YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Viswajyothi College of Engineering and Technology
• Name of the Head of the institution	Dr. K. K. Rajan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04852262211
• Mobile no	9072964417
• Registered e-mail	principal@vjcet.org
• Alternate e-mail	vjcet@vjcet.org
• Address	Viswajyothi College of Engineering and Technology, Vazhakulam P.O., Muvattupuzha
• City/Town	Vazhakulam
• State/UT	Kerala
• Pin Code	686670
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Self-financing**
• Name of the Affiliating University	**A.P.J. Abdul Kalam Technological University**
• Name of the IQAC Coordinator	**Dr. Anoop C. K.**
• Phone No.	**04852262311**
• Alternate phone No.	**9895987155**
• Mobile	**9497189607**
• IQAC e-mail address	**anoopck@vjcet.org**
• Alternate Email address	**anoop4281@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)	[NA](NA)
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://vjcet.org/academic-calendar

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.11**	**2023**	**10/01/2023**	**09/01/2028**

6.Date of Establishment of IQAC	**15/07/2015**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**NA**	**NA**	**NA**	**NA**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

To ensure quality education, the eligible B. Tech programs in CE, CSE, ECE, ME and IT of the institution got NBA reaccredited.

As planned, an annual technical exhibition for higher secondary school students is conducted every year.

Started a Bachelor's Degree program in Hotel Management and Catering Technology to enhance educational opportunities for students.

Established a functional studio room with significant contribution by the alumni to provide creative space for various educational activities.

An Anti-Narcotics program was conducted to raise awareness against drug use, involving the Cyclothon Rally and a 2 kilometer human chain on road pathways from the campus to the nearby town.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Preparation for NBA reaccreditation	The eligible B.Tech programs in CE, CSE, ECE, ME and IT programs of the institution got NBA accreditation.
Yearly conduct of the annual technical exhibition for higher secondary school students.	The annual technical exhibition for higher secondary school students was held on November 25th& 26th, 2022 with active student participation.
Recommended to start Bachelor's Degree program in Hotel Management and Catering Technology	Bachelor's degree program in Hotel Management and Catering Technology started.
To foster the development and facilitate the exchange of scientific and technological knowledge among students	Hosted the IEEE SPS Kerala Chapter Flagship Program with 250 participants.
Initiated to establish a studio room.	Established a functional studio room
Initiatives for the industry outreach of students.	Short educational videos as part of IIIC and IEDC programs are thoughtfully prepared and uploaded to the institute NISP portal.
Research enhancive initiatives	Faculty members published articles in SCI/SCIE journals with high impact factor. Significant increase in the number of Ph.D degree holders.
Organise an awareness program against drug use.	An Anti-Narcotics program was conducted to raise awareness against drug use, involving Cyclothon Rally and a 2 kilometer human chain from the campus to the nearby town.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	22/12/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	22/12/2023

15.Multidisciplinary / interdisciplinary

Adhering to the ethos of the National Education Policy 2020, our institution's curriculum incorporates electives/minor and major courses, soft skills, and honor courses. This comprehensive approach aims to equip students with skills across multidisciplinary domains. To foster holistic development of the students, the institute places special emphasis on activities related to environmental issues, community services, and energy conservation. The curriculum of the affiliating university, offers both credit-based and choice based courses. Third and fourth year engineering students can choose elective courses, adding flexibility and maintaining student interest. Interdisciplinary projects are also facilitated to encourage adaptability. Furthermore, all students can join innovation clubs within departments for projects involving multidisciplinary knowledge.

16.Academic bank of credits (ABC):

The curriculum of the affiliating university provides that the Students can now earn credits in minor and honor programs on successful completion of MOOC courses through SWAYAM, NPTEL etc. Activity points can be attained by all undergraduate students on successful completion of MOOC courses. Expert sessions for both faculty and students are being envisaged to acquaint them with the ABC concept from NEP 2020. Since the implementation of credit transfer is under scrutiny, the student registration process for ABC has not been finalised.

17.Skill development:

The institute's curriculum and syllabus, structured around outcome based education, facilitate the skill development of students. Skill courses, as mandated by the affiliating university are implemented

right from the first semester. Students are imparted soft skill training through courses like Life skills which include practical classes conducted in the language lab. The institute features a distinct Placement and Training Cell dedicated to delivering capacity building programs and skill training to students. The soft skill training provided to students focuses on building skills such as communication, leadership, team building, problem solving and more. Courses in all programs are structured in such a way that students get opportunities for experiential learning and skill development through internships, Industrial visits and project works. Value based education is imparted through courses and events on Life skills, Professional ethics and Indian constitution. Add on courses are offered by several department

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The College passionately promotes Indian culture through vibrant festivals like Onam and Ethnic Day, where traditional values and diversity are celebrated. Our college arts festival "Drishya" showcases the beauty of Indian art forms, including classical dances, folk songs, and folk dances, captivating the audience at the marvel of Indian ethnicity. The curriculum embraces universal values and professional ethics, imparting holistic education. Encouraging students to engage with MOOC courses in applied mathematics and sciences, has practical implications in Indian context. By commemorating national and cultural days, including Yoga Day and International Mother Language Day, students forge a deep connection with their Indian heritage, paying homage to our national leaders and cultural roots.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college has embraced Outcome Based Education (OBE), with programs accredited by the National Board of Accreditation. This approach aligns Course Outcomes (COs) with Program Outcomes (POs) and Program Specific Outcomes (PSOs). Faculty members introduce COs, POs, and PSOs to students upon admission and the start of each semester. Continuous assessment of students' progress revolves around course outcome attainment across all subjects. Question papers and assignments are thoughtfully crafted according to course outcomes and Bloom's taxonomy, promoting higher order thinking. The attainment process is guided by rubrics, offering a standardized means to gauge students' learning levels effectively. These rubrics comprehensively measure Course Outcomes (COs), Program Outcomes (POs), and Program Specific Outcomes (PSOs). Evaluation of all components, spanning Theory, Lab, Seminar, and Projects, is

conducted to ensure the fulfilment of COs and POs. The college's commitment to Outcome Based Education, accreditation, faculty involvement, and meticulous assessment collectively foster a dynamic learning environment focused on continuous enhancement.

20.Distance education/online education:

The institution boasts a robust and state of the art digital infrastructure tailored to facilitate effective ICT enabled teaching and learning practices. Faculty members and students can benefit from a range of cutting edge tools, including Microsoft teams, LMS, and Google Classroom, alongside various other ICT technologies. Active student engagement is fostered through dynamic approaches such as presentations, virtual classrooms, and comprehensive video tutorials. It is important to note that the institution, while striving for excellence in digital education, currently does not offer any distance learning programs. However, a culture of continuous learning is cultivated through the encouragement of students and faculty members to partake in MOOC courses offered by NPTEL, SWAYAM, edX and Coursera platforms. Ensuring seamless online connectivity, the institution provides leased line internet access, boasting impressive speeds of up to 300 Mbps. With an unwavering commitment to staying at the forefront of educational innovation, the institution is diligently constructing digital content and infrastructure that align with its visionary e-learning objectives, promising a progressive and impactful learning experience for all.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**346**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1748**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	33

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	459

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	119

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	119

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	52

4.2 Total expenditure excluding salary during the year (INR in lakhs)	1126.19

4.3 Total number of computers on campus for academic purposes	946

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Viswajyothi College of Engineering and Technology,Vazhakulam, is affiliated to APJ Abdul Kalam Kerala Technological University and adheres to curriculum regulations, academic calendar and syllabus of the University.

Effective implementation of curriculum delivery for OBE is ensured by conducting meeting of Heads of Departments followed by subject allocation meeting at the beginning of each semester. Time-table and semester-plan of institution is prepared prior to start of semester under the guidance of IQAC,PAC and DAC.

HOD allocates courses and workload to faculty members and approving their course plan. Before starting of regular class induction program is planned and executed for first year students.

Faculties maintain a course file, course delivery is carried out based on course plan, and course coverage is entered in course diary .Course and class committee meetings are conducted, minutes of which are reviewed by HOD for incorporating necessary suggestions. Student's academic performance is evaluated through internal tests. Study materials are provided to them.

Department staff meetings are conducted monthly to check progress of teaching learning process. Industry interaction is enhanced by guest lectures, workshops, hands-on trainings, internships and various professional bodies .Academic audit is conducted twice in a semester. Student's feedback is collected twice during each semester.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://vjcet.org/downloads/naac/naac2023/C1/1.1.1_2.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

VJCET prepares the institutional semester plan based on KTU academic calendar in each semester. The departmental, curricular and extracurricular activities are scheduled based on this. For the smooth conduction of planned activities, Principal conducts meetings with HODs, faculty members and IQAC members.

Candidates in each semester are evaluated both by continuous internal assessment and end-semester university examinations. CIE for both UG and PG programs is based on the daily performance, internal tests, assignments and attendance. The maximum marks allotted for CIE is fixed as 50 for theory and 75 for lab.

To conduct CIE effectively, teachers prepare the course plan following the timetable and semester plan. Faculties evaluate answer sheets and submit consolidated marks to Principal.

CIE of laboratory sessions enhances students' experimental and problem-solving skills. Evaluation is done based on lab performance, practical record book, practical exam and viva voce.

Seminar presentations are done in the final year, to keep students aware and updated about the technology changes/advancements happening in industry. They submit the seminar report to the departmental committee for assessment.

The mini and main project works are done as a team, reports are submitted and evaluation is done by the departmental committee based on KTU evaluation scheme.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://vjcet.org/downloads/naac/naac2023/C1/1.1.2.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above
following activities related to curriculum
development and assessment of the affiliating
University and/are represented on the
following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG

programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number

of students during the year

708

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The curriculum of KTU addresses the cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability

Gender Equality:

Both male and female students are given equal active participation in all developmental activities of the institute like Professional body chapter heads, College Magazine article publication and Placement activities.

Various committees such as Students' Grievance and Ethics Monitoring Cell, Internal Compliant Committee and Women's Grievance and Anti-Ragging Committee have been formed to ensure this equality.

Women development seminars are also conducted to improve their personality.

Separate rest rooms are providedto students as a place to relax.

Environment & Sustainability:

The courses such as Sustainable Engineering, Environmental Engineering, Disaster Management, Air Quality Management, help students to learn about sustainability, ecosystem and other environmental factors.

The National Service Scheme (NSS) unit stands for its commitment to sustainable development. Students participate in various activities like 'Jeevana'-initiative to help dialysis patients in association with KTU, blood donation, distribution of school supplies, tree

plantation and cleaning campaigns.

Courses on Human values and Professional Ethics:

The courses like Life Skills, Professional Communication, Professional Ethics, Constitution of India, Industrial Economics and Foreign Trade and Industrial Safety Engineering, create awareness about Human Values and Professional Ethics.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

138

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

966

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://vjcet.org/downloads/naac/naac2023/C1/1.4.1_1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vjcet.org/downloads/naac/naac2023/C1/1.4.2_2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

510

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

67

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college organized an orientation program for the first year students.

Advanced learners and slow learners identification

- **Identification is based on the performance in internal tests and the students who scored above 80% belong to the group of advanced learners and less than 40% belong to the group of slow learners.**
- **Student-faculty interaction in classroom also helps to identify slow learners.**

Advanced Learners:

- **Participated in programmes like Tech Fest, Hackathon, Workshops, Conferences and Online courses.**
- **Took Membership in various professional bodies.**
- **Encouraged to apply for funded projects.**
- **2019-2023 batch toppers are identified and appreciated with Certificate and Cash award.**

- **The best outgoing student of the year is selected from the group of short-listed students from each department.**

Slow Learners:

- **Academic Performance Monitoring Committee(APMC) is established which categorize the students into different zones and provide support for their improvement.**
- **Conducted remedial classes, Remedial test and provided handouts.**
- **Previous years university question papers with answer keys are disseminated.**

In order to motivate both the slow learners and advanced learners,

- **Workshops, technical talks etc. are organized**
- **Placement cell of the college organized various kinds of training.**

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1748	119

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centered active learning methodology is followed in VJCET.

