would start at 9.30am. The timings of the regular class hours will be intimated on May 4th.

Item No.8 – Marathon “The Sun Run”

It was informed by the Principal that the NSS unit of our college will be organizing a fund raiser from the college to sponsor the education of the orphans of Emmanuel Children’s Home Thodupuzha, for the academic year 2019-20. To promote the event, Mr. Jibby Peter D’cruz Asst. Prof. ECE will attempt to run at least a full marathon of 42kms in the college ground (“The Sun Run”) on 6-5-2019. Post run, the donations from the students may be given to the respective class tutor and from the staff the donations should be handed over to the respective HoD. The Principal also informed that the Holy Family Hospital Muthalakodam would also be organizing a marathon on May 12th.

Item No.9 – Recommendation letter for retest

The Principal instructed that while forwarding the recommendation letters for retest, the subject name should be mentioned on the letter.

Item No.10 – Farewell Day

The meeting discussed the possible days for the farewell day celebrations by the final year students of the various departments. The schedule would be as follows-

May 9 th	– IT and MED
May 10 th	– CSED and EEED
May 13 th	– CED and ECED

After discussion the meeting unanimously decided that the after party can be permitted in the campus provided the staff be present till the end of the program.

Approved by:

Vice-Principal

Principal

Viswajyothi College of Engineering and Technology, Vazhakulam

Minutes of the HOD Meeting held on Tuesday, June 4th 2019

Item No.1 – Project Presentation and Viva

The meeting discussed about the scheme of **mark distribution for the Project viva**. The meeting decided that the 50 marks can be distributed as

Presentation	-	15 marks
Demo	-	15 marks
Viva	-	20marks

The Principal suggested that the department could make variations in the mark distribution if necessary. The meeting also decided that there should be 4 copies of the report for each group, and of these, one should be kept in the main library. The report should be soft bind. A soft copy of the report should be kept in the department. The Principal also reminded that all the panel members should be present for every presentation.

Item No.2 – Workshop for Higher secondary school students

The Vice-Principal informed the meeting that each department would have to conduct workshops or training programmes for the higher secondary school students in the month of July and August. The departments have to plan what training the department could provide for the students and the plan should be submitted at the next meeting.

Item No.3 –53 fees

The Vice-Principal informed that the tutors of first year students should calculate the amount of fees the students would have to remit during the third semester. The details of fees they had remitted in first year will be given from the college office.


Vice-Principal

Approved by:


Principal

Viswajyothi College of Engineering and Technology, Vazhakulam

Minutes of the HOD Meeting held on Wednesday, October 23rd 2019

Item No.1 -Department Advisory Board

The Principal suggested that all departments should conduct the department advisory board meetings during this semester itself.

Item No.2 -Mentoring Hour

The Principal reminded all the HoDs that the mentoring period should be conducted properly and strictly. He noted that students of some classes were often found roaming inside the campus during the mentoring period and so HoDs should take care to avoid this act of indiscipline. Adding to that the Principal directed that all Project periods should also be handled strictly. The meeting also proposed that during the mentoring hour, students could be given opportunities to present any topic they like or the mentors could ask the students to give a presentation on the workshops or seminars they had attended. The meeting also decided that the mentoring hours of October last week and that of November could be converted to theory hours. The Principal opined that once the lab sessions are completed, those sessions could also be converted to theory hours.

Item No.3 -October 26th Saturday

The Principal reminded the meeting that 26th Saturday will be a working day with Monday's time-table.

Item No.4 -NBA audit

The Principal announced that the NBA internal audit will be scheduled during the semester break, most likely from Dec 9th to 13th. The detailed information will be announced later.

Item No.5 -Advisory Board meeting of MBA

The Principal informed the meeting that the advisory board meeting of the MBA department was very impressive. The suggestions put forward by the board members were very valuable. The Principal announced that the meeting gave suggestion to re-formulate our vision statement as "Moulding professionals par excellence with integrity, fairness and human values", instead of "Moulding engineers par excellence with integrity, fairness and human values". The Principal suggested at the meeting that the advisory board members had also suggested that the projects of final year B.Tech students could be interdisciplinary (incorporating management students also). In addition, some initiatives should be done for giving consultancy to local agencies like Kudumbasree, LSGDs etc. Another suggestion was to depute interested faculty members to the industry so that the faculty could identify and experience the requirement of industries.

Item No.6 –Industrial Visit

The Industrial Visit for the final year students could be arranged for two days and that too only during the semester break. The visit plan should be forwarded by the HoDs to the Principal only if the plan satisfies the stipulated rules and regulations from the DTE.

Item No.7 – Internship program

The Vice Principal informed the meeting that Rabbitsquare a start-up company by our alumni Mr. Varghese Benny is planning to provide an internship program for the first year and the second year students. The program will be for six days and will include technical training with hands-on experience and also soft skill training. The technical training will be given by Rabbitsquare and the soft-skill training will be given by a famous corporate trainer Mr. Mohammed Ikan. The training will cost around Rs. 6000/- (certificates will be provided). The Vice – Principal asked the HoDs to inform the students about this training program and interested students could attend an introductive session on 24-10-2019 at 2.35pm in the R&D seminar hall. The number of students from one class should be limited to 5.

Item No.8 – Mark-list format & residential details

The Vice-Principal announced at the meeting that some group tutors are not following the format for consolidating the mark-list, provided by the management. The HoDs should make sure that mark lists are submitted in the proper format.

Regarding complaints from the excise department, it was instructed that on receipt of such complaints, the residential details of the students should be collected. The Vice-Principal intimated that the format for this will be given to the department secretaries.

Approved by:


Vice-Principal


Principal