



# VISWAJYOTHI

## COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam RO., Muvattupuzha-686 670, Kerala  
Tel: 0485 2262211, 2262255, 9496335522  
Email: vjcet@vjcet.org, www.vjcet.ac.in

Established in 2001  
Managed by Catholic Diocese Kothamangalam



**NOTICE - 35**

24/04/2024

Ref: VJCET/IQAC - 35

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled as below.

Date and Time :04/05/2024, 10:00 AM


Venue : Conference Hall, Administration Block

### Agenda

- 1) Student Assessment Record Monitoring
- 2) Test and Retest Monitoring Cell
- 3) Attendance Monitoring
- 4) Course File and Lab Manual Monitoring
- 5) Industry Institute Interaction Cell & Innovation and Entrepreneurship Centre
- 6) Exam Cell
- 7) Academic Advisory Committee
- 8) Research and Faculty Development
- 9) Placement Cell
- 10) Student Disciplinary Cell
- 11) NPTEL, Spoken Tutorial and Guest Lecture
- 12) Feedback Cell
- 13) Student Grievances and Ethics Monitoring
- 14) Library Committee
- 15) Project Monitoring

All Head of Department and Stream Heads are requested to attend the meeting



  
**Dr. Anoop C K**  
**IQAC Coordinator**

To:

- 1) Director, Viswajyothi College of Engineering and Technology
- 2) Principal, Viswajyothi College of Engineering and Technology
- 3) Vice Principal, Viswajyothi College of Engineering and Technology
- 4) HOD- AD, BHMCT, CE, CSE, CSED, ECE, EEE, IT, ME, MBA
- 5) Administrative Officer, Viswajyothi College of Engineering and Technology
- 6) All Stream Heads
- 7) File



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Reg No .6

Date :04/05/2024

### Minutes of the 35<sup>th</sup> meeting held on 04/05/2024

Reference No : VJCET/IQAC-35

1. The 35th meeting for Internal Quality assurance cell started at 10:00 a.m. on 04/05/2024 in the conference hall. Rev. Fr. Dr. Paul Parathazham presided the meeting. The Director Insisted the admission committee members to start the admission process for the academic year 2024- 2025. Director pointed out the decreasing trend among students to opt for engineering course. It was further informed that institute should put forward new engineering streams in accordance with the future demand. Director informed the orientation program for the first year shall be continued as before / previous years.
2. Director Rev. Fr. Dr Paul Parathazham informed the institute is preparing for Autonomous Status. It was further instructed NBA procedure to be carried for eligible departments.
3. The Director informed regarding the scholarships offered by the management for the student intake of year 2024. Director appreciated the effort put forward by every department for publishing the 2018- 2019 Annual newsletter .
4. Principal Dr. K KRajan supported the message from the Director. Principal informed all the faculty members should submit the faculty appraisal for annual performance valuation system. Head of department were instructed to present the budget proposal and list of activities planned for the year 2024-2025..
5. Principal Dr. K KRajan informed the Head of departments to allocate the coursework subject to faculty members based on their specialization. The time table committee was further informed to finalize the timetable.
6. Principal informed the head of departments to update their status of Internship proposed / carried out by the students in their department. It was further communicated to propose industrial visit planned by the students.