- **Online courses: Students can do additional courses using platforms like NPTEL, Coursera etc.**
- **Students Participation: Participation in project competitions, paper presentations, design contests are encouraged.**

- **Curriculum Enrichment Programs:** Curriculum is reviewed by Programme Assessment Committee (PAC), Department Advisory Committee (DAC) and course committee. Gaps approved by these committees are filled by reputed experts by conducting guest lectures, seminars etc.
- **Students Seminars:** Students take seminars based on their curriculum by referring to articles from reputed journals.
- **Industry study missions:** Industry study missions are visits to industries where they interact with the professionals.
- **Projects, Internships and Industrial Training:** Students undergo internships where they spend a specific time in industry. Students' project addresses a problem and solves it using scientific research methodology.
- **Professional Body Memberships:** VJCET is an institutional member in many professional bodies like IEEE, CSI, ISTE, IETE, IGBSE etc. and students can interact with professionals during the discussions, seminars and conferences.
- **Social media for daily updates:** Students are encouragedto use social media platforms. Whatsapp groups are formed for every class for active discussions.
- **ICT enabled teaching facilities:** All classrooms are enabled for digital teaching. Presentations, online classes, and videos are used.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://vjcet.org/downloads/naac/naac2023/C2/2.3.1_1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

VJCET promotes ICT enabled instruction methodology for effective learning.

- **E-Resources:** Our library provides 1486 e-journals. Through institutional membership of NDL and DELNET we provide access to the networked library e-resources.
- **Software Support:** Microsoft Academic Alliance comprising of all softwares of Microsoft including Microsoft Teams is purchased and used for online classes. We have G-Suite and occasionally purchases Zoom. We have licences for courses and guided projects from Coursera. Online courses of NPTEL are

considered for the internal assessment in our campus. 35 Legal Application softwares including Altair Hyperworks, Creo, MiPower, G-suite and 13 legal system softwares are available in the campus.

- Wi-Fi Campus: VJCET campus is having 400 Mbps connectivity and every faculty is provided with a personal computer. 45 Class rooms are equipped with LCD projectors and 12 seminar halls and two auditoriums with audio visual facilities. The college have 963 desktop computers out of which 762 are exclusively for students. 9 servers are maintained in the campus. Our library management system is KOHA open-source software. We also have a dedicated team of software and hardware experts for the maintenance of our IT infrastructure.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

109

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

119

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1292

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The institute follows Continuous Internal Evaluation (CIE) rules for UG and PG programs. The mode of evaluation of theory courses,

laboratory courses, comprehensive examination, seminar and projects are as follows:

Theory course: 1/3 internal and 2/3 end semester weightage is given with maximum marks set at 50 and 100 respectively.

An Internal Examination Committee supervises the evaluation process. The schedule of two internal examinations is given in the academic calendar. Dates are notified by the Exam cell of College at least one week in advance.

Results are declared within two weeks. After assessment, answer scripts are returned, corrections made, and final marks documented in course diary. Assignments are also given as per semester plan for internal evaluation. The HoD and Principal endorse internal marks, and results are discussed in committee meetings where students' suggestions are considered.

Practical course: Continuous assessment is done by considering regular laboratory work, regular viva and end semester examination.

Seminars, mini project and main project: Faculty coordinator prepares a schedule of presentation in slots after consultation with the HoD and is communicated to students. Students present their work and evaluated on the basis of various parameters set by assessment committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://vjcet.org/downloads/naac/naac2023/C2/2.5.1_1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The pattern and conduction of Continuous Internal Evaluation (CIE) have been made transparent, and rectification of grievances is now time-bound.

• At the Institute level, an internal exam committee is formed to oversee the evaluation process. This committee is responsible for handling issues related to conduct of internal examination.

• After valuation, answer scripts are given to students. If students

need clarification or correction regarding marks in the answer script it is resolved immediately. If the issue is not resolved students can meet the Head of the Department and the Principal.

• The consolidated statement of marks after each internal examination is displayed in class notice boards and shown to parents during PTA meeting.

• Final internal marks are displayed in department notice board for the students for verification. It is entered in University portal by faculty member and with approval from Principal.

• Re-examination will be given for the eligible students with valid reasons

• Convenient classrooms are allotted to students facing health issues.

• Examination is rescheduled if students have inconvenience on the scheduled date.

• Additional support likes extra classes and examinations are conducted for students who have not secured the minimum pass mark.

• Students can also give their complaints to Grievances Redressal/appeal committee.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	[NA](#)

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Course Outcomes are included in the syllabus of that particular course. The Course Outcomes are mapped with the Program Outcomes (PO) and Program Specific Outcomes (PSO).

Communication to the teachers

- The college has organized seminars on Outcome Based Education (OBE) to familiarize teachers with OBE assessment, Program

Outcomes and Blooms Taxonomy.

Communication to the students

- POs, PSOs and COs are displayed on the website. (Website Link is given).
- POs are also displayed in the HODs Room,Department Notice Boards, Staff Rooms, and Seminar Halls, Library, Class Rooms and laboratories of the college.
- COs of the courses taught in that particular semester is also displayed in the Class Room Notice Board.
- Teachers who handle various courses explain Program Outcomes and Course outcomes. The COs are mapped to respective questions in the internal question papers.
- The POs and COs are given in the Laboratory Manuals prepared by the faculty members.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://vjcet.org/downloads/naac/naac2023/C2/2.6.1_2.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment process involves rubrics to measure the learning levels of students. These rubrics measure Course Outcomes(COs) for courses, Program Outcomes(POs) and Program Specific Outcome(PSOs) for a program. The five POs(MBA) and twelve POs(Engineering) are proposed by NBA, two to four PSOs defined by the program and COs defined by the faculty/affiliating university are taken into consideration.

CO Assessment

- The CO attainment is calculated as a percentage weightage of direct and indirect assessment tools of the ratio 80:20, for Engineering programs. There is no indirect tool for MBA.
- These direct assessment tools are composed of internal and end semester examination of the ratio 30:70(20:80 for MBA).
- The indirect CO assessment (Course End Survey) is taken from students.

PO and PSO Assessment

- **The PO attainment is composed as a percentage weightage of direct and indirect assessments of the ratio 70:30(80:20 for MBA).**
- **The indirect assessment of PO is taken from Program Exit Survey, Alumni Survey and Employer Survey of the ratio 1:2:1.**
- **PSOs are also calculated as POs**

The CO and PO attainments are used to propose corrective measures in the course level and program level respectively.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://vjcet.org/downloads/naac/naac2023/C2/2.6.2_1.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

381

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://vjcet.org/downloads/naac/naac2023/C2/2.6.3_3.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://vjcet.org/downloads/naac/naac2023/C2/2.7.1_1.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.81

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://vjcet.org/downloads/naac/naac2023/C3/3.1.3.1_2.pdf

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

- **FAB LAB : A Fab Lab serves as a platform for learning and innovation. The Fab Lab in VJCET is equipped with instruments like 3D printers, PCB milling machine, sand blasting machine etc.**

- **IEDC: The mission of Innovation and Entrepreneurship Development Centre (IEDC) is to develop institutional mechanism to create entrepreneurial culture in academic institutions. It gets technical and financial support of Kerala start-up mission**
- **IDEA FEST: VJCET organizes an idea fest every year with the objective of making a strong platform in VJCET for the promotion of entrepreneurship and start-up programs.**

- **Centre for R& D: R&D Centre helps and motivates students and faculty on issues related to patentable research and skill based training programs for lifelong learning.**
- **Standards Club : The aim of Standards Club is to spread quality consciousness and awareness among the student community.**

- **IIIC: Industry Institute Interaction Cell (IIIC) was formed with the aim of providing better interaction between technical institutions and industry.**

VJCET groom the students to be technically oriented, innovative and lifelong learners with the aim of creation and transferring knowledge.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://vjcet.org/downloads/naac/naac2023/C3/3.2.1.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

5

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://vjcet.org/research-and-development
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

23

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

8

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

VJCET strongly believes in cultivating a sense of social responsibility in our students, empowering them to serve humanity better. To meet this objective, our institute has encouraged the students to actively associate with student bodies like NSS, IEEE etc which has given them enough opportunities to make them adaptive to challenging situations in life.

NSS Activities:

• Blood Donation Camp

• Blood Donation for Liver Transplantation

• Orphanage Visit

• Clean Up Drive

· Human Chain against Drugs

BRAKE 2022:

The MBA Dept. organized a programme against drugs named BRAKE which was aimed to raise awareness among the youth, hoping, it will prevent them from using drugs. Posters, ?ash mob, mime were also conducted. A cyclothon event with the tagline – 'Ride your life, say brake to drugs' was conducted on 12th November 2022.

LIGHT UP - Spread Light in Darkness

A project by IEEE SB VJCET and IEEE SIGHT VJCET under the guidance of local government visited the forest area of Pooyamkutty, Kuttampuzha Grama Panchayath to set a smart street light system in the forest which uses solar energy and works on IoT implemented using wireless communication which helped the local people to walk in the night safely and hence removing their insecurity by brightness.

File Description	Documents
Paste link for additional information	https://vjcet.org/downloads/naac/naac2023/C3/3.4.1.pdf
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

57

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

7177

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

19

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Established in 2001, the college spans a tranquil 25.28-acre campus with 45944.47 sq.m of contemporary facilities. It presents 9 undergraduate and 4 postgraduate programs, bolstered by advanced infrastructure. The 47 ICT-enabled classrooms feature LCD projectors, Wi-Fi/LAN, and spacious layouts for effective learning. Six seminar halls, each accommodating 100, equipped with Wi-Fi/LAN and Audio Visual tools, Solar Power, UPS and Studio room augment the learning environment. Faculty rooms in every department house printers, intercoms, and desktops. Well-ventilated classrooms boast green boards, fitting furniture, and public address systems. CCTV-fitted exam halls further enhance the offerings.

Computer amenities comprise 963 systems, 8 servers, and high-speed

internet lines. Discussion and guest rooms, along with specific spaces for clubs, expand the services. Auditoriums, seminar halls, and PwD ramps contribute to a well-rounded environment. Canteens, transportation, filters, medical care, and hostels are accessible. Notable professional bodies like IEEE, ISTE, and CSI are active, while technical cells, including IEDC and IIIC, stimulate innovation. Non-technical engagement is nurtured through clubs like Nature and Photography. This comprehensive setup creates a robust educational ecosystem.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vjcet.org/downloads/naac/naac2023/C4_data/4.1.1_2.mp4

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Outdoor, indoor courts and a multipurpose playground are available for physical recreation and yoga. The Physical Education Department coordinates sports and games and ensures the physical well-being of the students. The annual sports and games are conducted with the title Drona.

Outdoor Sports Facilities

- Football
- Cricket
- Volleyball
- Basketball
- Badminton

Indoor Sports Facilities

- Badminton
- Table Tennis
- Chess
- Carrom

Sl no Name of the facility Availability for usage(Nos) No. of student utility Area sq.m 1 Volleyball 1 12 957 2 Basketball 1 10 770 3 Badminton 7 28 1225 4 Table Tennis 2 8 66 Multi- purpose synthetic court 5 BasketBall 1 10 1189 6 Volleyball 1 12 7 Table

Tennis 1 4 Multi purpose play ground 8 Football 1 22 10848 9 Cricket 1 22

The college has a 230 sq.m multipurpose gymnasium and fitness center with 19 fitness training equipment accommodating 35 members at a time.

