



VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

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

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

Established in 2001
Managed by Catholic Diocese Kothamangalam



NOTICE - 32

11/07/2023

Ref: VJCET/IQAC - 32

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

Date and Time :20/07/2023, 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 .5

Date : 20/07/2023

Minutes of the 32nd meeting held on 20/07/2023

Reference No : VJCET/IQAC – 32

1. The Thirty second meeting for Internal Quality Assurance Cell started at 10:00 AM on 17/02/2020 in the Conference Hall. Director of the institute Rev.Fr.Dr. Paul Parathazham presided the meeting. The Director congratulated the admission committee members for the admission process held for the academic year 2023- 2024.
2. The Director briefed the process of mentoring plan introduced. A counselling service is provided to students where students selected are free to consult the counsellors during free time.
3. Director informed the college ensures a healthy and holistic lifestyle within the campus for encouraging students to participate in sports and games.
4. Director informed the Cafeteria in the institution is functioning efficiently. Separate seating arrangements is made available for staff members in the Cafeteria. The timings are from 7:00 AM to 7:00 PM. In addition to Cafeteria tea and snacks are served through KIOSKS functioning in the academic block. Students are served only during interval times. The facility for XEROX copy is available in C Block (Room C128). Stationeries, book binding facilities two computers for formatting and printer works are made available in the centre.
5. Director informed regarding the practise of providing remedial coaching/ Bridge course to bring up students to a benchmark. It was informed the students should utilise the facility of Central Library in an effective way.
6. Director informed regarding the teaching learning process is being carried with utmost care.
7. Director informed every year the alumni meet is held in the institution. Several alumni chapters were inaugurated in Middle East in Asia. More and more students are encouraged to apply and study for Masters Degree abroad. The alumni fund was utilised



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efficiently for the welfare of currently studying students based on alumni suggestions and feedback.

8. Principal Dr. K K Rajan supported the message from Director. Principal informed University has started the semester classes for the undergraduate students. Proper care be taken for bringing good results to the students.
9. Principal Dr. K K Rajan informed the schedule of PTA meetings be prepared and start interaction. It was proposed all the faculty members should adhere to the academic course plan released by the University. The Head of Departments were instructed to held the invited/expert lectures as mentioned in the Academic department budget.
10. Principal appreciated the Head of Departments for achieving good results in the University examination.
11. Principal informed that AICTE data is updated. All the departments are suggested to apply KTU funding for conduct of FDP.
12. Principal informed the NBA awarded to the six departments will get expiry by June 2025. It was further instructed to Dr. Anoop CK for making necessary arrangements for renewal and submission process.
13. Principal informed the Cultural activities , Annual day celebration be planned accordingly in consultation with student council.
14. Dr. Shine George informed to ensure that assignments are given and tutorials are conducted. The tutorial need to be given in every module. After series examination, listing of students category wise in terms of their performance in examinations is to be introduced. This will improve the follow up scheme to check the students performance.
15. Sri. Biju George informed all the tests and retest dates for the running semester is planned. It was further suggested solutions be made available with University previous year Question paper and solutions for the questions as put on demand by the students. This could be kept as a Question bank for reference in preceding years.
16. Smt. Jeslin Joseph informed the students having shortage in attendance to report in person to the Group tutor, Head of Department, Principal and make the necessary submission to the University for getting eligibility to write the examination. Duty leave is



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given for recommendation letter issued from Medical Certificate issued from Medical Practitioners in Health Services.

17. Sri. Amel Austine informed the course file and lab file to be made with the same format as followed in the academic year 2022-2023. It was informed separate files (Faculty Advisor/Group Tutor files, remedial class file, Personal file, Placement file) be maintained in the department.
18. Sri Vinoj K informed students should be encouraged to participate competitions events and conferences organised in institute of national importance within the state and other states. Students should get involved in activities related to IIIC, IEDC and UNAI aspire chapter for their professional growth and development of institution profile.
19. Dr. Anoop CK informed Students who do not meet the Credit requirement are not permitted to register for new course in higher semester as per KTU. The meeting dates for stream committee and class committee was informed.
20. Dr. Anoop C K informed regarding the conduct of student council election in the institution for the academic year 2023-2024. The student council election shall be held as per University regulations of KTU. It was informed no campaigning in the form of processions or pasting posters be allowed in the campus.
21. Dr. Sarika informed the Technology and the future journal for July- December 2023 issue assigned to Computer Science Engineering Department. It was insisted the necessity of having publications in UGC-CARE journals for NBA and NAAC accreditation. Several students of final students obtained scholarship from Kerala Technological University for performing the final year project. The initiative was appreciated. `
22. Sri. Mavin C informed the placement statistics It was informed students should concentrate more on Aptitude training sessions offered. It was informed it is the responsibility of students to update the database at the training and placement cell office about their academic credentials on a continuous basis.
23. Dr. Shunmugesh informed a proper discipline was maintained inside the campus.
24. Smt. Smitha Jacob informed that every department should identify NPTEL courses which can be offered to students as a part of their BTech Honors program. It was informed



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many faculty members have registered for NPTEL advanced courses for continuous improvement.

25. Dr. Naveen Jacob informed the student feedback at the beginning of semester was conducted. The review comments were forwarded to the Head of Department for consideration.
26. Dr. Cyriac informed the student representatives have requested make campus events more richer in festival celebrations and cultural events so that campus life become more active. This was put for discussion.
27. Smt. Brighty Jose informed the permission has been made to management/Principal to subscribe the books for the year 2023-2024

List of members present

Sl No	Name	Signature
1	Dr. K K Rajan	Sd/-
2	Rev. Fr. Paul Parathazham	Sd/-
3	Sri Somy P Mathew	
4	Dr. K Shunmugesh	Sd/-
5	Dr. Shine George	Sd/-
6	Dr. Anita Brigit Mathew	Sd/-
7	Dr. Naveen Jacob	Sd/-
8	Mr. Sunny Jacob	Sd/-
9	Mrs. Brighty Jose	Sd/-
10	Mr. Biju George	Sd/-
11	Dr. Sony Kurian	Sd/-
12	Dr. Cyriac Joseph Vempala	Sd/-
13	Mr. Amel Austine	Sd/-
14	Mr. Bobby George	Sd/-
15	Mr. Vinoj K	Sd/-
16	Mr. Mavin C	Sd/-



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Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg No 4/Page No 22