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7. Principle Dr. K KRajan informed the present status of KTU valuation camp. The valuation at the camp was carried out in a proper manner under the leadership of Camp officer, Chairman and valuation team.
8. Administrative officer Sunny Jacob informed the fee collection status from students.
9. Dr. Shine George informed innovative course delivery methods to be devised and implemented to improve student learning process. All the activities are scheduled ahead and the tentative dates are included in the academic calendar.
10. Sri. Biju George informed the class test and series test are pre planned and included in academic calendar. It was further informed question paper set for the series examination be duly signed and verified by course coordinator, stream coordinator and program coordinator. The Blooms taxonomy to be followed for setting question paper.
11. Smt. Jeslinejoseph informed regarding the verification of attendance report on weekly basis once the classes start. The details regarding long absenteeism in a month need to be studied and kept for notice to the parents and Head of department.
12. Sri. Amel Austin informed regarding the preparation of course information sheet of newly introduced courses in 7th semester. It was suggested a separate file for future notes be maintained for each course file by giving a reference in main course file.
13. Sri Vinojinformed IEDC orientation programs for final year B. Tech students will be organized department wise. The functioning of United Nations Academic Impact UNAI Aspire chapter was briefed. A student from institution getting selected as public relation officer of ASPIRE Kerala forum for UNAI was announced. The plan for conducting medical diagnostic camp for villages was suggested.
14. Sri Somy P Mathew informed regarding the conduct of Kerala technological University exam. The system of conduct of examination for KTU is same as previous year. The question paper set up for the examination is available an hour back only through confidential massaging system. All the university examinations where held from 9:30 to 12:30 pm in FN session and 1:30 to 4:30 pm in the AN session.
15. Dr. Anoop C K informed regarding the conduct of department advisory committee and program assessment committee meetings for the academic year 2023 - 2024. The scheme of evaluation was mentioned as follow



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Two internal test each of 20 marks and of 1 hour duration (internally by college)

b) Tutorial / Assignment / Mini project carrying 10 marks (internally by college)

c) End semester examination carrying hundred marks (conducted by University) for

There shall be academic auditing in each semester. This academic auditing shall be conducted by an external academic auditor appointed by the University.

16. Dr.Sharika informed all the faculty members should be encouraged to publish papers in SCI/SCIE indexed journals. The necessity of organizing funded FDPs of KTU and AICTE was insisted. The updation of R & D details in the website was mentioned.

17. Sri. Mavin proposed to motivate all students to attend training programs and practice often as to be ever ready to attend recruitment drives. It was suggested all the faculty members should inform and assist the placement officer with their personal contact and influence to find more openings for placement.

18. Dr. Shunmugesh informed the selected faculty members from every department for maintaining discipline should be vigilant in the respective blocks during morning hour-starting of the class, interval time, lunch time and at the end of class. The discipline among the students be given more weightage.

19. Smt. Smitha Jacob informed the relevance of NPTEL programs and spoken tutorials to be circulated among first year students. It was suggested the updates from NPTEL website for courses held and schedule of examinations be frequently updated to students group and faculty members for maximum participation.

20. Dr.Sharika informed to instruct the students to use grammarly software for checking grammar. The students either individually or in a batch not exceeding four members, have to do the final year project approved by the faculty supervisor. Each student in the 7th semester has to give a seminar presentation on a professional topic of current interest in consultation with the faculty member in charge.

21. Smt. Brighty informed requirement of new books maybe in intimated by the librarian through the concerned Head of department. It was also mentioned not to move than two books may be borrowed at a time. The reference books, newspaper, magazine and journals in the central library shall not be taken out. The members will be responsible for any damage and disfigurations caused to to the books borrowed by them.



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### List of members present

Sl No	Name	Signature
1	Dr. K KRajan	Sd/-
2	Rev.Fr.Dr.Paul Parathazham	Sd/-
3	Sri Somy P Mathew	Sd/-
4	Adv. Francis George	Sd/-
5	Mr. Vinoj K	Sd/-
6	Smt. Jesline Joseph	Sd/-
7	Dr. K Shunmugesh	Sd/-
8	Mr. Sunny Jacob	Sd/-
9	Dr. Sharika S	Sd/-
10	Dr.Naveen Jacob	Sd/-
11	Sri Biju George	Sd/-
12	Mr. Mavin C	Sd/-
13	Dr. Shine George	Sd/-
14	Smt. Brighty Jose	Sd/-
15	Mr.AmelAustine	Sd/-
16	Mr. Baby George	Sd/-

Minutes of the meeting held on 04/05/2024 is prepared by

  
Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg No 3/Page No 38