Equipment

- Pec deck
- High Lat & Rowing
- Cable Cross over
- Squat Machine
- Leg Curl and Extension
- Biceps Curl
- Triceps Curl
- Wrist Curl
- Bench Press Parallel
- Bench Press Incline
- Tread Mill(Manual)
- Abdominal Board
- Ab-King Pro
- Double twister
- Weight Bar and Dumb-bells
- Gym Bench
- Gym Stool
- T-Bar
- Barbells

Cultural Activities

The college has main,mini auditoriums and various seminar halls available for cultural activities. The Cultural Committee organizes inter-collegiate and intra-departmental cultural competitions to nurture the student's artistic skills. The inter-college annual arts and technical festivals are conducted with the titles Drishya and Bodhi to ensure the technical and cultural exposure to the college's student community.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vjcet.org/drishya

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

`53`

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vjcet.org/downloads/naac/naac2023/C4_data/4.1.3_3.mp4
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

`124.42`

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library adheres to norms established by college authorities and AICTE standards. Spanning an area of 1531.42 sq.m, it encompasses a designated stack area of 772 sq.m and a reading area of 460.52 sq.m, housing 38631 volumes. Organized by Dewey Decimal Classification, books are arranged on racks by call number. The library utilizes Koha, an advanced library management software, with features such as web-based interfaces, MARC 21 and UNIMARC support, and multi-lingual capabilities. It also offers services

like circulation, reference, and a digital library with 55
computers.

Library facilities include an E-gate register, bar-coded books, IP-
based access to E-Journals and E-Books, and multimedia resources.
The institution is a member of NDL and DELNET, providing extensive
support for academic and research needs, including competitive exam
preparation. Additionally, the library offers a variety of services,
including document scanning, printing, and access to NPTEL courses.
The open-access system allows students to borrow books for 15 days,
extendable once for another 15 days, fostering an environment of
continuous learning. The library also provides Wi-Fi and high-speed
internet (400 Mbps via OFC), enhancing the learning experience for
all users.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://vjcet.org/facilities/the-central-library

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6.83

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

259

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Viswajyothi College of Engineering and Technology is well equipped with an IT infrastructure facility.

The institution has two VLANs with fibre star topology. The college has 1:1 leased line connections with a Bandwidth of 400 Mbps

- **The college is equipped with seven different servers and two storage servers.**
- **The college has a centralized domain authentication and centralized data storage.**
- **We have a controller based (Ruckus) Wi-Fi network.**
- **The wired network is managed with more than 104 network switches.**
- **The Campus has aSonicWall NSA 4700 hardware firewall for managing all network traffic.**
- **The campus is equipped with more than 800 good configuration desktop computers with 61 printers.**
- **The whole campus is monitored through CCTV network**
- **The college has a dynamic website (developed in-house) and is active in social media platforms.**
- **Bulk SMS service to communicate with parents and alumni.**

- **Learning Management systems such as Microsoft Teams.**
- **Koha Library management Software.**
- **College has a licensed version of G suite.**
- **Admission Management Software.**
- **Biometric Authentication system is used for recording staff attendance.**
- **Campus Agreement with Microsoft Corporation.**
- **We are equipped with two line printers for student's record printing.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vjcet.org/facilities/computing-infrastructure

4.3.2 - Number of Computers

762

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

693.64

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

VJCET maintains its facilities systematically. In laboratories, technical staff report repairs to faculty, who seek approval through a hierarchical process involving the director, HOD, and principal, with authorized suppliers completing the repairs. Computer maintenance is overseen by a dedicated System Engineer, combining in-house and contracted repairs to ensure optimal IT functionality.

Well-equipped classrooms provide a conducive environment for interactive teaching and monitoring throughout the day. The library's meticulous maintenance, material arrangement, and stock verification promote student engagement and intellectual growth through carefully selected book procurement. The Sports Complex emphasizes safety with regular checks in the fitness room and multi-purpose courts. The Transportation Facility operates transparently with the college bus committee proposing decisions, while assigned drivers report maintenance needs, ensuring comprehensive preventive and breakdown maintenance.

VJCET's 280kWp solar power plant generates 365,000 units annually, with daily monitoring and monthly cleaning, covered by a warranty for provider-addressed issues. Campus infrastructure, managed by a dedicated section supervised by a work supervisor, efficiently maintains water sourcing, storage, waste management, and organic processing, contributing to institutional functionality and sustainability.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vjcet.org/downloads/naac/naac2023/C4/4.4.2_2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

131

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

898

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://vjcet.org/capacity-building-initiatives
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

808

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

808

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

268

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)
Details of student placement during the year (Data Template)	[View File](#)

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

13

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student Council

A Student Council is formed according to University standards. Two student representatives from each class choose the Council members for several posts in the Council. Students involved in administrative processes by electing them to class/course committees that monitor the adherence to the course plan, timetables, and evaluation procedures.

Extracurricular Activities of Student Council

The student council makes a budget proposal, which is duly reviewed and approved by the administration. The institution encourages the creativity and artistic skills of students by hosting an annual Arts & Cultural Fest DRISHYA and an inter-collegiate Technical Fest BODHI conducted to exhibit the technical aptitude and creativity of students.

Academic, Administrative and Co-curricular Activities

Students conduct various activities of professional societies such as IEEE, ISTE, IEDC, IETE, CSI etc. The Placement & Training Cell (PTC) organizes regular co-curricular programs on Aptitude and soft skill development. Each class has two representatives in Placement Committee who interact with the students regularly.

A placement liaison officer monitors the activities of the PTC and suggestions from students are incorporated in training sessions. All these student-centric activities work closely with the college management, teachers and parents, and involve as many students as

possible to ensure their active representation.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of VJCET which is registered under the Travancore Cochin Literary and Scientific and Charitable Societies Registration Act 1955 aims to maintain a connection, between the institution and its extensive network of over.6,500 alumni. It was established in 2005. Operates with a General Body consisting of graduates who're its core members. The associations activities are overseen by an Executive Council, led by the college Principal serving as President alongside office bearers and appointed members.Spanning across Kochi, Trivandrum, Chennai, Bangalore, Qatar and UAE there are six chapters that greatly contribute to the alumni network. These chapters play a role as representatives of the college. The association is committed to enhancing students' educational journey by conducting induction programes,organizing

talks, interactive sessions and collaborative events ..Distinguished alumni actively participate in Department Advisory Boards. The association's annual newsletter documents its initiatives while also recognizing achievements by students. Through their engagement alumni foster a thirst for knowledge and holistic development among students. The association diligently maintains an updated database that serves as a platform for interaction, between alumni and the college.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

B. 4 Lakhs - 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Viswajyothi College of Engineering and Technology (VJCET), run by Diocesan Technical Educational Trust, under Catholic Diocese of Kothamangalam is founded on the values of integrity and commitment.

Governance mechanism comprising of Diocesan Technical Education Trust(DTET), with 277 members including 28 institutional and 249 hereditary members,Board of Trustees framing directive principles and policies, Executive Committee monitoring and approving academic plan and budget proposed by Governing Body, Advisory Board, Principal, College Council and Academic Council collectively guides institution in academics, research, student and faculty development and ensures that all the activities of institution are allied with institute vision and mission.

Institution strives for its holistic development to meet challenges of modern society, to increase employment potential of youth and to equip students with world class technical qualification in an

envisioned, organized and progressive manner.

Faculty are involved in various academic and administrative committees including R&D Centre, Innovation and Entrepreneurship Development Centre, Industry Institute Interaction Cell, United Nations Academic Impact and Viswajyothi Business Incubation Centre to improve quality of technical education and enhance employability of graduates.

File Description	Documents
Paste link for additional information	https://vjcet.org/#/about/vision
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

VJCET promotes collective involvement of management and staff to have participative and decentralized work culture to fulfill vision and mission.Principal, Vice-Principal, Deans and HoDs assess performance of institution and distribute various responsibilities. Administrative Officer executes administrative matters in consultation with Principal. Management has delegated financial power on Principal and HoDs to extent of imprest money (Rs. 25,000/- and Rs.10, 000/- respectively).

HoD collectively involving Assistant HoD and Department Secretary monitors annual academic activities of department. DAC and PAC actively involve in functioning of department.Faculty Advisor,Course/Class committee and Mentorship introduced in departments are monitored by HoD and Principal. Faculty is assigned for Exam Cell and Extra-curricular activities and Student Council organize various events in institution.

Case Study: New Program

Example for decentralization and participative management in VJCET continues to start new programs, Computer Science and Design(CG) and BHMCT.

Suggestion put forward by faculty regarding starting of new programs, studied and discussed in HoD meeting was recommended by Principal to Executive Committee and Board of Trustees. Feasibility

study report forwarded through Principal to management was approved by Executive Committee. Management took actions to apply for approval, to KTU and AICTE and got sanction for starting CG in 2021 and BHMCT in 2022.

File Description	Documents
Paste link for additional information	https://vjcet.org/internal-quality-assurance-cell
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Viswajyothi college of Engineering and Technology have strategic plans like, Improving the teaching-learning process, Enhancing the industry institute interaction, Rendering successful entrepreneurs, Providing personality development programs for students, Achieving placement in reputed firms, Encouraging R & D by faculty and students

"Rendering Successful Entrepreneurs", is one of the plan successfully implemented by Innovation and Entrepreneurship Development Centre (IEDC), Industry Institute Interaction Cell (IIIC) and Viswajyothi Business Incubation Centre (V-BIC) to make students industry oriented, to face real world problems and to work with new ideas and transform them to prototypes. To foster this Expert/Alumni talks and workshops are organized.

MoUs are signed by IIIC to cultivate a strong link with various Industries. Also expert talks are conducted by industry experts to students through IIIC.

With the support of Kerala StartUp Mission (KSUM), IEDC organizes Idea Fest every year. This process will improve their Idea generation and industry exposure capacity in future. The project SMART HYBRID BIKE got BEST PERFORMANCE award in Maker Village-KSUM IEDC hosted by Kerala Start-up mission 2022.

Viswajyothi Business Incubation Centre (V-BIC) was launched in 2019 by realizing the need of developing entrepreneurship among students and staff members.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	[NA](#)
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

VJCET, founded on principles of integrity and commitment, was established in 2001. VJCET has well defined policy guidelines in administrative setup, appointment and service rules, procedures etc.

Board of Trustees including Vicar General, Procurator and Higher Education Secretary, Executive committee, Governing Body, Advisory Board headed by Manager and Director encourage progress in governance framework and administers overall development of institute. Principal together with Vice Principal, Dean, College Council, Academic Council, IQAC and department HoDs define and delegate various academic and non-academic responsibilities in college including IQAC, R&D, Library committee, PTC, IEDC, IIIC, Grievance Redressal Cell, Counseling Cell etc. Administrative officer co-ordinates administrative activities.

Vacancies are notified in leading newspapers and institutional website, as decided by Management. Appointment sub-committee constituted by Board of Trustees, Principal, HoD and external subject expert conduct interview and prepare rank list based on merit and qualifications for post(s) as per norms prescribed by AICTE and other competent authority.

All staff working in the institution are bound to follow HR Policy of Management along with rules and regulations of AICTE and Government, which are conveyed through Staff Manual. Rules and regulations of university and details regarding discipline of Institute are conveyed to students and staff, through Academic Schema.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the institution webpage	https://vjcet.org/key-functionaries-and-organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Academic Enrichment Programmes

- **The management is sponsoring Faculty Development Programmes(FDP), Seminars and Conferences.**
- **Faculty are granted financial assistance and special duty leave to participate in FDP.**
- **Quality Improvement Program and sponsorship for Doctoral Research with astipend of Rs.10,000/month for 3 years is granted.**
- **Provision for faculty to pursue part-time Ph.D with 15 days special casual leave is also sanctioned.**

General Welfare Measures

- **Casual leave of 15days/year and 30 days Block leave for a**

service of one full year; otherwise proportionate, is sanctioned.

