



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



Reg No .6

Date : 18/01/2024

Action taken for the 34th meeting held on 18/01/2024

Reference : VJCET/IQAC - 34

1. The work for National Board of Accreditation process is progressing in a systematic manner.
2. The annual budget for every department was prepared and presented by the head of departments before Principal and management authorities
3. Retest was conducted for series test. The Retest dates were fixed by Department Heads. Students unable to appear Series test for valid reasons were permitted for Retest.
4. The notices regarding fee collection and exam registration were put for circulation among Students.
5. University examination were conducted on time
6. The infrastructure for the library was finished as per the suggestions made in the meeting.
7. Project Coordinator for Project Monitoring Committee selected criteria for finalising best and average projects.
8. Student feedback for all undergraduates students taken on time.
9. The Blooms taxonomy system is carried for setting question paper.
10. Faculty members started publishing their work along with students work in International journals.
11. Information was passed to pre-final and final students to attend the training programs at institute seriously and attend various mock interviews. A team of faculty members started conducting mock interview for students.
12. List of courses available in NPTEL were circulated to all faculty members.
13. The updates from NPTEL website is circulated to students and faculty groups for participation. First year students were made to register for NPTEL courses.



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14. The faculty appraisal forms were filled by all the employees and handed over to the respective Head of departments for further procedures.
15. The second program Assessment Committee meeting for the academic year 2023-2024 was conducted in the even semester.
16. Subject allocation to the faculty members was made on based on the preference and specialization of concerned faculty. The timetable for the semester was finalized and put into practice.
17. The valuation of the University examination was performed in the institute camp office. All the answers scripts were evaluated by internal faculty members and faculty assigned from nearby colleges
18. Proper discipline is maintained in the campus.
19. Students were informed regarding the shortage of attendance. The dame intimated to Principal.
20. KTU Internal and External Audit conducted on time.
21. Remedial classes were introduced for weak students.
22. Information on list of books to be purchased from every department was handed over to librarian.

Action taken for the meeting held on 18/01/2024 is prepared by




Dr. Anoop C K
IQAC Coordinator

NB: Original is kept at Reg No 6