- Maternity leave for 90 days with full pay and rest 90 days without pay is granted.
- Duty leave of a maximum of 15 days/year is granted to faculty for attending conferences/seminars/workshops, delivering invited talks, to interact with industry, accompanying students for industrial visits etc.
- Compensatory Off is also granted.
- Staffwelfare programs like EPF, ESI & Medical Insurance are available.
- Gratuity payment will be made at the time of retirement.
- Provided projectors, desktop PCs and Microsoft Teams software for ICT enabled teaching.
- Other amenities include Medical consultation, Gymnasium, College bus facilities, Free Wi-Fi, domain E-mail addresses, separate dining facility in the canteen, separate parking area, ATM facility, Kiosk and restroom.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

60

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

An effectively designed Performance Based Appraisal System is provided to every faculty. A template is provided in the faculty diary for self-evaluation. The performance appraisal is conducted at

the end of every academic year and Academic Performance Index (API) score is calculated by Appraisal Committee. The faculties are evaluated based on their teaching, co-curricular, professional development, research and academic contributions. Feedback of faculty from students is also given weightage in this appraisal form.

Separate appraisal forms are available for non-teaching staff. Student feedback for non-teaching staff is taken into account for API score.

The college has a well-organized and fully automated feedback mechanism with a unique ID for each student to log-in into the feedback marking software. Through a questionnaire students can mark feedbacks of respective faculties and is done twice in a semester. Analyzed feedbacks received are taken into account while evaluating the staff for promotion.

- **Corrective measures**

Academic enrichment programs are conducted for the faculty for improving their performance. Twice in a semester, students are given chances to raise any kind of issues related to teaching learning process, facilities provided or any other relevant matter, through Class/Course committee meetings.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Viswajyothi College of Engineering and Technology, managed by the Diocesan Technical Education Trust, operates with a meticulous financial framework. The Board of Trustees holds the highest decision-making authority, supported by an Executive Committee to implement these decisions. Financial matters are overseen by the Finance Committee, while the Purchase Committee manages acquisitions.

The internal check system involves rigorous processes. Vouchers go through thorough verification by the Finance and Administrative Officers, subsequently gaining approval from the Principal and management representatives. The Cashier and Finance Officer jointly secure the cash, subject to daily physical checks by the Finance Officer and book verification by the Treasurer.

Internal audits, conducted by a team comprising Trust and Finance Committee members, ensure the proper order of financial activities. They scrutinize cash, bank balances, and the approval of purchases, verifying entries in the stock register.

Externally, annual audits, in accordance with auditing standards, are carried out by registered chartered accountants to guarantee accurate financial statements. These audit reports are made accessible on the college website, promoting transparency. Any audit findings are reported for necessary compliance.

This comprehensive system ensures financial integrity and compliance atevery level, enhancing transparency and safeguarding the interests of stakeholders within the institution.

File Description

- Annual statements of accounts

Internal audit Report

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

5.66

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

VJCET, a self-financing institute, heavily relies on tuition fees and employs an astute financial strategy. Their Resource Mobilization Policy systematically identifies funding sources to support programs in line with the institution's mission and vision.

Departments draft budgets aligned with their planned activities, including equipment needs and academic calendars. Reviews by top stakeholders ensure adequate funding for quality programs and technological training. These proposals are presented to the Executive Committee of the Diocesan Technical Education Trust for approval.

The institution is agile in financial management, enabling the Principal to authorize funds with necessary approvals and securing extra resources through bank loans for emergencies. They actively pursue grants from various bodies, like technical councils and government organizations.

VJCET's initiatives include a substantial 280kW solar power system and renting space at concessional rates to companies throughBusiness Incubation Centre, boosting revenue. College also generates income from foreign language programs.

Their commitment extends to student support through scholarships and financial aid, with contributions from the Parent Teacher Association and alumni association. Regular audits, overseen by the Administrative Office, maintain financial transparency.

This comprehensive approach ensures effective resource utilization while supporting students and fostering the institution's growth.

File Description

- **Annual statements of accounts**

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC to enhance the quality of education was established on 15/7/2015.

Practice I

Placement Promotion Activities

The placement cell provides guidance and all the assistance (Aptitude Training, Soft skill training, Company specific mock tests and interviews, Alumni talks) to the students for achieving their carrier goals. The cell takes relevant steps in identifying the demands of the industry and prepares the students towards this need.

Practice II

IIIC & IEDC

IIIC

Industry Institute Interaction Cell was formed in 2016 with the objective of minimizing the gap between the expectations of the industry and the graduating engineers of our institution.

MoUs were signed with many industries and Institute.

Many activities like expert talks for students by industrial experts are being organized regularly at department level.

IEDC

Innovation and Entrepreneurship Development Centre was formed in

association with KSUM in 2016 with an aim to develop entrepreneurial culture.

Every year Idea Fest is conducted to focus on innovative ideas from students which help them to participate in state level Idea Fest competitions conducted by KSUM. Idea from each department is selected and given financial support of Rs.5000/- for prototype development. KSUM provides a financial assistance for the conduct of various events.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Outcome Based Education (OBE)

OBE is a student specific teaching and learning practice in which the course delivery and assessment are planned to accomplish specified objectives and outcomes as stated in the Course Information Sheet. It focuses on measuring outcomes (POs, PSO) at different levels. The direct assessment tools considered are internal tests, assignments and University examinations. The indirect tools considered are Exit survey, Employer survey and Alumni survey. The OBE system works towards continuous improvement of the students and proposes remedial actions. Academic Performance Monitoring Committee (APMC) was constituted which constantly monitors academic activity, review and make suggestions to students and faculty members to improve students' academic performance. OBE also ensures active participation and provides a better insight to all stakeholders to realise the vision of Institute.

Internal Assessment

IQAC has introduced a new method for preparing question papers based on Bloom's Taxonomy. For every internal assessment Course coordinator sets question papers (similar to the University examination), which is verified by Stream coordinator and finally approved by HoD.

The question paper is discussed after every internal assessment. Weaker students are identified and remedial actions are taken. Attainment is calculated based on internal test and assignments.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://vjcet.org/downloads/naac/naac2023/C6/6.5.3_1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

VJCET promotes gender equity through various campus measures, ensuring impartiality among genders. Some initiatives include.

• The College Academic Council is constituted with Heads of Departments and staff representatives of which a lady staff is mandatory.

· **In the Student Council Elections, the posts of vice chairperson and two student representatives are reserved for women.**

· **Two class representatives are selected for each class; of which one is a girl.**

College activities uphold egalitarianism, fostering equity. The Students Council arranged events like Bodhi (Technical Fest) and Drishya (Arts Fest) offering equal chances for boys and girls in organizing and participating, advancing gender fairness.

The National Service Scheme featured inclusive programs for both genders.

Women's Cell empowers through programs fostering self-confidence and awareness of feminine potential

A Women's Grievance Redressal committee addresses complaints and sexual harassment through an Internal Compliance Committee.

a. Safety and security

Security personnel ensure campus safety, and the lady's hostel is overseen by Reverend Sisters and female Resident Tutors.

b. Counselling and Common Rooms

A counselling center aids students facing challenges, while common rooms cater to girl students.

File Description	Documents
Annual gender sensitization action plan	https://vjcet.org/downloads/naac/naac2023/C7/7.1.1_1.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://vjcet.org/downloads/naac/naac2023/C7/7.1.1_2.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy

B. Any 3 of the above

**conservation measures   Solar energy
Biogas plant Wheeling to the Grid   Sensor-
based energy conservation Use of LED bulbs/
power efficient equipment**

File Description	Documents
Geo tagged Photographs	<u>View File</u>
Any other relevant information	<u>View File</u>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

VJCET (Viswajyothi College of Engineering and Technology) is committed to maintaining a robust waste management system to ensure a clean and environmentally friendly campus.

1. Solid Waste Management: VJCET promotes segregation at source, with designated containers for biodegradable and non-degradable waste across the campus, including hostels, canteen, offices, and the library. Biodegradable waste is used to produce biogas, contributing to sustainable energy for the hostel kitchen

2. Liquid Waste Management: The campus boasts a Sewage Treatment Plant (STP) with a substantial capacity, employing physicochemical, biological, and multi-stage filtration units. Treated water is reused for gardening, lawn maintenance, and agriculture.

3. Biomedical Waste Management: The disposal of biomedical waste, sanitary napkins, and materials from the first aid room is handled through on-campus incineration.

4. E-waste Management: Electronic waste is diligently separated into sellable, recyclable, and non-recyclable categories and sent to appropriate recycling units, either directly or through authorized agencies.

5. Waste Recycling: Plastics, metals, glasses, and other recyclable items are collected separately in each block and handed over to authorized recycling agencies.

6. Hazardous Chemicals and Radioactive Waste: Hazardous chemicals are safely packaged, transported, and entrusted to authorized agencies for secure disposal. Importantly, the campus does not

generate any radioactive waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus　　**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:　　**B. Any 3 of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other

diversities (within 200 words).

VJCET is very keen to balance the importance of tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities along with academics.

- **Har ghartiranga day - The first day of Har Ghar Tiranga was celebrated as part of the 75th Independence Day on 13th august 2022**
- **Orphanage visit - The studentsvisited Snehatheeram Rehabilitation Center located at Machiplavu, Adimali on 24 September 2022, as a part of 'one day one rupee' mission.**
- **Clean up drive -tourism day - VJCET Tourism Club associated with the Tourism Department of Kerala and DTPC Ernakulam, conducted a cleanup drive at Bhoothathankettu as part of Tourism Day on 27th September 2022.The volunteers helped in removing plastic waste near Bhoothathankettu park.**
- **Girls night out marathon- On 8th october 2022, the dynamic NSS volunteers participated in a marathon organized by the women's association Muvattupuzha. The marathon was a part of the "GIRLS NIGHT OUT @ MUVATTUPUZHA". The event aimed at empowering women and to encourage them to step out into the streets without worrying about their safety.**

- **Session on energy awareness and energy audit- An orientation session on energy awareness and energy audit was conducted on 12th November, at 8pm on google meet platform.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File]()
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The objective of VJCET is to make both students and employees, responsible citizens of the country. To this end, the institution implements different programs.

- In order to foster the spirit of patriotism, respect for the national flag and republican values, VJCET has celebrated

remembrance days such as Independence Day, Republic Day,etc.

-Singing National Anthem every day and after every event conducted in the college with strict protocols.

The Institution also initiates steps to inculcate the sense of social responsibility among students and staff over and above this. Some of these measures are:

-Visits to orphanages and homes of elderly people.

-Awareness program was conducted on Anti-drug day.

-On campus, blood donation camps including students and faculty members at regular intervals.

-Environment day celebration.

VJCET has reserved seats for deprived groups of individuals such as SC/ST, OBC/OEC, differently abled etc.

The college follows strict protocols for the election of student representatives in department associations and various committees in order to sensitize the students about the democratic way of life and leadership qualities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://vjcet.org/downloads/naac/naac2023/C7/7.1.9_1.pdf
Any other relevant information	NA

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

International Days include

World environment day celebration – IT and HMCT Departments had organised a Poster Design Contest and tree sapling planting

World telecommunication day - The IT department had organised a contest in connection with the same

National reading day – On June 20th an orientation session was conducted based on National Reading Day.The event started at 7:00 pm in an online mode.

National olympics day - On June 23rd, National Olympics day was celebrated.

Anti drugs day: NSS VJCET in association with the Punarjani, leharivimukthi clinic conducted an orientation program on the topic "Drugs and humanitarian crisis". Dr. Harish Babu, C.M.O, G.H.D Thrikkakara, was the resource person.

Harghartirangaday : Har Ghar Tiranga was celebrated as part of the 75th independence day Rev. Fr. Mathew Puthenkulam (warden ,men's hostel, VJCET) hoisted the national flag.

World Tourism Day: HMCT Department Inaugurated their tourism club ' Paryadan' by the KTDC Regional Manager Mr. Sunil Mathews.

International Yoga Day: HMCT Department celebrated the day by addressing the importance of yoga in human life.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Practice I

Title of the Practice: Philanthropic Stance & Student Driven Socially Responsible Activities

Objectives of the Practice:

To develop an integrated sustainable system for improving education,health and standard of living of the rural community, also inculcate innovative thinking which, leads to projects benefiting the society.

The Context:

Encourages staff and students to initiate new measures for the enhancement of human values and civic sense.

The Practice:

VJCET's commitment to holistic development and community upliftment is evident through different endeavours.

Evidence of Success:

Faculty members have published their work in different Scopus Indexed Journals and International Conferences.

Through Blood Donation Camps, many students and staff donated their blood.

Practice II

Title of the Practice: Industry Aligned Technical Education

Objectives of the Practice:

To enable faculty members and students to become aware of industry standards and to train the students to meet industry expectations

The Context:

Institution needs to cater to the demands of industry requirements by equipping students with necessary skill.

The Practice:

College Governing Council and Department Advisory Boards and Curriculum Enrichment Programs.

Evidence of Success:

Interactions with industrial experts, memorandums of understanding (MOUs) are signed.

Different soft skill assessments, Project evaluation and Viva Voce exams where conducted.

File Description	Documents
Best practices in the Institutional website	https://vjcet.org/internal-quality-assurance-cell#best-practices
Any other relevant information	https://vjcet.org/downloads/naac/naac2023/C7/7.2.1.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

VJCET champions sustainability through solar power, rainwater harvesting, and waste recycling. Addressing climate change and energy security, it adopts eco-friendly practices. Solar energy, with 280kW capacity, curbs 420 tons of CO2 emissions annually and is

grid-connected. Rainwater harvesting, using a recharge well and terraced structures, conserves water for groundwater replenishment.

The campus values water bodies, featuring a natural pond and storage tank that meet high-quality standards. Sewage treatment in a 200 cu.m/day plant provides irrigation water, and sludge serves as organic fertilizer. Effective waste management involves segregation, incineration, and proper disposal. An electric vehicle charging station, LED lighting, and energy-efficient design strategies contribute to reduced energy consumption.

A 15 cu.m biogas plant converts organic waste fortcooking and produces useful manure. The campus promotes a green protocol with digital solutions to minimize paper usage. The college's commitment to a paperless office automation system further reduces environmental impact. Lush greenery enhances air quality and comfort. A variety of shrubs and plants create a refreshing, nature-connected atmosphere throughout the beautifully landscaped campus. VJCET showcases a green approach to sustainable development.VJCET's holistic approach demonstrates its dedication to environmental well-being while providing a conducive learning environment.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Viswajyothi College of Engineering and Technology,Vazhakulam, is affiliated to APJ Abdul Kalam Kerala Technological University and adheres to curriculum regulations, academic calendar and syllabus of the University.

Effective implementation of curriculum delivery for OBE is ensured by conducting meeting of Heads of Departments followed by subject allocation meeting at the beginning of each semester. Time-table and semester-plan of institution is prepared prior to start of semester under the guidance of IQAC,PAC and DAC.

HOD allocates courses and workload to faculty members and approving their course plan. Before starting of regular class induction program is planned and executed for first year students.

Faculties maintain a course file, course delivery is carried out based on course plan, and course coverage is entered in course diary .Course and class committee meetings are conducted, minutes of which are reviewed by HOD for incorporating necessary suggestions. Student's academic performance is evaluated through internal tests. Study materials are provided to them.

Department staff meetings are conducted monthly to check progress of teaching learning process. Industry interaction is enhanced by guest lectures, workshops, hands-on trainings, internships and various professional bodies .Academic audit is conducted twice in a semester. Student's feedback is collected twice during each semester.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://vjcet.org/downloads/naac/naac2023/C1/1.1.1_2.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

VJCET prepares the institutional semester plan based on KTU academic calendar in each semester. The departmental, curricular and extracurricular activities are scheduled based on this. For the smooth conduction of planned activities, Principal conducts meetings with HODs, faculty members and IQAC members.

Candidates in each semester are evaluated both by continuous internal assessment and end-semester university examinations. CIE for both UG and PG programs is based on the daily performance, internal tests, assignments and attendance. The maximum marks allotted for CIE is fixed as 50 for theory and 75 for lab.

To conduct CIE effectively, teachers prepare the course plan following the timetable and semester plan. Faculties evaluate answer sheets and submit consolidated marks to Principal.

CIE of laboratory sessions enhances students' experimental and problem-solving skills. Evaluation is done based on lab performance, practical record book, practical exam and viva voce.

Seminar presentations are done in the final year, to keep students aware and updated about the technology changes/advancements happening in industry. They submit the seminar report to the departmental committee for assessment.

The mini and main project works are done as a team, reports are submitted and evaluation is done by the departmental committee based on KTU evaluation scheme.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://vjcet.org/downloads/naac/naac2023/C1/1.1.2.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating	B. Any 3 of the above

University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

708

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The curriculum of KTU addresses the cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability

Gender Equality:

Both male and female students are given equal active participation in all developmental activities of the institute like Professional body chapter heads, College Magazine article publication and Placement activities.

Various committees such as Students' Grievance and Ethics Monitoring Cell, Internal Compliant Committee and Women's Grievance and Anti-Ragging Committee have been formed to ensure this equality.

Women development seminars are also conducted to improve their personality.

Separate rest rooms are providedto students as a place to relax.

Environment & Sustainability:

The courses such as Sustainable Engineering, Environmental Engineering, Disaster Management, Air Quality Management, help students to learn about sustainability, ecosystem and other environmental factors.

The National Service Scheme (NSS) unit stands for its commitment to sustainable development. Students participate in various

activities like 'Jeevana'-initiative to help dialysis patients in association with KTU, blood donation, distribution of school supplies, tree plantation and cleaning campaigns.

Courses on Human values and Professional Ethics:

The courses like Life Skills, Professional Communication, Professional Ethics, Constitution of India, Industrial Economics and Foreign Trade and Industrial Safety Engineering, create awareness about Human Values and Professional Ethics.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

138

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

966

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://vjcet.org/downloads/naac/naac2023/C1/1.4.1_1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vjcet.org/downloads/naac/naac2023/C1/1.4.2_2.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

510

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

67

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college organized an orientation program for the first year students.

Advanced learners and slow learners identification

- **Identification is based on the performance in internal tests and the students who scored above 80% belong to the group of advanced learners and less than 40% belong to the group of slow learners.**
- **Student-faculty interaction in classroom also helps to identify slow learners.**

Advanced Learners:

- **Participated in programmes like Tech Fest, Hackathon, Workshops, Conferences and Online courses.**
- **Took Membership in various professional bodies.**
- **Encouraged to apply for funded projects.**
- **2019-2023 batch toppers are identified and appreciated with Certificate and Cash award.**

- **The best outgoing student of the year is selected from the group of short-listed students from each department.**

Slow Learners:

- **Academic Performance Monitoring Committee(APMC) is established which categorize the students into different zones and provide support for their improvement.**
- **Conducted remedial classes, Remedial test and provided handouts.**
- **Previous years university question papers with answer keys are disseminated.**

In order to motivate both the slow learners and advanced learners,

- **Workshops, technical talks etc. are organized**
- **Placement cell of the college organized various kinds of training.**

File Description	Documents
Paste link for additional information	[NA](NA)
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1748	119

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centered active learning methodology is followed in VJCET.

- **Online courses: Students can do additional courses using platforms like NPTEL, Coursera etc.**

- **Students Participation: Participation in project competitions, paper presentations, design contests are encouraged.**
- **Curriculum Enrichment Programs: Curriculum is reviewed by Programme Assessment Committee (PAC), Department Advisory Committee (DAC) and course committee. Gaps approved by these committees are filled by reputed experts by conducting guest lectures, seminars etc.**
- **Students Seminars: Students take seminars based on their curriculum by referring to articles from reputed journals.**
- **Industry study missions: Industry study missions are visits to industries where they interact with the professionals.**
- **Projects, Internships and Industrial Training: Students undergo internships where they spend a specific time in industry. Students' project addresses a problem and solves it using scientific research methodology.**
- **Professional Body Memberships: VJCET is an institutional member in many professional bodies like IEEE, CSI, ISTE, IETE, IGBSE etc. and students can interact with professionals during the discussions, seminars and conferences.**
- **Social media for daily updates: Students are encouragedto use social media platforms. Whatsapp groups are formed for every class for active discussions.**
- **ICT enabled teaching facilities: All classrooms are enabled for digital teaching. Presentations, online classes, and videos are used.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://vjcet.org/downloads/naac/naac2023/C2/2.3.1_1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

VJCET promotes ICT enabled instruction methodology for effective learning.

- **E-Resources: Our library provides 1486 e-journals. Through institutional membership of NDL and DELNET we provide access to the networked library e-resources.**
- **Software Support: Microsoft Academic Alliance comprising of**

all softwares of Microsoft including Microsoft Teams is purchased and used for online classes. We have G-Suite and occasionally purchases Zoom. We have licences for courses and guided projects from Coursera. Online courses of NPTEL are considered for the internal assessment in our campus. 35 Legal Application softwares including Altair Hyperworks, Creo, MiPower, G-suite and 13 legal system softwares are available in the campus.

- **Wi-Fi Campus:** VJCET campus is having 400 Mbps connectivity and every faculty is provided with a personal computer. 45 Class rooms are equipped with LCD projectors and 12 seminar halls and two auditoriums with audio visual facilities. The college have 963 desktop computers out of which 762 are exclusively for students. 9 servers are maintained in the campus. Our library management system is KOHA open-source software. We also have a dedicated team of software and hardware experts for the maintenance of our IT infrastructure.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

109

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

119

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

1292

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The institute follows Continuous Internal Evaluation (CIE) rules for UG and PG programs. The mode of evaluation of theory courses, laboratory courses, comprehensive examination, seminar and projects are as follows:

Theory course: 1/3 internal and 2/3 end semester weightage is given with maximum marks set at 50 and 100 respectively.

An Internal Examination Committee supervises the evaluation process. The schedule of two internal examinations is given in the academic calendar. Dates are notified by the Exam cell of College at least one week in advance.

Results are declared within two weeks. After assessment, answer scripts are returned, corrections made, and final marks documented in course diary. Assignments are also given as per semester plan for internal evaluation. The HoD and Principal endorse internal marks, and results are discussed in committee meetings where students' suggestions are considered.

Practical course: Continuous assessment is done by considering regular laboratory work, regular viva and end semester examination.

Seminars, mini project and main project: Faculty coordinator prepares a schedule of presentation in slots after consultation with the HoD and is communicated to students. Students present their work and evaluated on the basis of various parameters set by assessment committee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://vjcet.org/downloads/naac/naac2023/C2/2.5.1_1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The pattern and conduction of Continuous Internal Evaluation (CIE) have been made transparent, and rectification of grievances is now time-bound.

- At the Institute level, an internal exam committee is formed to oversee the evaluation process. This committee is responsible for handling issues related to conduct of internal examination.

- After valuation, answer scripts are given to students. If students need clarification or correction regarding marks in the answer script it is resolved immediately. If the issue is not resolved students can meet the Head of the Department and the Principal.

- The consolidated statement of marks after each internal examination is displayed in class notice boards and shown to parents during PTA meeting.

- Final internal marks are displayed in department notice board for the students for verification. It is entered in University portal by faculty member and with approval from Principal.

- Re-examination will be given for the eligible students with valid reasons

- Convenient classrooms are allotted to students facing health issues.

- Examination is rescheduled if students have inconvenience on the scheduled date.

- Additional support likes extra classes and examinations are conducted for students who have not secured the minimum pass mark.

- Students can also give their complaints to Grievances Redressal/appeal committee.

File Description	Documents
Any additional information	View File
Link for additional information	[NA](NA)

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Course Outcomes are included in the syllabus of that particular

course. The Course Outcomes are mapped with the Program Outcomes (PO) and Program Specific Outcomes (PSO).

Communication to the teachers

- The college has organized seminars on Outcome Based Education (OBE) to familiarize teachers with OBE assessment, Program Outcomes and Blooms Taxonomy.

Communication to the students

- POs, PSOs and COs are displayed on the website. (Website Link is given).
- POs are also displayed in the HODs Room,Department Notice Boards, Staff Rooms, and Seminar Halls, Library, Class Rooms and laboratories of the college.
- COs of the courses taught in that particular semester is also displayed in the Class Room Notice Board.
- Teachers who handle various courses explain Program Outcomes and Course outcomes. The COs are mapped to respective questions in the internal question papers.
- The POs and COs are given in the Laboratory Manuals prepared by the faculty members.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://vjcet.org/downloads/naac/naac2023/C2/2.6.1_2.pdf
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment process involves rubrics to measure the learning levels of students. These rubrics measure Course Outcomes(COs) for courses, Program Outcomes(POs) and Program Specific Outcome(PSOs) for a program. The five POs(MBA) and twelve POs(Engineering) are proposed by NBA, two to four PSOs defined by the program and COs defined by the faculty/affiliating university are taken into consideration.

CO Assessment

- **The CO attainment is calculated as a percentage weightage of direct and indirect assessment tools of the ratio 80:20, for Engineering programs. There is no indirect tool for MBA.**
- **These direct assessment tools are composed of internal and end semester examination of the ratio 30:70(20:80 for MBA).**
- **The indirect CO assessment (Course End Survey) is taken from students.**

PO and PSO Assessment

- **The PO attainment is composed as a percentage weightage of direct and indirect assessments of the ratio 70:30(80:20 for MBA).**
- **The indirect assessment of PO is taken from Program Exit Survey, Alumni Survey and Employer Survey of the ratio 1:2:1.**
- **PSOs are also calculated as POs**

The CO and PO attainments are used to propose corrective measures in the course level and program level respectively.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://vjcet.org/downloads/naac/naac2023/C2/2.6.2_1.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

381

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://vjcet.org/downloads/naac/naac2023/C2/2.6.3_3.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://vjcet.org/downloads/naac/naac2023/C2/2.7.1_1.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.81

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://vjcet.org/downloads/naac/naac2023/C3/3.1.3.1_2.pdf

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

- **FAB LAB : A Fab Lab serves as a platform for learning and innovation. The Fab Lab in VJCET is equipped with instruments like 3D printers, PCB milling machine, sand blasting machine etc.**

- **IEDC: The mission of Innovation and Entrepreneurship Development Centre (IEDC) is to develop institutional mechanism to create entrepreneurial culture in academic institutions. It gets technical and financial support of Kerala start-up mission**
- **IDEA FEST: VJCET organizes an idea fest every year with the objective of making a strong platform in VJCET for the promotion of entrepreneurship and start-up programs.**

- **Centre for R& D: R&D Centre helps and motivates students and faculty on issues related to patentable research and**

skill based training programs for lifelong learning.

- **Standards Club : The aim of Standards Club is to spread quality consciousness and awareness among the student community.**

- **IIIC: Industry Institute Interaction Cell (IIIC) was formed with the aim of providing better interaction between technical institutions and industry.**

VJCET groom the students to be technically oriented, innovative and lifelong learners with the aim of creation and transferring knowledge.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://vjcet.org/downloads/naac/naac2023/C3/3.2.1.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

5

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://vjcet.org/research-and-development
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

23

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

8

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

VJCET strongly believes in cultivating a sense of social responsibility in our students, empowering them to serve humanity

better. To meet this objective, our institute has encouraged the students to actively associate with student bodies like NSS, IEEE etc which has given them enough opportunities to make them adaptive to challenging situations in life.

NSS Activities:

· Blood Donation Camp

· Blood Donation for Liver Transplantation

· Orphanage Visit

· Clean Up Drive

· Human Chain against Drugs

BRAKE 2022:

The MBA Dept. organized a programme against drugs named BRAKE which was aimed to raise awareness among the youth, hoping, it will prevent them from using drugs. Posters, ?ash mob, mime were also conducted. A cyclothon event with the tagline – 'Ride your life, say brake to drugs' was conducted on 12th November 2022.

LIGHT UP - Spread Light in Darkness

A project by IEEE SB VJCET and IEEE SIGHT VJCET under the guidance of local government visited the forest area of Pooyamkutty, Kuttampuzha Grama Panchayath to set a smart street light system in the forest which uses solar energy and works on IoT implemented using wireless communication which helped the local people to walk in the night safely and hence removing their insecurity by brightness.

File Description	Documents
Paste link for additional information	https://vjcet.org/downloads/naac/naac2023/C3/3.4.1.pdf
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

`1`

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`57`

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

`7177`

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

19

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Established in 2001, the college spans a tranquil 25.28-acre campus with 45944.47 sq.m of contemporary facilities. It presents 9 undergraduate and 4 postgraduate programs, bolstered by advanced infrastructure. The 47 ICT-enabled classrooms feature LCD projectors, Wi-Fi/LAN, and spacious layouts for effective learning. Six seminar halls, each accommodating 100, equipped with Wi-Fi/LAN and Audio Visual tools, Solar Power, UPS and Studio room augment the learning environment. Faculty rooms in every department house printers, intercoms, and desktops. Well-ventilated classrooms boast green boards, fitting furniture, and public address systems. CCTV-fitted exam halls further enhance the offerings.

Computer amenities comprise 963 systems, 8 servers, and high-speed internet lines. Discussion and guest rooms, along with specific spaces for clubs, expand the services. Auditoriums, seminar halls, and PwD ramps contribute to a well-rounded environment. Canteens, transportation, filters, medical care, and hostels are accessible. Notable professional bodies like IEEE, ISTE, and CSI are active, while technical cells, including IEDC and IIIC, stimulate innovation. Non-technical engagement is nurtured through clubs like Nature and Photography. This comprehensive setup creates a robust educational ecosystem.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vjcet.org/downloads/naac/naac2023/C4_data/4.1.1_2.mp4

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Outdoor, indoor courts and a multipurpose playground are available for physical recreation and yoga. The Physical Education Department coordinates sports and games and ensures the physical well-being of the students. The annual sports and games are conducted with the title Drona.

Outdoor Sports Facilities

- Football
- Cricket
- Volleyball
- Basketball
- Badminton

Indoor Sports Facilities

- Badminton
- Table Tennis
- Chess
- Carrom

Sl no Name of the facility Availability for usage(Nos) No. of student utility Area sq.m 1 Volleyball 1 12 957 2 Basketball 1 10 770 3 Badminton 7 28 1225 4 Table Tennis 2 8 66 Multi- purpose synthetic court 5 BasketBall 1 10 1189 6 Volleyball 1 12 7 Table Tennis 1 4 Multi purpose play ground 8 Football 1 22 10848 9 Cricket 1 22

The college has a 230 sq.m multipurpose gymnasium and fitness center with 19 fitness training equipment accommodating 35 members at a time.

Equipment

- Pec deck
- High Lat & Rowing
- Cable Cross over
- Squat Machine
- Leg Curl and Extension
- Biceps Curl
- Triceps Curl
- Wrist Curl
- Bench Press Parallel
- Bench Press Incline
- Tread Mill(Manual)
- Abdominal Board
- Ab-King Pro
- Double twister
- Weight Bar and Dumb-bells
- Gym Bench
- Gym Stool

- **T-Bar**
- **Barbells**

Cultural Activities

The college has main,mini auditoriums and various seminar halls available for cultural activities. The Cultural Committee organizes inter-collegiate and intra-departmental cultural competitions to nurture the student's artistic skills. The inter-college annual arts and technical festivals are conducted with the titles Drishya and Bodhi to ensure the technical and cultural exposure to the college's student community.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vjcet.org/drishya

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

53

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vjcet.org/downloads/naac/naac2023/C4_data/4.1.3_3.mp4
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

124.42

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college library adheres to norms established by college authorities and AICTE standards. Spanning an area of 1531.42 sq.m, it encompasses a designated stack area of 772 sq.m and a reading area of 460.52 sq.m, housing 38631 volumes. Organized by Dewey Decimal Classification, books are arranged on racks by call number. The library utilizes Koha, an advanced library management software, with features such as web-based interfaces, MARC 21 and UNIMARC support, and multi-lingual capabilities. It also offers services like circulation, reference, and a digital library with 55 computers.

Library facilities include an E-gate register, bar-coded books, IP-based access to E-Journals and E-Books, and multimedia resources. The institution is a member of NDL and DELNET, providing extensive support for academic and research needs, including competitive exam preparation. Additionally, the library offers a variety of services, including document scanning, printing, and access to NPTEL courses. The open-access system allows students to borrow books for 15 days, extendable once for another 15 days, fostering an environment of continuous learning. The library also provides Wi-Fi and high-speed internet (400 Mbps via OFC), enhancing the learning experience for all users.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://vjcet.org/facilities/the-central-library

4.2.2 - The institution has subscription for	**A. Any 4 or more of the above**

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

6.83

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

259

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Viswajyothi College of Engineering and Technology is well equipped with an IT infrastructure facility.

The institution has two VLANs with fibre star topology. The college has 1:1 leased line connections with a Bandwidth of 400 Mbps

- The college is equipped with seven different servers and two storage servers.
- The college has a centralized domain authentication and centralized data storage.
- We have a controller based (Ruckus) Wi-Fi network.
- The wired network is managed with more than 104 network switches.
- The Campus has aSonicWall NSA 4700 hardware firewall for managing all network traffic.
- The campus is equipped with more than 800 good configuration desktop computers with 61 printers.
- The whole campus is monitored through CCTV network
- The college has a dynamic website (developed in-house) and is active in social media platforms.
- Bulk SMS service to communicate with parents and alumni.
- Learning Management systems such as Microsoft Teams.
- Koha Library management Software.
- College has a licensed version of G suite.
- Admission Management Software.
- Biometric Authentication system is used for recording staff attendance.
- Campus Agreement with Microsoft Corporation.
- We are equipped with two line printers for student's record printing.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://vjcet.org/facilities/computing-infrastructure

4.3.2 - Number of Computers

762

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

693.64

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

VJCET maintains its facilities systematically. In laboratories, technical staff report repairs to faculty, who seek approval through a hierarchical process involving the director, HOD, and principal, with authorized suppliers completing the repairs. Computer maintenance is overseen by a dedicated System Engineer, combining in-house and contracted repairs to ensure optimal IT functionality.

Well-equipped classrooms provide a conducive environment for interactive teaching and monitoring throughout the day. The library's meticulous maintenance, material arrangement, and stock verification promote student engagement and intellectual growth through carefully selected book procurement. The Sports Complex emphasizes safety with regular checks in the fitness room and multi-purpose courts. The Transportation Facility operates transparently with the college bus committee proposing decisions, while assigned drivers report maintenance needs, ensuring comprehensive preventive and breakdown maintenance.

VJCET's 280kWp solar power plant generates 365,000 units annually, with daily monitoring and monthly cleaning, covered by a warranty for provider-addressed issues. Campus infrastructure, managed by a dedicated section supervised by a work supervisor, efficiently maintains water sourcing, storage, waste management, and organic processing, contributing to institutional functionality and sustainability.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://vjcet.org/downloads/naac/naac2023/C4/4.4.2_2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

131

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	*View File*
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	*View File*

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

898

File Description	Documents
Upload any additional information	*View File*
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	*View File*

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	*https://vjcet.org/capacity-building-initiatives*
Any additional information	*View File*
Details of capability building and skills enhancement initiatives (Data Template)	*View File*

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

808

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

808

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

268

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

13

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

3

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student Council

A Student Council is formed according to University standards. Two student representatives from each class choose the Council members for several posts in the Council. Students involved in administrative processes by electing them to class/course committees that monitor the adherence to the course plan, timetables, and evaluation procedures.

Extracurricular Activities of Student Council

The student council makes a budget proposal, which is duly reviewed and approved by the administration. The institution encourages the creativity and artistic skills of students by hosting an annual Arts & Cultural Fest DRISHYA and an inter-collegiate Technical Fest BODHI conducted to exhibit the technical aptitude and creativity of students.

Academic, Administrative and Co-curricular Activities

Students conduct various activities of professional societies

such as IEEE, ISTE, IEDC, IETE, CSI etc. The Placement & Training Cell (PTC) organizes regular co-curricular programs on Aptitude and soft skill development. Each class has two representatives in Placement Committee who interact with the students regularly.

A placement liaison officer monitors the activities of the PTC and suggestions from students are incorporated in training sessions. All these student-centric activities work closely with the college management, teachers and parents, and involve as many students as possible to ensure their active representation.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of VJCET which is registered under the Travancore Cochin Literary and Scientific and Charitable Societies Registration Act 1955 aims to maintain a connection, between the institution and its extensive network of over.6,500

alumni. It was established in 2005. Operates with a General Body consisting of graduates who're its core members. The associations activities are overseen by an Executive Council, led by the college Principal serving as President alongside office bearers and appointed members.Spanning across Kochi, Trivandrum, Chennai, Bangalore, Qatar and UAE there are six chapters that greatly contribute to the alumni network. These chapters play a role as representatives of the college. The association is committed to enhancing students' educational journey by conducting induction programes,organizing talks, interactive sessions and collaborative events ..Distinguished alumni actively participate in Department Advisory Boards. The association's annual newsletter documents its initiatives while also recognizing achievements by students. Through their engagement alumni foster a thirst for knowledge and holistic development among students. The association diligently maintains an updated database that serves as a platform for interaction, between alumni and the college.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**B. 4 Lakhs - 5Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Viswajyothi College of Engineering and Technology (VJCET), run by Diocesan Technical Educational Trust, under Catholic Diocese of Kothamangalam is founded on the values of integrity and commitment.

Governance mechanism comprising of Diocesan Technical Education Trust(DTET), with 277 members including 28 institutional and 249

hereditary members,Board of Trustees framing directive principles and policies, Executive Committee monitoring and approving academic plan and budget proposed by Governing Body, Advisory Board, Principal, College Council and Academic Council collectively guides institution in academics, research, student and faculty development and ensures that all the activities of institution are allied with institute vision and mission.

Institution strives for its holistic development to meet challenges of modern society, to increase employment potential of youth and to equip students with world class technical qualification in an envisioned, organized and progressive manner.

Faculty are involved in various academic and administrative committees including R&D Centre, Innovation and Entrepreneurship Development Centre, Industry Institute Interaction Cell, United Nations Academic Impact and Viswajyothi Business Incubation Centre to improve quality of technical education and enhance employability of graduates.

File Description	Documents
Paste link for additional information	https://vjcet.org/#/about/vision
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

VJCET promotes collective involvement of management and staff to have participative and decentralized work culture to fulfill vision and mission.Principal, Vice-Principal, Deans and HoDs assess performance of institution and distribute various responsibilities. Administrative Officer executes administrative matters in consultation with Principal. Management has delegated financial power on Principal and HoDs to extent of imprest money (Rs. 25,000/- and Rs.10, 000/- respectively).

HoD collectively involving Assistant HoD and Department Secretary monitors annual academic activities of department. DAC and PAC actively involve in functioning of department.Faculty Advisor,Course/Class committee and Mentorship introduced in departments are monitored by HoD and Principal. Faculty is assigned for Exam Cell and Extra-curricular activities and Student Council organize various events in institution.

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Case Study: New Program

Example for decentralization and participative management in
VJCET continues to start new programs, Computer Science and
Design(CG) and BHMCT.

Suggestion put forward by faculty regarding starting of new
programs, studied and discussed in HoD meeting was recommended by
Principal to Executive Committee and Board of Trustees.
Feasibility study report forwarded through Principal to
management was approved by Executive Committee. Management took
actions to apply for approval, to KTU and AICTE and got sanction
for starting CG in 2021 and BHMCT in 2022.
```

File Description	Documents
Paste link for additional information	https://vjcet.org/internal-quality-assurance-cell
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

```
Viswajyothi college of Engineering and Technology have strategic
plans like, Improving the teaching-learning process, Enhancing
the industry institute interaction, Rendering successful
entrepreneurs, Providing personality development programs for
students, Achieving placement in reputed firms, Encouraging R & D
by faculty and students

"Rendering Successful Entrepreneurs", is one of the plan
successfully implemented by Innovation and Entrepreneurship
Development Centre (IEDC), Industry Institute Interaction Cell
(IIIC) and Viswajyothi Business Incubation Centre (V-BIC) to make
students industry oriented, to face real world problems and to
work with new ideas and transform them to prototypes. To foster
this Expert/Alumni talks and workshops are organized.

MoUs are signed by IIIC to cultivate a strong link with various
Industries. Also expert talks are conducted by industry experts
to students through IIIC.

With the support of Kerala StartUp Mission (KSUM), IEDC organizes
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Idea Fest every year. This process will improve their Idea generation and industry exposure capacity in future. The project SMART HYBRID BIKE got BEST PERFORMANCE award in Maker Village-KSUM IEDC hosted by Kerala Start-up mission 2022.

Viswajyothi Business Incubation Centre (V-BIC) was launched in 2019 by realizing the need of developing entrepreneurship among students and staff members.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NA
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

VJCET, founded on principles of integrity and commitment, was established in 2001. VJCET has well defined policy guidelines in administrative setup, appointment and service rules, procedures etc.

Board of Trustees including Vicar General, Procurator and Higher Education Secretary, Executive committee, Governing Body, Advisory Board headed by Manager and Director encourage progress in governance framework and administers overall development of institute. Principal together with Vice Principal, Dean, College Council, Academic Council, IQAC and department HoDs define and delegate various academic and non-academic responsibilities in college including IQAC, R&D, Library committee, PTC, IEDC, IIIC, Grievance Redressal Cell, Counseling Cell etc. Administrative officer co-ordinates administrative activities.

Vacancies are notified in leading newspapers and institutional website, as decided by Management. Appointment sub-committee constituted by Board of Trustees, Principal, HoD and external subject expert conduct interview and prepare rank list based on merit and qualifications for post(s) as per norms prescribed by AICTE and other competent authority.

All staff working in the institution are bound to follow HR Policy of Management along with rules and regulations of AICTE

and Government, which are conveyed through Staff Manual. Rules and regulations of university and details regarding discipline of Institute are conveyed to students and staff, through Academic Schema.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the institution webpage	https://vjcet.org/key-functionaries-and-organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Academic Enrichment Programmes

- **The management is sponsoring Faculty Development Programmes(FDP), Seminars and Conferences.**
- **Faculty are granted financial assistance and special duty leave to participate in FDP.**
- **Quality Improvement Program and sponsorship for Doctoral Research with astipend of Rs.10,000/month for 3 years is granted.**
- **Provision for faculty to pursue part-time Ph.D with 15 days**

special casual leave is also sanctioned.

General Welfare Measures

- Casual leave of 15days/year and 30 days Block leave for a service of one full year; otherwise proportionate, is sanctioned.
- Maternity leave for 90 days with full pay and rest 90 days without pay is granted.
- Duty leave of a maximum of 15 days/year is granted to faculty for attending conferences/seminars/workshops, delivering invited talks, to interact with industry, accompanying students for industrial visits etc.
- Compensatory Off is also granted.
- Staffwelfare programs like EPF, ESI & Medical Insurance are available.
- Gratuity payment will be made at the time of retirement.
- Provided projectors, desktop PCs and Microsoft Teams software for ICT enabled teaching.
- Other amenities include Medical consultation, Gymnasium, College bus facilities, Free Wi-Fi, domain E-mail addresses, separate dining facility in the canteen, separate parking area, ATM facility, Kiosk and restroom.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

60

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff
An effectively designed Performance Based Appraisal System is provided to every faculty. A template is provided in the faculty diary for self-evaluation. The performance appraisal is conducted at the end of every academic year and Academic Performance Index (API) score is calculated by Appraisal Committee. The faculties are evaluated based on their teaching, co-curricular, professional development, research and academic contributions. Feedback of faculty from students is also given weightage in this appraisal form. **Separate appraisal forms are available for non-teaching staff. Student feedback for non-teaching staff is taken into account for API score.** **The college has a well-organized and fully automated feedback mechanism with a unique ID for each student to log-in into the feedback marking software. Through a questionnaire students can mark feedbacks of respective faculties and is done twice in a semester. Analyzed feedbacks received are taken into account while evaluating the staff for promotion.** • **Corrective measures** **Academic enrichment programs are conducted for the faculty for improving their performance. Twice in a semester, students are given chances to raise any kind of issues related to teaching learning process, facilities provided or any other relevant matter, through Class/Course committee meetings.**

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Viswajyothi College of Engineering and Technology, managed by the Diocesan Technical Education Trust, operates with a meticulous financial framework. The Board of Trustees holds the highest decision-making authority, supported by an Executive Committee to implement these decisions. Financial matters are overseen by the Finance Committee, while the Purchase Committee manages acquisitions.

The internal check system involves rigorous processes. Vouchers go through thorough verification by the Finance and Administrative Officers, subsequently gaining approval from the Principal and management representatives. The Cashier and Finance Officer jointly secure the cash, subject to daily physical checks by the Finance Officer and book verification by the Treasurer.

Internal audits, conducted by a team comprising Trust and Finance Committee members, ensure the proper order of financial activities. They scrutinize cash, bank balances, and the approval of purchases, verifying entries in the stock register.

Externally, annual audits, in accordance with auditing standards, are carried out by registered chartered accountants to guarantee accurate financial statements. These audit reports are made accessible on the college website, promoting transparency. Any audit findings are reported for necessary compliance.

This comprehensive system ensures financial integrity and compliance atevery level, enhancing transparency and safeguarding the interests of stakeholders within the institution.

File Description

- Annual statements of accounts

Internal audit Report

File Description	Documents
Paste link for additional information	[NA](#)
Upload any additional information	[View File](#)

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

5.66

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

VJCET, a self-financing institute, heavily relies on tuition fees and employs an astute financial strategy. Their Resource Mobilization Policy systematically identifies funding sources to support programs in line with the institution's mission and vision.

Departments draft budgets aligned with their planned activities, including equipment needs and academic calendars. Reviews by top stakeholders ensure adequate funding for quality programs and technological training. These proposals are presented to the Executive Committee of the Diocesan Technical Education Trust for approval.

The institution is agile in financial management, enabling the Principal to authorize funds with necessary approvals and securing extra resources through bank loans for emergencies. They actively pursue grants from various bodies, like technical

councils and government organizations.

VJCET's initiatives include a substantial 280kW solar power system and renting space at concessional rates to companies throughBusiness Incubation Centre, boosting revenue. College also generates income from foreign language programs.

Their commitment extends to student support through scholarships and financial aid, with contributions from the Parent Teacher Association and alumni association. Regular audits, overseen by the Administrative Office, maintain financial transparency.

This comprehensive approach ensures effective resource utilization while supporting students and fostering the institution's growth.

File Description

- Annual statements of accounts

File Description	Documents
Paste link for additional information	[NA](NA)
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC to enhance the quality of education was established on 15/7/2015.

Practice I

Placement Promotion Activities

The placement cell provides guidance and all the assistance (Aptitude Training, Soft skill training, Company specific mock tests and interviews, Alumni talks) to the students for achieving their carrier goals. The cell takes relevant steps in identifying the demands of the industry and prepares the students towards

this need.

Practice II

IIIC & IEDC

IIIC

Industry Institute Interaction Cell was formed in 2016 with the objective of minimizing the gap between the expectations of the industry and the graduating engineers of our institution.

MoUs were signed with many industries and Institute.

Many activities like expert talks for students by industrial experts are being organized regularly at department level.

IEDC

Innovation and Entrepreneurship Development Centre was formed in association with KSUM in 2016 with an aim to develop entrepreneurial culture.

Every year Idea Fest is conducted to focus on innovative ideas from students which help them to participate in state level Idea Fest competitions conducted by KSUM. Idea from each department is selected and given financial support of Rs.5000/- for prototype development. KSUM provides a financial assistance for the conduct of various events.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Outcome Based Education (OBE)

OBE is a student specific teaching and learning practice in which the course delivery and assessment are planned to accomplish specified objectives and outcomes as stated in the Course

Information Sheet. It focuses on measuring outcomes (POs, PSO) at different levels. The direct assessment tools considered are internal tests, assignments and University examinations. The indirect tools considered are Exit survey, Employer survey and Alumni survey. The OBE system works towards continuous improvement of the students and proposes remedial actions. Academic Performance Monitoring Committee (APMC) was constituted which constantly monitors academic activity, review and make suggestions to students and faculty members to improve students' academic performance. OBE also ensures active participation and provides a better insight to all stakeholders to realise the vision of Institute.

Internal Assessment

IQAC has introduced a new method for preparing question papers based on Bloom's Taxonomy. For every internal assessment Course coordinator sets question papers (similar to the University examination), which is verified by Stream coordinator and finally approved by HoD.

The question paper is discussed after every internal assessment. Weaker students are identified and remedial actions are taken. Attainment is calculated based on internal test and assignments.

File Description	Documents
Paste link for additional information	NA
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://vjcet.org/downloads/naac/naac2023/C6/6.5.3_1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

VJCET promotes gender equity through various campus measures, ensuring impartiality among genders. Some initiatives include.

· The College Academic Council is constituted with Heads of Departments and staff representatives of which a lady staff is mandatory.

· In the Student Council Elections, the posts of vice chairperson and two student representatives are reserved for women.

· Two class representatives are selected for each class; of which one is a girl.

College activities uphold egalitarianism, fostering equity. The Students Council arranged events like Bodhi (Technical Fest) and Drishya (Arts Fest) offering equal chances for boys and girls in organizing and participating, advancing gender fairness.

The National Service Scheme featured inclusive programs for both genders.

Women's Cell empowers through programs fostering self-confidence and awareness of feminine potential

A Women's Grievance Redressal committee addresses complaints and sexual harassment through an Internal Compliance Committee.

a. Safety and security

Security personnel ensure campus safety, and the lady's hostel is overseen by Reverend Sisters and female Resident Tutors.

b. Counselling and Common Rooms

A counselling center aids students facing challenges, while common rooms cater to girl students.

File Description	Documents
Annual gender sensitization action plan	https://vjcet.org/downloads/naac/naac2023/C7/7.1.1_1.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://vjcet.org/downloads/naac/naac2023/C7/7.1.1_2.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

VJCET (Viswajyothi College of Engineering and Technology) is committed to maintaining a robust waste management system to ensure a clean and environmentally friendly campus.

1. Solid Waste Management: VJCET promotes segregation at source,

with designated containers for biodegradable and non-degradable waste across the campus, including hostels, canteen, offices, and the library. Biodegradable waste is used to produce biogas, contributing to sustainable energy for the hostel kitchen

2. Liquid Waste Management: The campus boasts a Sewage Treatment Plant (STP) with a substantial capacity, employing physicochemical, biological, and multi-stage filtration units. Treated water is reused for gardening, lawn maintenance, and agriculture.

3. Biomedical Waste Management: The disposal of biomedical waste, sanitary napkins, and materials from the first aid room is handled through on-campus incineration.

4. E-waste Management: Electronic waste is diligently separated into sellable, recyclable, and non-recyclable categories and sent to appropriate recycling units, either directly or through authorized agencies.

5. Waste Recycling: Plastics, metals, glasses, and other recyclable items are collected separately in each block and handed over to authorized recycling agencies.

6. Hazardous Chemicals and Radioactive Waste: Hazardous chemicals are safely packaged, transported, and entrusted to authorized agencies for secure disposal. Importantly, the campus does not generate any radioactive waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:
 	
  1. **Restricted entry of automobiles**
  2. **Use of bicycles/ Battery-powered vehicles**
  3. **Pedestrian-friendly pathways**
  4. **Ban on use of plastic**
  5. **Landscaping**
	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

VJCET is very keen to balance the importance of tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities along with academics.

- **Har ghartiranga day - The first day of Har Ghar Tiranga was**

- celebrated as part of the 75th Independence Day on 13th august 2022
  - Orphanage visit - The studentsvisited Snehatheeram Rehabilitation Center located at Machiplavu, Adimali on 24 September 2022, as a part of 'one day one rupee' mission.
  - Clean up drive -tourism day - VJCET Tourism Club associated with the Tourism Department of Kerala and DTPC Ernakulam, conducted a cleanup drive at Bhoothathankettu as part of Tourism Day on 27th September 2022.The volunteers helped in removing plastic waste near Bhoothathankettu park.
  - Girls night out marathon- On 8th october 2022, the dynamic NSS volunteers participated in a marathon organized by the women's association Muvattupuzha. The marathon was a part of the "GIRLS NIGHT OUT @ MUVATTUPUZHA". The event aimed at empowering women and to encourage them to step out into the streets without worrying about their safety.

  - Session on energy awareness and energy audit- An orientation session on energy awareness and energy audit was conducted on 12th November, at 8pm on google meet platform.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The objective of VJCET is to make both students and employees, responsible citizens of the country. To this end, the institution implements different programs.

- In order to foster the spirit of patriotism, respect for the national flag and republican values, VJCET has celebrated remembrance days such as Independence Day, Republic Day,etc.

-Singing National Anthem every day and after every event conducted in the college with strict protocols.

The Institution also initiates steps to inculcate the sense of

social responsibility among students and staff over and above
this. Some of these measures are:

-Visits to orphanages and homes of elderly people.

-Awareness program was conducted on Anti-drug day.

-On campus, blood donation camps including students and faculty
members at regular intervals.

-Environment day celebration.

VJCET has reserved seats for deprived groups of individuals such
as SC/ST, OBC/OEC, differently abled etc.

The college follows strict protocols for the election of student
representatives in department associations and various committees
in order to sensitize the students about the democratic way of
life and leadership qualities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://vjcet.org/downloads/naac/naac2023/C7/7.1.9_1.pdf
Any other relevant information	NA

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

International Days include

World environment day celebration – IT and HMCT Departments had organised a Poster Design Contest and tree sapling planting

World telecommunication day - The IT department had organised a contest in connection with the same

National reading day – On June 20th an orientation session was conducted based on National Reading Day.The event started at 7:00 pm in an online mode.

National olympics day - On June 23rd, National Olympics day was celebrated.

Anti drugs day: NSS VJCET in association with the Punarjani, leharivimukthi clinic conducted an orientation program on the topic "Drugs and humanitarian crisis". Dr. Harish Babu, C.M.O, G.H.D Thrikkakara, was the resource person.

Harghartirangaday : Har Ghar Tiranga was celebrated as part of the 75th independence day Rev. Fr. Mathew Puthenkulam (warden ,men's hostel, VJCET) hoisted the national flag.

World Tourism Day: HMCT Department Inaugurated their tourism club ' Paryadan' by the KTDC Regional Manager Mr. Sunil Mathews.

International Yoga Day: HMCT Department celebrated the day by addressing the importance of yoga in human life.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Practice I

Title of the Practice: Philanthropic Stance & Student Driven Socially Responsible Activities

Objectives of the Practice:

To develop an integrated sustainable system for improving education,health and standard of living of the rural community, also inculcate innovative thinking which, leads to projects benefiting the society.

The Context:

Encourages staff and students to initiate new measures for the enhancement of human values and civic sense.

The Practice:

VJCET's commitment to holistic development and community upliftment is evident through different endeavours.

Evidence of Success:

Faculty members have published their work in different Scopus Indexed Journals and International Conferences.

Through Blood Donation Camps, many students and staff donated their blood.

Practice II

Title of the Practice: Industry Aligned Technical Education

Objectives of the Practice:

To enable faculty members and students to become aware of industry standards and to train the students to meet industry expectations

The Context:

Institution needs to cater to the demands of industry requirements by equipping students with necessary skill.

The Practice:

College Governing Council and Department Advisory Boards and Curriculum Enrichment Programs.

Evidence of Success:

Interactions with industrial experts, memorandums of understanding (MOUs) are signed.

Different soft skill assessments, Project evaluation and Viva Voce exams where conducted.

File Description	Documents
Best practices in the Institutional website	https://vjcet.org/internal-quality-assurance-cell#best-practices
Any other relevant information	https://vjcet.org/downloads/naac/naac2023/C7/7.2.1.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

VJCET champions sustainability through solar power, rainwater harvesting, and waste recycling. Addressing climate change and energy security, it adopts eco-friendly practices. Solar energy, with 280kW capacity, curbs 420 tons of CO2 emissions annually and

is grid-connected. Rainwater harvesting, using a recharge well and terraced structures, conserves water for groundwater replenishment.

The campus values water bodies, featuring a natural pond and storage tank that meet high-quality standards. Sewage treatment in a 200 cu.m/day plant provides irrigation water, and sludge serves as organic fertilizer. Effective waste management involves segregation, incineration, and proper disposal. An electric vehicle charging station, LED lighting, and energy-efficient design strategies contribute to reduced energy consumption.

A 15 cu.m biogas plant converts organic waste fortcooking and produces useful manure. The campus promotes a green protocol with digital solutions to minimize paper usage. The college's commitment to a paperless office automation system further reduces environmental impact. Lush greenery enhances air quality and comfort. A variety of shrubs and plants create a refreshing, nature-connected atmosphere throughout the beautifully landscaped campus. VJCET showcases a green approach to sustainable development.VJCET's holistic approach demonstrates its dedication to environmental well-being while providing a conducive learning environment.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Reduce waste, promote reuse andrecycling.
- Use bags, pencil pouches & purses made of cloth.
- Bring food & drinking water in reusable utensils.
- Welcome dignitaries with natural bouquets.
- Decorations may be done with nature friendly items.
- Minimise the use of printed material & promote e-copies.
- Use cloth banners or electronic display boards
- To enhance on grid solar facility of 312kVA
- Educate students about the need for energy conservation withinand outside the campus.
- Promote LED Bulbs.
- Promote usage of electric vehicles, public Transport.
- To continue the waste water recycling and bio gas plant.

- **To inculcate entrepreneurial abilities in students to face the challenges of corporate world.**
- **To increase nature friendly Extension activities.**
- **To organise workshops, seminars and conferences related to energy conservation and nature protection.**
- **To create awareness and initiate measures for protecting and promoting environment.**
- **To facilitate Faculty and Student Exchange Programmes with Other Academic Institutions and Linkages to study their green initiatives.**
- **To emerge as an exemplar to other colleges.**